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## **ELIGIBILITY CRITERIA & REQUEST FORM FOR INSTITUTO CERVANTES EXAMINATION CENTERS**

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General obligations for the examination center:

- Guarantee that, during the validity of the agreement of recognition of the examination center, the technical, academic and legal obligations are fulfilled.
- During the validity of the agreement as an examination center, to communicate to the Instituto Cervantes any substantial variation in the conditions outlined at the signing of the agreement (change in the center's facilities, corporate structure, management team, etc.).
- To disseminate information on the DELE diploma and the CCSE test to candidates in order to encourage their participation in the yearly test dates for each of the exams.
- Promote the value and prestige of the DELE diploma and of the CCSE test.

### **ELIGIBILITY CRITERIA FOR DELE DIPLOMA EXAMINATION CENTERS**

Among the eligibility criteria for the recognition of new DELE Examination Centers, essential requirements and recommended conditions are outlined as follows:

**The following are essential requirements:**

1. To be a Spanish as a foreign language (ELE) teaching center or to have the promotion of academic Spanish as part of its objectives.
  2. To have Spanish as a foreign language (ELE) instructors and as well as staff who are those in charge of the examinations.
- Spanish instructor criteria: At least three people employed as teaching staff with experience teaching Spanish as a foreign language who comply with at least two of the following characteristics:
    - Instructors whose first language is Spanish and who are in possession of a degree recognized and approved by the Spanish Ministry of Education, Social Policy and Sport.
    - Instructors whose first language is not Spanish but who hold a degree in Hispanic Language and Literature.
    - Instructors with experience teaching L2 or L/E level Spanish.
    - Instructors that have taken specific training courses for teaching L2 or L/E level Spanish.

- The center must have at least one person in charge of all the academic-administrative processes for the exams.
  - Given that all the documentation utilized in such processes is written in Spanish, it is imperative that the person in charge of the examination center be Spanish-speaking.
  - The person responsible should demonstrate experience in the management and administration of examinations that require complex organization processes.
- The center must have a person with at least one year of experience in IT management.
- Additionally, the administrative and teaching personnel are expected to handle all customer service and processes related to registration of new examination candidates. This implies that the center must have at least two people dedicated to these roles in addition to the academic personnel.

### 3. Facility capacity and equipment.

- The center must have at least 3 classrooms available with sufficient space for the fulfilment of the examinations, considering that every candidate requires at least 1,5 meters of physical space between side seats.
  - A minimum of 3 classrooms is required but the estimated number of candidates indicated in the request form will be used to evaluate this aspect.
- The examination rooms must have:
  - Adequate lighting and ventilation and must be equipped with appropriate furniture for the fulfilment of written examinations.
  - Color and black-and-white printers for examination materials. At least one black-and-white printer in the examination center.
  - Audio play-back devices: CD/audio players of sufficient numbers and no less than the number of examination rooms.
  - Scanner and paper shredder.
    - The recommended scanner model is Fujitsu Scansnap ix500, but if another model is used it should be compatible with the systems at the Instituto Cervantes.
    - There must also be at least one paper shredder.

- Other technological resources: computers with internet access, telephone, printers and sufficient office equipment so that the centers are able to run autonomously.
  - There must be at least 3 computers.
  - It is an essential requirement that those in charge of the centers have email addresses.
  - The web page must be available in at least two languages.

**The following conditions are recommended but not required:**

- To be an examination center of other certification authorities integrated by ALTE.
- To learn more about the relation between certification authorities integrated by ALTE, please visit their webpage at <http://www.alte.org/>
- FEDELE, CCSE and SIELE centers.
- It would be of value for the center to belong to the FEDELE school network, the network of CCSE centers, or the SIELE network so that, directly or indirectly, they will already have management and administration experience for certification examinations.

The Instituto Cervantes reserves the right to deny the request for a center in the case of another examination center existing less than 2 kilometers away, limited demand for examinations therefore not requiring the opening of another center in the area, or if the requesting center participates in an activity that the Instituto Cervantes deems incompatible with its image and function.

## **ELIGIBILITY CRITERIA FOR CCSE EXAMINATION CENTERS**

Among the eligibility criteria for the recognition of new CCSE (prueba de Conocimientos Constitucionales y Socioculturales de España) Examination Centers, essential requirements and recommended conditions are as follows:

The following are essential requirements:

1. Be a public or private institution whose area of activity is related to the cultural, social or academic promotion of Spanish.
2. To have a person responsible for the examination center and those in charge of the examinations.

- At least three employees with experience in administering examinations.
- The center must have one person in charge of the processes associated with the administration of examinations.
  - Given that all the documentation utilized in such processes is written in Spanish, it is imperative that the person in charge of the examination center be Spanish-speaking.
  - The person responsible should demonstrate experience in the management and administration of examinations that require complex organization processes.
- The center should have a person with at least one year of experience in IT management.
- Additionally, the administrative and teaching personnel are expected to take care of customer service and processes related to registration of new exam candidates. This implies that at least one person must be dedicated to these roles in addition to the academic personnel.

### 3. Facility capacity and equipment

- The center must have at least 3 classrooms available with sufficient space for the fulfilment of the examinations, considering that every candidate requires at least 1,5 meters of physical space between side seats.
  - A minimum of 3 classrooms is required but the estimated number of candidates indicated in the request form will be used to evaluate this aspect.
- The examination rooms must have:
  - Adequate lighting and ventilation and must be equipped with appropriate furniture for the fulfilment of written examinations.
  - Color and black-and-white printers for examination materials. At least one black-and-white printer in the examination center.
  - Audio play-back devices: CD/audio players of sufficient numbers and no less than the number of examination rooms.
  - Scanner and paper shredder
    - The recommended scanner model is Fujitsu Scansnap ix500, but if another model is used it should be compatible with the systems at the Instituto Cervantes.
    - There must also be at least one paper shredder.

- Other technological resources: computers with internet access, telephone, printers and sufficient office equipment so that the centers are able to run autonomously.
  - There must be at least 3 computers.
  - It is an essential requirement that those in charge of the centers have email addresses.
  - The web page must be available in at least two languages.

**The following conditions are recommended but not required:**

- To be an examination center of other certification authorities integrated by ALTE.
- To learn more about the relation between certification authorities integrated by ALTE, please visit their webpage at <http://www.alte.org/>.
- FEDELE, CCSE and SIELE centers.
- It would be of value for the center to belong to the FEDELE school network, the network of CCSE centers, or the SIELE network so that, directly or indirectly, they will already have management and administration experience for certification examinations.

The Instituto Cervantes reserves the right to deny the request for a center in the case of another examination center existing less than 2 kilometers away, limited demand for examinations therefore not requiring the opening of another center in the area, or if the requesting center participates in an activity that the Instituto Cervantes deems incompatible with its image and function.

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## **REQUEST FORM FOR EXAMINATION CENTERS**

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The following preliminary questions will be used to determine the request process to follow:

**1. Certification being requested by the examination center (please mark one response):**

DELE

CCSE

**2. Please indicate if this is for a public or private institution:**

PUBLIC

PRIVATE

**3. Please select one of the following options:**

We have no previous connection with the Instituto Cervantes either as an examination center or as an Accredited Center of the Instituto Cervantes.

We are already a DELE examination centre and request to be a CCSE centre.

We are already a CCSE examination centre and request to be a DELE centre.

We are already a DELE examination centre and request for the renewal of the agreement.

We are already a CCSE examination centre and request for the renewal of the agreement.

We are already and Accredited Centre of the Instituto Cervantes.

The center is an Instituto Cervantes Accredited Center.

If you are an Accredited Centre of the Instituto Cervantes, please let us know from what date (dd/mm/yyyy):



Next, we will request you some details about the centre to be recognised (The indicated—DELE or CCSE— will be included in the first preliminary question on the previous page).

## **1. GENERAL INFORMATION ABOUT THE REQUESTING INSTITUTION**

INSTITUTION/BUSINESS  
NAME:

TAX IDENTIFICATION NUMBER:

DOING BUSINESS AS NAME:

ADDRESS:

POSTAL CODE:

CONTACT PERSON  
OF THE SIGNING ENTITY

IDENTITY CARD  
OF THE HOLDER:

CITY:

STATE:

REGION:

COUNTRY:

TELEPHONE:

CENTER'S EMAIL ADDRESS:

WEB PAGE:

COORDINATES (LATITUDE AND  
LONGITUDE):

## 2. INFORMATION ABOUT THE FACILITIES

TOTAL DIMENSIONS OF THE  
CENTER  
(area in m<sup>2</sup>):

STORAGE SPACE  
(area in m<sup>2</sup>):

N.º DE ASEOS:

FEMALE

MALE

ACCESSIBLE FOR PEOPLE  
WITH MOTOR HANDICAPS:

YES

NO

ACCESSIBILITY OF CENTER

ELEVATORS:

RAMPS:

OTHER:

SPACES AVAILABLE TO  
PERFORM THE ORAL  
EXAMINATION  
(only required for DELE)

AREA

CAPACITY\*

AUDIO  
PLAYBACK  
EQUIPMENT?

FURNISHINGS

N.º (1)

N.º (2)

N.º (3)

N.º (4)

\* Calculated with at least 1,5 meters of distance between side seats.



CLASSROOMS FOR THE EXAMINATION	AREA	CAPACITY	FURNISHINGS
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N.º (1)

N.º (2)

N.º (3)

I DECLARE THAT:

- The classrooms have adequate ventilation and sufficient space for each candidate to have a meter of space surrounding them.
- There is sufficient space and security to house the examination material, which will only be accessible by authorized personnel.
- The furnishings are of sufficient comfort for the conduction of the examinations.
- The facilities will always be maintained in safe and hygienic conditions.

OBSERVATIONS:

**Computer equipment at the center:**

INTERNET ACCESS

YES

NO

N.º	BRAND	MODEL	OPERATING SYSTEM
COMPUTERS: <i>there should be at least 3</i>			

N.º	BRAND(S)	MODEL(S)
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SCANNER:



PAPER SHREDDER

NUMBER OF AUDIO DEVICES:

YES

N.º

BRAND

MODEL

NO

CAMERAS

### 3. STAFF INFORMATION

#### Director or person responsible for center

NAME:

LENGTH OF SERVICE:

EMAIL ADDRESS:

CONTACT TELEPHONE:

#### Manager or coordinator

NAME:

ROLE IN THE INSTITUTION &  
LENGTH OF SERVICE:

ROLE  
LENGTH

NATIONALITY:

LEVEL OF SPANISH:

In the case of centers in Spain:  
If they do not have Spanish as a  
first language they should have a  
DELE C1 diploma or a SIELE  
certification of 900 points.

DEGREE:



Accredited management and administrative experience in exams that require complex organization processes.

EMAIL ADDRESS:

TELEPHONE:

### IT Manager

NAME:

ROLE IN THE INSTITUTION & LENGTH OF SERVICE:

ROLE  
LENGTH

NATIONALITY:

LEVEL OF SPANISH:

In the case of centers in Spain:  
If they do not have Spanish as a first language they should have a DELE C1 diploma or a SIELE certification of 900 points.

DEGREE:

Accredited management and administrative experience in exams that require complex organization processes.

EMAIL ADDRESS:

TELEPHONE:



## **Academic personnel involved in the examinations**

### **PERSON 1**

NAME:

LENGTH OF SERVICE:

ACADEMIC DEGREES:

YEARS OF ACCREDITED  
EXPERIENCE

EMAIL ADDRESS

TELEPHONE:

### **PERSON 2**

NAME:

LENGTH OF SERVICE:

ACADEMIC DEGREES:

YEARS OF ACCREDITED  
EXPERIENCE

EMAIL ADDRESS

TELEPHONE:



**PERSON 3**

NAME:

LENGTH OF SERVICE:

ACADEMIC DEGREES:

YEARS OF ACCREDITED  
EXPERIENCE

EMAIL ADDRESS

TELEPHONE:

**PERSON 4**

NAME:

LENGTH OF SERVICE:

ACADEMIC DEGREES:

YEARS OF ACCREDITED  
EXPERIENCE

EMAIL ADDRESS

TELEPHONE:

**4. MEMBERSHIP IN PROFESIONAL ASSOCIATIONS**

ASSOCIATION	LENGTH OF TIME INVOLVED	RELEVANT OBSERVATIONS
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**Is the company a member of ALTE (Association of Language Testers in Europe)?**

Yes      No      In progress

## 5. ESTIMATED PARTICIPATION IN EXAMINATIONS

**For organizations requesting recognition as a DELE examination center**

Please indicate which DELE exam dates your center will participate in and the approximate number of candidates.

Feb	Apr	May	Jul	Sep	Oct	Nov

**For organizations requesting recognition as a CCSE examination center**

Please indicate which CCSE exam dates your center will participate in and the approximate number of candidates.

Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Oct	Nov

## 6. TRAJECTORY IN THE TEACHING OF SPANISH AS A FOREIGN/SECOND LANGUAGE (only applicable for DELE)

Please provide the requested information regarding your center's academic program (**over the last three years**).

### 6.1 Academic program for the last 3 years

**Attention:** information should be repeated three times for each of the last three years.

ACADEMIC/CALENDAR YEAR:

NUMBER OF SPANISH COURSES TAUGHT:



NUMBER OF ENROLLMENTS:

COURSE LEVELS TAUGHT:

NUMBER OF INSTRUCTORS:

ACADEMIC/CALENDAR YEAR:

NUMBER OF SPANISH COURSES TAUGHT:

NUMBER OF ENROLLMENTS:

COURSE LEVELS TAUGHT:

NUMBER OF INSTRUCTORS:

ACADEMIC/CALENDAR YEAR:

NUMBER OF SPANISH COURSES TAUGHT:

NUMBER OF ENROLLMENTS:

COURSE LEVELS TAUGHT:

NUMBER OF INSTRUCTORS:

## **6.2 Description of center and its activities**

### **6.3 Promotion and media currently used by the center to promote its activities, including digital media managed by the center.**

(Signs, brochures, advertisement, web pages, bulletins, internet publicity, social media, etc.)

### **6.4 Process used to evaluate knowledge**

EVALUATION SYSTEM FOR SPANISH KNOWLEDGE

(Types of internal examinations, certifications for attendance/progress, etc.)

## **7. TEACHING OF OTHER MODERN LANGUAGES (only valid for DELE)**

LANGUAGE	NUMBER OF STUDENTS	NUMBER OF PROFESSORS
ENGLISH		
FRENCH		
GERMAN		
..other.		



## **8. ADMINISTRATION OF FOREIGN LANGUAGE EXAMINATIONS (only valid for DELE)**

Please indicate below if:

**A) Your center administers official examinations of Spanish as a foreign language.**

OTHER OFFICIAL EXAMINATIONS FOR SPANISH AS A FOREIGN LANGUAGE	LENGTH OF TIME AS AN EXAMINATION CENTER	NUMBER OF CANDIDATES PER YEAR
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We do not administer official examinations for Spanish as a second language

**B) Your center administers official examinations for other languages. In this case, indicate since what date, which examinations, and the number of candidates per year.**

EXAMINATIONS FOR OTHER LANGUAGES (for example Goethe Institut, Alliance Française, University of Cambridge Local Examinations Syndicate, etc.):	CERTIFYING ENTITY	LENGTH OF TIME AS AN EXAMINATION CENTER	NUMBER OF CANDI- DATES PER YEAR
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We do not administer official examinations for other languages



By signing below, the requesting institution declares that the provided information is correct and commits to providing supporting documentation if requested by the INSTITUTO CERVANTES. If the provided information is false, an indemnity shall be paid to INSTITUTO CERVANTES for any losses or damage suffered.

The requesting institution recognized that any lack of accuracy, omissions, or falsification of the provided information may result in varying types of legal consequences.

And to formalize the corresponding legal effects, I hereby accept the terms and conditions and agree to comply by these and all of the minimum requirements outlined in this document.

I agree

Upon completion and submission of this request form, the INSTITUTO CERVANTES will assess the provided information and decide if the requesting institution meets the necessary requirements and conditions for the attainment of recognition as a DELE Examination Center or CCSE Examination Center.

If it is determined that the requesting institution is eligible for recognition as a DELE or CCSE exam center, it must sign the collaboration agreement that will be provided by the INSTITUTO CERVANTES which will establish the conditions of recognition of the center, its rights and obligations.

In the case of a paper form:

\_\_\_\_\_, \_\_\_\_\_ de \_\_\_\_\_, de \_\_\_\_\_  
Place Date (month/day/year)

\_\_\_\_\_  
Signature and title

Center's seal

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## **Legal Note**

In accordance with Regulation (EU) 2016/679 General Data Protection Regulation and the current legislation, this is to inform you that the personal data you have given us will be handled by the Instituto Cervantes, which is responsible for its processing, for the purpose of providing the services requested —your data will therefore be used in the accounting, tax and administrative procedures necessary for the correct provision of the services offered and for compliance with other obligations under the Spanish legal system—, and sending you information about such services.

Your data will not be passed to third parties, except by legal obligation, and will be retained unless you withdraw your above-mentioned consent or make an objection. You may at any time exercise your rights of access, modification, objection, data portability, processing limitation and deletion of the data you have given us as indicated in the additional information about personal data protection in [https://www.cervantes.es/sobre\\_proteccion\\_datos\\_rgpd\\_adicional\\_prestacion\\_servicio\\_y\\_consentimiento\\_instituto\\_cervantes\\_en.htm](https://www.cervantes.es/sobre_proteccion_datos_rgpd_adicional_prestacion_servicio_y_consentimiento_instituto_cervantes_en.htm).