



**CONSTRUCTION INDUSTRY TRAINING BOARD**

**CENTRE AGREEMENT**

**FORM OF AGREEMENT for**

**INTERNET TEST CENTRES (ITC)**

**AGREEMENT** made on the date set out at the end of this Form of Agreement between:

**CONSTRUCTION INDUSTRY TRAINING BOARD** (Registered Charity Number 264289) whose principal office is at Bircham Newton, King's Lynn, Norfolk, PE31 6RH ("**CITB**");

and

**CENTRE:**

Company or Proprietor(s) Name(s): \_\_\_\_\_

Registered Office/Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Trading name, if applicable: \_\_\_\_\_

Company Number: \_\_\_\_\_

(If applicable)

Charity Number: \_\_\_\_\_

(if applicable)

**CITB Product**

CITB owns Health, safety & environment (HS&E) tests which are designed to ensure workers in the construction industry have a minimum level of health, safety and environmental awareness before going onto a construction site.

Centre approval/recognition is as an independent Internet Test Centre (ITC) to deliver HS&E tests using the facilities, and meeting the requirements, defined and detailed within this Agreement. CITB approval/recognition confirms the Centre and its premises used for testing, including the Test Room itself has met the requirements to deliver the HS&E tests.

**Centre Location**

*Address:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *Post Code:* \_\_\_\_\_

*Reference Number:* \_\_\_\_\_

**Centre's Authorised Representative:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**CITB's Authorised Representative:**

Position: The Quality Assurance and Verification Manager,

Email: quality.assurance@citb.co.uk

**Fees:** The fees, charges and other sums payable by the Centre as set out in the "CITB Centre Fees" (or similar) document published by CITB on its website from time to time.

**Listed Trade Mark(s):** You are permitted to use the following to promote the Centre and the Service:  
*None, however the Centre may use the words "CITB approved centre" to promote its service.*

**Note: You are not permitted to use any other brands, logos or trademark belonging to CITB**

Documents incorporated and forming part of the Agreement

A This CITB Form of Agreement for engaging a Centre

B The CITB Centre Agreement Standard Terms

C The "Product Documentation": namely:

- CITB Testing Services Internet Test Centre (ITC) Information Pack
- CITB ITC Policies and Procedures Guide (Chapter 1-6)
- CITB ITC Policies and Procedures Guide (Chapter 7-12)

D Branding Guidelines for the Listed Trade Mark – available on request.

**Insurance** minimum cover, per claim or series of claims, to be maintained by the Centre (clause 14 of the CITB Centre Standard Terms) shall be:

Professional Indemnity Insurance

£2 million

Public Liability Insurance

£5 million

Employer's Liability Insurance

minimum as required by law

**Special Conditions:**

1. The Commencement Date for the performance of the Services shall be the later of:
  - a. the date of the Agreement as set out in this Form of Agreement; and
  - b. the date on which Pearson VUE notifies CITB that all software has been downloaded and installed; and
  - c. the date on which at least one individual employed or engaged by the Centre has successfully passed the ITC Administrator Test to invigilate correctly; and
  - d. the date on which Centre Approval or Centre Registration is confirmed in writing by CITB to the Centre

This replaces the definition of "Commencement Date" in the CITB Centre Agreement Standard Terms

**CENTRE signature box.** By executing this Form of Agreement, the Centre confirms that it has read and understood the terms of this Agreement, including the CITB Centre Agreement Standard Terms and the Product Documentation and that it intends to be bound by them.

SIGNED BY \_\_\_\_\_  
Print Name

Signature \_\_\_\_\_

POSITION \_\_\_\_\_

Date signed \_\_\_\_\_

for and on behalf of **CENTRE**

**CITB signature box**

SIGNED BY \_\_\_\_\_ Signature \_\_\_\_\_  
Print Name

POSITION \_\_\_\_\_ Date signed \_\_\_\_\_

for and on behalf of  
**CONSTRUCTION INDUSTRY TRAINING  
BOARD**

**Date of this Agreement:** \_\_\_\_\_