

OTHM Centre Upgrade Application

1. Please complete this form together with your **Centre Self-Audit Form**
2. An upgrade fee of £150 is applicable for centres in Region 1; £100 for Regions 2 and 3
3. Where appropriate, OTHM will arrange an audit visit from a member of our team, and – in the case of Level 7 PGD applications – a visit from one of our university partners
4. Upgrade applications - together with supporting evidence and notes from our visits – are reviewed by the OTHM Quality Audit Accreditation Committee meets on a monthly basis
5. Please note: all applications to deliver the OTHM Level 7 Post Graduate Diploma are subject to approval by our university partners.

Centre name	
Centre number	
Reason for upgrade	
OTHM centre key contact	
Key contact email & telephone number	

I agree that I shall abide by the OTHM Member Code of Practice. I confirm that the information supplied on this form is accurate and complete.

Signature _____

Date _____

Please submit this completed form together with your **Centre Self Audit Form** and upgrade fee, by post or by email. Please telephone to make card payment if you are using email. Thank you.

Please note: Upgrade fees are not transferable or refundable. Centre upgrades cannot be accepted without the fully completed Centre Self Audit Form, see the OTHM Operations Manual for a copy of the aforementioned form, failure to do so will render your upgrade invalid.