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TRAINING PROVIDER NETWORK

## Fees list



Published by CITB, 4 Cyrus Way, Hampton, Peterborough, PE7 8HP.

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First published August 2025.

Revisions: October 2025, December 2025.

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## SCOPE

This document lists all fees applicable for the Training Provider Network, including any applicable delegate fees.

- TPN membership
- Endorsed, Recognised, and Assured categories.
- Licensed Categories.
  - Site Safety Plus
  - Internet Test Centre.

Training Provider Network Approval and Annual fees	
<b>Approval Categories</b>	
<ul style="list-style-type: none"> <li>• Endorsed</li> <li>• Recognised</li> <li>• Assured</li> </ul>	No fee
<b>Site Safety Plus</b>	
<ul style="list-style-type: none"> <li>• <b>Centre visit fee</b></li> </ul> <p>Prior to obtaining centre approval, your application will be reviewed and verified by a member of our quality assurance team to ensure you have everything in place, and this will be followed up by a face-to-face visit.</p>	£250 <sup>1</sup>
<b>Site Safety Plus</b>	
<ul style="list-style-type: none"> <li>• <b>New centre approval fee</b></li> </ul> <p>This fee will be charged once approval has taken place and all relevant contracts have been returned and accepted.</p>	£1000 <sup>1</sup>
<b>Site Safety Plus</b>	
<ul style="list-style-type: none"> <li>• <b>Annual renewal</b></li> </ul> <p>This fee is charged annually in line with your centre expiry date on return of your authorisation to renew the centre approval.</p>	£1000 <sup>1</sup>
<b>Site Safety Plus</b>	
<b>Additional brand new SSP Trainer approval</b> <ul style="list-style-type: none"> <li>• Application for a brand new SSP Trainer who is not registered with CITB through another provider.</li> <li>• Trainer interviews. Where the trainer has not demonstrated through a CV their previous onsite experience and requires a professional interview to demonstrate their on-site experience.</li> </ul>	£100 <sup>1</sup> £100 <sup>1</sup>
<b>Site Safety Plus</b>	
<ul style="list-style-type: none"> <li>• <b>Additional Trainer approval</b></li> </ul> <p>Application for an SSP Trainer who is registered with CITB through another provider.</p>	No Fee
<b>Internet Test Centre</b>	
<ul style="list-style-type: none"> <li>• <b>Initial site survey</b></li> </ul> <p>Prior to obtaining centre approval, one of our Quality Consultants will conduct an initial site survey to ensure you have everything in place. This fee needs to be paid prior to the visit taking place.</p>	£250 <sup>1</sup>
<ul style="list-style-type: none"> <li>• <b>Site survey</b></li> </ul> <p>Chargeable when the training provider changes the location of the test room at the training providers premises and/or changes address.</p>	£250 <sup>1</sup>

<b>Internet Test Centre</b> <ul style="list-style-type: none"><li><b>Initial subscription</b></li></ul> <p>This fee will be charged once your initial site survey has taken place and all relevant contracts have been returned and accepted.</p> <p>Please note this fee will cover your first year of subscription up until August and is charged on a pro rata basis.</p>	£750 <sup>1</sup>
<b>Internet Test Centre</b> <ul style="list-style-type: none"><li><b>Annual subscription</b></li></ul> <p>Normally invoiced in August of each year.</p>	£750 <sup>1</sup>

Training Provider Network Delegate Registration Fees	
<b>Approval Categories</b>	No Fee
<ul style="list-style-type: none"> <li>• Endorsed</li> <li>• Recognised</li> <li>• Assured</li> </ul>	
<b>Site Safety Plus</b>  Delegate course registration and certification:	
<ul style="list-style-type: none"> <li>• Non-HSA</li> <li>• HSA course</li> </ul>	£37.50 <sup>2</sup>  £20 <sup>2</sup>
<b>Internet Test Centre</b>	
<ul style="list-style-type: none"> <li>• Delegate Test Fee</li> </ul>	£22.50 <sup>2</sup>

Training Provider Network Quality Assurance Fees	
<b>Appeals, by the training provider and/or delegate</b>  (See CITB Appeals Policy for details)	No Fee £150 <sup>1</sup> £400 <sup>1</sup>
• First • Second • Final	
<b>Cancelled visits within five working days of planned appointment</b>  • Endorsed • Recognised • Assured • Licensed	£250 <sup>1</sup>
<b>Additional unplanned quality assurance visits</b>  Additional unplanned quality assurance visits will include:  • Advisory visits • Additional approvals	£250 <sup>1</sup>
<b>Malpractice, maladministration, and fraud investigations</b>  This will be charged where the case of malpractice, maladministration and/or fraud have been proven.	100% of costs incurred <sup>1</sup>

<sup>1</sup>Fee does not include VAT

<sup>2</sup>Fee classified as an 'educational supply' and is VAT exempt