

# EDO STATE AGENCY FOR MASS EDUCATION

(EDO **SABI** READ)

...Bridging the Gap, Education for All.

[Esameagency@gmail.com](mailto:Esameagency@gmail.com) (07041826749; 08153926876)

Block B, 5<sup>th</sup> Floor, Secretariat Building,

Sapele Road, Benin City.

## 2023 REVIEW ON THE GUIDELINES FOR THE ESTABLISHMENT OF TUTORIAL CENTRES

The Remedial Education Centers (lectures/ tutorial Centers) are in four categories

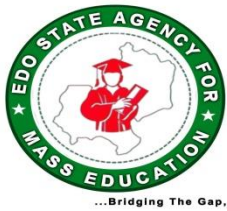
- Professional Examination Centers.
- International Examination Centers.
- External Examination Centers.
- Continuous Examination Centers.

**PROFESSIONAL EXAMINATION FOR PROFESSIONAL BODIES** Examples; ICAN, CIB, CII, ARTS, NIM, ACCA, ACMA, CIT, ICSA etc.

### CONDITIONS FOR APPROVAL

- The lecture Centre must be registered with the Cooperate Affairs Commission (CAC)
- A non-refundable registration fee of ₦100,000.00 is to be paid into IGR
- The individual operating the lecture Centre must possess a valid certification from the Institute of Chartered Accountants of Nigeria (ICAN).
- Alternatively, a member of the board overseeing the operations must be ICAN certified.
- The person responsible for the day-to-day operations of the Centre must demonstrate a high level of competence in managing educational activities.
- The Tutorial Centre should be conducive for effective teaching and learning, ensuring that facilities and amenities meet the necessary standards for educational activities.





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## PROCEDURE FOR REGISTRATION

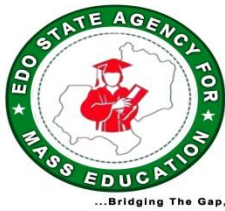
- Visit the official website of the Edo State Agency for Mass Education
- Initiate the online application process on the designated portal
- A non-refundable registration fee of ₦100, 000.00 is to be paid into IGR account after obtaining a code from the Account Department, 5<sup>th</sup> Floor, block B. Secretariat Complex. Sapele Road.
- Once payment is made, the payment confirmation will be generated. Upload this confirmation through the online portal. Other documents to be uploaded are;
  - i. Proof of Ownership: Provide verifiable documentation confirming your ownership of the proposed establishment
  - ii. ICAN Certification: Upload a copy of your valid certification from the Institute of Chartered Accountants of Nigeria (ICAN).
- After completing the online application and uploading the required documents submit your application through the designated portal.
- Upon submission, you will receive an automatic response confirming the receipt of your application. This response will inform you that the Agency for Mass Education will review your submission and reply with details regarding the scheduled day for inspection.
- After receiving the confirmation of payment approval, print the document and submit it to the Agency for Mass Education.

## CONDITIONS FOR REVALIDATION

**The following document should be presented for the revalidation process**

- i. Cooperate Affairs Commission (CAC) documents that substantiate the number of years your business has been in operation.
- ii. Provide any existing documentation demonstrating approval for your business activities.
- iii. Proof of last renewal payment
- iv. Recent Tax Clearance Certificate as evidence of compliance with Tax obligations.





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- v. A non-refundable revalidation fee of ₦20, 000.00 is required for the processing of your revalidation application. The said amount should be paid into IGR account after obtaining a code from the Account Department, 5<sup>th</sup> Floor, block B. Secretariat Complex. Sapele Road.
  - vi. Complete the online revalidation form provided on the Agency portal and submit it along with the required documents.
- Upon receipt of your completed online revalidation application, a two-week notice will be issued to allow for the necessary internal review processes. Upon submission, you will receive an automatic response confirming the receipt of your application and details regarding the scheduled day for inspection.

## **Fees to be paid by lecture Centre / tutorial Centre**

### **The two categories are**

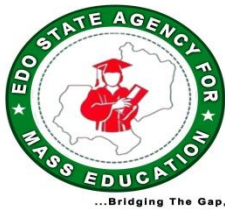
- **Category A (Professional Examination Bodies Centre)**
- **Category B (International Examination bodies Centre)**

## **Category A (Professional Examination Bodies Centre)**

### **Fees to Pay**

Approval fee	#300,000
Renewal fee	#150,000
Registration Fee	#50,000
Revalidation fee	#20,000





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## Category B (International Examination Bodies Centre)

Examples are IELTS, TOEFL

### Fees to Pay

Approval fee	#200,000
Renewal fee	#100,000
Registration Fee	#50,000
Revalidation fee	#20,000

## EXTERNAL EXAMINATION CENTRE (TUTORIAL CENTRE)

Examples are WAEC, NECO, UTME, and POST-UTME

### Fees to Pay

Approval fee	#150,000
Renewal fee	#75,000
Registration Fee	#50,000
Revalidation fee	#30,000

## AGENCY FOR MASS EDUCATION (EDO SABI READ PRIVATELY OWN CENTRE)

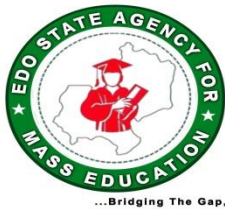
### Fees to pay

Approval fee	#50,000
Renewal fee	#30,000
Registration Fee	#20,000

## GUIDELINES FOR FACILITATOR IN OUR STATE CENTRE

- Facilitators must possess a minimum qualification of National Certificate in Education (NCE) to be considered for the position.
- Provide a conducive and appropriately equipped space for learning that meets the standards set by the Agency for Mass Education.





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- Provide a conducive and appropriately equipped space for learning that meets the standards set by the Agency for Mass Education.
- Ensure that the location of the learning center is easily accessible to the target audience.
- Implement a standardized test for the Mass Literacy Centre curriculum and adhere to the approved calendar for educational activities.
- Submit the names and contact details of two guarantors who can attest to your character and suitability for the facilitator role.
- The Agency for Mass Education will remunerate facilitators with a monthly payment of #15,000.

## CONDITIONS FOR ESTABLISHING A CONTINUOUS EDUCATION CENTRE (CEC)

- Lectures at the Continuous Education Centre (CEC) are approved to be conducted in the evening, commencing from 4:00 PM.
- They must provide clear and documented evidence of ownership, such as a lease agreement, for the premises designated for the Continuous Education Centre (CEC).
- Submission of a valid Tax Clearance Certificate is mandatory for establishing the Continuous Education Centre (CEC).
- Clearly specify in your application that the approval sought is for evening operations, with lectures scheduled from 4:00 PM onward.
- Any violation of the approved time of operation may result in the revocation of approval. It is imperative to strictly adhere to the specified operating hours

### Category A (Professional Examination Bodies Centre)

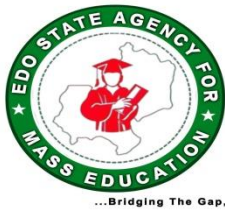
S/N	Description	Fees
	Approval Fee	₦300,000
	Renewal Fee	₦150,000
	Registration Fee	₦ 50,000
	Revalidation Fee	₦ 20,000

### Category B (International Examination Bodies Centre) IELTS, TOEFL

S/N	Description	Fees
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	Approval Fee	₦ 200,000
	Renewal Fee	₦ 100,000
	Registration Fee	₦ 50,000
	Revalidation Fee	₦ 20,000

## EXTERNAL EXAMINATION CENTRE (TUTORIAL CENTRE) WAEC, NECO, UTME, POST-UTME

S/N	Description	Fees
	Approval Fee	₦ 150,000
	Renewal Fee	₦ 75,000
	Registration Fee	₦ 50,000
	Revalidation fee	₦ 30,000

## AGENCY FOR MASS EDUCATION (EDO SABI READ PRIVATELY OWN CENTRE)

S/N	Description	Fees
	Approval Fee	₦ 50,000
	Renewal Fee	₦ 30,000
	Registration Fee	₦ 20,000

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