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Welcome to the **2017** Annual Report Training Session which demonstrates how to complete the Sustaining Fees form for single and multi-sites. We will demonstrate how to fill out the form first for single sites, then for multi-sites.

If you haven't received your Annual Report Package, please contact CEA immediately.

This training is designed to lead you through the Sustaining Fees Form. Let's get started.

Slide 2

SUSTAINING FEES FORM

CEA
COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION

2017 Sustaining Fees Form - Single
Fees and Forms Due February 15, 2017

Name of organization or institution: _____
Person completing form: _____
Email address: _____

Explanation of Fees:
Each accreditation program and institution must pay an annual sustaining fee to CEA. Sustaining fees for 2017 are based on 2016 enrollment data. Enrollment data for the program or institution are requested by a certain date each year. Fees are based on student enrollment (the number of full and part-time students for all students at all instructional locations, including branches if applicable).

Notes Regarding Multiple Programs/Institutions:
CEA accredits each year for a particular program, institution, and each accredited site must submit a sustaining fee. The sustaining fee is a single annual Sustaining Fee Payment Form, including call letters specified for each branch, to account for student enrollment and sustaining fees for all branches of the system.

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This year along with the Annual Report Package memo, which was sent to Constituents in November, there was an Excel file that contained the information for the Sustaining Fees form. Along with detailed instructions for how to complete the calculations, the Excel file has fillable cells and embedded formulas to automate the calculations required.

The Sustaining Fees form and payment are due by February 15 each year in order to maintain accredited status.

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SUSTAINING FEES FORM

CEA
COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION

2017 Sustaining Fees Form - Single
This 2017 Form Due February 25, 2017

Name of Program or Institution/Branch: _____

Person completing form: _____

Email address: _____ Date: _____

Explanation of Fees:
Each accredited program and institution must pay an annual sustaining fee to CEA. Sustaining fees for 2017 are based on 2016 calendar year enrollment data when the program or institution was accredited for a period of the year. Fees are based on enrolled students using the number of full-time-time students for all students at all sites/programs, including students at auxiliary locations if any.

Note Regarding Multiple Programs/Institutions:
CEA accredits each site as a multiple system individually, and each accredited site must submit sustaining fees. The multiple system may submit a single Annual Sustaining Fees Payment Form, including a calculation worksheet for each facility, to account for student enrollment and sustaining fees for all campuses in the system.

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Let's start to complete the form using a fictitious entity – The IEP at the University of the Arctic Circle. The person's name who is completing the form, email, and the date completed are required in case staff have questions while processing the report.

Pages 1-2 are detailed instructions for how to complete the form. Please pause the video to read these carefully.

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The image shows a screenshot of a web-based form titled "SUSTAINING FEES FORM" with the CEA logo in the top right corner. The form is titled "2017 Sustaining Fees Form - Origin". It features a table with the following columns: "Session/Term/Semester", "Weeks by Session", "Full-time Student Enrollments", and "Number of Weeks". The table contains six rows of data, with the first row having "Fall 2016" in the first column, "16" in the second, "10" in the third, and "16" in the fourth. The footer of the form includes "Commission on English Language Program Accreditation", "© 2017", and the page number "4".

Session/Term/Semester	Weeks by Session	Full-time Student Enrollments	Number of Weeks
Fall 2016	16	10	16
Spring 2017	16	10	16
Fall 2017	16	10	16
Spring 2018	16	10	16
Fall 2018	16	10	16
Spring 2019	16	10	16

The Sustaining Fees, due in February, are based on the prior calendar year's student weeks. This is much like personal income tax reporting where your taxes due in April are based on your income of the previous year. Remember, we'll be using last year's data to figure the current year's sustaining fees.

Let's begin with Table 1. Student weeks for full-time enrollments on page 3. First enter in the session, term, or semester name. The excel version does not allow sites to expand the form's rows. If you need to expand the form, please contact us. We'll send you an expandable Word version of the form. In the fictitious example, we are using six rows. After the session, term, or semester name, we enter the number of weeks in each.

Next we'll enter the full-time student enrollments.

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FULL-TIME STUDENT ENROLLMENTS

CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student.

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CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student. Some programs may offer more than 18 hours of instruction. So a student who signs up for 18 hours or more of classes in a session, term, or semester is counted as one full-time enrollment. The lengths of terms or sessions will vary by program.

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PART-TIME STUDENT ENROLLMENTS

Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

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Table 2 is concerned with part-time student enrollments. Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

Note that a program or institution can have part-time students in two ways. One way is if a site offers a regularly publicized session, program, or course that meets less than 18 hours per week. Another way is if the site has students that enroll in a regular, full-time program, but for less than full-time.

SUSTAINING FEES FORM

Session/Term/Component	Weeks in Session	Full-time Student Enrollments	Student Weeks
Spring 1, 2016	6	60	360
Spring 2, 2016	6	9	54
Spring 3, 2016	3	6	18
Summer 1, 2016	6	45	270
Fall 1, 2016	6	3	18
Fall 2, 2016	6	11	66
Total			2204

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Returning to page 3, we can see Table 2 just below Table 1. Again, fill in the session, term, or semester information, the number of weeks in that session, and the part-time enrollments for that session. The spreadsheet automatically calculates the total for Table 2 using the formula of number of weeks in the session, term, or semester, the number of part-time student enrollments, times 0.5 to result in a total for that line. Each row in Table 2 is added together for a Total Table 2 Student Weeks sum.

The 2 Table totals are carried down to the bottom of the page. And the Total 2016 Students Weeks number is multiplied times 0.55 cents. To this sum is added the base fee of \$1,700. This amount is the Sustaining Fees owed by the site.

Please note: the sustaining fees are capped at \$9,000, so a single site will not pay more than \$9,000 annually.

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SUSTAINING FEES FORM

1. Send the completed form via email to annualreport@cea-accredit.org by February 15, 2017.
2. Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314

Some programs or institutions may require an invoice before a check can be issued. To request an invoice, send the completed form to finance@cea-accredit.org.

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Send the completed form via email to annual report at cea-accredit.org by February 15.

Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314.

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SUSTAINING FEES FORM

CEA
COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION

2017 Sustaining Fees Form - Single
This 2017 Form Due February 25, 2017

Name of Program or Institution/Branch: _____

Person completing form: _____

Email address: _____ Date: _____

Explanation of Fees:
Each accredited program and institution must pay an annual sustaining fee to CEA. Sustaining fees for 2017 are based on 2016 credits per enrollment hour when the program or institution was accredited for a period of the year. Fees are based on enrolled students using the number of full and part-time students (the # of students at all sites/programs, including students at auxiliary locations if any).

Note Regarding Multiple Programs/Institutions:
CEA accredits each site as a multiple system individually, and each accredited site must submit sustaining fees. The multiple system may submit a single Annual Sustaining Fee Payment form, including a calculation worksheet for each facility, to account for student enrollment and covering fees for all branches of the system.

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The Multi-site Sustaining Fees form can be found in the 2nd tab of the Excel spreadsheet sent to sites in November. Fill in the name of the main branch at the top field in the form. Additional branches should be listed in the Name of branches included field. For demonstration, we'll be using a fictitious example called Arctic English Academy.

CEA requests the name of the person completing the form (which may or may not be the primary contact for the site), this person's email, and the date completed, so staff can contact the correct person if there are any questions about the information in the form.

Pages 1 and 2 have detailed instructions for how to complete the form and the calculations in the form. Please read these carefully. Pause the video now to read the instructions.

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The screenshot displays the 'SUSTAINING FEES FORM' for the 2017 academic year. The form is titled '2017 Sustaining Fees Form - Adult' and is on 'Page 3 of 3'. It features a table with the following columns: 'Academic Term/Session', 'Months of Session', 'Full-time Student Enrollment', and 'Student Weeks'. The table contains data for various academic terms and sessions, including 'Fall 2016 - Spring 1, 2018', 'Fall 2016 - Spring 2, 2018', 'Autumn 1 - Spring 1, 2016', 'Autumn 1 - Spring 2, 2016', 'Autumn 2 - Spring 1, 2016', and 'Autumn 2 - Spring 2, 2016'. The 'Student Weeks' column is currently empty.

Academic Term/Session	Months of Session	Full-time Student Enrollment	Student Weeks
Fall 2016 - Spring 1, 2018	24	0	
Fall 2016 - Spring 2, 2018	24	0	
Autumn 1 - Spring 1, 2016	24	0	
Autumn 1 - Spring 2, 2016	24	0	
Autumn 2 - Spring 1, 2016	24	0	
Autumn 2 - Spring 2, 2016	24	0	

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After carefully reading the instructions, we note that each accredited site must account for its number of student weeks. In the case of the example, there are enough rows to list each branch separately and clearly. CEA expects multi-sites to submit multiple pages, but if your site needs an expandable Word version of the document, please contact us. We can send one to you right away.

In our example, we list each branch with its session, term, or semester name and the number of student weeks. Please note that the annual sustaining fees that are due each February are based on the prior calendar year's student weeks. This is much like personal income tax reporting where your taxes due in April are based on your income of the previous year. Remember, we'll be using last year's data to figure the current year's sustaining fees.



FULL-TIME STUDENT ENROLLMENTS

CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student.

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CEA defines a full-time program as one that provides at least 18 hours of instruction per week or 12 credit hours. A student who enrolls in the full-time program is a full-time student. Some programs may offer more than 18 hours of instruction. So a student who signs up for 18 hours or more of classes in a session, term, or semester is counted as one full-time enrollment. The lengths of terms or sessions will vary by program.



SUSTAINING FEES FORM

Page 3 of 3

2017 Sustaining Fees Form - Adult

Section/Year/Quarter	Number of Students	Full-time Student Enrollments	Student Weeks
Circle - Spring 1, 2018	20	20	
Circle - Spring 2, 2018	20	20	
Circle - Spring 1, 2019	20	20	
Circle - Spring 2, 2019	20	20	
Circle - Spring 1, 2020	20	20	
Circle - Spring 2, 2020	20	20	
Circle - Spring 1, 2021	20	20	
Circle - Spring 2, 2021	20	20	
Circle - Spring 1, 2022	20	20	
Circle - Spring 2, 2022	20	20	

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Back on the page 3, looking at Table 1. Now we enter the number of full-time student enrollments. For this example, we are demonstrating how the form automatically calculates the student weeks.

Now let's talk about part-time enrollments.



PART-TIME STUDENT ENROLLMENTS

Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

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Table 2 is concerned with part-time student enrollments. Part-time enrollment is a student who enrolls in a course of study for fewer than 18 contact hours per week. Part-time enrollments are considered as a 0.5 (or one half) student for purposes of determining CEA fees.

Note that a program or institution can have part-time students in two ways. One way is if a site offers a regularly publicized session, program, or course that meets less than 18 hours per week. Another way is if the site has students that enroll in a regular, full-time program, but for less than full-time.



SUSTAINING FEES FORM

2017 Sustaining Fees Form - Multi

Branch/Session	Weeks in Session	Full-time Enrollment	Student Weeks
Circle - Spring 1, 2016	20	45	900
Circle - Spring 2, 2016	20	55	1100
Circle - Spring 3, 2016	20	55	1100
Circle - Spring 4, 2016	20	55	1100
Circle - Spring 5, 2016	20	55	1100
Circle - Spring 6, 2016	20	55	1100
Circle - Spring 7, 2016	20	55	1100
Circle - Spring 8, 2016	20	55	1100
Circle - Spring 9, 2016	20	55	1100
Circle - Spring 10, 2016	20	55	1100
Circle - Spring 11, 2016	20	55	1100
Circle - Spring 12, 2016	20	55	1100
Total Table 1 Student Weeks			13200

Branch/Session	Weeks in Session	Part-time Enrollment	Student Weeks
Circle - Spring 1, 2016	20	10	200
Circle - Spring 2, 2016	20	10	200
Circle - Spring 3, 2016	20	10	200
Circle - Spring 4, 2016	20	10	200
Circle - Spring 5, 2016	20	10	200
Circle - Spring 6, 2016	20	10	200
Circle - Spring 7, 2016	20	10	200
Circle - Spring 8, 2016	20	10	200
Circle - Spring 9, 2016	20	10	200
Circle - Spring 10, 2016	20	10	200
Circle - Spring 11, 2016	20	10	200
Circle - Spring 12, 2016	20	10	200
Total Table 2 Student Weeks			2400

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Scroll down to Table 2. The part-time session names and weeks have been added for the example. These are just sample numbers to demonstrate the embedded formulas. Note that part-time enrollments are counted as 0.5.

Page 2 shows the Table 1 and Table 2 sums. These numbers are carried to the bottom of the page. The 2016 total student weeks for all branches is multiplied times 0.55 cents. This number will not exceed the \$9,000 cap. For the example site, the sum is \$6,846.40. The base fee of \$1,700 is added and \$500 for each additional branch is also added. In this example, the site has the main branch and there are 2 additional branches.

And we can see the 2017 Sustaining Fees for this multi-site is \$9,546.40.

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SUSTAINING FEES FORM

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2. Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314

Some programs or institutions may require an invoice before a check can be issued. To request an invoice, send the completed form to finance@cea-accredit.org.

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Send the completed form via email to annual report at [cea-accredit.org](mailto:annualreport@cea-accredit.org) by February 15.

Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314.

Some programs or institutions may require an invoice before a check can be issued. To request an invoice, send the completed form to finance at [cea-accredit.org](mailto:finance@cea-accredit.org).

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SUSTAINING FEES FORM

- 10% late fee assessed for failure to pay by the deadline.
- Failure to submit any part of the Annual Report Package may result in an administrative warning which can lead to the Commission's issuance of probation.
- Warnings and probation are outlined in the *CEA Policies and Procedures, General Procedures*.

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Send the completed form via email to annualreport@cea-accredit.org by February 15, 2017. Payment must be sent to CEA, Attn: Joy Cook, 1001 N. Fairfax, Suite 630, Alexandria, VA 22314

Some programs or institutions may require an invoice before a check can be issued. To request an invoice, send the completed form to finance@cea-accredit.org.

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Thank you for participating in the 2017 Annual Report Training session.

Please respond to our evaluation survey:
<https://www.surveymonkey.com/r/2LXGVV3>

EMAIL QUESTIONS OR COMMENTS TO:
ANNUALREPORT@CEA-ACCREDIT.ORG

If you have any questions about reporting **substantive changes**, please contact Masha Vassilieva, the staff liaison for the Standards Compliance Committee at
mvassilieva@cea-accredit.org

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You have completed watching and listening to our 2017 Annual Report Training Session. Please respond to our short, five-question, evaluation survey. Use the link provided. Or if it's a live link in the format you are viewing, click on the underlined word, survey, and a new window will open with the survey questions.

Feel free to email questions or comments to annualreport@cea-accredit.org.

And if you have any questions about reporting substantive changes, please contact Masha Vassilieva at mvassilieva@cea-accredit.org.

Thank you and have a great year.