



Commission on English Language Program Accreditation Application for Eligibility for CEA Accreditation

CEA accredits postsecondary English language programs in universities and colleges and independent English language schools/institutions. Applicant programs and schools/institutions may be located within the U.S. or outside the U.S. Please review the *CEA Policies and Procedures* (available on the CEA website) to understand CEA's scope of accreditation.

CEA offers three types of accreditation:

- 1) Within the U.S., *programmatic* accreditation for intensive English programs (IEPs) and English language units with a direct reporting line within the administration of universities and colleges, including community colleges, that are accredited by a regional or other institutional accrediting body. In addition to the IEP or English language unit, CEA offers accreditation to other regularly offered non-credit English language teaching and learning programs within the unit that offers the IEP. Additionally, CEA offers *programmatic* accreditation to IEPs within government agencies.
- 2) Within the U.S., *institutional* accreditation for independent English language schools/institutions that offer an intensive English program. Such institutions may offer ESL/EFL teacher training and foreign languages in addition to an IEP. All educational programs offered must be within CEA's scope of English or language teaching and learning, and all programs offered must be included in the accreditation review.
- 3) Outside the U.S., *general* accreditation for English language programs in a variety of settings which meet CEA's eligibility requirements.

In all cases, there are general eligibility requirements.

- All programs, both within and outside of the U.S., must document that the program or language institution offers an educational program for at least eight months of the year, has a curriculum designed to serve the needs of postsecondary students who are nonnative speakers of English and allows for the differentiation of participants by level of English language proficiency, and that instruction has been provided at all levels for at least one year.
- Within the U.S., intensive English programs (IEPs) in universities and colleges must offer at least 18 hours/week of language instruction to meet the needs of F-1 visa holders, or if configured as an English language program (ELP) such as those provided in community colleges, must offer at least 12 credit hours of language instructions to meet the needs of F-1 visa holders.
- Within the U.S., intensive English programs provided by independent language schools must offer at least 18 hours/week of language instruction to meet the needs of F-1 visa holders. Note: International programs and institutions are not required to offer a minimum of 18 hours a week of English instruction, which is a U.S. immigration requirement only.
- All applicants for *institutional* accreditation must document that all educational programs offered by the institution as legally constituted are within CEA's scope of English and foreign language teaching and learning related programs.

Note: In some cases, there are accreditation procedures pertaining to specific types of programs or language institutions. When considering whether to apply for eligibility, please review the *CEA Policies and Procedures* (available on the CEA website) to understand CEA's scope of accreditation.

Section 1: Scope of accreditation, to be completed by all applicants.

After reviewing the types of accreditation offered by CEA as presented above and in the *CEA Policies and Procedures*, please select the scope of accreditation of the applicant site.

| Scope of Accreditation | Institutional | Programmatic | General |
|------------------------|---------------|--------------|---------|
| | | | |

Section 2: General information, to be completed by all applicants

Contact information:

Site name: _____

For program governed by or with a direct reporting line within a university or college, name of university or college: _____

For an independent school operating on a university or college campus, name of university or college:

Phone _____

Fax _____

Website (direct link to program or independent English language institution/school):

Mailing address:

City

State

Country

Postal Code

Physical Address (if different from above): _____

City

State

Country

Postal Code

If there are auxiliary instructional (classroom-only) locations which are part of this application, please list the physical location for each auxiliary location. Add additional lines if necessary.

Auxiliary Address (if applicable): _____

Name of site's CEA primary contact: _____

Position _____

Email _____

Name of authorizing administrator: _____

Position _____

Email _____

Type of program or school/institution seeking accreditation:

Check the type of program offered.

- Intensive English program (IEP) of at least 18 hours/week of instruction, governed by or with a direct reporting line within an accredited university or college.
- English Language program (ELP) that offers at least 12 credit hours/term of instruction, governed by or with a direct reporting line within an accredited university or college.
- Intensive English program (IEP) of at least 18 hours/week of instruction, operated by an independent language school whether on or not on a university or college campus.
- Other: If none of the above, describe the type of program for which you seek accreditation (Foundation English, Preparatory English, General English, US government program, or other) and the number of hours available to students per week. Please attach a separate piece of paper as necessary.

1. Programmatic accreditation: If you are applying for an intensive English program with a direct reporting line within the administration of universities and colleges, including community colleges, which are accredited by a regional or other institutional accrediting body, check for which of the following you will seek accreditation.

- IEP only
- Entire unit within which the English language program is housed. (All programs/courses within the unit must be included in the CEA review.)
- IEP **plus** selected regularly-offered English language programs/courses within the English language unit of which the IEP is a part. (List names of programs below)

2. Institutional accreditation: If you are applying for an independent language school that offers an intensive English program, check any of the following that also apply.

- offers foreign language courses in addition to English. If yes, please list language(s) here:
- offers a TEFL certificate program.
- offers a youth language program.
- offers other courses. If so, please list other programs/course(s) here:

3. Multiple-site program or language institution: To respond to this section, first review the *CEA Policies and Procedures* in order to identify whether your organization has an administrative headquarters, operates multiple branches (full-service locations) and/or operates auxiliary locations (classroom-only locations) according to CEA's definitions. Then check any of the following that are applicable and provide a brief narrative explanation.

_____ The organization operates branches at multiple locations.

Number of branches _____ (Separate application required for each branch)

Which location is the main branch? _____

Is there a separate administrative headquarters? yes ___ no ___ (If yes, does not require a separate application.)

Do some branches have auxiliary locations? yes ___ no ___ (If yes, does not require a separate application.)

Section 3: General eligibility criteria and descriptive materials

Check all that apply to your program:

_____ is a post-secondary program

_____ has a curriculum designed to serve the needs of non-native speakers of English

_____ allows for the differentiation of participants by level and proficiency

_____ offers instruction on an ongoing basis for at least 8 months of each calendar year

_____ has provided instruction at all levels for at least one year

Fill in and submit supporting documentation (see below) showing:

date courses were first fully offered _____

length of each instructional period, term or session: _____

number of students enrolled in the past three instructional periods:

1. _____ 2. _____ 3. _____

Descriptive materials to be submitted

All information must be submitted in English. Materials can be submitted electronically or in hard copy to the CEA office. *Note: For multiple-site locations using common materials at each location (marketing materials, curriculum, etc.), submit one copy of the common materials.*

1. Mission

1) Provide a copy of the mission statement

2. Informational materials

1) Provide a copy of brochure(s), web page, or other marketing materials, with relevant information about the program or school, including the length of instructional periods.

3. Curriculum

1) Provide a curriculum overview such as a scope and sequence document or other document that includes course objectives and student learning outcomes for all courses and levels. If you have more than one curricular track (academic, general or other) please provide a curricular overview for each.

2) If your program or independent language school /institution offers courses in other languages or a TEFL certificate program, please include the above documentation for all additional programs.

3) Submit additional documents, such as from a webpage, showing the complete education offerings of your program or independent language school/institution.

4. Faculty

- 1) Submit a document that describes the general requirements for faculty hiring, such as degree or training requirements.
- 2) Attach a list of current faculty with the following information about each: Name, formal degree or certificate, years in the field, years teaching for you.

5. Facilities

- 1) Provide materials showing the facilities at which courses are offered.

6. Administrative structure

- 1) Submit an organizational chart showing the lines of reporting within the IEP, ELP or independent language institution, including all IEP or ELP administrative and support positions.
- 2) Describe the operational relationship of the IEP or ELP to any other entity such as a university or college, a corporation, other for-profit entity, or non-profit entity.
- 3) If an independent language school in the U.S., submit official documents including corporate documents and other documents indicating authorization to operate, including state licensing requirement or evidence of waiver.

7. Student services

- 1) List services available to students, such as counseling and advising, housing, health insurance, social and recreational activities.

8. Operations

- 1) Provide evidence that the program has been in operation for at least one year.
- 2) Provide documents showing evidence of student enrollment for the past three instructional periods.

9. Current accreditation status (for U.S. applicants only)

- 1) For an IEP or ELP governed by a college or university which is accredited by a U.S. accrediting agency recognized by the U.S. Department of Education, submit a copy of the institution's accreditation letter.
- 2) For an independent language institution (including multiple-site organizations), check as appropriate:

_____ The institution is currently accredited. If yes, attach copy of letter of accreditation.

_____ The school/institution is not currently accredited.

_____ The school/institution (or any of its affiliated sites) has been denied accreditation or had its accreditation withdrawn by a nationally recognized agency. If yes, attach copy of denial/withdrawal letter.

_____ The school/institution (or any of its affiliated sites) has been accredited under a name other than the current name. If so, please submit the previous name and location.

Name: _____ Address: _____

10. Corporate structure/licensure (for those seeking institutional accreditation only)

- 1) Include a copy of documents of incorporation.
- 2) Is the institution required to have any type of licensure? Yes No
If yes, enclose a copy of current license(s) to operate for each site and provide the name of the agency; address; contact person; title; expiration date of license(s) for each site.
- 3) Is the institution required to have state authorization or waiver? (for U.S. only) Yes No
If yes:
Name of state licensure agency _____
Include a copy of authorization or letter specifying waiver or exemption.
- 4) Tax Identification No. (for U.S. only) _____

Section 4: Regulatory compliance

The applicant program/language institution are a SEVP-certified organization. Yes No

If yes, submit a copy of the I-17 with this application.

The applicant site or host institution is currently under appeal, show cause, or any other form of adverse action or special consideration by any federal, state or accrediting agency. Yes No

If yes, provide the name of the agency, the type, date and underlying reasons for the action, and anticipated or actual date of any final decisions related to the adverse action.

Section 5: Attestation

The form must be signed and submitted by the authorizing administrator listed on page 2.

I certify that:

_____ I have read the *CEA Standards for English Language Programs and Institutions*, am aware of what the standards require for the English program as well as for the foreign language, teacher training or youth programs, if any, and am ready to move forward with the accreditation process.

_____ I have read the portions of the *CEA Policies and Procedures* that relate to multiple-site institutions, auxiliary locations, and international locations, if applicable.

_____ The information in this application is true and correct to the best of my knowledge.

_____ Funds are available to carry out the accreditation activities.

_____ I confirm that we have been in operation for at least one year prior to submitting this application.

_____ I understand that approval of eligibility does not constitute accreditation, nor does it guarantee a positive accreditation outcome.

_____ I confirm that the applicant site or host institution is not currently under appeal, show cause, or any other form of adverse action (including denial of accreditation) or special consideration by any federal, state or accrediting agency or that I have appropriately disclosed to CEA the circumstances regarding this adverse action as indicated above.

_____ If SEVP-certified, I confirm that the applicant program or institution operates according to U.S. requirements for providing instructional services to international students.

Signature of authorizing administrator

Title _____

Date _____

Section 6: Submission checklist: This checklist is provided to ensure that all necessary documentation has been included with this application.

Mission

_____ Copy of mission statement

Information materials

- _____ Copy of brochure(s), web page, or other marketing materials, with relevant information about the program or school, including the length of each instructional period
- _____ Evidence that the program allows for the differentiation of participants by level and proficiency
- _____ Evidence that instruction is offered on an ongoing basis for at least 8 months of a calendar year
- _____ Evidence of all programs/courses offered
- _____ Organizational chart showing supervising authorities

Curricular materials

- _____ English program curriculum overview
- _____ Curriculum overview for other courses offered (teacher training, foreign language), if any

Faculty

- _____ Materials showing requirements for faculty hiring
- _____ List of current faculty with degrees and training

Facilities

- _____ Floor plans, photographs, or other description of facilities

Administrative structure

- _____ Organizational chart
- _____ Description of operational relationship with other entities

Student services

- _____ List of services available to students

Other

- _____ Copy of the I-17 if applicable
- _____ Copy of corporate structure/licensure documents if applicable

Payment of application fee

- _____ \$450 by check for each location (add \$35 if by wire transfer)
Contact CEA for an invoice or for information for wire transfer.

Please submit: Application form and documentation as required (see checklist above).

To: Commission on English Language Program Accreditation
1001 North Fairfax Street, Suite 630
Alexandria, VA 22314 USA

If you have questions about any part of this form, contact CEA by email at kwyckoff@cea-accredit.org or by phone at (703) 665-3400.