



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, foreign languages, or youth courses or programs in addition to an IEP. All educational programs on offer must be within CEA's scope of English or language teaching and learning, and all programs 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.

If you have questions about the eligibility requirements or about any part of this form, please contact Rachel Herman, Accreditation Process and Technology Manager by email at rherman@cea-accredit.org or by phone at (703) 665-3400.



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

Section 1: General information (to be completed by all applicants)

1)	Site Name	
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2)	Site ID	(staff use only)
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3) Organizational Structure: Single Site Multi-site

4) Name of site's CEA primary contact			
Position Title		Email	
5) Name of authorizing administrator			
Position Title		Email	

6)	Scope of Accreditation	<input type="checkbox"/> Institutional	<input type="checkbox"/> Programmatic	<input type="checkbox"/> General
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7) For a program governed by or with a direct reporting line within a university or college <u>or</u> an institution operating on a university or college campus under an agreement (if applicable)	
Name of university or college	

If seeking ***programmatic*** accreditation, name of accrediting agency for the host institution and date of next review

8)	Phone		9)	Fax	
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10)	Program/language institution general inquiry email address, if available	
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11)	Website	<i>direct URL to program or language institution web page</i>
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12) Mailing address					
City		State		Country	

13) Physical address <i>(if different from above)</i>					
City		State		Country	

14) Auxiliary Locations

CEA includes auxiliary locations within the grant of accreditation of an accredited site. 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.

Consult *the CEA Policies and Procedures* for more information about auxiliary locations. Please contact CEA if you have questions.

- a) Does the site plan to include any auxiliary location(s) in the scope of CEA accreditation? Y N
If yes, how many? _____

If yes, address (es):

15) Multiple-site program or language institution:

After a review the *CEA Policies and Procedures* 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, answer the questions below and provide a brief narrative explanation.

- The organization operates branches at multiple locations.

Number of branches _____ (Note: a separate application required for each branch)

Which location is the main branch? _____

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

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

Section 2: Scope of accreditation (to be completed by all applicants)

After reviewing the types of accreditation offered by CEA as presented on the Cover Sheet for Application of Eligibility for CEA Accreditation and in the *CEA Policies and Procedures*, please select the scope of accreditation of the applicant site. Please contact CEA staff if you have questions about this item.

1. **Scope of accreditation** (check one): Institutional Programmatic General

2. **Program Type** (check one):

- 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 additional information as necessary.

3. 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.)

4. 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/programs. If so, please list other courses/program(s) here:

5. Educational programs included in grant of accreditation

Provide the name of each program as it appears in your print and electronic materials and indicate the type of program (Intensive (IEP), Foreign Language (FL), Youth (YP), Teacher Training Certificate (TTC), or other).

Note that sites seeking institutional accreditation must include in the accreditation review all programs offered by the site.

Name	Type
	<input type="checkbox"/> IEP <input type="checkbox"/> FL <input type="checkbox"/> YP <input type="checkbox"/> TTC
	<input type="checkbox"/> IEP <input type="checkbox"/> FL <input type="checkbox"/> YP <input type="checkbox"/> TTC
	<input type="checkbox"/> IEP <input type="checkbox"/> FL <input type="checkbox"/> YP <input type="checkbox"/> TTC
	<input type="checkbox"/> IEP <input type="checkbox"/> FL <input type="checkbox"/> YP <input type="checkbox"/> TTC
	<input type="checkbox"/> IEP <input type="checkbox"/> FL <input type="checkbox"/> YP <input type="checkbox"/> TTC

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
- offers an Intensive English Program of 18 clock hours per week or at least 12 credit hours per semester of English language instruction to meet the needs of F-1 visa holders. (International sites may offer fewer than 18 hours/week. Please indicate on the table below.)

(for English programs outside the U.S. only): # of content hours/week (add additional lines if necessary)

Program Name	# of content hours/week

Indicate the following and include supporting documentation with the application

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. _____

Section 4: Regulatory compliance

1. 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.

(for U.S. applicants only)

2. The applicant program/language institution is a SEVP-certified organization: yes no
If yes, submit a copy of the I-17 with this application.

(for U.S. applicants only)

3. Current accreditation status
- a) 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.

- b) For an independent language institution (including multiple-site organizations), check as appropriate:
- The school/institution is not currently accredited.
 - The institution is currently accredited. If so, attach copy of letter of accreditation.
 - The school/institution (or any of its affiliated sites) has been denied accreditation or had its accreditation withdrawn by a nationally recognized agency. If so, 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: _____

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

a) Include a copy of documents of incorporation.

b) 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.

c) 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.

d) Tax Identification No. (for U.S. only) _____

If you have questions about the eligibility requirements or about any part of this form, please contact Rachel Herman, Accreditation Process and Technology Manager by email at rheman@cea-accredit.org or by phone at (703) 665-3400.

Application fee payment

After your application has been received by CEA and reviewed for completeness by staff, an invoice for the application fee will be prepared and emailed to the primary contact listed on this application form.

Submit application form and supporting documents to info@cea-accredit.org or by postal mail to the address below:



Commission on English Language Program Accreditation
 1001 North Fairfax Street, Suite 630
 Alexandria, VA 22314
 (703) 665-3400

Section 5: Attestation

The form must be signed and submitted by the authorizing administrator listed on this application form.

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 _____

Application for eligibility submission checklist

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

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.

- Evidence that the program is post-secondary
- Evidence that the curriculum 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 educational offerings
- Evidence of date courses were first fully offered
- Length of each instructional period, term or session
- Number of students enrolled in the past three instructional periods

Mission

- Copy of mission statement

Information materials

- Copies of brochure(s), web pages, or other marketing materials, with relevant information about the program or school, including the length of each instructional period

Curricular materials

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

Faculty

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

Facilities

- Floorplans, 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

- Evidence of institutional accreditation, if applicable
- Copy of the I-17, if applicable
- Copy of corporate structure/licensure documents, if applicable
- Copy of state licensure or waiver documents, if applicable
- Documentation of any appeal, show cause, or any other form of adverse action or special consideration by any federal, state or accrediting agency, if applicable

If you have questions about the eligibility requirements or about any part of this form, please contact Rachel Herman, Accreditation Process and Technology Manager by email at rherman@cea-accredit.org or by phone at (703) 665-3400.