

## **Policies and Procedures for International Accreditation**

The following procedures form the foundation for CEA reviews outside the United States. The Commission's policies for accreditation outside the United States mirror the process in the United States as much as possible. CEA will ensure that international reviews reflect best practice in the field of accreditation, while taking any cultural and unique circumstances into account. In addition, the Commission has determined that as a matter of policy, all costs pertaining to accreditation activities outside the United States be met or exceeded by pertinent fees.

### **1. Eligibility**

A non-U.S. program or institution that seeks review by CEA must meet the eligibility requirements for general accreditation. This includes offering an English program that provides students with instruction for at least eight months of the year, having a curriculum designed to serve the needs of post-secondary level students who are nonnative speakers of English, and allowing for the differentiation of participants by level of English language proficiency. Additional programs or courses offered by the program, such as foreign languages, may also be included in a CEA review.

### **2. Submission of materials**

All programs submit an application for eligibility form that requires information on faculty, curriculum, facilities, administration, and student services in order for CEA to determine whether the program fits within CEA's ability for a review based on the *CEA Standards for English Language Programs and Institutions*, which form the basis for the review and final accreditation decision. In a signed statement, the person with financial and administrative authority for the program must attest to financial support for all accreditation activities. Materials must be submitted in English.

CEA will evaluate the materials to render a preliminary assessment as to whether the site is a viable candidate for a CEA review.

- a. If it appears that the site is a viable candidate for accreditation, CEA will determine whether a preliminary visit for further verification is required. The submitted materials will be used to prepare for the visit.
- b. If the site does not appear to be a viable candidate or it appears that CEA cannot review the program for any reason, CEA will inform the site. A preliminary visit will not be conducted.

### **3. Optional preliminary visit**

The purpose of the preliminary visit is to determine whether CEA can review the program for accreditation if this is not evident from the application for eligibility. This determination is based on the applicability of the standards and review procedures and takes into consideration any special circumstances that may need to be addressed. The preliminary visit is optional.

- a. The site will pay all direct costs related to the preliminary visit, including travel, food, and lodging for one or two CEA representatives (to be determined by CEA), plus a per day fee per work and travel expended.
- b. Preliminary visits will be conducted by members of the CEA Executive Committee or an appointed representative.
- c. The visit team will hold a final session with the program's chief administrators to review the standards and determine which appear to be applicable and which are not. This determination will inform the team's recommendation as to whether the site can be reviewed by CEA. This list of standards to be addressed will be finalized following an accreditation workshop.
- d. The visit team will issue a preliminary visit report to the Commission. After approval of the report by the committee and the CEA Chair, the site will also receive a copy. The report will provide an overview of the program, summarize the visit, include any special concerns, and establish the basis for continuing (or not continuing) with the review process. The report will include any special requirements for the self-study and site visit, as determined by the team at that time, and will include a statement that the extent of the review will be established by CEA and the site following the accreditation workshop.
  - 1) If CEA agrees that the site is a viable candidate, the site will be invited to send a representative to an accreditation workshop. Or, if recommended in the preliminary report, the site will be asked to schedule a customized workshop.
  - 2) If CEA determines, based on the preliminary report, that the review not go forward, the site will be informed.

#### 4. **Accreditation workshop**

If it is determined that the program can seek review by CEA, the program must send a representative to a scheduled accreditation workshop in the United States or schedule a customized workshop at the site. In some cases, a customized workshop will be recommended by CEA based on the complexity of the review and the number of people that will be needed to carry out the self-study. If a customized workshop is conducted on site, the site is responsible for costs related to the workshop, including travel, food, and lodging, for the presenter and a per day fee.

Following the workshop, the site and CEA staff will discuss any special considerations and/or restraints imposed by the cultural and governmental environment that may affect the site's response to the specific standards. The standards will be identified, and CEA staff will keep a record of those standards that were identified. For any standards deemed not applicable, just as with programs in the U.S., CEA will expect the site to provide a rationale in its self-study report.

#### 5. **Accreditation timeline**

International sites seeking review by CEA will be expected to follow the CEA timeline.

- a. The site will submit a plan for the self-study and fee within two months following the workshop and a self-study report within 18 months, with the possibility of a one-time-only six-month extension. Self-study reports, and all supporting documentation, must be submitted in English and follow the CEA template, which is an electronic outline for the self-study report.
- b. The site will undergo a site visit by a three member CEA review team prior to review by the Commission. The team comprises two peer reviewers (more depending on the size of the program) and a CEA representative.

#### **6. Self-study**

The site will respond to the *CEA Standards for English Language Programs and Institutions* and to any special requirements indicated in the preliminary report and reflected in the statement of standards to be addressed. The self-study must be submitted in English. The format for the report and submission guidelines will be explained at the workshop and are outlined in CEA materials. CEA is available for consultation by phone and email during the time the site is undertaking its self-study.

#### **7. Site visit**

The site visit will be based on receipt of the self-study report, in English. The review team will follow CEA procedures applicable to US visits, with consideration given to the culture and unique circumstances of the site being evaluated. The agenda for the visit will be established with the cooperation of the self-study coordinator and the review team chair and will include an initial meeting, verification activities (interviews, tour, class visits, document review), and an exit briefing. It will be up to CEA to work with the self-study coordinator to determine the length of the site visit, which is expected to take three to four days. The team will remain at the site to finish the draft of the review team report.

The site will pay all direct costs related to fielding a three-member team (at least two peer reviewers and one CEA representative), including travel, food, and lodging, plus a fee per day of work and travel expended for the CEA representative. CEA will provide repatriation insurance for team members, information about visas and any related health issues

#### **8. Fees**

The current CEA fee schedule covers fees for eligibility, workshops, plans for the self-study, site visits, and other pertinent information for sites seeking accreditation.

*CEA Policies and Procedures, 2014*