Commission on English Language Program Accreditation
CEA Logo Guidelines and Terms of Use

CEA holds U.S. Patent and Trade Office registration for the CEA logo and its elements. Use of the "Accredited by" logo in any fashion is restricted to programs and language institutions currently accredited by CEA. The "Accredited by" logo may be used only for the purpose of publishing a program or language institution's accredited status according to the following guidelines:

- The logo must be used in its entirety and not modified in any way without CEA's written permission.
- The logo must be obtained from the CEA office. Use of copies from other sources is not permitted.
- The CEA logo may be reproduced in color, using the color provided by CEA or in black and white.
- Other designs or variations are not permitted, nor should other tints or colors be used.

NOTE: Use of the tagline logo with "Leading by Advancing Standards" is for exclusive use by CEA and may not be used by any other entities.

CEA Logo Guidelines

1. For the Web

Two sizes are available in JPG format:

	Size	Image Name	Image Dimensions
	Small	cea-accredited-web-small.jpg	200 x 72 pixels
	Large	cea-accredited-web-large.jpg	320 x 155 pixels

- Either image may be used, but the image dimensions must not be altered.
- No other adjustment to the image is permitted without CEA's written permission.

2. For Print Documents

For print items such as PDF and Word documents, one size is available in TIFF format:

Size	Image Name	Image Dimensions
Large	cea-accredited-print.tif	1332 x 426 pixels

For professional print items, one size is available in EPS format.

Size	Image Name	Image Dimensions
Large	cea-accredited-print.eps	1332 x 426 pixels

The print image may be resized to fit your needs as long as the following guidelines are followed:

- All lettering and the registration mark must remain readable.
- Resizing must preserve the aspect ratio: no stretching is permitted.
- No other adjustment to the image is permitted without CEA's written permission.

NOTE: The web JPG format logos are sent to the primary contact on file by email at the time of accreditation.
For other versions of the logo, or for any other inquiries about the use of the CEA logo, contact CEA staff at info@cea-accredit.org.

Terms of Use

- In all cases, the CEA logo displayed must include the ® symbol.
- Use of the logo must ensure that it is made clear to prospective students which programs and/or instructional locations are accredited by CEA and which are not:
  - In cases where CEA accredits multiple programs within a unit, accredited programs must be clearly identified.
  - In cases where CEA accredits multiple locations of a multi-site organization, if not all of the sites are accredited, those sites which hold CEA accreditation must be clearly identified.
- CEA periodically verifies use of its logo by accredited sites. Sites found to be using the logo improperly will be notified and will be expected to resolve the issue within 30 days.
- If the CEA logo is used on documents, it must be clear that CEA accredits the program or institution and is not responsible and/or has not approved the content of the document(s).

Accreditation Announcement

Announcement of accreditation should be made through use of the accreditation statement which appears in each site's letter of accreditation. Accredited sites are permitted to use only the following wording:

> *SITE NAME is accredited by the Commission on English Language Program Accreditation for the period Month YEAR through Month YEAR and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 North Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.*

Sites found to be using inaccurate statements regarding CEA accreditation will be notified and will be expected to resolve the issue within 30 days.

Probation Announcement

Announcement of probation actions must use language provided by CEA to announce probationary status to prospective and current students, and the general public, within 7 (seven) days of receipt of the probation letter. The announcement must be posted and shall remain posted until the probation action is vacated by CEA.

Standards and complaints policy

Constituent Council guidelines require sites to publicly post the *CEA Standards for English Language Programs and Institutions*, along with the document "Filing a Complaint Against an Accredited Site".

Electronic posting of the specific CEA webpages is acceptable using the following urls:

CEA Standards: http://cea-accredit.org/about-cea/standards

CEA Complaint Policy: http://cea-accredit.org/about-cea/complaints

Please address any questions about the Logo Guidelines and Terms of Use
to Rachel Herman, Accreditation Process and Technology Manager,
at rherman@cea-accredit.org or call CEA at (703) 665-3400.