

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 U.S. mirror the process in the U.S. 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 U.S. be met or exceeded by pertinent fees. (CEA fees are reviewed each year. Fees mentioned in this document are subject to change.)

1. Eligibility

A non-US program or institution that seeks review by CEA must offer, at a minimum, an intensive English program that provides students with at least 18 hours of instruction per week (1 hour = 50 minutes) for at least 8 months of the year, have a curriculum designed to serve the needs of post-secondary level students who are nonnative speakers of English, and allow for the differentiation of participants by level of English language proficiency. Additional programs or courses may also be offered, and all students do not have to be enrolled in the intensive English program. (\$160 eligibility application fee)

2. Submission of materials

Once a program or institution is deemed eligible, a program will submit substantial advance information on its 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*. Since the standards form the basis for the review and final accreditation decision, it is critical to determine that they are applicable in the program's setting. 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 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.
- b. 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.

3. Preliminary visit

The purpose of the preliminary visit is to determine whether CEA can review the program for accreditation. 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.

- 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 \$600 per representative per day of 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.

4. **Preliminary report**

Following the preliminary visit, 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 (a recommendation). 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.

- a. If the 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.
- b. If the CEA determines, based on the preliminary report, that the review not go forward, the site will be informed.

5. **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 U.S. (\$315 first person & \$160 each additional) 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 \$3,400 fee.

Following the workshop, the site's self-study coordinator and the CEA representative will make a final determination as to which standards are applicable and need to be addressed in the self-study plan and final self-study report and which are not applicable in part or in whole. CEA will prepare a written statement confirming standards to be addressed. This confirmation of standards to be addressed will be available to the Commission at the time of its review of the program. For any standards deemed not applicable, CEA will expect the site to provide a rationale in its self-study report.

6. **Accreditation timeline**

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

- a. The site will submit a self-study plan and fee within 3 months following the workshop and a self-study report within 18 months, with the possibility of a one-time-only 6-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.

7. **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.

8. **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 3-4 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 \$600 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

9. **Summary of fees:**

- a. Submission of materials for eligibility: \$160
- b. Preliminary visit: Travel, food, and lodging for a team of one or two people, plus \$600 per CEA representative per day of work and travel expended.
- c. Workshop participation: for a U.S. workshop, \$315 for first person, \$160 each additional; for a customized workshop, travel, food, and lodging for the presenter(s), and a workshop fee of \$3,400.
- d. Self-study plan submission and review: \$1,900
- e. Site visit: Travel, food, and lodging for a team of three, plus \$600 per CEA representative per day of work and travel expended.
- f. Sustaining fees, paid throughout the period of accreditation, are based on student weeks per year at a rate the same as those paid by U.S. based accredited sites.

10. **Rights and responsibilities**

Non-U.S. accredited sites have the same rights and responsibilities as U.S. sites. They become voting members of the Constituent Council. In addition, throughout the period of accreditation, they must,

- 1) maintain the *CEA Standards*
- 2) adhere to Commission policies and procedures
- 3) post the *CEA Standards* in a public place accessible to all students, faculty, staff, and the public, along with information about how complaints may be filed with CEA
- 4) submit an annual report and pay annual sustaining fees in a timely manner
- 5) take the necessary steps to become re-accredited before the end of their term of accreditation

11. **Policy decisions**

The Executive Committee of the Commission will monitor activities and continually review the application of the CEA standards, policies and procedures in an international setting.

For more information contact:

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