



**Statement of Interest and Eligibility for CEA Accreditation  
Non-U.S. Programs and Schools**

CEA offers accreditation outside the US to postsecondary English language programs in universities and colleges and independent English language schools/institutions. A non-US program or institution that seeks review by CEA must offer, at a minimum, an intensive English program (IEP) that provides students larger institutions and English language schools that offer an intensive English program. The intensive English program must offer 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.

A CEA review is based on the *CEA Standards for English Language Programs and Institutions*. This application form and information on faculty, curriculum, facilities, administration, and student services must be submitted in order to help CEA determine whether the standards apply, for the most part and whether CEA policies and procedures are applicable in the specific international setting. To apply, submit this form and additional information described below.

**Contact information**

Name of program or institution \_\_\_\_\_

Name of authorizing administrator: \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Country Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Type of program or school**

1. Check one of the following

\_\_\_\_\_ Type A: English program offered by a college or university

Name of host institution \_\_\_\_\_

\_\_\_\_\_ Type B: Independent school that offers an intensive English program

Single site school \_\_\_\_\_ Multiple site school \_\_\_\_\_

**Statement of eligibility for accreditation by CEA**

Both Type A and Type B must answer:

The intensive English program, whether offered by a university or college or an independent school, must meet the following criteria. Check those items that apply to your IEP and enclose brochures or other descriptive materials that show compliance with the criteria or attaché an explanation indicating how requirements are met.

The IEP

- \_\_\_\_\_ is a post-secondary program
- \_\_\_\_\_ offers each participant a minimum of 18 clock hours per week of English language instruction. (one clock hour = 50 minutes)
- \_\_\_\_\_ has a curriculum designed to serve the needs of students who are 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 to students for at least one year and shows evidence that students have completed the program.

### **Descriptive materials**

To be answered on a separate piece of paper. All information must be submitted in English

**Both Type A and Type B must respond to items #1-5. Only Type B must respond to items #6 and #7.**

1. Curriculum:
  - a. Describe the IEP curriculum, including levels and course objectives or attach descriptive materials.
  - b. Describe how students are placed into the program and how they are assessed for movement from level to level.
  - c. If your program or school offers English courses in addition to the intensive English program (for example, English for specific purposes or TOEFL training), describe these other offerings or attach descriptive materials.
2. Faculty
  - a. Describe general requirements for faculty hiring, i.e. degree or training requirements.
  - b. 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.
3. Facilities
  - a. Describe briefly the facilities at which courses are offered.
4. Administrative structure
  - a. Describe the administrative structure of the program or school. For a program in a college or university, describe the program in relation to other university departments. For an independent school, describe the leadership and support positions.
  - b. Attach an organizational chart.
5. Student services
  - a. Describe services available to students, such as counseling and advising, housing, health, social and recreational activities, etc.
  - b. Attach any materials that document the availability of such services.

**Only Type B (language school) must answer #6 and #7 in addition to the above.**

6. If your English language school offers other types of courses (such as other foreign languages) in addition to the English program,
  - a. Describe these other offerings briefly and attach descriptive materials.
  - b. Include what percent of the school's resources are dedicated to  
     the English program \_\_\_\_\_ the other courses \_\_\_\_\_
7. If your school is required to have specific authorization (licensure, certification, permit, etc.) in order to operate,
  - a. Describe the nature of the authorization.
  - b. State the name and contact information for the authorizing agency.
  - c. Attach a copy of the authorization letter or form.

**Miscellaneous**

1. Date IEP classes first taught \_\_\_\_\_
2. Number of instructors in the IEP: full-time \_\_\_\_\_ part-time \_\_\_\_\_
3. Web address: \_\_\_\_\_

**Authority**

- I certify that the information in this application is true and correct to the best of my knowledge. In addition.
- I certify by my signature that funds are available to carry out the accreditation activities.
- I hereby grant CEA permission to contact any named authorizing agency referenced in this application or accompanying materials and do authorize and direct such to release the information requested.

\_\_\_\_\_  
 Signature of authorizing administrator [this must be the same as the person listed on page 1]

Date \_\_\_\_\_

If you have any questions about the requirements for application, contact Terry O'Donnell, Executive Director, at [todonnell@cea-accredit.org](mailto:todonnell@cea-accredit.org) or 7-3.519.2070.

Submit this application with the eligibility application fee of \$160 to

CEA, 1725 Duke St., Suite 500, Alexandria VA 22314.