



ITEFLAC

**International TEFL
Accreditation Council**

**TEFL / TESOL
Course Providers**

Accreditation Process & Fees

Scope of ITEFLAC Accreditation

- The International TEFL Accreditation Council will only accredit an institution if it is a registered business and the courses have been created.
 - The scope of accreditation does not extend to assisting in the development of courses. ITEFLAC will look at the outline and modules of a course only. We will only advise on improvements to policies and procedures and you will receive a report.
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ITEFLAC's Accreditation Process

ITEFLAC's accreditation arrangements normally do not require visits to the school (although this may be required in exceptional cases). A visit to the school is waived to reduce costs to the school (especially small businesses and start-ups). At ITEFLAC, we believe that this policy creates a fair and level playing field and serves to improve standards across the board.

Stage 1 – Scrutiny of Application Form

- The initial stage is for a school to complete and submit an application form to ITEFLAC. *Please do not submit any supporting documentation at this stage of the process.
- The application form will be closely inspected and assessed by a member of our Evaluation Council.
- If all the information provided on the application form is deemed satisfactory and complete, then the institution will be able to move onto stage 2 of the accreditation process.
- It is not uncommon for the Evaluation Council to request further clarification or explanation of certain operational aspects of the TEFL course provider. The TEFL course provider will be guided through the application process and advised on ways they can improve or rectify the problems found.
- If a provider is invited to stage 2 of the accreditation process, it will be awarded ***'Provisional Accreditation'*** status and the institution will be listed on the ITEFLAC website. Provisional accreditation attests that the applicant provider has indicated that it complies with all the requirements for accreditation (as outlined in the application form and document checklist). As the supporting documentation has not been received or verified – the institution cannot be awarded full accreditation. A provider that holds 'Provisional Accreditation' status cannot display the accreditation logos of ITEFLAC, nor will it receive the certificate of accreditation. Provisional accreditation merely serves to inform any interested parties that an institution is working towards full accreditation. Note that *'Provisional Accreditation'* is only valid for sixty days - please refer to our *terms and conditions*.

Application Form

Application Form: Online Course Providers (Only)

**If your institution only offers online TEFL / TESOL courses, then [click here](#) to complete the online accreditation form. Once you have submitted your completed application form – you will receive a copy via email. Be sure to keep this email as it has an edit button which will allow you to make any changes requested by ITEFLAC. You can also download a [pdf version](#) of the application form.*

Application Form: Course Providers (Other)

**If your institution offers face-to-face/hybrid courses or face-to-face/hybrid courses and online courses, then [click here](#) to complete the online accreditation form. Once you have submitted your completed application form – you will receive a copy via email. Be sure to keep this email as it has an edit button which will allow you to make any changes requested by ITEFLAC. You can also download a [pdf version](#) of the application form.*

Completing the Application Form

The application form includes Appendices 1,2,3,4 and a reference. All sections are to be completed.

*There is also a section entitled 'Checklist of documents to be sent at stage 2'. This section is a checklist of documents that must be sent at stage 2 of the accreditation process. *Note that assistance is provided when accumulating all the required documentation – see 'Stage 2 – Submission of Accompanying Documents & Evidence'.*

The initial information provided to us will be inspected and assessed by a member of our Evaluation Council. If all the information provided is deemed satisfactory and complete, then the institution will be awarded provisional accreditation status and added to our website.

Stage 2 – Submission of Accompanying Documents & Evidence

**(Please note: an initial, non-refundable accreditation fee is payable at this stage – see the 'Fees' section below for details.)*

- On receipt of the initial non-refundable accreditation, ITEFLAC will invite the TEFL course provider to submit accompanying documentation and evidence to support the institution's application for accreditation.
- A provider can find a list of required supporting documents on the application form under the heading 'Checklist of Documents'.
- ITEFLAC provides a useful library of sample supporting documents required during this stage of the accreditation process. A provider may refer to this repository of existing documents for reference and assistance. If the document is a template, then it can be used in its entirety and may simply adjusted, re-purposed, used by the institution and submitted. If the document is merely an example (e.g. mission & vision statement) - they cannot be copied and used. To view these existing documents and examples, please visit the [ITEFLAC Portal](#).

- The Evaluation Council will focus on how the TEFL provider complies with immigration regulations; the quality of management and student support; the health and safety of the premises; and the suitability of the available resources for the courses.
- The Evaluation Council will also need to examine procedural documentation, attendance recording systems, examples of marked work and feedback forms from students, and statutory documentation, such as fire regulations. These are all outlined in the *Standards & Evidence* document.
- After careful consideration of all supporting documentation and evidence, the Evaluation Council will prepare and submit a report, which will recommend whether or not Stage 3 should take place. If there are any areas the school needs to improve on before moving on to Stage 3, these will be identified in the report (*refer to the section 'The Points Profile & Accreditation Report below.'*)
- This report will be carefully considered by the Evaluation Council, who will then weigh up the information obtained and decide whether or not to proceed onto the next stage. If they decide that the school is not ready to move onto stage 3, the institution will be informed of this and given the chance to appeal against the decision, if they can provide grounds for reconsideration.

Submitting Supporting Documents & Evidence

Each document/file submitted must be named according to its corresponding category and number (as per 'Checklist of Documents' found on the application form). For for example, the document – 'Copy or example of enrollment form' > should be named H57 and so on. Each file should then be placed in a folder according to its key performance indicator i.e. A/B/C/D/E/F/G/H. This will assist us with cross-referencing.



A (A1-A9)



B (B10-B26)



C (C27-C32)



D (D33-D36)



E (E37-E44)



F (F45-F49)



G (G50-G53)



H (H54-H65)

Stage 3 – Accreditation

This stage is essentially focused on weighing up the supporting documentation of the TEFL course provider's ability to uphold and maintain the standards needed for an accreditation. The final decision on accreditation will be then be decided by the Evaluation Council.

- ***Exclusions:** The award of full accreditation, including the benefits derived therefrom, are exclusive and attached to the designated institution and its location. The set of key performance indicators (Standards & Evidence) assessed during the accreditation process relate to the governance and procedures of the designated institution. The accreditation status of a provider cannot be transferred or extended (explicitly, implicitly or otherwise) to its partners or affiliates. Under no circumstances may the partners or affiliates of an accredited school assume ITEFLAC accreditation or display its logos. Affiliates and partners of accredited members must apply for separate accreditation from ITEFLAC.

Points Profile & Accreditation Report

Points Profile

ITEFLAC has a *Points Profile* system that does not discourage the newly established or smaller institutions by disqualifying them. The Points Profile system determines strengths, weaknesses and offers recommendations to the course providers and institutions with which they can improve their standards.

Points are assigned to each aspect of the eight key performance indicators (*see 'Standards & Evidence'*). These scores are put together to form a matrix that measures the quality of a TEFL course provider from different perspectives. The *Points Profile* system is intelligently designed to determine strengths and areas that need improvement to match the international standards. The final matrix gives the overall picture of a schools educational standards and also recommends ways to improve them.

**It is important to note that not all aspects of the key performance indicators may be applicable to all TEFL course providers.*

Points awarded for each key performance indicator are as follows:

Points	Indicator
0	Indicates the institution does not have this subjective factor.
5 - 9	Indicating the institution has this subjective factor but it does not address complete dimension's criteria.
10	Indicating the subjective factors in this section are fully met and explicitly address students' needs.

**If a course provider or institution does not have what may be considered a 'vital' aspect of a key performance indicator, then a suitable time frame will be mutually agreed upon whereby the provider can submit this aspect.*

Accreditation Report

A TEFL course provider will be issued a *Points Profile*, which is a measure of its match to the globally accepted standards and best academic practices. A report, as well as recommendations and suggestions (on ways to improve an institution's educational standard), will also be provided.

ITEFLAC's Accreditation Fees

- ITEFLAC's accreditation fee is **US\$750** irrespective of the number of courses a school offers.
- An initial non-refundable accreditation fee of **US\$250** is payable after completion of *Stage 1* of the accreditation process. The outstanding accreditation fee of **US\$500** is payable on the award of full accreditation status.
- Initial accreditation is valid for one year and is renewable on an annual basis for a fee of **US\$750**.
- ITEFLAC does not charge a provider a fee for each student enrolled on their courses.

****Important:** Note that an institution has 60 days to submit documentation (in support of their application for accreditation – Stage 2) after the award of provisional accreditation status.*

Franchises & Branches

An annual accreditation fee of **US\$250** is payable for each franchise or branch of an accredited institution. Franchises and branches must submit an ITEFLAC application form and submit the relevant supporting documents.

Exclusions

The award of full accreditation, including the benefits derived therefrom, are exclusive and attached to the designated institution and its location. The set of key performance indicators (Standards & Evidence) assessed during the accreditation process relate to the governance and procedures of the designated provider. The accreditation status of a provider cannot be transferred or extended (explicitly, implicitly or otherwise) to its partners or affiliates. Under no circumstances may the partners or affiliates of an accredited TEFL course provider assume ITEFLAC accreditation or display its logos. Affiliates and partners of accredited members must apply for separate accreditation from ITEFLAC.

Payment Methods

*Payment is accepted online via Stripe (payment platform) – debit or credit card. An invoice with an online payment link will be emailed to schools.