



## **APPLICATION OFFICE**

### **APPLICATION FOR COURSE ACCREDITATION**



WTEFLAC, 244 5th Ave, New York,  
NY 10001, USA



FOR OFFICE USE ONLY  
APPLICATION NO:

## APPLICATION FOR COURSE ACCREDITATION

Please read the following guidance notes before completing this form:

### Notes for Guidance

- 1.) This form should be used if you are wishing to apply for course accreditation.
- 2.) This application will only be accepted if all required sections are completed in full.
- 3.) The Accreditation Officer dealing with your application should have already informed you of the supporting documentation required. Please remember to include it with this application form.
- 4.) You may be asked for proof of any certifications or memberships you mention on this form.
- 5.) If completing any part of this form by hand please use BLOCK CAPITALS and blue or black ink, so that your information can be easily read.
- 6.) If you make a mistake on this form please cross out the error and initial any corrections you make.
- 7.) You will be notified if your application for course accreditation has been accepted within 14 days of submitting this form along with your supporting documents.
- 8.) If your application is rejected we will provide you with details as to why your application was declined at this stage. If we require further documentation your application will be reconsidered when this is provided.
- 9.) If you have any problems or require any assistance with filling in this form then please contact the Accreditation Officer dealing with your application.

### 1. - (A) Organization's Details

<b>Name of Organization:</b>	
<b>Description:</b>	(Association, Institute, School, College, University, Department, Unit, Agency etc.)
<b>Head of Organization:</b>	
<b>Position Title:</b>	(CEO, Director, Chair, Manager, etc.)
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Website:</b>

### 1. - (B) Further Information

<b>Number of teaching staff:</b>	<b>Number of support staff:</b>
<b>Number of administrative staff:</b>	<b>Average number of students:</b>

### 1. - (C) Contact Details

<b>Name of representative:</b>	(The main point of contact between the WTEFLAC and your organization.)
<b>Position Title:</b>	(Manager, Administrator, Course Co-Ordinator etc.)
<b>Telephone:</b>	<b>Email:</b>

### 2. - (A) Course Details

<i>(Please attach additional sheets if required labelled "2. (A) Additional Sheet")</i>
<b>Course Title:</b>
<b>Entry requirements:</b>
<b>Course overview:</b>
<b>Assessment Mode:</b>
<b>Rationale:</b>
<b>Expected outcomes:</b>

**Course content:**

Please include an outline of the curriculum with a breakdown of all modules including a short summary for each (*include samples of any hand-outs*).

**Brief Curriculum Vitae of trainers:**

**2. - (B) Assessment & Evaluation**

*(Please attach additional sheets if required labelled "2. (B) Additional Sheet")*

**How will your organization monitor the quality of the course?**

**How will you evaluate students?**

**What are your selection procedures?**

**What are your organization's equal opportunity policies?**

### **3. Applicant's Declaration:**

In order to have your course accredited by the WTEFLAC you must agree to the following declarations. Please tick "I agree" in the bottom right hand corner of each declaration box.

#### **1 - Code of Practice**

I understand that as an accredited organization of the WTEFLAC I am bound to the commission's Code of Practice. I have read and fully understand the Code of Practice (included with this application form) and agree to be bound by it for as long as my accreditation status is maintained.

I agree

#### **2 - Use of Logo**

I understand that permission must be requested in order to use the WTEFLAC logo. I agree not to alter the original artwork in anyway.

I agree

#### **3 - Accurate Information**

I declare that the documents I have provided to support my application and the statements I have made on this form are true. I agree to notify the commission of any changes to the information or statements I have made.

I agree

#### **4 - Data Protection Statement**

By signing and submitting this form you are consenting to the WTEFLAC using the information provided on this form and supporting documentation to assess your eligibility for accreditation.

***The information provided on this form will be used for the following purposes:***

- To assess your eligibility for accredited status and to allow our Accreditation Officer, where applicable, to assist you through the application process;

- To enable us to initiate your accreditation status should your application be successful.

**Signature:**

**Position:**

**Date:**

**Please return this form to:  
inquiries@wteflac.education**



# World TEFL Accrediting Commission

## Code of Practice

The WTEFLAC Code of Practice represents the main principles of our organization. All TEFL/TESOL organizations/course providers who wish to become accredited by the WTEFLAC must agree to operate under this Code of Practice. We conduct regular monitoring of our accredited members to ensure they are continuing to follow the code.

### **Course Advertising & Promotion**

- any promotional material must be a true representation of the TEFL/TESOL course offered
- adequate information must be provided to allow potential students to make an informed choice. This should include a breakdown of the course schedule/modules offered
- course providers must be upfront & transparent with the advertisement of course fees

### **Selection & Admission of Students**

- course providers must have a clear admissions policy
- entry requirements must include English language competence
- the admissions policy must meet equal opportunity standards

### **Course Delivery**

- teaching and training must follow clear methodological principles
- peer to peer teaching practice must represent a significant portion of the course on offer
- courses must be delivered by an experienced EFL professional with at least 3 years of practical experience of teaching English as a foreign language

### **Course Modules & Content**

- any course materials must be clear and well laid out
- the course content must give students a solid foundation of knowledge required to achieve their professional goals
- the course must include coherent and sequential modules
- the pace of learning must be manageable for potential students

### **Feedback & Assessment**

- students should receive continual feedback on their progress throughout the course
- a clear policy of assessment must be agreed and followed
- students should be assessed on a range of aspects relating to the course
- the methods of assessment must be made clear to potential students
- all students who pass the course should receive an approved certificate

### **Staffing & Staff Development**

- all staff members must have relevant experience & qualifications
- staff must have sufficient resources to deliver the course effectively

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- staff should be given satisfactory opportunity to develop within the organization
- the experience and qualifications of staff should be used in the decision making process
- there must be an adequate training program for new trainers who will teach the course

#### **Quality Assurance & Course Evaluation**

- there must be a clear standard for the delivery of the course and a continual evaluation procedure must be in place to ensure this standard is continually followed
- an independent and suitably qualified individual must be used to evaluate course standards and delivery methods
- if the same course is offered over a long period of time then the course must be updated to fit in with current standards within the EFL industry
- there must be a range of procedures in place to continually monitor and improve the quality of the course on offer