**Schools may apply for recognition of English as a Second Language (ESL) Courses that are successfully articulated with and support the school’s career-oriented vocational program(s), have objectives related to occupational training and concepts, and provide students with adequate linguistic proficiency for obtaining employment in the field for which they are or will be trained (*Section II (D)(2 (a), Substantive Standards, Standards of Accreditation*)*.***

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| **GUIDELINES FOR SUBMISSION**   * 1. The school must ensure that the **Payment Submission Form** of this application is included. Please ensure that the form lists the correct school, fee amount, and check information. If the school would like to submit payment via credit card, please contact the ACCSC office. * The school must provide a response to all items in this application, along with any relevant supporting documentation. Please do not copy and paste information from previous applications. If the application is deemed incomplete, the Commission may determine that a new submission is needed prior to review. * The completed application should include only the required information and not exceed **100 pages**. Unless specifically requested, do not provide copies of the full school catalog or information that does not pertain to the items in this application. * Please review the entire submission prior to final submission to ensure that all required information is provided, that all intended attachments are included, and that the submission is free of errors and typos. * Incorrect application submission will be subject to a $250 Incorrect Application Fee. |

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| **ELECTRONIC SUBMISSION FORMAT REQUIREMENTS**   * Electronic Submissions submitted via e-mail will not be processed. Please upload all submissions to the ACCSC College360 database. The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission. * The school’s response must be prepared in accordance with ACCSC’s Instructions for Electronic Submission (e.g., prepared as one continuous PDF document with the required bookmarks). * Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete and submit this application. |

**I have read and understand the Guidelines for Submission and the Electronic Document Format Requirements set forth above and I further understand that a failure to adhere to these guidelines and requirements will result in either a delay in the processing of or return of this application.**

**I certify that the information herein and attached hereto is correct.**

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| --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **School #** | **Name of School** | **Type** | | **City** | **State** | **Degree Granting** | |
|  |  | Main: |  |  |  | Yes: |  |
| Branch: |  | No: |  |

|  |  |  |
| --- | --- | --- |
| **Contact Person** | **Phone** | **Email** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **Instructional Clock Hours** | **Academic Credit Hours** | **Type of ESL Courses** | | **Proposed Start Date**  *(month/day/year)* |
|  |  |  | Front Loaded Courses: |  |  |
| Integrated Courses: |  |

\* ESL course of study must be comprised of courses totaling minimally 600 clock hours or the equivalent credit hours. A school must provide a justification to the Commission for an ESL course of study that exceeds 900 instructional clock hours in length *Section II (D)(2)(b)(v), Substantive Standards, Standards of Accreditation*.

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| **PROGRAM DELIVERY METHOD (***Select One)***:** | **YES[[1]](#footnote-1)** | **NO** |
| Is the school seeking to offer the proposed ESL courses via distance education? | ☐ | ☐ |

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| **Application Processing Fee**  Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding applications(s). **Note**: Please ensure that the **Payment Submission Form** for this application is included and identifies the corresponding application(s), fee amount, and check number.   * Processing Fee of $500 per application.   Please note that should an application be deemed incomplete, the school will receive a request for additional information via email. If upon review of the additional information, the application is still incomplete, the school will be assessed a $250 additional information processing fee for the submission of the additional information, which must be paid upon the submission of the response.  **Incorrect Application Fee**  Please ensure that the school is utilizing the correct application. Upon review of the application, if determined that the school should have utilized a different application, a $250 Incorrect Application Fee will be assessed. |

**Required Supporting Documentation**

1. If the state regulatory agency (or other applicable regulatory agency) requires approval for the courses to be offered, provide documentation from the agency.
2. Describe in detail the admissions process, including standardized testing procedure.
3. Describe in detail how the objectives of the ESL courses are related to occupational training and concepts of the school’s currently approved and offered career-oriented vocational programs.
4. If the school is proposing a front-loaded ESL course(s), explain how the school will ensure that the student otherwise meets the admissions requirements to enroll in a vocational program.
5. Describe in detail the curricula, demonstrating that the ESL courses include several levels of instruction and include reading comprehension, oral communication, and writing skills.
6. Complete the following chart to demonstrate that the faculty teaching the ESL course(s) has experience and educational background including state or equivalent credentials in Teaching of English to Speakers of Other Languages (TESOL).

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| --- | --- | --- | --- | --- | --- |
| **FACULTY TEACHING ESL COURSES** | | | | | |
| **Instructor Name** | **State or Credential Equivalent to TESOL** | **Degree Earned**  *Year & Institution(s)* | **Practical Work Experience**  *(Note: Instructional experience does not qualify as practical work experience)* | | |
|  |  |  | Job Title, Place of Employment, and Description of Work Experience | **From** *(m/y)* | **To** *(m/y)* |
|  |  |  |
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8. Draft catalog presentation of the proposed ESL course(s) and a demonstration that the proposed language meets the requirements set forth in items #44 and #45 of the ACCSC Catalog Checklist (*Section IV (C)(1), Substantive Standards, Standards of Accreditation* andACCSCCatalog Checklist).

9. Draft enrollment agreement for the proposed ESL course(s) and a demonstration that the proposed language meets the requirements set forth in items #32 of the ACCSC Enrollment Agreement Checklist (*Section IV (C)(2), Substantive Standards, Standards of Accreditation* andACCSCEnrollment Agreement Checklist).

**I****NSTITUTIONAL DEVELOPMENT**

**PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL #(s)** | **SCHOOL NAME(s)** | **CITY** | **STATE** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **APPLICATION TYPE(s)** | **NAME OF PROGRAM(s)**  (*if applicable*) | **PAYMENT AMOUNT(s)**  (*Enter payment amount for each application type*) |
|  |  |  |

|  |  |
| --- | --- |
| **TOTAL PAYMENT AMOUNT** | **CHECK NUMBER** |
|  |  |

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| --- | --- | --- | --- |
| **NAME OF CONTACT PERSON** | **TITLE** | **PHONE NUMBER** | **EMAIL** |
|  |  |  |  |

**\* Please submit a payment submission form with each check payment.**

**Submit To: Operations Department**

**Accrediting Commission of Career Schools and Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

1. If the school intends to offer the proposed program via distance education, the school **must** submit the appropriate application (i.e., Application for Expansion of Distance Education Approval or Application for Initial Distance Education Approval), as applicable. **Note: the distance education application must be submitted concurrently with this application for review and approval.** [↑](#footnote-ref-1)