



# CERTIFICATE OF ACCREDITATION

This certificate acknowledges that

**University of Pittsburgh**  
**English Language Institute**

*is in compliance with the*  
*CEA Standards for English Language Programs and Institutions*  
*and is accredited by*  
*the Commission on English Language Program Accreditation*  
*for the period April 2017 through April 2027.*

Engin Ayvaz  
Chair 2017

Mary Reeves, Ph.D.  
Executive Director

**Commission on English Language Program Accreditation**  
**1001 North Fairfax St., Suite 630, Alexandria VA 22314**



Leading by Advancing Standards

April 19, 2017

Christine O'Neill  
Administrative Faculty  
University of Pittsburgh  
English Language Institute  
200 Meyran Avenue, M-18  
Pittsburgh, PA 15260

Dear Christine,

At its April 2017 meeting, the Commission on English Language Program Accreditation reviewed the application for reaccreditation of the University of Pittsburgh English Language Institute. I am pleased to inform you that the Commission has granted 10-year reaccreditation to this site. The enclosed Certificate of Accreditation signifies this achievement in meeting the *CEA Standards for English Language Programs and Institutions*.

In reviewing a program or institution, the Commission seeks to determine that it provides the student services and programs described in its materials; is student-centered; provides a program that supports its mission; and has the resources, fiscal and human, to assure that students are well served through meeting the *CEA Standards for English Language Programs and Institutions*. The Commission has determined that the University of Pittsburgh English Language Institute meets these requirements and commends the program for its achievement.

With a grant of accreditation, the Commission may include requirements for future reporting. The Commission has not issued any reporting requirements to the University of Pittsburgh English Language Institute. All sites are subject to annual reporting and are required to report substantive change, as discussed below.

#### **Public Announcement**

Within 30 days following the decision by the Commission, CEA will make the accreditation status public through distribution to appropriate federal agencies, appropriate state licensing or authorizing agencies, appropriate accrediting agencies, the professional community, and the public as required by the U.S. Department of Education. The program will be listed on the CEA website with a link to your website.

CEA will keep complete records of the review in a secure place and will make public only the type of accreditation granted and the term of accreditation. Information provided by the program and related to the accreditation review is considered the property of the program.

You will receive access to the CEA logo in several formats, along with guidelines and terms of use in print and electronic materials. CEA encourages you to display your accredited status on your website and in promotional materials as a way to not only promote your program, but also to promote CEA

accreditation and the quality it exemplifies. You may also announce your accredited status in promotional or informational literature using the following wording:

*The University of Pittsburgh English Language Institute is accredited by the Commission on English Language Program Accreditation for the period April 2017 through April 2027 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).*

We hope that you will take advantage of this opportunity to display your achievement of accreditation.

### **Constituent Council**

A CEA-accredited program or institution becomes a member of the CEA Constituent Council. Constituent Council Governing Rules are available on the CEA website in the *CEA Policies and Procedures* document. The annual meeting of the Constituent Council takes place annually at a time and place to be announced. Primary contacts must ensure that their accredited programs or institutions:

- a. 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
- b. maintain compliance with the *CEA Standards*
- c. adhere to Commission policies and procedures
- d. amend and adapt their programs as government rules and regulations change
- e. submit an annual review package and pay annual sustaining fees in a timely manner
- f. submit a report responding to accreditation reporting requirements if applicable
- g. promptly and thoroughly report any modifications that may affect the program's or institution's eligibility for accreditation
- h. promptly and thoroughly report substantive changes in mission, educational offerings, structure, policies, or ownership, including any changes that substantially alter the program or institution's ability to continue to meet any of the *CEA Standards*
- i. take the necessary steps to secure reaccreditation before the end of their current term of accreditation

### **Annual Reports and the Interim Report**

Each year in November, CEA will send you forms for a required annual report. The annual report package has three parts: a form that confirms that the standards continue to be met, a form for sustaining fee calculation and payment, and an end of year financial report. Annual sustaining fees are based on student weeks calculated for the calendar year prior to the time the annual report is due. These reports and fees are due in February of each calendar year of accredited status.

A longer interim report is required in place of the annual report in the 5<sup>th</sup> year of ten-year re-accreditation. In the interim report, the program will provide extensive information related to a subset

of the *CEA Standards*. You will receive information for completing the interim report two years before the deadline.

### **Substantive Change**

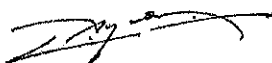
All accredited programs and institutions must promptly notify CEA in writing of any proposed substantive change in the program or institution since the most recent CEA accreditation review. This advance notice must be made prior to the change being implemented and must be reported using the Reporting Substantive Change Form, which is included with the electronic documents sent to the site's primary contact and is subsequently sent each year with the annual report package. The substantive change report should include a thorough explanation of any proposed change and a list of affected standards with an explanation of how they will continue to be met following the change. The proposed change must be approved by the Commission prior to the change being included in the grant of accreditation.

When a change is under consideration, CEA staff should be consulted to determine whether it is a substantive or minor change, whether a substantive change report must be filed, and to assess how the change will affect the program or institution in terms of meeting the CEA Standards.

Again, congratulations on your achievement. Accreditation is an intensive process of self-evaluation and review, and CEA recognizes your accomplishment.

Please contact Mary Reeves, Executive Director, at the CEA office if you have questions.

Sincerely,



Engin Ayvaz  
Chair 2017

Enclosed: Accreditation Certificate

Public documents available for download from the CEA website:  
*CEA Standards for English Language Programs and Institutions*  
*CEA Policies and Procedures*

Additional accreditation packet documents will be sent by email to the site's primary contact:  
CEA Logo and Guidelines for Use  
Filing a Complaint against an Accredited Program  
Constituent Council Governing Rules  
Substantive Change Report Form

Please contact the CEA office if you need the accreditation decision packet documents sent again.

Note: CEA's mailing address is 1001 N. Fairfax St., Suite 630, Alexandria, VA 22314.