

## **Accreditation Requirements for TEFL Providers**

### **1. Legal and Administrative Requirements**

- Proof of legal registration and status of the institution in the country of operation.
- Valid business license or equivalent certification.
- Details of ownership and governance structure.
- Physical or verifiable online presence.

### **2. Curriculum and Program Standards**

- Submission of a full TEFL/TESOL curriculum including module breakdown, contact hours, assessment methods, and learning outcomes.
- Minimum program length: 100 hours (including minimum 6 hours practical teaching experience or practicum where applicable).
- Clearly defined educational objectives aligned with international TEFL frameworks.
- Provision of digital and/or printed student materials.

### **3. Trainer Qualifications**

- All trainers must hold a minimum of a Bachelor's degree and an accredited TEFL/TESOL qualification.
- Minimum 2 years of teaching experience in ESL/EFL settings.
- Evidence of ongoing professional development.

### **4. Student Assessment and Certification**

- Clear policies for testing, feedback, grading, and progression.
- Sample student certificate to be submitted for approval (must include security/authentication features).
- Retention policy for academic records for a minimum of 3 years.

### **5. Operational and Quality Assurance Policies**

- Internal quality assurance processes (e.g., regular curriculum reviews, trainer evaluation forms).

- Student feedback mechanisms and complaint resolution policies.
- Accessibility and equity policies for diverse learners.

## **6. Marketing and Representational Accuracy**

- Truthful representation in promotional materials and advertising.
- Use of the WTA logo or endorsement only after written authorization.
- Clear refund, cancellation, and deferral policies visible to applicants.

## **7. Documentation to Submit**

- - Copy of Business Registration Certificate
- - Detailed TEFL/TESOL Curriculum (PDF or DOCX)
- - Sample Certificate Issued to Students
- - CVs of all Trainers and Academic Staff
- - Academic Policies Document (assessment, progression, appeals)
- - Institutional Prospectus / Marketing Brochure (if available)