



International Education  
Accreditation Council

**Teacher Accreditation**  
**Application Form**

Thank you for your interest in applying for accreditation through IEAC. Below are the steps you need to undertake in order to complete the application process.

Please note: You are able to apply as an individual Teacher or a Institution may apply for a group of Teachers ,

### **Stage 1**

An institution or applicant needs to complete the Application Form and send this into the IEAC office together with the accreditation, as invoiced.. Please note at this stage no other documentation is required.

Upon receipt, the application form will be checked by one of our assessors.

### **Stage 2**

IEAC will then send to you the self-evaluation form, which needs to be completed by the Teacher or Teachers and verified by your nominated internal verifier. We will also send to you feedback forms to be given to a sample set of students to be returned, together with your self-evaluation form. We also request you send to us a 15 minute video of you actually teaching, together with your associated lesson plan.

IEAC will then contact the institution to either discuss the documentation provided and then either ask for clarification if needed, or to schedule a zoom meeting.

## **Stage 1 The Application Form**

### **Section 1 Institution Details**

Name of Institution:

Number of Campus/es

Head of Institution (name and title):

Name:
Direct E-mail:

Address of Institution:

Street:
Suburb:
State / Province:
Post Code:
Country:

Telephone Number:

Contact E-mail Address (general enquiries):

Website Address:

Name & E-mail Address of the person nominated as your Internal Verifier to whom all correspondence regarding this accreditation process should be addressed:

Where did you hear about IEAC?

Why did you choose IEAC?

Why are you seeking teacher accreditation?

How do you think IEAC Teacher Accreditation will benefit you?

## Section 2 Applicant details

Full Name, Address and email address of Applicant

Name;
Address;
Email;
Tel;

Please State your Academic Qualifications

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Please state your Professional experience

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What are the main subjects you Teach and which curriculum you follow

<b>Subject</b>	<b>Curriculum</b>

Please give details of teaching accommodation (including number and capacity of classrooms, specialist subject rooms such as music, art and science rooms, computer suites, practice rooms as applicable), library, student common rooms, counselling rooms etc:

Please give details of resources and equipment to support teaching (e.g. LCD projectors, smart-boards, overhead projectors, IT equipment, interactive whiteboards, practice-related equipment, research resources etc):

Please give details of resources available to students for independent study and research, either in the Institution or elsewhere. Please state if the institution has a Library, any link with local libraries and/or on-line library support

Please give details of social/sporting facilities provided for students (e.g. common rooms or access to sporting facilities):

### **Section 3 Responsibilities within your Institution**

Do you have certification from a relevant local body showing you have been trained in First Aid.

Name of Compliance Body:

Have you undertaken any CPD activities? If yes, please give details

What other responsibilities do you have within your Institution? Eg Course Leader, student welfare, safeguarding etc

How do you provide for students who may be physically, emotionally or mentally challenged?

How do you ensure inclusivity and Diversity in your teaching?

Do you recommend text books or background reading?

Does your Institution provide Internet access/e-mail?

Does your Institution provide printing facilities?

What is the Language of Instruction in your Institution?

Please describe how the Institution initially assesses students' language ability in this/these language/es,

What mechanisms do you have for contacting students about their absence or poor progress ?

Current number of students under the age of 18:

#### **Section 4. Privacy & Data Protection**

Do you adhere to local copyright regulations?

Do you have a registration certificate regarding data protection?

***The following page needs to be signed either with electronic signature or be scanned, signed and then submitted separately as a PDF.***

## **Stage 2                    Application for Accreditation by IEAC**

Declaration: To be made by applicant or Institution

I declare that the information provided in this application is correct and all supporting documents are genuine and accurate.

I have taken reasonable steps to confirm the accuracy of the claims made in respect of qualifications and experience.

I am prepared to accept the final decision of IEAC as to the outcome of the inspection.

I agree to indemnify IEAC against all claims, demands, expenses and complaints arising from inaccuracies in the information given by me above.

I accept that the term "Accredited by the International Education Accreditation Council" means that I / We have been inspected by IEAC and found to be satisfactory, and I undertake not to represent my institution as enjoying this recognition before it has been granted, nor after it has been withdrawn or suspended.

I understand that failure of continuing compliance with the accreditation criteria may lead to the removal of my accreditation by IEAC.

Signed:

Date:

Name:

Position / Title:

For and on behalf of (name of institution):

**Your IEAC Customer Liaison Officer will contact you for further documentation once your initial application has been approved.**