



Evidence required to support your application

Prior to the scheduling of the site visit, prospective and current members are required to forward the following documents for preliminary review. Once reviewed, you will be contacted to schedule a mutually convenient date for your site visit.

1. **application form** (available at www.languagescanada.ca)
2. **teacher qualification summary** updated (available at www.languagescanada.ca)
3. current brochure
4. statement of fees, and refund policy
5. copy of policy regarding health insurance
6. sample package sent to prospective students
7. sample package sent to agents, including a sample contract
8. overview or sample schedule of orientation given to new students
9. copy of problem resolution policy and/or procedure for handling complaints
10. sample of most recent schedule of extra-curricular activities
11. sample homestay contract
12. sample student feedback form on homestay
13. staff organizational chart
14. sample performance appraisal for teachers, including details on frequency
15. listing of recent Professional Development options for teachers
16. sample student feedback form on the program
17. samples of course/subject outlines
18. samples of student and teacher timetables
19. program description, including levels
20. sample final report given to students
21. details on most recent curriculum review
22. details on most recent program review

Please submit 2 copies of each of the above to the LC Accreditation office:

Languages Canada Accreditation
283 Alexandre-Taché Boulevard
Suite F3010
Gatineau QC J9A 1L8

Note for Head Office (Re: Satellite location)

The Head office report for satellite location review is available on page 2.
Please submit the completed report(s) to the LC Accreditation office.

HEAD OFFICE REPORT FOR SATELLITE LOCATION REVIEW

Institution:

In preparation for the accreditation review(s) of the satellite location(s), please indicate on the chart below which of the following functions are:

- Entirely managed and administered by the head office location (no action required by satellite location)
- administered by each satellite location according to policies set by the head office location.
- Entirely administered and managed by each satellite location

<i>Standard</i>	<i>Description</i>	<i>Managed & administered by Head Office</i>	<i>Policy set by Head Office, but administered by satellite location</i>	<i>Entirely Managed and Administered By Satellite location</i>
C.1	Admissions & Registration			
C.2	Student Records			
C.3	Immigration Advice			
C.3	Health Insurance Policy			
D.2.2	Problem Resolution Policy			
D.4	Homestay Contracts			
D.4	Student feedback instrument on homestay			
E.1	Orientation for new teachers			
E.4	Performance Appraisals for teachers			
E.4	Student feedback instrument on program			
E.4	Professional Development			
F.3	Curriculum			
F.4	Curriculum Review			
G.1	Marketing and Recruiting			
G.2	Agents and contracts			
G.3	Production of Publicity Materials			
H.4	Policy and Procedures Manual for staff			
H.5	Orientation program for new employees (excluding teachers)			
H.6	Terms of Employment			
H.7	Program Review			