



# Accreditation International

*Assuring Quality in Education Worldwide*

## Application

SCHOOL INFORMATION			
School Name			
School Address (must not be postal box)		City/State or Province/Country/Postal Code	
School Delivery Address (if different from school address)		City/State or Province/Country/Postal Code	
Name of Principal or Head of School <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.			Title
Office Telephone Number		Office Fax Number	
Office E-mail Address		School Web Address	
Grades or Levels in School	Number of Students Enrolled	Number of Teaching Staff ____ Full time ____ Part time	
Year established	<input type="checkbox"/> Public School	<input type="checkbox"/> Private School	<input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit
School Type – Check all that apply:			
<input type="checkbox"/> Early Childhood Education	<input type="checkbox"/> Middle School	<input type="checkbox"/> Comprehensive K-12 School	<input type="checkbox"/> Supplementary Education
<input type="checkbox"/> Elementary School	<input type="checkbox"/> High School	<input type="checkbox"/> Distance Education	<input type="checkbox"/> Career/Technical School

### CORPORATION OR ASSOCIATION INFORMATION:

If your school is a part of a corporation or system of schools, please complete the information below:

CORPORATION OR ASSOCIATION INFORMATION	
Name of Corporation or Association	
Address (must not be postal box)	
Name of Contact <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Title
Office Telephone Number of contact	Office Fax Number of contact
Office E-mail Address of contact	Web Address of Corporation or Association

**LEGAL AUTHORITY under which the school operates** (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Corporation                            | <input type="checkbox"/> Partnership (Owners Agreement)                |
| <input type="checkbox"/> Sponsor (e.g., Religious, Association) | <input type="checkbox"/> Franchise                                     |
| <input type="checkbox"/> Proprietor (Individual Owner)          | <input type="checkbox"/> Government (e.g., Ministry, Agency, District) |
| <input type="checkbox"/> Other _____                            |  |

**1. EDUCATIONAL PROGRAM**

- 1.1 Does the school offer a secondary diploma/ certificates?  Yes  No  
 Does the school offer a post-secondary diploma/ certificates?  Yes  No

1.2. What is the primary language of instruction? \_\_\_\_\_

1.3 List Major curricula and education programs provided: \_\_\_\_\_

**2. CURRENT ENROLLMENT** Please list total numbers of students for each category below:

2.1 For Early Childhood Education schools or centers:

Age Groups	Classroom Totals		
	GIRLS	BOYS	TOTAL
Birth thru Age 2			
Age 3			
Age 4			
Age 5 thru Kindergarten			
<b>TOTAL # CHILDREN</b>			

2.2 For Elementary, Middle, or Secondary Schools:

Grade Levels	Classroom Totals		
	GIRLS	BOYS	TOTAL
Kindergarten			
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			
11th			
12th			
Adult 13th & 14th			
<b>TOTAL # STUDENTS</b>			

2.3 For Supplementary Education centers:

Enrollment Levels	Classroom Totals		
	GIRLS	BOYS	TOTAL
Early Childhood			
Elementary			
Middle			
Secondary			
Adult			
<b>TOTAL # STUDENTS</b>			

2.4 For Distance Education schools:

Enrollment Areas	Classroom Totals		
	GIRLS	BOYS	TOTAL
Full-Time Elementary Programs			
Full-Time Secondary Programs			
Taking Selected Courses			
Other			
<b>TOTAL ENROLLMENT</b>			

Indicate types of instructional methods (check all that apply)						
<input type="checkbox"/>	Direct Mail	<input type="checkbox"/>	Video	<input type="checkbox"/>	Computer Software	Description:
<input type="checkbox"/>	Travel	<input type="checkbox"/>	Internet/Web Based	<input type="checkbox"/>	Other (please describe)	

**3.0 DESCRIPTION AND HISTORY OF SCHOOL** (Attach sheet as necessary at the end of the Application)

<b>3.1 Description and History of School and Community including Date Established*</b>
<b>3.2 Founder, Administration, and Governance Structure*</b>
<b>3.3 Facilities &amp; Equipment Description*</b>
<b>3.4 Faculty and Staff Description*</b>

3.6 Curricula and Educational Program Description*
3.7 School Activities and Services*
3.8 Distinctives of School*
3.9 Future Proposals*

**4. PLEASE READ BEFORE SIGNING**

Thank you for your interest in accreditation. Please complete and submit the application to the address or fax number listed below. The application must be accompanied with the application fee and the first year annual service fee. Application and accreditation materials may be found on the Accreditation International (Ai) website at [www.aiaccredits.org](http://www.aiaccredits.org).

Accreditation International (Ai) is both a primary and a reciprocal accreditor working with participating commissions. Ai may contract with partner commissions to conduct the accreditation protocol and general management services. Both candidate and accredited schools must pay annual service fees.

There are additional fees for specific services:

- Site visits related to candidacy, accreditation, monitoring reviews, requested on-site consultation, (\$500 administrative fee plus travel and related expenses).
- Service fees for Appeals will be \$5,000 plus travel and related expenses as necessary.
- Charges for express mail, bank transfer fees, training, and stamping official documents (diplomas, certificates, letters, etc.).

Name of School Authority \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>For Corporate Use Only</b>          Schools or centers affiliated with Ai accredited corporations or school systems must have corporate-level approval as indicated by the signature below.          Name _____ Title _____</p>
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<p><b>Ai Office Use Only:</b>          Method of Payment: _____ Date Received: _____ Received by: _____ School ID #: _____</p>
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# Accreditation International - Fees and Payment Information

The completed application must be accompanied by the application fee\* of \$350 and the annual dues as listed below. The application fee is non-refundable and annual dues are non-refundable if the education entity enters into candidacy. Annual service fees cover the July 1 to June 30 - fiscal year.

## INSIDE THE USA

Early Childhood Education	\$650
K-12 Schools & Centers	\$650
K-12 School (or any combination such as 1-8 or 9-12)	\$650
K-12 Education Corporations or System of Schools	\$2000
K-12 Corporation or Association School	\$650
Supplementary Education Center	\$650
Distance Education School	\$2000 (+ \$0.30 cents per *FTE student)

## OUTSIDE THE USA

Early Childhood Education	\$2000
K-12 Schools & Centers	\$2000
K-12 School (or any combination such as 1-8 or 9-12)	\$2000
K-12 Education Corporations or System of Schools	\$2000
K-12 Corporation or Association School	\$2000
Supplementary Education Center-Independent or Corporate	\$2000
Distance Education School	\$2000 (+ \$0.30 cents per *FTE student)

*\*Add for Distance Education (+ \$0.30 cents per \*\*FTE student)*

*\*One FTE is equal to 900 student contact clock hours, 45 quarter credit hours, or 30 semester credit hours.*

## **PAYMENT OPTIONS**

The following methods may be used to pay Ai fees and/or travel expenses. The school name and location must be referenced on all transactions.

### **1. BANK CHECK:**

- Checks must be written in English, made payable in U.S.A. dollars to Accreditation International, and sent to the address below:

### **2. WIRE TRANSFER:**

- For questions and additional information, please contact: [corporate@aiaccredits.org](mailto:corporate@aiaccredits.org)



## **Accreditation International (Ai)**

Mailing Address: 33838 Pacific Highway South Suite A-101 Federal Way, Washington 98003-6892

Location: 33838 Pacific Highway South Suite A-101 Federal Way, Washington 98003-6892 USA

Telephone: (253) 874-2958 Fax: (208) 330-1994

Website: [www.aiaccredits.org](http://www.aiaccredits.org) Email: [corporate@aiaccredits.org](mailto:corporate@aiaccredits.org)