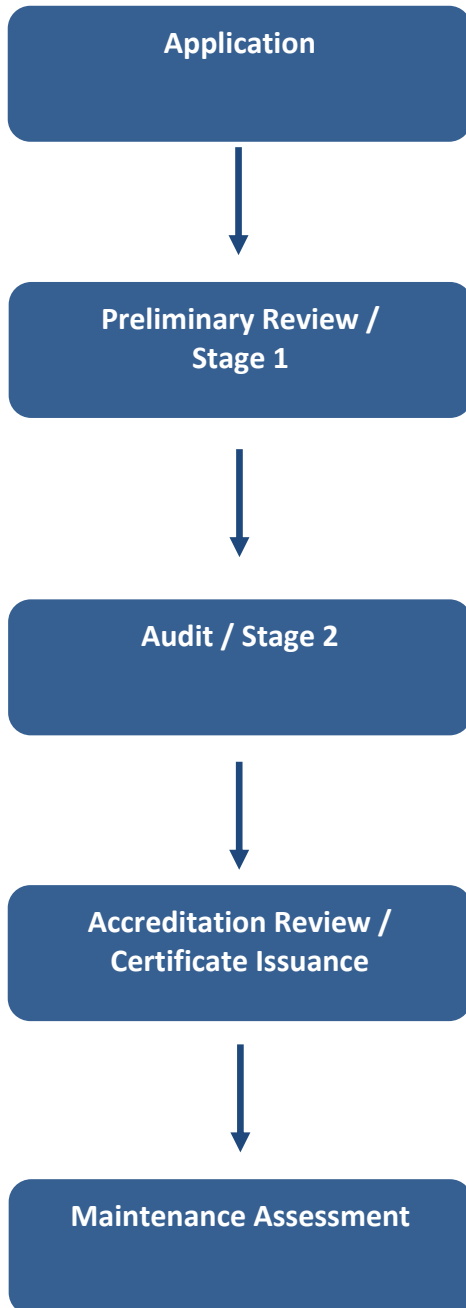


Accreditation Overview

Purpose and Objective: To provide an overview of the Accreditation process.



School Submits Application

After Languages Canada has successfully vetted the educational institution for potential membership, the Application for Accreditation must be submitted to Orion. This includes the application and deposit.

Preliminary Review / Stage 1

A Preliminary Review is conducted to evaluate the documentation and identify any major gaps prior to the On-Site Review. The applicant is provided with “Preliminary Review Submission Requirements” detailing the submission requirements for this review. The key deliverables from this stage include:

- Preliminary Review Report - Detailing positive aspects, weaknesses, and areas for improvement.
- On-Site Review Plan – Confirming the details for the on-site visit including the proposed date and daily schedule.

Audit / Stage 2

The audit is conducted to ensure the processes and documents examined during the Preliminary Review are in use and the system is implemented according to the requirements of the standard. The key deliverables from this stage include:

- On-Site Review Report - Detailing positive aspects, weaknesses, and areas for improvement
- The recommendation regarding your accreditation.

Accreditation Review / Certificate Issuance

The results from the Preliminary Review and Stage 2 Audit are assessed to ensure a proper recommendation has been made. At this point, approval is given to issue a certificate. The key deliverable from this stage is the certificate.

Maintenance Assessments

Accreditation is a four-year cycle. Two years after the initial accreditation, an off-site maintenance review is conducted to observe changes to the system and ensure all requirements remain intact.

A Maintenance Review Report will be generated detailing any findings from this stage