

# The International Multisensory Structured Language Education Council

## THE IMSLEC ACCREDITATION PROCESS

### 1.1. ELIGIBILITY FOR IMSLEC ACCREDITATION

IMSLEC offers accreditation of training courses whose purpose is to develop qualified professionals to practice in the field of multisensory structured language education. Providing a MSLE training course may be the sole purpose of an organization or may be provided through other organizations (e.g., hospital, school, university, clinic). Accreditation is available regardless of other professional affiliation, organizational form, sources of financial support, or size of enrollment. IMSLEC does not certify individuals.

Organizations offering MSLE training course(s) may apply for accreditation at the teaching and instructor of teaching levels and/or the therapy and instructor of therapy levels. The MSLE training course may be offered by any legally recognized and registered structure (e.g., corporation, partnership, proprietorship; public or private; nonprofit or for profit).

The MSLE training course must meet the IMSLEC Accreditation Criteria.

An organization that provides identical training courses at multiple sites (e.g., centers, clinics, schools), each of which has its own administrator, is entitled to one Associate (non-voting) Council representative for each five satellite sites that meet the following criteria:

- 1.1.1. Documentation is provided that the identical training course that meets IMSLEC Accreditation Criteria is offered at all sites. (See 1.3.2. B. 1)
- 1.1.2. The Training Course Director of Instruction of the primary site shall meet IMSLEC-specified requirements for Instructor of Teaching and/or Instructor of Therapy. The Director of Teaching/Therapy shall be responsible for selecting all site-Instructors and adjunct instructors. Site- or adjunct instructors shall meet IMSLEC-specified requirements for Instructor of the training course level(s) being offered at the site.
- 1.1.3. The Training Course Director of Instruction of the primary site shall submit documentation that all IMSLEC-specified Criteria are met at each satellite site (See 1.3.2 b. 1 – 7.) On-site visits shall be scheduled as each site meets IMSLEC-specified criteria. Follow-up observations shall be documented.

### 1.2. TERM OF ACCREDITATION

The Initial Accreditation period is three (3) years. Reaffirmation of Accreditation, if granted, is valid for five (5) years and renewable for seven (7) years.

# The International Multisensory Structured Language Education Council

## 1.3. OUTLINE OF THE ACCREDITATION PROCESS

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|---|-------------------------------------|
| 1.3.1. Application                              | <u>TIME FRAME</u><br>60-90 days     |
| A. Written Inquiry                              |                                     |
| B. Application (Form in Appendix)               |                                     |
| C. Selection of Specific Review Committee (SRC) |                                     |
| D. SRC Member Visit (optional)                  |                                     |
| E. Approval of Major Change in Application      |                                     |
| 1.3.2. Formal Candidacy                         | Minimum 6 months<br>Maximum 2 years |
| A. Self-Study                                   |                                     |
| B. Self-Study Notebook                          |                                     |
| C. RC/SRC Evaluation                            |                                     |
| D. Selection of Specific On-Site Team (SOSET)   |                                     |
| E. SOSET Evaluation and Report                  |                                     |
| F. Candidate Response                           |                                     |
| G. Accreditation Committee (AC) Recommendation  |                                     |
| H. IMSLEC Response                              |                                     |
| 1.3.3. Board Action                             |                                     |
| A. Initial Accreditation                        | Valid for 3 years                   |
| B. Initial Accreditation with Stipulations      | Maximum 2 years                     |
| C. Denial of Accreditation                      |                                     |
| D. Reaffirmation of Accreditation               | Valid for 5 years                   |
| E. Renewal of Accreditation                     | Valid for 7 years                   |
| F. Revocation of Accreditation                  |                                     |

# The International Multisensory Structured Language Education Council

## 1.3. STEPS IN THE ACCREDITATION PROCESS

Accreditation is a voluntary process.

### 1.3.1. Application

#### A. Inquiry

Upon initial inquiry from the Training Course Director or Chief Executive Officer of a MSLE training course, the IMSLEC secretary shall send a cover letter, IMSLEC brochures and an application form.

#### B. Application Process

The MSLE Applicant shall complete the application and mail the original with fee to the Accreditation Chair and four copies to the Review Committee (RC). The application shall be signed by the Director and the appropriate Executive Officer of the Applicant.

#### C. Selection of Specific Review Committee (SRC)

As needed, the RC Chair shall appoint a SRC from an established pool of qualified reviewers. SRC committees shall represent different training courses including, when possible, one member trained in the Applicant's training course. The Applicant may suggest two (2) nominees for chair and two (2) nominees for At-Large members of the SRC. The Applicant may reject no more than one SRC member assigned.

#### D. SRC Member Visit (optional)

Upon review of the application, the RC (or SRC) may recommend an IMSLEC member visit. If the Training Course Director concurs in writing, an IMSLEC member shall visit the Applicant. Following the visit, the IMSLEC member shall make a written report to the RC Chair within fourteen (14) days. Upon receipt of this report, the Applicant has up to thirty (30) days to comment to the RC Chair on the report. All expenses are borne by the Applicant.

### 1.3.2. Formal Candidacy

Upon the favorable recommendation of the RC to the AC, the Applicant enters formal candidacy. Formal Candidacy is for a minimum of six (6) months and a maximum of two years. The Self-Study, Specific On-Site Evaluation Team (SOSET) Evaluation and Board review of the training course culminate in IMSLEC action on the application.

#### A. Self-Study

A formal Self-Study provides the Candidate with an opportunity to examine current or planned procedures, to identify strengths and weaknesses, and to consider ways in which to improve. The Self-Study may take place over a number of months under the leadership and coordination of the Training Course Director or designee. The IMSLEC SOSET Committee Chair shall appoint a mentor to be available as the Candidate completes the Self-Study. This assistance may be available by phone, fax, email, or through an onsite visit at the Candidate's expense.

#### B. Self-Study Notebook

Upon RC approval of the Candidate's application, the RC Chair shall send the Candidate a Self-Study Notebook. The Candidate shall complete the Notebook, documenting that the following IMSLEC Criteria are met: Instructional Standards; Mission, Goals and Objectives; Financial

# The International Multisensory Structured Language Education Council

Structure and Management; Administration; MSL Instructional Personnel; Assets; and On-Going Training Course Evaluation.

- 1) **Instructional Standards**  
The Candidate shall provide documentation that direct instruction of IMSLEC-specified content and MSLE principles of instruction are provided annually, and that training course participants are required to demonstrate competence in the same.
- 2) **Mission, Goals and Objectives**  
The training course has clearly defined and measurable goals and objectives, a scope of practice, and an evaluation process that reflects on-going responsiveness to the needs of the populations served.
- 3) **Financial Structure and Management**  
The financial resources and their management are appropriate for training course operations. This includes, but is not limited to, a knowledgeable Training Course Administrator and standard accounting and reporting procedures.
- 4) **Administration**  
The structure and function of the training course administration delineates areas of responsibility to ensure effective and efficient training course operation. This includes, but is not limited to, a code of ethics aligned to IMSLEC's Code of Ethics, clearly-written policies and procedures for all important training course aspects, such as requirements for certification levels and course organization.
- 5) **MSL Instructional Personnel**  
Sufficient instructional personnel have completed the requirements for certification in this MSLE training course to fulfill its mission and achieve its goals for quality service. Written procedures require such personnel to participate in continuing education to stay current in the field of MSLE training.
- 6) **Assets**  
A physical site(s), equipment, materials, supplies, and an environment appropriate for the conduct of training course activities are available.
- 7) **On-going Training Course Evaluation**  
The quality of the training course is evaluated and documented on a systematic and continuing basis.

The candidate shall submit copies of the completed Self-Study Notebook to the Review Committee.

## C. RC/SRC Evaluation

The RC/SRC shall analyze each Candidate's Self-Study Notebook, evaluate present and potential compliance, and make recommendations for addressing any exceptions to IMSLEC criteria. If the candidate states an association with an IMSLEC accredited training course, the candidate shall provide written permission to use the name and written materials provided in the training course.

The Candidate may amend any portion of the Self-Study within six (6) weeks. The RC/SRC shall evaluate the final version of the Self-Study and, within six (6) weeks, take one of the following actions:

- 1) Affirms to the President that the Candidate has the potential to be accredited/re-affirmed and notifies the OSC and AC Chairs.

# The International Multisensory Structured Language Education Council

- 2) Makes recommendations and defers action for a specified length of time, not to exceed one year.

If the RC/SRC determines the Candidate is ready for a SOSET visit, the RC Chair shall distribute the Self-Study notebooks to the SOSET members.

## D. Selection of Specific On-Site Evaluation Team (SOSET)

- 1) The OSC Chair shall develop and maintain a roster of individuals qualified to serve as SOSET members.
- 2) When notified by the RC Chair that a Candidate is ready for an on-site visit, the OSC Chair shall collaborate with the Candidate to select a SOSET having a minimum of three members. The Candidate may suggest individuals for the SOSET, one of whom has completed the Candidate's training course. The Candidate may refuse one individual.
- 3) If an IMSLEC member assisted the Candidate in preparation of the Self-Study, that individual may chair the SOSET. In all other cases, the Candidate and the OSC Chair shall concur on a Chair.
- 4) The OSC Chair shall submit to the Candidate and the AC Chair a list of the SOSET and the agreed upon dates.

Note: All expenses for the SOSET visit are paid by the candidate.

## E. The SOSET Evaluation

The purpose of the SOSET visit is to verify and clarify information in the Self-Study Notebook.

- 1) The SOSET visit shall be a minimum of 2-3 days to achieve a comprehensive review. To evaluate compliance with IMSLEC criteria, the SOSET shall visit the candidate during a course in progress or a designated portion of the Candidate's ongoing training. The SOSET shall observe both course work and practica at all levels. For multi-level courses, one-level course work and a portion of the practica, may be observed electronically if needed. Following observations, the SOSET shall recommend one of the following: initial accreditation, initial accreditation with stipulations, deferment of accreditation or denial of accreditation. If the SOSET *recommends* accreditation with stipulations, the stipulations shall be specified. The SOSET shall conduct an oral summary report before leaving the site.
- 2) The SOSET Chair shall forward a formal written report to the Candidate within 15 working days after completion of the visit.
- 3) Within ten (10) working days of receiving the SOSET written report, the Candidate may submit written comment or correction of any factual errors in the SOSET report to the SOSET Chair. This response shall be added to the SOSET report.
- 4) If the Candidate's response provides documentation that may alter the SOSET's recommendation, the SOSET Chair shall confer jointly with the SOSET members. Following the conference, the SOSET Chair shall provide documentation that the SOSET confirmed or revised its original recommendation.
- 5) Upon receipt of the Candidate's favorable response, the Board President shall appoint a Board Reviewer.
- 6) The SOSET Chair shall forward within 10 working days all documentation as follows:

# The International Multisensory Structured Language Education Council

- a) The Master Self-Study Notebook including the SOSET Report, Candidate's Response, and SOSET response (if any) to the AC Chair.
- b) One copy of the Self-Study Notebook including all documentation to the Board Reviewer appointed by the IMSLEC President. (The remaining copies shall be returned to the Training Course Director.)

## F. Board Reviewer's Response

Upon receipt of the Self-Study Notebook including all documentation, the Board Reviewer shall complete the following actions.

- 1) Review the work of the SOSET to insure compliance with all procedures.
- 2) Review the SOSET's recommendation(s) including suggestions and recommendations for improvement.

Upon completing the Self-Study Notebook Review, the Board Reviewer shall forward a Board Review Form to the AC Chair, the IMSLEC President, and the Candidate. The form shall include the following information:

- 1) Acknowledge review of the required documentation in the Candidate's Self-Study Notebook.
- 2) Signify approval of the SOSET's recommendations or specify objections and recommendations. Identify additional documentation, if any, to be submitted to the Board.

The Candidate shall send the required documentation to the AC Chair by certified mail.

## G. Accreditation Committee (AC) Recommendations

After receiving all documentation from the SOSET Chair and Board Reviewer, the AC Chair shall review it and forward a copy of the following summary documentation to the AC and the IMSLEC President:

- 1) SOSET Report signature page.
- 2) Summary of criteria.
- 3) Team interview report.
- 4) Summary and conclusions of the SOSET.
- 5) Program Administrator's Assessment with corrections or clarifications (if provided).
- 6) SOSET Recommendation to the AC.
- 7) Board Reviewer form.

The AC shall review the material and respond with one of the following recommendations:

- 1) Initial Accreditation,
- 2) Initial Accreditation with Stipulations,
- 3) Deferment of Accreditation, or

# The International Multisensory Structured Language Education Council

## 4) Denial of Initial Accreditation.

The AC shall forward the approved recommendations to the Board and cite the reasons for its decision.

### 1.3.3. IMSLEC Board Action

The AC Chair shall forward to the Board 1) summary documentation sent to the AC, 2) a copy of the Board Reviewer's Report and 3) the AC Recommendation to the Board.

The Board shall act in one of the following ways:

#### A. Initial Accreditation

Grant Initial Accreditation for a three (3) year period with all rights and privileges of accreditation when the Candidate's training course is in *compliance* with IMSLEC Criteria.

#### B. Initial Accreditation with Stipulations

Grant Initial Accreditation with Stipulations when substantial deficiencies exist in the Candidate's training course. Within two years, the Training Course Director shall submit to the Review Committee Chair documentation that the stipulations have been met. The AC Chair shall send to the RC (or SRC) copies of the SOSET forms that specify the stipulations. The RC (or SRC) shall review the stipulations and the Training Course documentation. If the stipulations have been met, the RC Chair shall complete a Removal of Stipulations form and send the original to the Training Course Director. A copy of this form and the Training Course documentation shall be sent to the AC Chair to be placed in the Training Course's Master Self-Study Notebook.

If the stipulations are not met within two years, accreditation is revoked.

#### C. Deferment of Accreditation

Defer action if the Board does not support the AC's recommendation(s). The Board may return the report to the AC along with an explanation of its reasons for deferment and suggestions for resolution. The Board may request the AC to reconsider its recommendation, take necessary action, and resubmit the report. A maximum period of one year is allowed for this deferment.

#### D. Denial of Accreditation

Deny accreditation when the Self-Study Notebook and/or the SOSET report indicates that the Candidate provides little or no evidence that compliance with IMSLEC Criteria can be achieved at that time.

If the Board denies initial accreditation, the IMSLEC President shall notify the AC Chair and the Training Course Director and/or the appropriate Executive Officer that the Candidate's request is denied, citing each area of noncompliance with IMSLEC Criteria.

#### E. Candidate Appeal

A Candidate receiving a negative decision has the right to appeal requesting reconsideration.

- 1) The Candidate may appeal the Board's decision in writing to the IMSLEC President.

# The International Multisensory Structured Language Education Council

- 2) Upon receiving an appeal, the President shall appoint a three member Grievance Committee composed of IMSLEC Council members who do not serve on the IMSLEC Board, SOSET, or AC.
- 3) The Grievance Committee shall review all documentation submitted by the AC, Board Reviewer, and the Candidate. Following thorough review of all documentation and the Candidate's reasons for appeal, the Committee shall submit their findings and recommendations to the IMSLEC Board.
- 4) The IMSLEC President shall notify the Candidate of the Committee's recommendation(s) and the date of the Board hearing.
- 5) The Candidate may, through a request in writing, present additional reasons for the appeal at the Board hearing.
- 6) The Board shall determine the outcome of the appeal. Any dispute involving denial of accreditation shall be submitted to initial arbitration prior to any legal action.

## 1.4 Publication of IMSLEC Membership and Accreditation Status

The following govern references to IMSLEC in published materials.

### A. Accredited Programs

An accredited training course is entitled to use the IMSLEC logo and to refer to its IMSLEC accreditation in published materials with reference only to the accredited MSLE training courses. Statements shall conform to the following:

"(Name of training course) is accredited for its (Teaching, Instructor of Teaching, Therapy, Instructor of Therapy) level(s) by the International Multisensory Structured Language Education Council (IMSLEC)."

This policy shall apply to Initial and Reaffirmed Accreditation.

## 1.5. Annual Reports from Accredited Training Courses

All Accredited Training Courses shall submit to the AC an Annual Report thirty (30) days prior to the Annual Board Meeting beginning in the year following accreditation. The AC Chair shall present a summary of Annual Reports to the IMSLEC Board. If discrepancies occur in an Accredited Training Course's Annual Report, the Board may request additional reports and may require a SOSET member(s) visit at the Training Course's expense. The Annual Report shall specify the following:

- A. Change in the legal name of the training course.
- B. Any change in the mission statement or objectives of the training course.
- C. Number of individuals in training at each level in the calendar year.
- D. Number of graduates at each level in the calendar year.
- E. Number of Instructors of Teaching and Therapy levels of training.

## 1.6. Approval of Major Changes in Accredited Training Courses

Accreditation is granted to a training course at specified level(s) of preparation (e.g., teaching, instructor of teaching, therapy, instructor of therapy), including specified Instructional Personnel, times, and curriculum.

# The International Multisensory Structured Language Education Council

The following major changes shall be submitted as soon as possible and no longer than sixty (60) days after the change to the IMSLEC Review Committee with documentation that the changes maintain IMSLEC-specified requirements:

Major changes in any category listed below shall be reviewed by the RC (SRC). Major changes in Sections A – E may require a minimum of one-day one-member SOSET visit within 6 months of the effective date of change. Major changes in Sections F and G require a minimum of one-day, one-member SOSET visit within six (6) months of the effective date of change. The SOSET Chair shall submit a recommendation to the AC Chair who shall follow initial accreditation procedures to obtain AC and Board votes.

- A. Change in the Training Course Director.
- B. Change in 60% or more of the core faculty within one course cycle.
- C. Change in the time structure or length (in clock hours, months, or units of credit) of one or more training courses offered.
- D. Major revision of the syllabus for any offered course.
- E. Relocation of permanent site.
- F. Addition of a new level of training:
  - 1) addition of teaching and instructor of teaching-levels
  - 2) addition of therapy and instructor of therapy levels
- G. Any change in the legal status or control (ownership) of the training course.

## 1.7 Reaffirmation of Accreditation

After the initial three (3) year accreditation, IMSLEC reaffirms accreditation for five (5) years after a minimum of one-member, one-day SOSET visit confirms that IMSLEC Criteria are being maintained. During the third year of initial accreditation, the AC Chair shall notify the course director and the on-site chair that a one-member one-day reaffirmation visit is required. The SOSET Chair shall submit the Reaffirmation of Accreditation forms to the AC Chair. The AC Chair shall follow Initial Accreditation procedures to obtain AC and Board votes. Upon Board approval, the AC Chair shall notify the Course Director.

## 1.8 Renewal of Accreditation

Prior to the final year of reaffirmation, the AC Chair shall return the master Self-Study Notebook to the Training Course Director. In January of the final year of the Reaffirmation of Accreditation period (5 years), The AC Chair shall notify an IMSLEC member that the Renewal of Accreditation Process may begin immediately. This process requires an application, Self-Study and SOSET visit before the end of the current term of accreditation. When the new Self-Study is complete, the Course Director shall submit the new Self-Study Notebook to the RC Chair. The same procedures used for Initial Accreditation shall be followed for Renewal of Accreditation. When awarded, Renewal of Accreditation is for seven (7) years.

In unusual circumstances (e.g., loss of the Director of Instruction during the final year), a request for an extension may be submitted to the AC Chair by March 1 of the final year. Renewal of accreditation may be delayed provided extreme extenuating circumstances are documented and an accreditation application is received. The AC Chair shall confer with the AC and send a recommendation to the Executive Committee who shall decide for or against the delay not to exceed one year.

# The International Multisensory Structured Language Education Council

## 1.9 Revocation of Accreditation

Revocation of Accreditation may occur under the following conditions:

### A. By Training Course Request

An MSLE Training Course Director may at any time submit to IMSLEC a written request for withdrawal of accreditation. IMSLEC shall remove the training course from the list of Accredited Training Courses and so notify the Training Course Director.

### B. By IMSLEC Action

If IMSLEC receives documented evidence that an accredited training course is inoperative or no longer in compliance with IMSLEC Criteria, it shall follow this procedure:

- 1) The OSC Chair shall schedule a SOSET member(s) visit promptly. The Training Course Director shall have the right to request more than one evaluator. Travel and expenses of the evaluator(s) are paid for by the Training Course.
- 2) The SOSET shall submit a written report of the findings to the AC Chair and the Training Course Director and appropriate Executive Officer of the Training Course.
- 3) The AC shall review the report and recommend to the IMSLEC Board one of the following actions:
  - a) Change of the Training Course's Status to Accreditation with Stipulations (The same procedures shall apply as to Initial Accreditation with Stipulations.)
  - b) Revocation of the Training Course's Accreditation Status  

Revocation shall be recommended when it has been determined that all other possibilities have been exhausted and no other alternative is feasible.
- 4) The IMSLEC Board shall review the SOSET report and the AC recommendations and vote. If revocation is affirmed, notification of Revocation of Accreditation is sent to the Training Course Director and appropriate Executive Officer of the training course. They shall be provided with a written report of the areas of noncompliance and be informed of IMSLEC appeal procedures.
- 5) The SOSET report with all documentation of non-compliance, the AC recommendations, the Board action, and a copy of the Notification of Revocation of Accreditation shall be placed in the Master Self-Study Notebook.

Training courses may reapply for accreditation, following initial application procedures. Training courses that do not gain accreditation during a second evaluation attempt, may not apply again until three (3) years after the second failure to achieve accreditation status.

## 1.10 Complaints Against Accredited Training Courses

IMSLEC shall intervene in matters of complaint only when there is clear indication that the IMSLEC member is no longer in compliance with IMSLEC Criteria or policies. IMSLEC will not intervene or act as a court of appeal on behalf of faculty members or students in individual matters of admission, promotion, or dismissal.

The Review Committee of IMSLEC shall investigate and take action on any written complaint filed against a training course accredited by IMSLEC. Every accredited training course must have a clearly defined problem-solving procedure available to students, practicum personnel, and faculty/staff.

## The International Multisensory Structured Language Education Council

- A. Complainants are strongly urged to exhaust training course problem-solving procedures prior to forwarding the complaint to IMSLEC. If this should fail, the complainant should take action in accordance with the following procedure.
- Any complaint filed against an accredited IMSLEC training course shall be submitted in writing to the Chair of the IMSLEC Accreditation Committee. All correspondence shall be sent by means ensuring delivery and receipt.
  - The written complaint shall describe the nature of the problem and its relationship to specific IMSLEC Criteria or policies and include documentation to support the complaint.
  - The names and signatures of the individuals filing the complaint shall be accompanied by identification of their relationships to the training course.
- B. The Review Committee shall notify the course director as soon as the written complaint has been received. Within 30 days after receipt, the course director shall respond to the complaint, supplying information and clarification.
- C. If the Review Committee determines that the complaint is both substantiated and indicative that the training course may be out of compliance with the IMSLEC Criteria or with established policies, the OSC Chair shall schedule a SOSET member(s) visit promptly. The Training Course Director shall have the right to request more than one evaluator. Travel and expenses of the evaluator(s) are paid for by the training course.
- D. The SOSET shall submit a written report of the findings and recommendation to the AC Chair and the Training Course Director.
- E. The Accreditation Committee may recommend to the IMSLEC Board of Directors that the Review Committee recommendation be upheld, or that the action be deferred for a maximum period of six (6) months, pending further investigation. The Board of Directors shall vote to accept or reject the recommendations of the Accreditation Committee and shall give written notification to the training course and to the complainant.