

The Educational Enrichment Initiative TEEI Candidate Application

Dear TEEI Candidate,

Welcome to the first step in ensuring quality programming at your center with the students' best interest first and foremost. TEEI looks forward to supporting you in this accreditation process specifically designed for supplemental educational programs.

Once your application has been approved, TEEI will extend a series of provisional certificates that will enable you to legally operate. These certificates are issued with the understanding that you agree to engage in the accreditation process, will submit the required documents, and agree to the fee schedule. If at any time, you are remiss in adhering to the accreditation process without due cause or notification, your certificates will no longer be valid.

All applications, forms, workbooks, and processes are available electronically at TEEI's website; www.teei.org. This website informs you step by step of your individual status and guides you through the accreditation process. Hard copies are also available and can be mailed upon request. Whether you are working electronically, or on paper, be sure to have copies or back-ups of your accreditation material. If you are mailing your material, be sure to have copies of your completed workbooks before mailing.

You will complete a total of 6 workbooks

| | |
|------------|-----------------------------------|
| Applicant | General Information |
| Staff | Credentials, Clearances |
| Site | Safety, Code, Furniture, Lighting |
| Curriculum | Subjects, Objectives, Goals |
| Student | Enrollment, Assessment, Reports |
| Financial | Business Plan, Insurance |

These workbooks are designed for you to complete independently with TEEI's guidance. Included in your accreditation fees are two teleconferencing hours to answering any questions you may have throughout the process. Additionally, you may request a TEEI visit at an extra fee prior to our accreditation visit.

Once all your workbooks are completed, submitted, and approved, TEEI will assign one or more members to visit and review your center during center hours. The visitation will include a review of your professional credentials, your physical plant for health and safety, center management, and other elements required by the State of Pennsylvania. A member of the visiting team will contact you directly to set up a time and date.

If, at any time, you have questions or concerns regarding any aspect of your accreditation process, please contact TEEI at apply@teeiagency.org. You will be contacted within 24 hours regarding your issue. TEEI looks forward to supporting you in providing excellent supplemental educational programs to the communities, families, and students you serve. Thank you for your commitment to

"Ensuring excellence in supplemental education while acknowledging the individuality of every student."

Sincerely,

Dr. Paul Miller
VP, TEEI



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Provide the following documents along with your TEEI Candidate application:

- Promotional Material/Brochures
- Curriculum Material/Overview for each subject offered
- Owner/Director Profile as pertains to requirements
- Center Philosophy
- Application Page

NEXT STEP:

Email the TEEI Candidate Application along with the above documents.
You will be notified by e-mail when your material has been received.
You will be notified by e-mail in 2 weeks if your initial application has been approved.
No payment is due at this point.



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| | CERTIFICATE | TIME PERIOD | REVIEW |
|---|--|---|--|
| Candidate Phase 1 | Enrollment Certificate (Provisionary) | Valid for 3 months | Applicant Workbook, Documents |
| Candidate Phase 2 | Self-Study Certificate (Provisionary) | Valid for 3 months | Preliminary Workbooks |
| Candidate Phase 3 | Candidate Certificate (Provisionary) | Valid for 6 months | Detailed Workbooks |
| Program Member | Accreditation Certificate (Full) | Valid for 1 year | Annual Member Review |
| 3rd/ 5th year Program Member | Accreditation Certificate (Full) | Valid for 3/5 year | 3 rd /5 th Year Annual Abridged Workbook Member Review |
| Change in Site | Accreditation Certificate (Provisionary) | N/A | Site Specific Relocation Workbook |
| Change in Subjects offered | Accreditation Certificate (Provisionary) | Valid for 3 months | Curriculum Workbook |
| Change in Center Director or Owner | Accreditation Certificate (Provisionary) | Valid for 3 months | Staff Workbook |
| Corrective | Accreditation Certificate (Provisionary) | Depends on nature of non-compliance Not to exceed 3 months | Depends on nature of non-compliance |

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