

**Ministry of Education, Youth and Sport**

**Name of Unit.....**

**Application to the CPDMO for accreditation as a CPD provider**

**Note to applicants:** Once an application for accreditation has been successful and accreditation has been awarded, providers must ensure that they deliver the CPD service providing as per the application submitted and approved. If quality assurance mechanisms such as spots checks subsequently reveal that any aspect of the CPD service providing being delivered, for example assessment of learning, does not conform to the description of the CPD offering as accredited, accreditation may be revoked.

<b>Institutional status</b>		<b>Evidence/documents to be submitted</b>
Name of institution to be accredited		E.g. a Prakas by the MoEYS
Address of institution		
Name and role of main point of contact		
Email address for correspondence		
Phone number of main point of contact		
Type of institution (e.g., Teacher Education College, Higher Education Institution, etc.)		
<b>Institutional Qualification</b>		<b>Evidence/documents to be submitted</b>
1. Has the institution received a Certificate of Institutional Accreditation from the <i>Accreditation Committee of Cambodia (ACC)</i> and MoEYS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate applied for but not yet received	<b>Certificate of Institutional Accreditation</b> from the <i>Accreditation Committee of Cambodia (ACC)</i> and MoEYS
2. Has the institution been upgraded or does it have plans to upgrade to become a Teacher Education College (TEC)? (extra point?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Institution has plans to upgrade Please give details:	Evidence of upgrading to a TEC (e.g. a Prakas issued by the MoEYS) or evidence of intention to upgrade to a TEC (e.g., a 5-year strategic plan)
<b>Program Development</b>		<b>Evidence/documents to be submitted</b>
3. What level of teacher CPD is the institution applying to provide?	<input type="checkbox"/> Teacher CPD for preschool <input type="checkbox"/> Teacher CPD for primary education <input type="checkbox"/> Teacher CPD for lower secondary education <input type="checkbox"/> Teacher CPD for upper secondary education <input type="checkbox"/> School director CPD <input type="checkbox"/> Education specialist CPD <input type="checkbox"/> Other: _____	NA
<b>Program Resources</b>		<b>Evidence/documents to be submitted</b>
4. How many faculty members/trainers are employed by the institution?		List of faculty members/ trainers, including full name and i) highest qualifications, ii) number of years' prior teaching experience, iii) level of competence in English language and iv) ICT for classroom  Copies of all faculty members' / trainers'
5. How many faculty members/ trainers have academic qualification higher than the teachers/school directors to whom they will		

provide CPD?		highest diploma / certificate
6. How many faculty members have at least 3 years prior teaching experience?		Evidence of English or other foreign language proficiency (e.g., Intermediate certificate of completion of a language programme at an accredited institution, an IELTS of 4.5, a TOEFL score of 500, etc.) for all faculty members / trainers  Evidence of successful completion of at least basic ICT courses for education (e.g., Microsoft Office packages, how to teach online, using social media for education, etc.) for all faculty members / trainers
7. How many faculty members have at least 5 years prior teaching experience?		
8. How many faculty members are competent in English or another foreign language?		
9. How many faculty members are competent in ICT for classroom and other applications?		
10. Are physical facilities within the applicants' premises appropriate for effective CPD delivery, as per standard 4 of Teacher Education Provider Standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of upgrading to level of standard 4 of TEPS Please give details:	
<b>Quality Assurance</b>		<b>Evidence/documents to be submitted</b>
11. Has the institution developed guidelines for internal assessment of CPD offerings provided & a mechanism to conduct internal quality assurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of developing guidelines Please give details:	Guidelines for internal assessment of CPD offerings
12. Has the institution developed a mechanism to conduct internal quality assurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of developing a mechanism Please give details:	Evidence of a mechanism to conduct internal quality assurance or intention to do so (e.g., an internal programme or curriculum review, using a certain framework, such as by the ACC and the ASEAN University Network)
13. Has the institution responded to external quality assurance conducted by relevant stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of responding Please give details:	Evidence of responses to external quality assurance or intention to do so (e.g., action plan in response to the ACC accreditation)
14. Has the institution collected a broad range of data from program delivery, subject evaluations, student assessments, graduate surveys, and employer and other feedback activities for ongoing CPD program improvements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the process of collecting a broad range of data Please give details:	Evidence of data collected from program delivery, subject evaluations, student assessments, graduate surveys, and employer and other feedback activities for ongoing CPD program improvements
<b>Outcome of previous application(s) and how issues leading to refusal have been addressed</b>		<b>Evidence/documents to be submitted</b>
15. Has a previous application been submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16. If a previous application has been submitted, what was the date of submission?		
17. Was the previous submission successful?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18. If a previous submission was unsuccessful, what issues led to refusal/provisional		Evidence of previous refusal, including date and issues identified (e.g., insufficient teacher educators with an MA)

accreditation?		
19. What measures have been taken to address the issues leading to refusal/provisional accreditation?		Evidence of measures taken (e.g., number and certificates of teacher educators upgraded to MA)

**Date:**

**Signature of Director:**

