



April 22, 2025

Dawn Huffman
Director, ELCI/Coordinator ESL, Applied Linguistics, and Global Studies
St. Charles Community College
English Language and Culture Institute (ELCI)
4601 Mid-Rivers Mall Drive 146 C Schnare Library
Cottleville, MO 63376

Dear Dawn,

At its April 2025 meeting, the Commission on English Language Program Accreditation reviewed the application for reaccreditation of the St. Charles Community College English Language and Culture Institute (ELCI). I am pleased to inform you that the Commission has granted 10-year reaccreditation to this site.

In reviewing a program or institution, the Commission seeks to determine that it provides the student services and programs described in its materials; is student-centered; provides a program that supports its mission; and has the resources, fiscal and human, to assure that students are well served through meeting the *CEA Standards for English Language Programs and Institutions*. The Commission has determined that the St. Charles Community College English Language and Culture Institute (ELCI) meets these requirements and commends the site for its achievement.

In granting ten-year reaccreditation, the Commission may include requirements for future reporting. With this letter, you are receiving the Commission Action Report that includes the reporting requirements by standard and the reasons for the requirements. The program or institution must agree to respond to the requirements for reporting within the time stated in the Commission Action Report.

After reviewing the Commission Action Report and within 30 days, submit a notice to Heidi Vellenga, CEA's Executive Director at hvellenga@cea-accredit.org stating your intent to comply by the response submission due date(s).

Public Announcement

Within 30 days following the decision by the Commission, CEA will announce the site's accreditation status through distribution to appropriate federal agencies, state licensing or authorizing agencies, accrediting agencies, the professional community, and the general public as required by the U.S. Department of Education. Your site name will be listed on the CEA Directory of Accredited Sites with a link to your website and the date of the next Commission review.

CEA encourages you to display your accredited status on your website and in promotional materials as a way to not only promote your site, but also to promote CEA accreditation and the quality it exemplifies. You may announce your accredited status in promotional or informational literature using only the following wording:

The St. Charles Community College English Language and Culture Institute (ELCI) is accredited by the Commission on English Language Program Accreditation for the period April 2025 through April 2035 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

Sites accredited by CEA are permitted to use the “Accredited by CEA” logo in print and electronic materials following instructions provided in the CEA Logo Guidelines and Terms of Use (attached).

CEA keeps complete records of the review in a secure place and makes public the type of accreditation granted and the length of the term of accreditation. Effective April 2025, CEA issues a secure and digitally verifiable electronic certificate. Access instructions will be sent to the primary contact on file.

Constituent Council

A CEA-accredited program or institution becomes a member of the CEA Constituent Council. Constituent Council Governing Rules are attached and available on the CEA website in the *CEA Policies and Procedures* document. The annual meeting of the Constituent Council takes place annually at a time and place to be announced.

Primary contacts must ensure that their accredited programs or institutions:

- a. post the *CEA Standards* in a public place accessible to all students, faculty, staff, and the public, along with information about how complaints may be filed with CEA
- b. maintain compliance with the *CEA Standards*
- c. adhere to Commission policies and procedures
- d. accurately display accredited status per the CEA Logo Guidelines and Terms of Use**
- e. amend and adapt their programs as government rules and regulations change
- f. submit an annual review package and pay annual sustaining fees in a timely manner
- g. submit a report responding to accreditation reporting requirements if applicable
- h. promptly and thoroughly report any modifications that may affect the program’s or institution’s eligibility for accreditation
- i. promptly and thoroughly report substantive changes in mission, educational offerings, structure, policies, or ownership, including any changes that substantially alter the program or institution’s ability to continue to meet any of the *CEA Standards*
- j. take the necessary steps to secure reaccreditation before the end of their current term of accreditation

Annual Reports and the Interim Report

Each accredited program or institution must file an annual report each year of accredited status. In the fall prior to the submission deadline, CEA will send you instructions for submitting a required annual report. The annual report package has three parts: an annual review form, a sustaining fee calculation form, and a financial report. Annual sustaining fees are based on student enrollment for the previous calendar year. The annual report and sustaining fees are due February 15 of each year of accredited status.

A longer interim report is required in the fifth year of ten-year reaccreditation. In the interim report, the program will provide required responses to certain *CEA Standards*. You will receive instructions for completing the interim report one year before the deadline.

Substantive Change

All accredited programs and institutions must promptly notify CEA in writing of any proposed substantive change in the program or institution since the most recent CEA accreditation review. This advance notice must be made prior to the change being implemented and must be reported using the Reporting Substantive Change Form, which is included with the electronic documents sent to the site's primary contact and is also sent each year with the annual report package. The substantive change report should include a thorough explanation of any proposed change and a list of affected standards with an explanation of how they will continue to be met following the change. The proposed change must be approved by the Commission prior to the change being included in the grant of accreditation.

When a change is under consideration, first consult CEA staff to determine whether it is a substantive or minor change, whether a substantive change report must be filed, and to assess how the change will affect the program or institution in terms of meeting the *CEA Standards*.

Again, congratulations on your achievement. Accreditation is an intensive process of self-evaluation and review, and CEA recognizes your accomplishment.

Please contact Heidi Vellenga, Executive Director, at the CEA office if you have questions.

Sincerely,



Elizabeth Gould
Chair, 2025

Public documents available for download from the CEA website:

*CEA Standards for English Language Programs and Institutions**
CEA Policies and Procedures

Additional accreditation decision documents:

Commission Action Report (electronic version)
2025 CEA Guidelines for Responding to CAR Reporting Requirements
2022 CEA Standards Alone*
2025 CEA Filing a Complaint against a CEA Accredited Site
2025 CEA Logo Guidelines and Terms of Use
2025 CEA Mechanics for Submission
2025 CEA Substantive Change Reporting Guidelines
CEA Constituent Council Governing Rules
CEA Logos (web format)

*Sites are subject to the *CEA Standards* in place at the time of their attendance at an accreditation workshop. Please contact the CEA office if you need the accreditation documents sent again.