



IOTEFL

Accreditation Handbook

A practical guide for institutions, providers and educators

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Official controlled document. The current published online version takes precedence over downloaded copies.

1. Purpose and scope

This handbook explains the IOTEFL accreditation and certification framework, the evidence expected from applicants, the review process, decision outcomes and continuing obligations. It is designed to help applicants prepare a complete, accurate and proportionate submission.

2. Accreditation routes

- TEFL / TESOL Provider Accreditation - for organisations delivering teacher-training programmes.
- Language School & Institution Accreditation - for organisations delivering language education or related training.
- Individual Educator Certification - for teachers, tutors, trainers and subject specialists seeking professional recognition.

3. Core principles

- Transparency: requirements and decision criteria are published.
- Proportionality: evidence is considered in relation to size, delivery model and risk.
- Independence: conflicts of interest must be declared and managed.
- Student protection: truthful information, fair terms, safeguarding and responsible complaints handling are essential.
- Continuous improvement: accreditation is maintained through monitoring and renewal.

4. Application journey

Stage	What happens	Applicant responsibility
1. Enquiry	Choose the appropriate route and review requirements.	Read the standards and prepare evidence.
2. Application	Submit online form and core documents.	Provide accurate information and authorised declarations.
3. Assessment	Desktop review, clarification and where appropriate interview or audit.	Respond within stated deadlines.
4. Decision	Approved, approved with conditions, deferred or declined.	Implement any conditions or corrective actions.
5. Monitoring	Status remains subject to compliance, updates and renewal.	Notify material changes and maintain records.

5. Evidence and confidentiality

IOTEFL requests only evidence reasonably necessary for the selected route. Documents are used for assessment and assurance purposes. Applicants should redact unnecessary sensitive information and must have authority to submit documents relating to staff or learners.

6. Decisions and status

- Accredited / Certified - requirements met.
- Conditional - approval subject to time-bound actions.
- Deferred - further evidence or improvement required before a decision.
- Declined - requirements not met or material concerns identified.

- Suspended / Withdrawn - status restricted or removed after approval.

7. Complaints and appeals

Service complaints, concerns about accredited members and appeals against formal decisions follow separate published procedures. An appeal challenges a decision on defined grounds; it is not a second application.