

In order for Eduitalia to accept an Institution's application and admit them to the association, the Institution must possess at least one of the following certifications:

- Acknowledgment by the **MIUR** (Ministry of Education, Universities, and Research)
- Agreements with accredited **Universities** (and therefore qualify for the Cils, Celi etc. certifications)
- Recognition on behalf of a **Regional Scolastic Office**
- **ISO 9001:2000 Certification**
- Registration with **AACUPI** As of January 2014, an Italian Private Language School must have an Asils Accreditation to become a member of Eduitalia.

For those institutions that **do not** possess at least one of the aforementioned certifications, Eduitalia requires the following elements, which will be verified and inspected by UNITER (www.uniter-italia.com):

Structural Requisites:

- Registration with the Chamber of Commerce or in the Records of Public Instruments (Atti Pubblici) under the "education" (formazione) heading
- Certification that the premises are in compliance with the law:
 - o A) Certification of Health-Hygiene
 - o B) Fire safety certificate or disclaimer
 - o C) Risk Evaluation Document or Declaration of Risk Evaluation (self-issued)
- Declaration of Availability of the Premises (if the property is owned or under lease)
- Floorplan and layout of the scholastic premises
- Prospectus of the school (in the languages available, in paper and/or digital format)
- Bank guarantee and/or an evaluation of credit standing and profitability (at least two annual balance sheets are required)

Organizational Requisites:

- Description of the organization of faculty and administrative staff (Flowchart with job descriptions)
- Number of authorized/certified classrooms available and maximum capacity for each room (at least 1,80 mq per student or as established by current regulations)
- Qualifications of the Program Director (academic qualifications)

- Prices as well as terms and conditions of registration and cancellations must be clearly indicated

Didactic Requisites

- Course Program (each student must be assigned to a class at the proper level of competence) – Admissions Exam/Competence Level Certification
- The number of students per class must not exceed the amount indicated by the school in its promotional material
- Free time program – options offered to students consisting of cultural and recreational activities organized by the school
- Must issue a certificate of completion and/or a description of the course completed
- Description of the faculty (academic qualifications)
- Detailed description of the faculty's status (full-time professor, part-time professor, visiting professor)- verification of contracts/official full staff list
- Detailed description of the staff's status (full-time, part-time, external collaborator) – verification of contracts/official full staff list
- Description of procedures for quality control of courses (student evaluations/surveys, comprehension exams)
- Promotional material must contain a detailed description of the courses and the services offered
- Number of lessons and their duration as well as services included must be specified (use of a bulletin board/website/lesson hours according to each single professor)
- Housing regulations (if the students should require assistance in finding housing, adequate solutions must be offered) Verification that the student be made aware of this information prior to their arrival.

Florence, March 12, 2010

Revision (Rev.0)