

PROCESS FOR THE REGISTRATION OF POST SECONDARY AND TERTIARY LEVEL INSTITUTIONS/PROVIDERS

The Steps in the process are:

1. The first step in the registration process is the submission of a letter addressed to the Executive Director requesting registration as an institution/provider of tertiary education and training by ACTT. This letter of request must be signed by the provider or Executive Head of the institution.

This letter should state:

- that registration in accordance with Chapter 39:06 is being sought
 - the name your institution/provision of tertiary education and training is to be registered under
 - the types and levels of qualifications offered and
 - the sites which will be covered under registration
2. The Institution/provider is sent an Institutional Data Form (IDF). Once the IDF is completed and has been submitted to ACTT, it will be reviewed.
 3. The institution/provider will be sent an acknowledgement letter indicating receipt of the Completed IDF along with the:
 - Application Form for Registration of Post secondary and Tertiary Level Institutions/Providers
 - Checklist of Required Evidence for Registration
 - Criteria for Registration
 - Frequently asked questions (FAQs) on registration
 - Guidelines for submitting an application for registration to Accreditation Council of Trinidad and Tobago and
 - Programme Specifications Guidelines

The institution/provider may be directed to the relevant state agency or authority if their institution does not fall under the purview of ACTT.

4. The post secondary or tertiary institution/provider submits an application for registration in Trinidad and Tobago to ACTT along with a short background and relevant application processing fee. The application must be submitted in **triplicate** along with a soft copy (MS Word version) of the narratives.

The evidence submitted in the application for registration should be

- in accordance with the 7 criteria for registration
 - clearly referenced in the narrative which explains how it satisfies the particular standard
5. The post secondary or tertiary institution/provider may be required to obtain ACTT's approval to use the title that it wishes to be registered under if it was established after the proclamation of Chapter 39:06 on the 8th July, 2004.
 6. The institution/provider is required to submit to an evaluation by ACTT to ensure compliance with the minimum quality requirements for post secondary and tertiary institutions/providers. The institution/provider is required to bear the cost of the evaluation.
 7. If the institution/provider meets these requirements for registration, it is required to pay a Certification Fee. A Certificate of Registration will then be issued by ACTT. The Certification Fee also covers the cost of publishing the institution's/provider's registered status in the *Gazette* and in at least two daily newspapers circulating in Trinidad and Tobago. Registered institutions/providers are placed on the Register of Post secondary and Tertiary Institutions/Providers by the Ministry of Science, Technology and Tertiary Education.
 8. The institution/provider is required to fill out an Institutional Profile that will be displayed on ACTT's website. The Institutional Profile contains details relating to that institution.
 9. If the institution/provider does not meet ACTT's criteria, it is advised by ACTT of the requirements that must be met and it will be guided in this regard.
 10. A registered institution/provider is required to submit an annual report on a prescribed form and pay a registration fee payable on registration and annually while status is maintained.
 11. Registration shall be for a maximum period of 3 years after which the institution/provider must apply for re-registration.

12. Registered institutions/providers may seek accreditation from ACTT.