

Who Are We?

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO (ACTT) is the principal body for conducting and advising on the accreditation and recognition of post-secondary and tertiary educational and training institutions, programmes and awards. Although ACTT quality assures higher education institutions, we are not one ourself; as such, we do not offer any programmes or courses. ACTT offers several services, including registration and accreditation of institutions and issuing Statements on Recognition and Equivalence.

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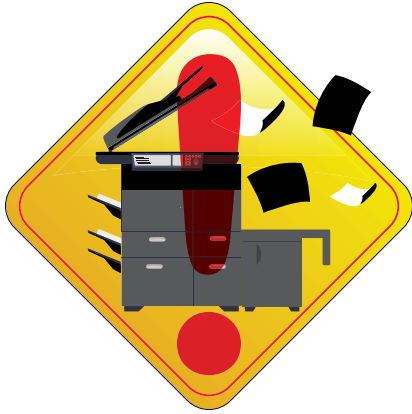
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Friends don't let friends make **uninformed decisions.**

Make a difference in your friends' lives.
Speak up and advise that they verify the legitimacy of their institution and programme of choice before they enrol.



Encourage your friends to request a Statement on Recognition from ACTT: actt.org.tt/services/recognition



CAUTION:

Diploma Mill Ahead!

A *diploma mill*, also known as a *degree mill*, is a fraudulent institution that is **not regulated** by national or professional agencies. This type of institution offers **bogus educational degrees**. Diploma mills claim to give credit for life and work experience. Any certification obtained from a diploma mill is **worthless** and would **not** be considered for employment or further study.

The problem with diploma mills

Generally, diploma or degree mills:

- are not quality assured by any recognised accrediting body
- operate without being monitored and evaluated by official agencies
- use names similar to recognised higher education institutions
- provide minimal contact information, usually supplying only an email address or P.O. Box mailing address, instead of a street address for a physical administration building
- offer programmes at a much lower cost than a recognised higher education institution
- award academic diplomas and degrees which require little or no study

Diploma mills are most times supported by **accreditation mills**. An accreditation mill is an organisation that grants 'Accreditation' to higher education institutions without having government authority to operate as an accreditation agency.



How to spot a diploma mill

The following are advertising plays used by diploma mills to attract prospective students:

"Get a **DEGREE for your **EXPERIENCE!**"**

Some diploma mills grant degrees for 'work or life experience' alone. Accredited universities will not award an entire degree based on a student's 'work or life experience'.

**NO EXAMS!
STUDIES!
INTERACTION!**

If an institution is willing to award you a degree without any coursework or examinations, chances are you're dealing with a diploma mill. Legitimate colleges or universities and online schools require extensive coursework and interaction with lecturers.

**GET YOUR DEGREE
!NOW!
(NO WAITING)**

If a university promises to award a degree to you in a few days, weeks, or even months, it's probably a diploma mill. Legitimate degrees, whether accessed face-to-face or online, take a much longer time to complete.

ONE-TIME FEE

Many diploma mills quote a flat rate for an entire degree. Legitimate universities charge by the credit, course or semester.

**"CHEAP, CHEAP,
CHEAP!!!"**

Many diploma mills offer qualifications at a cost that is much lower than a legitimate institution.

Diploma mills may use aggressive marketing and sales tactics. Accredited institutions, including those that offer programmes via distance learning, will not aggressively advertise through spam. They will also not have 'limited time' offers where potential students are forced to make hasty enrolment decisions.

How to avoid being trapped by diploma mills

:: ENSURE THE INSTITUTION IS QUALITY ASSURED

Verify whether the institution is quality assured (registered, accredited or recognised) by a legitimate agency. Most legitimate accreditation agencies provide information on their quality assured institutions online. Accredited institutions in the United States of America may be found on the Council of Higher Education Accreditation website (<https://www.chea.org/search-institutions>). The United Kingdom's information may be accessed on the Quality Assurance Agency for Higher Education website (<https://www.qaa.ac.uk>).

Institutions accredited by recognised agencies go through a meticulous review. Diploma mills may claim to be accredited but the accreditation may be from an accreditation mill.

:: RESEARCH THE INSTITUTION ONLINE

Make sure the institution has an online and a legitimate physical presence.

:: CONSULT WITH THE EXPERTS

Liaise with an ACTT team member by emailing recognition@actt.org.tt. Begin the application process for a **Statement on Recognition** at www.actt.org.tt/services/recognition/statement-on-recognition.

What is a Statement on Recognition?

A Statement on Recognition is an official document that provides information on whether a post-secondary or tertiary level institution is registered, accredited or recognised. Statements on Recognition also include information on specialised accreditation of qualifications for professions that require a licence to practise.

Types of Statements on Recognition

ACTT issues Statements on Recognition based on the needs of the client. There are two (2) formats for Statements on Recognition:



Excited yet apprehensive about enrolling in that college or university?

Replace your apprehension with peace of mind. ACTT provides guidance on the recognition of local and foreign qualifications and institutions through its **Statement on Recognition**.



Apply online today: www.actt.org.tt/services/recognition/statement-on-recognition

- Clients planning to study at a local or foreign institution are issued a Statement on Recognition that is valid for a maximum period of one (1) year. This is because the status of an institution or programme may change before the client enrolls in the institution.
- Persons who have graduated from a local or foreign institution are issued a Statement on Recognition specific to a qualification that has been granted. This Statement has no expiration date.

Benefits to Students

:: ACCESS TO SCHOLARSHIPS AND GRANTS

Agencies that award scholarships and grants, e.g. the government, need to ensure that the institution and programme of study are recognised.

:: REQUIREMENT FOR CARICOM SKILLS CERTIFICATE

Members of the Caribbean Community (CARICOM) agreed that citizens with certain qualifications would be able to move freely in the region. Both the programme and the institution must be recognised.

:: RECOGNITION OF QUALIFICATIONS BY EMPLOYERS

Employers are assured that the candidates for employment have authentic documents as well as requisite skills and knowledge to perform on the job.

:: FACILITATES TRANSFERS BETWEEN HIGHER EDUCATION INSTITUTIONS

Students may not always complete their course of study at one institution. To be able to transfer credits, the student must have attended a recognised institution.

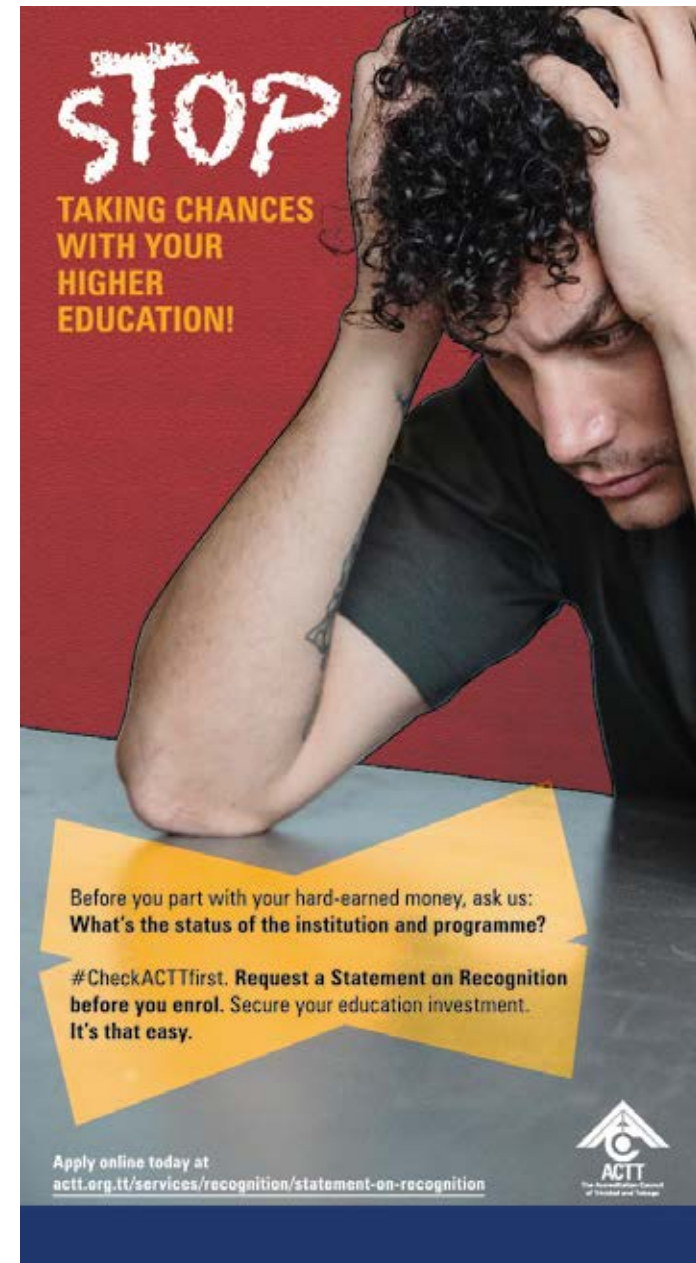
Applying for a Statement on Recognition

:: APPLICATION FORM AND FEES

- The Statement on Recognition costs TT\$150.00
- The process takes a minimum of ten (10) working days
- One application form is required for each qualification or programme of study

:: REQUIRED DOCUMENTS

- Original certificate if programme has been completed
- Official English translation for a certificate issued in a foreign language
- Deed Poll or Marriage Certificate where there has been a name change subsequent to the award of the qualification
- Original final transcript in cases where the field of study is not stated on the original certificate of qualification



STOP
TAKING CHANCES WITH YOUR HIGHER EDUCATION!

Before you part with your hard-earned money, ask us:
What's the status of the institution and programme?

#CheckACTTfirst. Request a Statement on Recognition before you enrol. Secure your education investment. It's that easy.

Apply online today at:
actt.org.tt/services/recognition/statement-on-recognition

ACTT
The Accreditation Council
of Trinidad and Tobago

If you have a question or are interested in finding out more about ACTT's Statement on Recognition, please contact us via **recognition@actt.org.tt**