

Barbados Accreditation Council
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For Office Use Only

Ref. #: _____
 Date: _____
 Amt. Paid: _____
 Receipt #: _____
 Balance: _____

REQUEST FOR RECOGNITION OF INSTITUTION AND/OR PROGRAMME

(For purposes of embarking on a programme of study or general requests about an institution and/or programme)

Please complete **ALL** sections of the application form and sign it. **Incomplete (or incorrect) information will result in a delay in the processing of your application.**

Section 1: Personal data

First Name	Middle Name(s)	Family/Last Name	Title (please indicate): Miss / Mr. / Ms. / Mrs. / Dr. Other _____ <i>Please Specify</i>
Mailing Address		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Email:			
Telephone: () _____ () _____ () _____ () _____ Work Home Cell Facsimile			

Section 2: Type of Request (please indicate whether institution **AND/OR programme)**

<input type="checkbox"/> Recognition Status of Institution	<input type="checkbox"/> Recognition Status of Programme
	Name of Programme:
Name and Address of Institution:	Name and Address of Institution:
	Type of Programme (please indicate): <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Distance education (<i>correspondence, online/e-learning, etc.</i>) <input type="checkbox"/> On campus/on-site (<i>traditional face-to-face/classroom-based</i>)

Have you previously requested an evaluation from the Barbados Accreditation Council? Yes No

If yes, date/year _____

Please provide any additional information which may assist the Council with facilitating your request:

Section 3: Service Required

Certified Statement <input type="checkbox"/>	Extra copy of statement <input type="checkbox"/>
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Section 4: Mailing Instructions

<input type="checkbox"/> Mail statement to the mailing address in Section 1.	<input type="checkbox"/> Customer will collect
<input type="checkbox"/> Mail the statement to the address(es) below:	
Name: _____	
Address: _____	
Phone: () _____	
Name: _____	
Address: _____	
Phone: () _____	
Name: _____	
Address: _____	
Phone: () _____	

Affirmations:

1. I hereby certify that the information provided on this application form is true, accurate and correct.
2. I certify that I have read the instructions and conditions (see **Application Guide**) and agree to the terms stated therein.
3. I enclose the required information and request for recognition and hereby authorise the release of this information to the party/parties listed in Section 4 above.

Applicant's Signature: _____

Date: _____

Application Guide for Request for Recognition of Institution and/or Programme

(to be used in conjunction with the application form)

Introduction

The Barbados Accreditation Council (BAC) was established under the authority of the Barbados Accreditation Council Act 2004-11. Under the Act, the Council has been mandated to *"advise on the recognition of foreign based institutions and their awards"* and to *"determine the equivalency of programmes and qualifications"*.

This document sets out the requirements that individuals and/or organisations must comply with when requesting recognition of institutions and/or programmes by the Barbados Accreditation Council.

Making an application

A complete application includes the following:

- an **application** form, fully completed and legible
- Identification (ID) – valid national ID, passport or driver's licence
- **Payment** or **proof of payment**

If any of the above does not comply with the requirements outlined in this document, as well as the application form, the investigation process will not be commenced and the application will be returned to the applicant. The BAC will not be held responsible for the delay.

Fees and Other Charges

1. A non-refundable application processing fee of BDS\$10.00 is payable upon application for a Request for Recognition of Institution and/or Programme.
2. The correct amounts should be paid for the service required.
3. Refer to Fees for Services booklet for other fees.

Processing

Processing time starts on the date that **all** information is received by the BAC from the applicant. **Applicants should be aware that timely service delivery is only possible when all the required information is readily available.**

The BAC will make every effort to make results available within the shortest possible time. Processing time can however, be impacted upon by various factors outside the control of the BAC. Applicants should therefore be mindful of the **possibility of delay**.

The processing time for applications is a minimum of 20 working days.

In the event of an extra-ordinary circumstance causing undue delay, applicants will be informed by the BAC by telephone, email or letter.

Factors causing delay

- Considerably more research and/or consultation than usually required for determining the recognition status for the institution or programme.
- Lack of information needed to complete the evaluation resulting in the need to contact the country of origin of the institution or programme. Completion of an evaluation will be dependent upon a reply from the source as well as the quality from the source in these instances. Processing will commence immediately upon receipt of a reply.
- A marked imbalance between available human and other resources in the BAC and service demand.
- Service demand/volume of applications exceeds available capacity.
- Factors related to the applicant which applicants can avoid by
 1. making the necessary enquiries before making the application
 2. following carefully the guidelines and procedures set out in this document when preparing applications
 3. making sure the application form is completed in its entirety and legible, and all necessary information are included
 4. making ample provision for meeting personal deadlines e.g. commencement of studies or employment
 5. giving clear instruction on the handling of recognition results, whether they are to be posted and to whom or whether they will be collected
 6. ensuring that all addresses are correct
 7. hand-delivering applications - **do not fax or email** applications
 8. allowing time for postage after the expected date of completion as this is not included in the timelines of the BAC
 9. waiting to be contacted for collection of results, if results are to be prepared for collection.