



APPLICATION FOR INSTITUTIONAL ACCREDITATION

Date of Application: _____

Name of Provider: _____

ACCREDITATION OF POSTSECONDARY/TERTIARY EDUCATIONAL PROVIDERS OPERATING IN BARBADOS

Introduction

The Barbados Accreditation Council was established under the authority of the Barbados Accreditation Council Act 2004-11. Under Section 3(2) of the Act, the Council has been set up as a body corporate with powers to regulate its functions.

One of its functions is to accredit and re-accredit post-secondary or tertiary institutions and programmes of study.

Aim

The aim of accreditation will be to assure educational quality and accountability, and to encourage quality enhancement. It is a voluntary peer review process. The institutional accreditation process involves the comprehensive evaluation of the entire educational organisation against standards established by the BAC.

Each accreditation standard encompasses a principal area of activity. The provider¹ must manifest its integrity and commitment towards quality enhancement through continued voluntary adherence to these standards.

In applying the Standards for Accreditation, the BAC assesses and makes a determination about the current effectiveness of the provider's operations. The provider which meets the standards has demonstrated:

- Clearly defined purposes appropriate to the institution and where applicable, national objectives;
- Assembled and organised resources;
- Achievement of institution's mission and objectives; and
- Ability to continually achieve the stated purpose of the institution.

Please note that accreditation of one site does not give the provider the right to operate at other locations, unless these sites are included in the application for accreditation.

Accreditation Period

The initial accreditation period will be for three (3), five (5) or seven (7) years depending on for example, the maturity of the provider.

Re-accreditation

All accredited providers are subject to full re-evaluation every three, five or seven years. Where there are grounds for delaying the evaluation (such as recent or impending significant changes), accreditation may be extended for a period, to be determined by the Council.

To become re-accredited, as a provider you must complete the prescribed "**Application for Institutional Accreditation**" form which is available from the Barbados Accreditation Council office or its website.

¹ The term provider refers to any individual/institution/organisation offering post-secondary/tertiary education and/or training programmes of study/courses in Barbados.

THE BARBADOS ACCREDITATION COUNCIL
APPLICATION FOR INSTITUTIONAL ACCREDITATION

Form A1

Section A

PLEASE TYPE OR USE BLOCK LETTERS

PROVIDER INFORMATION

Provider Details			
Name			
Street Address			
Mailing Address (if different)			
Contact Numbers	Telephone:	Facsimile Number:	Mobile Number:
Website			
Email Address			
Satellite sites (if any) <i>Attach separate sheet(s), if necessary.</i>			
	Telephone:	Facsimile Number:	Mobile Number:
Email address			
Contact Details			
Name of Authorising Officer			
Position/Title			
Contact Person (Name and Position/Title)			
Contact Numbers	Telephone:	Facsimile Number:	Mobile Number:
Email address			

Section B

Please answer the following questions (*attach additional sheets as necessary*)

Date of establishment: _____

Date of enrolment of first students (if different from above): _____

Number of new enrolment in last calendar year: _____

List the title of all programmes/courses offered and the first date of enrolment. Please use supplemental sheets as necessary.	1 st date of Enrolment

1. Has the institution ever been accredited? Yes _____ No _____

If yes,

Please list agency: _____

Please give date: _____

2. Has the institution ever had accreditation denied? Yes _____ No _____

If yes,

Please list agency: _____

Please give date: _____

3. Has the institution ever had its accreditation terminated? Yes _____ No _____

If yes,

Please list agency: _____

Please give date: _____

4. List all programmes which have been accredited. (*Attach separately if necessary*)

Programme	Accrediting Body/Organisation	Date of Initial Accreditation	Date of Last Review	Current Status

Eligibility Requirements

Providers are required to submit a narrative outlining how they meet the Eligibility Requirements for Accreditation. This narrative must accompany the application form.

Certification of Application

The provider's President/CEO/Director submits this application for accreditation and officially hereby attests to the following:

1. This is a postsecondary/tertiary educational provider which (*select as appropriate*):
 - a. Formally enrolls students and maintains student records;
 - b. Retains a qualified faculty (staff) to meet students' needs;
 - c. Transmits to students organised learning materials;
 - d. Provides continuous two-way communication on student work, for example, evaluating students' examinations, projects, and/or answering queries, discussion boards, email, with prompt feedback to given to students;
 - e. Is registered with the BAC.
2. The institution has had at least two continuous years of successful operation.
3. There are no legal actions pending against the institution.

4. No final action has been brought by the Council to revoke the registration/accreditation (*delete as applicable*) status of the institution.
5. No final action has been brought by the Council to withdraw the registration/accredited (*delete as applicable*) status of the institution.
6. No final action has been brought by the Council to terminate the registration/accredited (*delete as applicable*) status of the institution.
7. The officials of the institution have reviewed the Accreditation Standards and supporting materials provided by the Council.
8. The provider understands that, in applying for accreditation, it:
 - a. submits itself to a review and decision by the Council with regard to its achievement of the Standards for Accreditation;
 - b. must take the opportunity, as part of the evaluation process, to demonstrate how it meets the Standards for Accreditation;
 - c. must be forthcoming, complete and accurate in presenting information to, and answering questions of, the Council and its evaluation team;
 - d. may exercise the right to appeal a denial or withdraw from the accreditation process;
 - e. accepts responsibility to comply with the Standards of Accreditation and fulfil all obligations as set out by the Council.
 - f. accepts responsibility to meet all the relevant costs associated with accreditation process.
9. The institution understands that, in submitting this application and supporting documentation, the accreditation process may include: surveys of and enquiries to relevant stakeholders, observation of lessons, interviews with staff, audit of learning/teaching resources, an on-site visit, evaluation of its programmes and any other means that the Council may deem necessary.

I certify that all of the aforementioned information and supportive documentation are true and correct.

Name: _____
Please Print

Title: _____
Please Print

Signature: _____

Date: _____

Official Stamp

Application Checklist

Yes

___ Enclosed with this application is a cheque/postal order/cash (*delete as applicable*) payable to the **Barbados Accreditation Council**

___ Enclosed is one copy of the provider's catalogue or various promotional literature which provides detailed information for each course/programme of study/institution/service provider.

___ **Remember** to mail the appropriate Self-Evaluation Report (SER) by the mutually agreed date.

Once the Application for Accreditation is received, the Council will discuss with the institution an appropriate date for the submission of course materials, Self Evaluation Report and any other relevant documentation. An on-site review date will also be scheduled for a mutually agreed date.

Submit the completed form to:

The Executive Director
Barbados Accreditation Council
123 A&B Plaza Centrale
Roebuck Street
St Michael, BB11080
Barbados, W.I.

Official use only

Date of payment: ___ / ___ / ___
 dd mm yyyy

Receipt No.: _____

For further information contact:

**The Barbados Accreditation Council
123 A & B “Plaza Centrale”
Roebuck Street
St. Michael, BB 11080
Barbados, W.I.
Tel: (246) 436-9094
Fax: (246) 429-9233
Email: info@bac.gov.bb
Website: www.bac.gov.bb**