

Professional Reference Letters – Required Format

1. Letters must be addressed to:

**Executive Director, Barbados Accreditation Council, First Floor, The Phoenix Centre,
George Street, St. Michael**

2. General Information on the applicant e.g. name, address etc.
3. Nature of professional relationship and tenure (*how long has the applicant worked at the stated establishment*)
Example - May 2023 – May 2025 (Two Years)
4. List of Job Duties or Responsibilities
5. Competency of the applicant in relation to their professional/vocational field
6. Recommendation for the Certificate of Recognition of CARICOM Skills Certificate
7. Contact information for Reference (*telephone number and/or email address*)

References must know the applicant in a professional capacity for at least one (1) year

Letters must be signed and dated within three (3) months of the application's submission date

**ANY INFORMATION THAT IS PRESENTED AND FOUND TO BE INACCURATE WILL
RENDER THE APPLICANT UNABLE TO MEET THE CRITERIA**