

## **CHECKLIST OF REQUIRED EVIDENCE FOR REGISTRATION**

### **Instructions**

Before submitting an application for registration:

- Ensure the required evidence listed below has been included.
- Indicate the appendix where the evidence can be found.
- Sign and date the **COMPLETED** checklist.
- Include this checklist with your application.

<b>Standard</b>	<b>Required Evidence</b>	<b>Appendix</b>
1.1	<input type="checkbox"/> Certificate of Continuance/Incorporation (Private) <input type="checkbox"/> Cabinet Minute/Act of Parliament (Public) <input type="checkbox"/> Certificate of Conferment (if applicable)	
1.2	<input type="checkbox"/> Deed or Rental/Lease Agreement <input type="checkbox"/> Evacuation Procedure <input type="checkbox"/> Evacuation Map <input type="checkbox"/> Facilities Checklist (if applicable)	
2.1	<input type="checkbox"/> Signed bye-laws	
2.2	<input type="checkbox"/> Vision Statement	
2.3	<input type="checkbox"/> Mission Statement	
2.4	<input type="checkbox"/> Approved Organisational Chart <input type="checkbox"/> Job descriptions for all positions on the Organisational Chart	
3.1	<input type="checkbox"/> Quality Policy	
3.2	<input type="checkbox"/> Letter of appointment assigning the person/position as the QMS representative (if applicable) <input type="checkbox"/> Job description of the QMS representative <input type="checkbox"/> Résumé of the QMS representative	
3.3	<input type="checkbox"/> Equal Opportunity Policy <input type="checkbox"/> Grievance/Appeal Policy	
4.1	<input type="checkbox"/> Human Resources Policy <input type="checkbox"/> Health and Safety Policy <input type="checkbox"/> Physical Resources Policy <input type="checkbox"/> Finance Policy	

Standard	Required Evidence	Appendix
4.2	<input type="checkbox"/> Qualifications and Competency Table (pg. 10 of application form)	
4.3	<input type="checkbox"/> Procedure for maintaining infrastructure including what activities are maintained, who is responsible and frequency of activities	
	<input type="checkbox"/> Agreement with external maintenance providers (if applicable)	
4.4	<input type="checkbox"/> Student Support Policy	
	<input type="checkbox"/> Location of first aid kits and if available, a sick bay	
	<input type="checkbox"/> Formal agreement with a health care professional(s)/institution(s)	
	<input type="checkbox"/> Formal agreement with the Guidance Officer(s)	
	<input type="checkbox"/> Résumé of the Guidance Officer(s)	
4.5	<input type="checkbox"/> List of physical resources indicating type and quantity of resources	
4.6	<input type="checkbox"/> Current budget which includes projections for both income and expenditure	
	<input type="checkbox"/> Budget for the next period which includes projections for both income and expenditure	
	<input type="checkbox"/> Tuition and non-tuition fee structure	
	<input type="checkbox"/> Purchasing procedure	
5.1	<input type="checkbox"/> Programme Approval Procedure	
	<input type="checkbox"/> Programme Monitoring Procedure	
	<input type="checkbox"/> Programme Review Procedure	
	<input type="checkbox"/> Formal agreement with awarding bodies (if applicable)	
5.2	<input type="checkbox"/> List of all programmes	
	<input type="checkbox"/> Programme specifications for all programmes	
5.3	<input type="checkbox"/> Policies for admission, class attendance, leave of absence or withdrawal and any other related policies	
6.1	<input type="checkbox"/> Internal Quality Review Procedure	
	<input type="checkbox"/> Samples of instruments that will be used to conduct the review	
6.2	<input type="checkbox"/> Procedures used to monitor and measure stakeholder satisfaction	
	<input type="checkbox"/> Samples of instruments that will be used to collect feedback from all relevant stakeholders	

Standard	Required Evidence	Appendix
6.3	<input type="checkbox"/> Procedure(s) used to monitor student learning outcomes	
	<input type="checkbox"/> Samples of instruments used to monitor student learning outcomes, e.g., grade sheet report	
	<input type="checkbox"/> Procedure for the identification, storage, protection, retrieval, retention time and disposition of records of assessment	
7.1	<input type="checkbox"/> Procedure for addressing past problems	
	<input type="checkbox"/> Procedure to avoid potential problems	

**Reminder:** a narrative is required for each piece of evidence submitted.

**Acknowledgement**

I acknowledge inclusion of the required evidence identified above in the application for registration.

Name of Institution: \_\_\_\_\_  
(PLEASE PRINT)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACTT**  
The Accreditation Council  
of Trinidad and Tobago