

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 ourselves; 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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Are your personnel fit for purpose?

"They struck me as professional and seemed to know their stuff..."

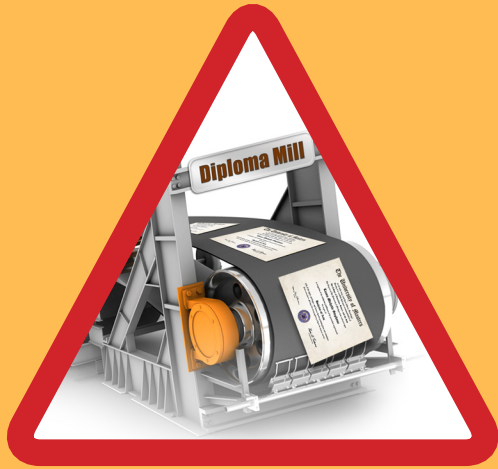
Don't assume!

Ensure that your prospective employees' qualifications are legitimate.

Confirm the authenticity of a qualification presented to you with ACTT's
Statement on Recognition.

Visit actt.org.tt to learn more about ACTT's Statement on 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

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.

"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.

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, e.g. <https://www.chea.org/search-institutions> (Council of Higher Education, United States of America), or <https://www.qaa.ac.uk> (Quality Assurance Agency for Higher Education, United Kingdom).

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 formats for Statements 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 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.

Are 'gut feelings' guiding your hiring decisions?

Your finely-honed intuition may be highly regarded – but hiring decisions must also be supported by fact. ACTT's Recognition service will provide the facts on an applicant's qualifications, based on the individual's declared higher education institution and programme.

Preserve the integrity of your recruitment process by requiring a **Statement on Recognition** from ACTT.

#checkACTTfirst before hiring based on a feeling! Call 285-9177 to learn more.

Benefits of ACTT's Recognition Service to Employers

:: VALIDATES THE AUTHENTICITY OF QUALIFICATIONS

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

:: HELPS DETERMINE THE LEVEL OF QUALIFICATIONS

A sound understanding of a prospective/current employee's qualification level impacts upon compensation packages, avenues for/offers of promotion, etc.

:: FOSTERS CONFIDENCE IN PERSONNEL

Employers could rely on the knowledge, skill and competencies of employees who have graduated from quality assured institutions and programmes.

:: PROTECTS INVESTMENTS IN EMPLOYEE DEVELOPMENT

Statements on Recognition could assist employers when making decisions to fund tuition for employees desirous of further training and development.



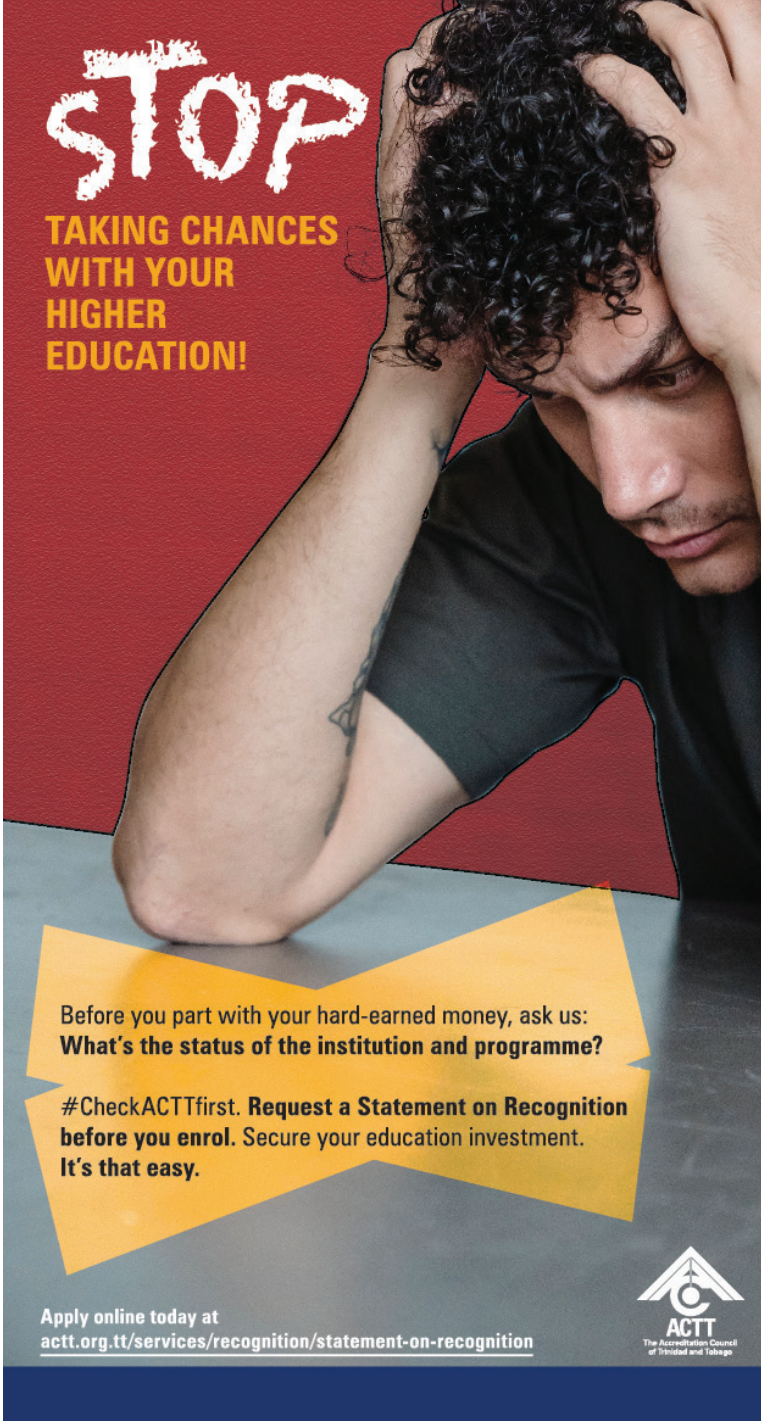
Applying for a Statement on Recognition

:: APPLICATION FORM AND FEES

- The Statement on Recognition costs TT\$150.00
- The process takes a minimum of 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 including ACTT
in your hiring practices, please
email us via*

recognition@actt.org.tt