PROCESS FOR THE REGISTRATION OF POST SECONDARY AND TERTIARY LEVEL INSTITUTIONS/PROVIDERS

The Steps in the process are:

1. The first step in the registration process is the submission of a letter addressed to the Executive Director requesting registration as an institution/provider of tertiary education and training by ACTT. This letter of request must be signed by the provider or Executive Head of the institution.

   This letter should state:
   • that registration in accordance with Chapter 39:06 is being sought
   • the name your institution/provision of tertiary education and training is to be registered under
   • the types and levels of qualifications offered and
   • the sites which will be covered under registration

2. The Institution/provider is sent an Institutional Data Form (IDF). Once the IDF is completed and has been submitted to ACTT, it will be reviewed.

3. The institution/provider will be sent an acknowledgement letter indicating receipt of the Completed IDF along with the:
   • Application Form for Registration of Post secondary and Tertiary Level Institutions/Providers
   • Checklist of Required Evidence for Registration
   • Criteria for Registration
   • Frequently asked questions (FAQs) on registration
   • Guidelines for submitting an application for registration to Accreditation Council of Trinidad and Tobago and
   • Programme Specifications Guidelines

   The institution/provider may be directed to the relevant state agency or authority if their institution does not fall under the purview of ACTT.

4. The post secondary or tertiary institution/provider submits an application for registration in Trinidad and Tobago to ACTT along with a short background and relevant application processing fee. The application must be submitted in triplicate along with a soft copy (MS Word version) of the narratives.
The evidence submitted in the application for registration should be
• in accordance with the 7 criteria for registration
• clearly referenced in the narrative which explains how it satisfies the particular standard

5. The post secondary or tertiary institution/provider may be required to obtain ACTT’s approval to use the title that it wishes to be registered under if it was established after the proclamation of Chapter 39:06 on the 8th July, 2004.

6. The institution/provider is required to submit to an evaluation by ACTT to ensure compliance with the minimum quality requirements for post secondary and tertiary institutions/providers. The institution/provider is required to bear the cost of the evaluation.

7. If the institution/provider meets these requirements for registration, it is required to pay a Certification Fee. A Certificate of Registration will then be issued by ACTT. The Certification Fee also covers the cost of publishing the institution’s/provider’s registered status in the Gazette and in at least two daily newspapers circulating in Trinidad and Tobago. Registered institutions/providers are placed on the Register of Post secondary and Tertiary Institutions/Providers by the Ministry of Science, Technology and Tertiary Education.

8. The institution/provider is required to fill out an Institutional Profile that will be displayed on ACTT’s website. The Institutional Profile contains details relating to that institution.

9. If the institution/provider does not meet ACTT’s criteria, it is advised by ACTT of the requirements that must be met and it will be guided in this regard.

10. A registered institution/provider is required to submit an annual report on a prescribed form and pay a registration fee payable on registration and annually while status is maintained.

11. Registration shall be for a maximum period of 3 years after which the institution/provider must apply for re-registration.
12. Registered institutions/providers may seek accreditation from ACTT.