



Ref. #: \_\_\_\_\_

Date: \_\_\_\_\_

Amt. Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Balance: \_\_\_\_\_

**APPLICATION FOR RECOGNITION OF QUALIFICATION**

Please complete **ALL** sections of the application form and sign it. Be sure to include **ALL** required documentation for equivalency evaluation. **Incomplete (or incorrect) information will result in a delay in the processing of your application.**

**Section 1: Personal data**

First Name	Middle Name(s)	Family/Last Name	Title (please indicate): Miss/Mr./Ms./Mrs./Dr./Other	
Name on Educational Records (if different):		<input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: ____/____/____ Day Month Year		
Country of Study:	Name of Institution:	Country of Birth:	Citizenship:	
Name of Qualification:	Name of Accrediting body (If known):	ID No.:	ID Type:	
		Occupation (if applicable):		
Permanent Address:		Zip/Postal Code:	Country:	
Telephone: ( ) _____ ( ) _____ ( ) _____ ( ) _____ Home Work Cell Fax				
Mailing Address (if different from above):				
Email:				

**Section 2: Purpose of the Evaluation Request (check all that apply)**

Have you previously requested an evaluation from the Barbados Accreditation Council?  Yes  No

If yes, date/year \_\_\_\_\_

Employment     
  Study/Training Leave     
  Professional Licensing/Certification  
 Job advancement     
  Education  
     • College/Community College     
  Certificate of Recognition of CARICOM Skills  
     • University     
 Qualification  
     • Secondary  
     • Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Please Specify

Please provide any additional information which may assist the Council with facilitating your request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 3: Educational History** (Use a separate sheet if necessary.)

Name of Institution	Country	Dates		Name of Qualification	Accrediting Body (where applicable)
		From	To		

**Section 4: Service Required**

Standard Report <input type="checkbox"/>	Certified Statement <input type="checkbox"/>	Extra copy of report/statement <input type="checkbox"/>
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**Section 5: Evaluation Mailing Instructions**

Mail the evaluation report to the mailing address in Section 1.  Customer will collect

Mail the evaluation report to the address(es) below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

**Affirmations:**

1. I hereby certify that the information provided on this application form is true, accurate and correct.
2. I solemnly declare that the documents presented/attached are genuine and have not been tampered with or altered.
3. I understand that in case of falsification of documents tendered or the wrong information supplied/concealment of correct information, I shall be held responsible for the consequences including legal action.
4. I understand that this evaluation is advisory in nature and the Barbados Accreditation Council assumes no liability for consequential damages when the desired recognition/equivalency cannot be recommended.
5. I agree to reimburse the Barbados Accreditation Council for any and all costs, including legal expenses, which it may incur as a result of any claim that I (or anyone having an interest in my earning or services) may make based on the evaluation determination which the Council makes relying on this application.
6. I certify that I have read the instructions and conditions (see **Application Guide**) and agree to the terms stated therein.
7. I enclose the required documents and request for equivalence and hereby authorise the release of this evaluation to the party/parties listed in Section 5 above.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Application Guide for Recognition of Qualification

(to be used in conjunction with the application form)

## Introduction

The Barbados Accreditation Council (BAC) was established under the authority of the Barbados Accreditation Council Act 2004-11. Under the Act, the Council has been mandated to *“advise on the recognition of foreign based institutions and their awards”* and to *“determine the equivalency of programmes and qualifications”*.

This document sets out the requirements that individuals and/or organisations must comply with when requesting recognition or academic comparability of qualifications by the Barbados Accreditation Council.

## Making an application

A complete application includes the following:

- an **application** form, fully completed and legible
- a complete set of **documentation** (see overleaf)
- Identification (ID) – valid national ID, passport or driver’s licence
- **Payment** or **proof of payment**

If any of the above does not comply with the requirements outlined in this document, as well as the application form, the evaluation process will not be commenced and the application will be returned to the applicant. The BAC will not be held responsible for the delay.

## Processing

Processing time starts on the date that **all** information and relevant documentation have been received by the BAC from the applicant and/or the institution that awarded the qualification. **Applicants should be aware that timely service delivery is only possible when all the required information is readily available.**

The BAC will make every effort to make results available within the shortest possible time. Processing time can however, be impacted upon by various factors outside the control of the BAC. Applicants should therefore be mindful of the **possibility of delay**.

The processing time for applications is a minimum of 20 working days.

In the event of an undue delay as a result of extra-ordinary circumstances, applicants will be informed by the BAC by telephone, email or letter.

## Verification of Documents

The BAC maintains the right to refer fraudulent documents to the Fraud Department of the Royal Barbados Police Force for further investigation.

## Factors causing delay

- Considerably more research and/or consultation than usually required for evaluation of the qualification(s) submitted.
- Lack of information needed to complete the evaluation resulting in the need to contact the country of origin of the qualification. Completion of an evaluation will be dependent upon a reply from the source as well as the quality from the source in these instances. Processing will commence immediately upon receipt of a reply.
- A marked imbalance between available human and other resources in the BAC and service demand.
- Service demand/volume of applications exceeds available capacity.
- Factors related to the applicant which applicants can avoid by
  1. making the necessary enquiries before making the application
  2. following carefully the guidelines and procedures set out in this document when preparing applications
  3. making sure the application form is completed in its entirety and legible, and all necessary documentation are included
  4. making ample provision for meeting personal deadlines e.g. commencement of studies or employment
  5. giving clear instruction on the handling of evaluation results, whether they are to be posted and to whom or whether they will be collected
  6. ensuring that all addresses are correct
  7. hand-delivering applications - **do not fax or email** applications
  8. allowing time for postage after the expected date of completion as this is not included in the timelines of the BAC
  9. waiting to be contacted for collection of results, if results are to be prepared for collection.

## Required Documentation

Application form, completed and legible
Original and copy of credential(s)/qualification(s)
Certified translation of the credential/qualification in English, if the original document is not in English
Official academic transcript(s) to be sent directly to the Barbados Accreditation Council by the institution(s) attended
Documentation of courses/programmes e.g. curriculum, course descriptions, assessment method(s), syllabus, course content, hours of study/credits, grade descriptions, etc.
All other relevant documents attesting the path of education
Documentation of change of name, e.g. marriage certificate or deed poll, if your name has changed since the documents were issued

### PLEASE NOTE:

As it relates to personal documentation of the courses completed (official transcript/transcript of record, examination book, etc.), you are responsible for requesting that an official copy be sent **directly** to the BAC from the institution you attended. Such documents should also indicate the duration of the course(s) taken, for instance by indicating the number of hours or credits. Your personal information is confidential and may not be disclosed without your written consent.

### Fees and Other Charges (Refer to Fee for Services booklet)

The correct amounts should be paid for the service required.

The BAC reserves the right to charge a cancellation fee of BBD\$75 in all cases where money needs to be refunded ***not as a result of an oversight by the BAC.***