

ABNAB

Antigua and Barbuda National Accreditation Board



APPLICATION FOR REGISTRATION OF INSTITUTIONS

Date of Application: _____

Name of Provider: _____

Registration

Registration signals that a provider is able to operate legally within Antigua and Barbuda. To become registered, the provider must meet the requirements established by the Board and pay the requisite fees. Once a provider is registered, it may then apply for accreditation of the institution and/or programme(s) of study or courses. Registration shall be for a periods of one, two, or three years, after which the provider must re-apply to maintain its status. Registered providers are required to apply for re-registration at least two (2) months before the registration period expires and pay the requisite registration fee.

Guidelines for Registration

Any provider seeking registration by the Antigua and Barbuda National Accreditation Board (ABNAB) must document its compliance with each of the following conditions:

- a) There is an appropriate structure of governance which formulates general policies and exercises authority over the implementation of education and training programmes;
- b) There is a clearly defined and published statement of purpose (Mission Statement);
- c) There are published admission policies compatible with its stated purpose;
- d) The provider offers one or more educational programme(s) (or curricula) consistent with its mission;
- e) There is a plan, as well as a planning and evaluation process, which addresses its educational, physical and financial growth;
- f) There is appropriately qualified staff to deliver programme(s)/course(s), as well as administrative and technical support in terms of quality and quantity;
- g) There is sufficient learning resources or, the provision of access to adequate learning resources and services required to support the courses and programme offered;
- h) The provider has safe and adequate accommodation; and
- i) The provider has available audited statements made within the last three (3) years prior to the Board's visit, where applicable.

General Registration Criteria

Any provider seeking registration by the Antigua and Barbuda National Accreditation Board (ABNAB) must comply with the Board's registration requirements. The provider must demonstrate its ability to provide students with proper academic supervision, adequate physical and learning resources, appropriate support services and should therefore have the following in place:

1. Governance and Mission

- a) There should be a structure of governance which formulates general policies and exercises authority over the implementation of programmes of study.
- b) The composition of the governing body should be broad-based and should allow for objective input into the management of the institution.
- c) There should be a Mission Statement or Statement of Purpose which should be clearly defined and published.
- d) Goals, aims and objectives of the provider should relate to the target population and should be relevant to the needs of the society.
- e) There should be a plan, as well as a planning and evaluation process, which addresses the institution's human, educational, physical and financial development.

2. Administration and Admission Policies

- a) The provider should have clearly defined administration systems in place that are compatible with its stated mission.
- b) The provider should have a written plan for various stages of its development.
- c) The provider should have clearly defined admission policies compatible with its stated purpose. These should be published and should be strictly adhered to.
- d) The provider should have clearly defined procedures and policies for the selection of students with alternative qualifications.
- e) The provider should have clearly defined procedures and policies for courses.

3. Educational Programmes

- a) The programmes or curricula should be consistent with the provider's mission.
- b) The programme structure should be well formulated and should facilitate adequate supervision of the provider's education and/or training activities.
- c) Responsibility for the development of programmes and the monitoring of education and training matters should be clearly stated

- d) The provider should have well-developed procedures for modifications to curricula that are based on current education and training philosophy and practices are evidenced by its commitment to quality.
- e) The provider should have current, up-to-date information on all its programmes of study with information on the related awards and associated credit hours.
- f) There should be a coherent mechanism for developing programmes and for monitoring education and training standards.

4. Staffing

- a) The teaching, administrative, technical support, library and other professional staff should be adequate in terms of quality and quantity in order to efficiently deliver the provider's programmes of study.
- b) The provider should have in place an ongoing programme for staff development.
- c) The provider should have an effective system of communication between staff and management.
- d) Periodic staff appraisal should be conducted, the result of which is used for improvement of the faculty and of educational programmes.
- e) The provider should have a mechanism for the assignment of faculty workload to prevent staff overload.

5. Resources Management

The provider should clearly identify the resources essential to its operations and ensure that these are available. These include the following:

a. Physical Resources

These should be adequate to serve the needs of the programme and should contribute to an atmosphere for effective learning. Classroom, laboratory and internet access and utilization should facilitate the proper supervision and monitoring of classes in session and the attendance of lectures. Classroom, laboratory and internet access use should have sufficient physical space to adequately accommodate all class sizes and differently-abled students/faculty. Facilities should meet health, fire and other appropriate safety code regulations.

b. Learning and Media Resources

There should be ownership of, or provision of access to adequate learning resources and services required to support the courses and programmes offered which should include:

- i. A library which provides primary and secondary materials, current journals and up-to-date equipment conveniently located and easily accessible.
- ii. Laboratories and computer facilities adequately in range, quantity, quality and modernity to support the programme.

c. Financial Resources

The financial structure should be able to support the programmes offered and to effectively discharge the provider's obligations to students. This should also include annual audited financial statements, where applicable.

6. Student Support Services

- a) All tertiary institutions should have student support services in place
- b) Student support services (SSS) should have a cluster of facilities and activities that are provided to make the learning process easier and more interesting for the learner. They serve as the interface between the institution and the learner. The quality of higher education depends directly on the student support services provided in various modes of tertiary education.
- c) Educational Support Services. Should provide a variety of free services for students to discover their individual academic skills and to become self-sufficient, independent, life-long learners.
- d) All tertiary institutions should have a Student Services Coordinator or named staff that provide Student support services professionals that provide direct services for students, such as education, counseling, consultation and individual assessment.

Procedures for Registration

1. A provider seeking to register with the Board must complete and submit the registration form to:

abnab@ab.gov.ag AND
abnab.anu@gmail.com

OR

The Executive Director
Antigua and Barbuda National Accreditation Board
2nd Floor, Aflak Building
Redcliffe Street
St. John's, Antigua

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2. All supporting documentation must be included with the registration form. Any unclear or incomplete response will delay the registration process.
3. Additional material should be included if it will assist the Board in processing the registration form. Supplemental materials should be attached to the end of the registration form as appendices. Appendices should be properly labeled.
4. Generally, supporting materials are required for each programme of study or course. The same procedures should be followed for re-registration. Additional reports or documentation may be required with the renewal registration, at the Board's discretion.

Registration Fees

Application Fee \$100

The registration fee is based on enrollment numbers and is shown below:

1. Local/CSM (CARICOM Single Market)

Less than 100 students	EC\$ 400.00
100-499 students	EC\$ 700.00
500-599 students	EC\$ 1050.00
1,000-2,499 students	EC\$ 1400.00
2,500-3,999 students	EC\$ 1750.00
4,000 and over students	EC\$ 2100.00
Foreign/Transnational	EC\$ 4200.00

Methods of Payment

Payment of the requisite registration fee is due upon notification of registration approval.

The following payment methods apply:

- Cash;
- Company cheque;
- Bank draft; or
- Certified cheque

Required Documentation

Registration Form

Fill in the Registration form accurately as this information will be entered into the Antigua and Barbuda National Accreditation Board's database and used for follow-up etc.

Financial Management Statements

Bank statement (current)

- Financial Statements (providers that have been operational for more than one year)
- Budget projections for current financial year

The Antigua and Barbuda National Accreditation Board requires assurance that providers have the financial resources to deliver the programmes of study/course.

Physical Resources

- Copy of Floor Plan
- Medical Certificate of Compliance
- Fire Certificate of Compliance
- Environmental Protection Certificate of Compliance

The Antigua and Barbuda National Accreditation Board requires assurance that providers have planned adequately for the safety and security of the students and staff.

Additional information

- **Tertiary institutions that have been refused registration, cannot apply again until 6 months after their initial application.**
- **ABNAB will visit institutions periodically to ensure that standards are being maintained.**
- **All tertiary institutions should submit an annual report to ABNAB**
- **There will be a Penalty for non-registration of tertiary institutions with ABNAB**