



**Jamaica Tertiary Education Commission  
14 Gibraltar Camp Way, UWI Mona  
Kingston 7**



## **APPLICATION FOR REGISTRATION AS A TERTIARY EDUCATION PROVIDER**

### **Background**

A requirement of The Education Act 1980 of the Ministry of Education and the Jamaica Tertiary Education Commission (J-TEC) Legislation; a regulated entity that was established by law to provide registration, licensing and deregistration of tertiary level institutions.

The Application for Registration as a Tertiary Education Provider should be used by entities applying to the Jamaica Tertiary Education Commission (J-TEC) for registration as a Tertiary Education Provider.

The Application for Registration as a Tertiary Education Provider Form must be accompanied by:

- ✓ *Evidence of legal entity*
- ✓ *Evidence of approval to operate multiple campuses.*
- ✓ *Two recommendations for the proprietor*
- ✓ *TRN(proprietor and institution)*
- ✓ *Certified photocopies of nationally accepted identification for proprietor and principal*
- ✓ *If the institution is owned by a non-local organization, kindly submit certified copies of ownership documentation, including certification of incorporation in the overseas jurisdiction.*
- ✓ *Health, Safety and Security Manual.*
- ✓ *Master plan (including site plan & floor plan) covering physical teaching and learning spaces and facilities at all tertiary education sites.*
- ✓ *Evidence of risk monitoring and mitigation processes.*
- ✓ *Three- to five-year strategic plan.*

- ✓ *CV's and certified copies of highest level of education qualifications for all members of the Board of Directors/Board of Governors.*
- ✓ *Current staff listing, including certified qualifications for all academic staff*
- ✓ *Approved composition and terms of reference (or statute if applicable) for each board committee, and/or group that has, or will have:*
  - *responsibility for setting academic policy*
  - *oversight of the maintenance of academic standards and effective quality assurance arrangements.*
- ✓ *Committee structure diagram that illustrates the hierarchy and reporting relationships between the governing body and each board, committee and/or group with responsibility for academic governance.*
- ✓ *Most recent audited financial statements.*
- ✓ *Evidence of start-up and/or contingency funding available to the applicant.*
- ✓ *Copy of the business plan including;*
  - *Contracts of employment*
  - *Rules and regulations for students and staff*
  - *Stakeholders and demographic to which the institution is catering*
  - *Evidence of approval of the plan by the governing body or responsible officer.*
  - *Projected Income & Expenditure Statement for at least three (and up to five) years.*
  - *Projected Cash Flow Statement for at least three (and up to five) years.*
  - *Balance Sheet for at least three (and up to five) years.*
- ✓ *Copies of policies, procedures and/or guidelines (or similar) that detail how the applicant will manage the range of academic activities.*
- ✓ *Evidence showing how the applicant will ensure that any research undertaken meets appropriate codes of conduct, safety and ethics clearance processes, consistent with legislative or other regulatory requirements, and with national guidelines.*
- ✓ *Copy of the applicant's workforce plan covering tertiary education operations.*

- ✓ Evidence that details the applicant's processes for managing the range of human resources functions.
- ✓ Evidence showing how adequate records will be maintained, archived and stored with appropriate confidentiality and security.
- ✓ Evidence to demonstrate how students will be informed of their relationship with the applicant, their rights and obligations, and the obligations of the applicant to them, including any contractual arrangements.
- ✓ Evidence that shows how information about all charges, conditions, refunds and costs involved in studying with the applicant (including course specific costs and tuition assurance arrangements) will be readily accessible to students.
- ✓ Evidence that shows how current, accurate, adequate, and openly accessible information for prospective and enrolled students on all matters relating to their tertiary education studies will be made available.
- ✓ Copy of the applicant's grievance procedures and any other evidence that describes how students will be able to access an independent third party if internal processes fail to resolve a grievance.
- ✓ Evidence of the adequacy of the physical teaching and learning spaces that will be available for tertiary education operations.
- ✓ Evidence of the library and learning resources to be available for students.
- ✓ Evidence that shows how the ICT environment will adequately support the applicant's tertiary education operations.

***Please note:***

*Documents can only be certified by Resident Magistrate; Justice of the Peace; Education Officer; Commissioner of Oaths Notary Public; a Consular Officer from the High Commission; Principal (Primary, Secondary & Tertiary Educational Institutions); Police Officer (Gazetted Ranks; Minister of Religion authorized to perform marriages, Medical Doctor, Attorney-At-Law (Barrister/Solicitor).*