The National Accreditation Council of Guyana

REGISTRATION

CHECKLIST OF REQUIRED EVIDENCE FOR REGISTRATION

Instructions

Before submitting an application for registration:

1. Ensure the required listed below has been included.
2. Indicate the appendix where the evidence can be found.
3. Sign and date the **COMPLETED** checklist.
4. Include this checklist with your application.

Standard	Required Evidence	Appendix
1.1	… Certificate of continuance/ incorporation (private … Cabinet of Minute/ Act of Parliament (Public) … Certificate of conferment (if applicable)	
1.2	… Deed or rental/ Lease Agreement … Evacuation procedure … Evacuation map … Facilities Checklist (if applicable)	
2.1	… Signed by- laws	
2.2	… Vision Statement	
2.3	… Mission Statement	
2.4	…Approved organizational Chart … Job descriptions for all positions on the organizational Chart	
3.1	… Quality policy	
3.2	… Letter of appointment assigning the person/ position as the QMS representative (if applicable) … Job description of the QMS representative … Resume of the QMS representative	
3.3	… Equal opportunity Policy … Grievance/ Appeal Policy	
3.4	… Records are accessible to authorized personnel …Data is backed up electronically and in hard copy form …Student records are kept on file for an acceptable time consistent with the convention on such records …The integrity of all records is maintained.	

4.1	… Human Resources policy	
	… Health and Safety policy	
	… Physical resources policy	
	… Finance Policy	
4.2	… Qualifications and Competency Table (pg. 10 of the application form)	
4.3	… Procedure for maintain infrastructure including what activities are maintained, who is responsible and frequency of activities.	
	… Agreement with external maintenance providers (if applicable)	
4.4	… Student Support Policy	
	… Location of first aid kits and if available, a sick bay professional (institutions (s)	
	… Formal agreement with the Guidance Officer (s)	
	… Resume of the Guidance officer (s)	
4.5	… List of physical resources indicating type and quantity of resources	
4.6	… Current budget which includes projections for both income and expenditure.	
	… Tuition and non-tuition fee structure	
	… Purchasing Procedure	
5.1	… Programme Approval procedure	
	… Programme Monitoring procedure	
	… Programme review Procedure	
	… Formal agreement with awarding bodies (if applicable)	
5.2	… List of all programmes	
	… Programme specifications for all programmes	
5.3	… Policies for admission, class attendance, leave of absence or withdrawal and any other related policies	
6.1	… Internal Quality Review procedure	
	… Samples of instruments that will be used to conduct the review	
6.2	… Procedures used to monitor and measure stakeholder satisfaction	

	… Samples of instruments that will be used to collect feedback from all relevant stakeholders	
6.3	… Procedure (s) used to monitor student learning outcomes	
	… Samples of instruments used to monitor student learning outcomes, e.g., grade sheet report	
	… Procedure for the identification, storage, protection, retrieval, retention time and disposition of records of assessment	
7.1	… procedure for addressing past problems	
	… Procedure to avoid potential problems	

Reminder: a narrative is required for each piece of evidence submitted.

Acknowledgement: I acknowledge inclusion of the required evidence identified above in the application for registration.

Name of Institution: _____

(PLEASE PRINT)

Signature _____   Date _____