



## Registration of Tertiary and Post-Compulsory Educational Institutions (Education Law, 2016 Revision)

### Directions, Contact Information, Enrolment and Staff Roster

To: Institute Owner/Administrator

Educational institutions and institutions providing educational support services are governed by the Education Law, 2016 (“the Law”) and the Education Regulations, 2017 (“the Regulations”).

Section 9 (1) of the Law states that “No person or entity may own, operate, manage or participate in the management of, any educational institution or institution providing educational support services, and no educational institution or institution providing educational support services shall be operated, unless that institution is registered in accordance with the regulations.”

Section 2 (1) of the Law states that an educational institution includes: an institution that provides part-time or full-time post-compulsory education and training; technical and vocational education and training; education to prepare for the award of any degree, qualification or certification.

Section 6 (1) of the Regulations states that “A person, board or organisation who wishes to operate an educational institution or institution providing educational support services shall make application to the Education Council for registration in accordance with Ministry’s policies or guidelines.”

This packet contains the materials and information necessary to file an application to register as a Technical, Vocational or other Training Provider with the Cayman Islands Education Council.

#### Contained in this packet are:

- I. Checklist for new Organisations – **Section A** – Pages 2 – 3
- II. Application Form – **Section B** – Pages 4 – 6
- III. General Information – **Section C** – Page 7
- IV. Guidance Notes – **Section D** – Page 8

We embrace Tertiary and Post-Compulsory Educational Providers committed to offering high quality education and training for the people of the Cayman Islands, and look forward to a productive partnership with you. Contact information is provided below, should you have any questions.



MINISTRY OF  
EDUCATION, YOUTH, SPORTS  
AGRICULTURE & LANDS  
CAYMAN ISLANDS GOVERNMENT

Government Administration Building Box 108  
133 Elgin Avenue Grand Cayman KY1-9000  
CAYMAN ISLANDS  
t. (345) 244 2417 f. (345) 949 9343  
[www.education.gov.ky](http://www.education.gov.ky)

**Send application and all required documentation to:**

Philip Scott, Senior Policy Advisor  
Ministry of Education  
(345) 244-2416  
[Philip.Scott@gov.ky](mailto:Philip.Scott@gov.ky)

133 Elgin Avenue, P.O. Box 108  
Grand Cayman, KY1-9000  
Cayman Islands

**Keep a copy of all documents for your records**



### ***Application for Registration of Tertiary and Post-Compulsory Educational Institutions***

#### **SECTION A: Checklist for new Organisations of all required documents.**

To expedite your application, please complete the following compliance checklist. You may complete the application in **phases** and guidance may be sought from the Ministry. Alternatively you may complete the entire application and submit the supporting documentation if required.

##### ***PHASE 1:***

- 1. Fully Completed Application Form (**Section B**)
- 2. Copy of the Curriculum Framework / Outline Syllabus to be delivered
- 3. Copy of Organisation's Admission Criteria for programmes (*See guidance notes # 1 on page 11*)
- 4. Copy of the Organisation's Policies and Procedures regarding Tuition, Fees and Refunds
- 5. Organizational Chart
- 6. A List of proposed Staff Members, with Qualifications (*See guidance notes # 2 on page 11*)
- 7. Financial Documentation (Projected) or Financial Proof (bank letter) of soundness as a potential provider
- 8. Legal Documentation of Operation, e.g. a Certificate of Incorporation ( provided by Department of Finance) **or** Trade and Business License

##### ***PHASE II:***

- 9. Certificate of Occupancy or an up-to-date Lease Agreement (*where applicable*)
- 10. Recent Certificate of "Pass" from the Fire Department
- 11. Recent Certificate or Letter of Approval from Environmental Health (*Where Applicable*)
- 12. Hazard Management Plan (with Procedures on Fire/Earthquake Drills, Natural Disaster Policies, etc.)
- 13. Proof of Public Liability Insurance (***A Letter of Conditional Approval from your Liability Insurance Provider which takes into account all aspects for which the facility would be used***)



**PHASE III:**

14. State Nationality of all Staff Members, and Provide Proof of:
- Caymanian Status;
  - Permanent Residency with the right to work(PR)
  - Work Permits
15. Proof of Police Clearances for all Members of Staff
16. Proof of appropriate qualifications to teach and deliver training in the subject areas for all Full and Part-Time Teachers/Trainers **(See guidance notes # 2 on page 11)**

***Take note that all documentation, associated with the application, must be submitted at least six weeks prior to the anticipated start date of the programme(s) to be delivered.***

When all final documentation has been received, a team appointed by MEYSAL will review all documentation and make a site visit. If all requirements have been met, a written Evaluation Report will be sent to the Education Council recommending the Registration of the Training Provider.

**The Certificate of Registration and Education Institution Registration Numbers will be issued by the Education Council.**



**SECTION B: Application to Register as a Tertiary and Post-Compulsory Educational Institution**

To ensure efficient processing of your application, this form is to be completed in full by the applicant and accompanied by all the documents listed in the accompanying checklist.

General Information	
Name of Institution:	
<b>Type of Institution</b> (Circle All That Apply)	Professional / University / College / Vocational / Other
Proposed Start Date:	Hours of operation:
Physical Address	Street Address:
	Block & Parcel Number:
Phone(s):	
Mailing Address:	
Main Email Address:	
Website:	
Type of Business Structure :	Sole Proprietorship ( ) General or Limited Partnership ( ) Limited by Guarantee ( ) Limited by Shares ( ) Non-Profit Organisation ( ) Other ( ) <i>(Tick which applies)</i>
Proprietor(s) / Shareholder(s) / Subscribers: Continue on a separate sheet if more than one	Name:
	Date of Birth:
	Immigration Status:
	Qualifications:
	Phone:
	Email:
	Police Clearance Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>
Owner (s) / Administrator(s) / Subscribers:	Name:
	Date of Birth:



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Proprietor(s) / Shareholder(s) / Subscribers: Continue on a separate sheet if more than one	Name:	
	Date of Birth:	
	Immigration Status:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Administrator / Head of Institution: Continue on a separate sheet if more than one	Name:	
	Date of Birth:	
	Immigration Status:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Contact Person if different from Owner (s) / Administrator(s)		
Date of Business Registration (TBL):	Registration Number:	
Governance Structure	Board of Governors ( ) Board of Directors ( ) Board of Trustees ( ) None ( ) <i>(Tick which applies)</i>	
Date of Incorporation (if applicable)	Country and State (if applicable)	
Members of the Board of Governors / Board of Directors / Board of Trustees Continue on separate sheet if required.	Name:	
	Date of Birth:	
	Immigration Status:	
	Qualifications:	
	Phone:	
	Email:	
	Police Clearance Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Name:	
	Date of Birth:	
Immigration Status:		
Qualifications:		



	Phone:			
	Email:			
	Police Clearance Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Mission Statement				
Programme(s) to be offered:				
Awarding Institution: <b>(See guidance notes # 3 on page 11)</b>			Date of Accreditation:	
Level of Certification being offered:	<i>(Circle all that apply)</i> Participation/ Level 1 / Level 2 / Level 3 / Level 4 / Level 5 / Professional  Other: _____			
Proposed Start Date:			Hours of operation:	
Liability Insurance Provider:	<input type="checkbox"/> Letter of Full or Conditional Approval Attached			
Projected Number of Trainees:	Full time		Part time	
<b>Staffing</b>				
Proposed Number of Staff:	Full time		Part time	
Names/Titles	Nationality	Job Function (Management/ Administrative/Teaching)	Qualification or Training	Years of Experience
<b>Health and safety</b>				
Health and Safety Policy and Procedures for the delivery of the programme(s).				



<b>(See guidance notes # 4 on page 8)</b>			
<b>Programme and Resources</b>			
		Comments	
Please comment on the quantity and quality of training materials.			
<b>(See guidance notes # 5 on page 8)</b>			
Please comment on the quality and condition of equipment and resources to be used with the training programme.			
<b>(See guidance notes # 6 on page 8)</b>			
<b>Other Information</b>			
<b>Industry and Compliance with Accrediting Body</b>			
Programme Accreditation <i>(if any)</i> :			
Date of Incorporation/Establishment:			
Trade and Business License Number:		Expiration Date:	



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## Signed Declaration

### ASSURANCE AND SIGNATURE

*The administrator who signs this application must initial each Assurance statements below:*

\_\_\_\_\_ I confirm that, to the best of my knowledge, the information provided in this application is true,  
 Initials and the organization as a Tertiary and Post-Compulsory Educational Institution meets the requirements of the MEYSAL

\_\_\_\_\_ I understand that at the discretion and request of the MEYSAL, I will provide further verification  
 Initials of any representation in this application

\_\_\_\_\_ I understand that failure to comply with these Guidelines may lead to the registration of the  
 Initials institution not being granted by the MEYSAL.

The MEYSAL may modify these requirements or may require additional documentation at any time. The Education Council may refuse to grant approval for the registration of an institution if they find that the Tertiary and Post-Compulsory Educational Institutions fails to comply with registration requirements or its agents intentionally make false or misleading representations in connection with the application.

\_\_\_\_\_  
**Print Name of Applicant**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



## **SECTION C – General Information for ALL Staff of Tertiary and Post-Compulsory Educational Institutions**

The Ministry of Education, Youth, Sports, Agriculture and Lands requires that Tertiary and Post-Compulsory Educational Institutions registered with the Ministry conduct criminal records checks on all persons being engaged by the institution whether as paid employee or volunteer.

### **1. ADMINISTRATORS**

- a. Possess a credential in business or the field of education;
- b. Documentation of verifiable educational or management experience/training.

### **2. MANAGEMENT**

- a. Possess a credential in the field of education;
- b. Documentation of verifiable educational or management experience/training that is consistent with the stated educational goals of the school

### **3. LECTURERS/TEACHERS/TRAINERS**

- a. Possess a degree, professional qualification, or other appropriate qualification in the field of instruction in which the lecturer/teacher/trainer is teaching, or will be primarily engaged, at the institution.
- b. For ALL teaching staff (professional, academic and TVET) should have the required qualifications as approved by the accrediting body whose programmes are being delivered.

These qualifications should be at least one level higher than the level being taught. For example, for diploma and certificate programmes, teaching staff should be qualified to at least the Bachelor's level. For programmes at a Bachelor's Degree, teaching staff must possess at least a Master's Degree in the subject area.



## SECTION D – Guidance Notes

1. **Admissions Criteria:** Refers to the entry level qualification or experience being required to pursue the training programme(s).
2. **Proof of requisite qualifications:** All copies of qualifications being presented with this application should be notarized.
3. **Institutional Accreditation:**
  - a. Clear indication that the programmes to be offered are aligned to an accredited institution or body; or
  - b. Letter of confirmation that your organization has Power of Award from the accrediting institution; and
  - c. Current document that outlines that Power to Award is still current and or valid.
4. **Health and Safety Policy:** This could be presented in the form of document or booklet. It can be attached with the application and should clearly outline the appropriate policy/procedure for each programme to be delivered.
5. **Programme Training Materials:** Clear documented evidence on the following should be provided:
  - a. The training manuals and or texts to be used by trainers and students
  - b. The number of copies and their editions in relation to the number of students to be trained.
  - c. Do students have access to online resource materials and the sites to which they have access?
  - d. The assessment materials to be used, taking into account the relevance and suitability.
6. **Programme Equipment and Resources:**
  - a. List the types and qualities of the training equipment and other resources available.
  - b. The make and dates of the equipment
  - c. Whether the equipment are owned, leased or shared by another entity.
7. **Application for Trade and Business Licence**

Please note that applications for Tertiary and Post-Compulsory Educational Institutions, must have Education Council approval prior to being scheduled and subsequently approved by the Trade and Business Licensing Board. As a matter of clarity, these applications can be receipted as the Trade & Business application receipt is a requirement of the Ministry for the businesses application to be instated or re-instated as an institution that is compliant.