

## IB educator certificates

### Form A1: IB certificate in teaching and learning enrollment

*Please use block capitals if completing this form by hand.*

Title:	
First name:	
Surname:	
Address:	
Zip / postal code:	
Country:	
Phone (please include international dialling code):	E-mail: Fax:

#### Course of study details

Name of Institution:
Institution Address:
Zip / postal code:
Country:
Recognized course of study title:
Applicable IB programme: IB Primary Years Programme/ IB Middle Years Programme/ IB Diploma Programme (please circle appropriate IB programme if completing by hand)
Course duration: Start date (dd/mm/yy) ##### End date if known (dd/mm/yy)
Student identification number: (number allocated by the institution)

## Declaration

- I confirm that I have read, understood and accepted the “*IB certificate in teaching and learning: Terms and conditions for IB educator certificate enrollment and registration*” attached hereto as appendix A, including the arbitration clause contained in paragraph 3.3 thereof.
- I understand and accept that my name will be added to the database of IB educator certificate students.

Please check this box if you **do not** want to receive information via email related specifically to the IB educator certificates.

Signed:

Date:

(Type name if replying by e-mail)

Please return this form to:

- By e-mail: [pd.pathways@ibo.org](mailto:pd.pathways@ibo.org)
- By fax: +1 301 202 3003
- By post (recommended for US participants only):

Teacher Education Services  
International Baccalaureate  
7501 Wisconsin Ave Suite 200W  
Bethesda, MD 20814  
United States

If you have any queries, please either e-mail us at [pd.pathways@ibo.org](mailto:pd.pathways@ibo.org) or telephone +1 301 202 3000 and ask for the teacher education services department.

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**For office use only** Database  E-mail sent

# Appendix A to IB Educator Certificate Enrollment and Registration Forms

## IB certificate in teaching and learning: Terms and conditions for IB educator certificate enrollment and registration

### 1. Introduction

- 1.1 The International Baccalaureate (IB) is committed to supporting the ongoing development of a worldwide professional learning community comprising internationally-minded teachers, school leaders and school administrators, who understand the IB programmes. In support of this, the IB has established the IB educator certificates.

The IB educator certificate initiative provides a framework for formally acknowledging the achievement and commitment of teachers demonstrated in their own professional learning, and the acquired understanding of the principles, practices and philosophy of the IB programmes gained through successfully completing postgraduate courses of study.

Possessing an IB educator certificate signifies that the holder meets the IB's minimum professional development requirements for teachers who are in schools that are seeking authorization to offer an IB programme, and for teachers in IB schools where the IB programmes are undergoing evaluation.

- 1.2 The IB offers two levels of recognition.
- The IB certificate in teaching and learning
  - The IB advanced certificate in teaching and learning
- 1.3 These Terms and Conditions relate to the IB certificate in teaching and learning, which has been designed to formally recognize the achievement of teachers who have demonstrated an understanding of the principles and practices associated with the IB programmes (PYP, MYP, DP) and their implementation. As the IB certificate in teaching and learning relates to a specific IB programme, teachers will be able to apply for and register for one of the following:
- IB certificate in teaching and learning (Primary Years Programme)
  - IB certificate in teaching and learning (Middle Years Programme)
  - IB certificate in teaching and learning (Diploma Programme)

### 2. Conditions of enrollment and registration for the IB certificate in teaching and learning

- 2.1 Teachers wanting to gain an IB educator certificate must complete a two stage process.

- i. Certificate enrollment
- ii. Certificate registration

#### a) *Certificate enrollment*

- 2.2 To apply for an IB certificate in teaching and learning applicants must have enrolled in an IB-recognized course of postgraduate study. Details of all IB recognized postgraduate courses of study are available on the IB's public website at <http://www.ibo.org/programmes/pd/award/level1/slided.cfm> .
- 2.3 Applicants must return the completed enrollment form (Form A1) electronically to [pd.pathways@ibo.org](mailto:pd.pathways@ibo.org) or by using one of the alternative ways outlined on the form.
- 2.4 Form A1 requires applicants to agree to abide by these *Terms and Conditions for IB Educator Certificate Enrollment and Registration*.
- 2.5 Once the completed enrollment form has been received and reviewed, applicants will be sent confirmation electronically that their enrollment has been accepted.
- 2.6 Upon confirmation of enrollment on the recognized course of study from the relevant institution, participants who do not already hold an OCC account will be notified by email of their OCC account details which will allow them to log into the OCC. Subject to the cancellation of access for reasons provided in 2.8 and to the IB's right to withdraw access if it deems the OCC is being misused in any manner by a participant, the account will remain active for the duration of their course of study up until one calendar month following completion of that course. The account will continue to remain active for a further period of two years if students register for an IB educator certificate.
- 2.7 Access to the OCC is granted on the basis that applicants agree to abide by the *Terms and Conditions for use of IBO web sites*, and by the *Rules and Policy for Use of the Intellectual Property of the IB Organization*.
- 2.8 Having completed the enrollment process, applicants agree to immediately notify the IB's Teacher Education Services department ([pd.pathways@ibo.org](mailto:pd.pathways@ibo.org)) of any circumstances warranting the cancellation of their access to the OCC, notably if they:
- i. decide not to proceed to the IB educator certificate registration
  - ii. do not commence a recognized course of study following enrollment
  - iii. only partially complete a course of study
  - iv. cease to participate in the course that they are undertaking
  - v. do not obtain an overall passing grade in the recognized course of study in which they have enrolled.

**b) Certificate Registration**

- 2.9 Registration for an IB certificate in teaching and learning is restricted to qualified teachers.
- 2.10 To be eligible to register for the IB certificate in teaching and learning teachers must have successfully completed a course of study recognized by the IB as meeting the academic requirements of the IB certificate in teaching and learning.
- 2.11 On successful completion of the IB recognized course of study participants are eligible to register for the IB certificate in teaching and learning.
- 2.12 Those wishing to register for the IB certificate in teaching and learning must complete the certificate registration form (Form B1) and submit the registration fee as detailed below. Payment of the registration fee can be made in UK pounds sterling, Swiss Francs and US dollars.

IB certificate in teaching and learning registration fee:  
 UK£150, (or equivalent in Swiss Francs or US dollars)

- 2.13 In the event that registration is not possible for any reason, for example if the university affirms that participants have not successfully completed the recognized course of study or if the registrant's teaching qualification cannot be authenticated, UK£120 (or equivalent in Swiss Francs or US dollars) of the registration fee will be refunded. In such cases UK£30 (or equivalent in Swiss Francs or US dollars) of the fee will not be refunded and will be used to cover the administrative costs involved.
- 2.14 When registration has been successfully completed registrants will be sent a formal certificate of recognition by mail.
- 2.15 If they do not already have an OCC account as a consequence of currently working in an IB candidate or authorized school, registrants will receive continued access to the OCC for a period of two years following registration, during which time the OCC account opened for them at the enrollment stage will remain active.
- 2.16 If applicants do not register for the IB educator certificate through completing and submitting the completed registration form and payment to the IB's Teacher Education Services department within one calendar month following course completion, their account and access to the OCC will be terminated. In the cases of applicants who are currently working in IB candidate and authorized schools the normal arrangements for enabling access to the OCC apply.

### **3. Liability, jurisdiction and applicable law**

- 3.1 The IB is not responsible and accepts no liability for any acts or failures of the university or other institute in which the teacher chooses to follow a postgraduate course of study or for any failure or incapacity of the teacher to successfully complete the postgraduate degree and obtain the related title. Neither can the IB guarantee that the postgraduate course in question will be maintained by the university or continue to be recognized by the IB. Consequently, the IB accepts no liability for the course not being maintained or for its recognition being withdrawn.
- 3.2 Swiss law governs these Terms and Conditions.
- 3.3 Any dispute, controversy or claim arising out of these Terms and Conditions, including the validity, invalidity, breach or termination thereof, shall be settled by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers of Commerce. The number of arbitrators shall be one. The place of arbitration shall be Geneva, Switzerland. The language of the arbitration shall be English.