# The authorization process: Projecting your timeline

The authorization process is school focused and aims to promote a culture of school readiness by allowing schools to determine their own readiness schedule, based on the satisfactory completion of authorization process milestones. The chart below represents major milestones in the authorization process that schools can use to begin projecting their authorization timeline. Schools will work with members of the IB’s Development team to complete their projected timeline. Schools should review the timeline with their consultant once granted candidacy and throughout the process based on their implementation progress.

| Milestone | Days, weeks, months or years needed to complete | Progress timeline |
| --- | --- | --- |
| Submit interest  |  |  |
| Inform development manager of your intended application for candidacy submission date |  |  |
| **Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP), and Career-related Programme (CP) implemented without DP only:** head of school attends the mandatory category 1 workshop**CP implemented with DP only:** head of school attends the mandatory workshop, if they have not previously attended |  |  |
| **PYP, MYP, DP, and CP implemented without DP only:** pay Application for candidacy fee**CP implemented with DP only:** pay One-time pre-authorization fee | Must be paid prior to submitting your application for candidacy |  |
| Submit Application for candidacy |  |  |
| **MYP and CP implemented without DP only:** begin process of scheduling the Launching” in-school workshop |  |  |
| Application for candidacy feedback report provided to the school | 28 days (maximum) |  |
| Submit evidence to resolve any matters to be addressed (if required) | 14 days (maximum) |  |
| Evidence reviewed, and matters resolved, or further information requested (if required) | 14 days (initial evidence review) This process continues until all matters are resolved |  |
| Candidacy granted | 1 day**PYP, MYP, DP and CP implemented without DP only:** On the first of the month after candidacy is granted, the school will receive a “candidate fee” that covers candidacy and consultation services. This will be billed annually until the school requests its application for authorization to be opened. |  |

| Milestone | Days/weeks/months/years needed to complete | Progress timeline |
| --- | --- | --- |
| Start candidacy  | The day candidacy is granted |  |
| Receive welcome letter and contact details of your IB programme relationship manager | The day candidacy is granted |  |
| **PYP and MYP only:** begin one year of trial teaching | The day candidacy is granted |  |
| Receive consultant contact information and begin working with your consultant | 1–14 days after candidacy is granted (maximum) |  |
| **PYP, MYP, DP, and CP implemented without DP only:** pay candidacy and consultation services fee | 30 days (maximum) after receiving the invoice |  |
| **MYP and CP implemented without DP only:** “launching” in-school workshop complete |  |  |
| **PYP, MYP, DP, and CP implemented without DP only:** schedule consultation visit with the consultant. The consultant will inform the IB of the dates.  | The consultant should inform the IB of the dates a minimum of one month before the visit is due to take place so that travel can be arranged. |  |
| **PYP, MYP, DP, and CP implemented without DP only:** consultant visit complete  |  |  |
| **PYP, MYP, DP, and CP implemented without DP only:** consultant visit report provided to the school | 35 days (maximum) |  |
| Set an end date for consultancy and inform the IB you would like your Application for authorization opened | **PYP, MYP, DP, and CP implemented without DP only:** The school will receive a Candidacy and application for authorization fee on the first of the month following your request to have your application for authorization opened. This will be billed annually until the school is authorized. |  |
| End of consultancy report provided to the school | 28 days (maximum) after the end of consultancy date |  |
| **PYP and MYP only:** minimum one year of trial teaching complete | One year from the day candidacy is granted |  |
| **PYP, MYP, DP, and CP implemented without DP only:** pay Candidacy and application for authorization services fee | 30 days (maximum) after receiving the invoice |  |
| All facilities and staff in place |  |  |
| All mandatory professional development (PD) courses complete |  |  |
| Submit Application for authorization | It is suggested that schools submit their application a minimum of one month after the end of consultancy date in order for feedback from the end of consultancy report to be provided prior to the school submitting their Application for authorization. |  |
| Application for authorization feedback report provided to the school | 42 days (maximum) |  |
| Receive verification visit planning information | 1 day |  |
| Submit verification visit planning information | The verification visit can be tentatively scheduled a minimum of six weeks from the day you submit your verification visit planning information. You will be asked to provide dates three potential dates, from three different months.  |  |
| Submit evidence to resolve any matters to be addressed (if required) | 14 days (maximum) |  |
| Evidence reviewed, and matters resolved, or further information requested (if required) | 14 days (initial evidence review) This process continues until all matters are resolved |  |
| Verification visit confirmed | The verification visit will be confirmed once all matters have been resolved. If matters are not resolved four weeks prior to tentatively provided dates, the visit will be postponed.  |  |
| School internally plans for the verification visit | Logistics information will be provided |  |
| Verification visit complete |  |  |
| Verification visit feedback report provided to the school | 56 days (maximum) |  |
| Submit evidence to resolve any matters to be addressed (if required) | 14 days (maximum) |  |
| Evidence reviewed, and matters resolved, or further information requested (if required) | 14 days (initial evidence review)This process continues until all matters are resolved |  |
| School receives authorization agreement | 1 day |  |
| School submits signed authorization agreement | 14 days (maximum) |  |
| School officially authorized | 14 days (maximum) |  |