

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 candidates demonstrated in their own professional learning, and the acquired understanding of the principles, practices and philosophy of the IB programmes gained through successfully completing programs of study.

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

- 1.2 The IB offers four levels of recognition.

- The IB certificate in teaching and learning
- The IB advanced certificate in teaching and learning research
- The IB certificate in leadership practice
- The IB advanced certificate in leadership research

These Terms and Conditions relate to the IB educator certificates, which have been designed to formally recognize the achievement of candidates who have demonstrated an understanding of the IB in practice.

2. Conditions of enrollment and registration for the IB educator certificates

- 2.1 Candidates 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 educator certificate candidates must have enrolled in an IB-recognized program of study. Details of all IB recognized programs of study are available on the IB's public website at <http://www.ibo.org/en/professional-development/professional-certificates/>.

- 2.3 Candidates must complete and submit the online enrollment form via the link that is provided for them by their university's IBEC contact.

- 2.4 The online enrollment form requires candidates to agree to abide by these *Terms and Conditions for IB Educator Certificate Enrollment and Registration*.

- 2.5 Upon confirmation of enrollment in the recognized program of study from the relevant institution, candidates 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 candidate, the account will remain active for the duration of their program of study up until one calendar

month following completion of that program. The account will continue to remain active for a further period of two years if candidates register for an IB educator certificate.

- 2.6 Access to the OCC is granted on the basis that candidates agree to abide by the *Terms and Conditions for use of IBO websites*, and by the *Rules and Policy for Use of the Intellectual Property of the IB Organization*.
- 2.7 Having completed the enrollment process, candidates agree to immediately notify the IB's Global Professional Development department (pd.pathways@ibo.org) of any circumstances warranting the cancellation of their access to the OCC, notably if they:
- decide not to proceed to the IB educator certificate registration
 - do not commence a recognized program of study following enrollment
 - only partially complete a program of study
 - cease to participate in the program that they are undertaking
 - do not obtain an overall passing grade in the recognized program of study in which they have enrolled.

b) Certificate Registration

- 2.8 Registration for an IB educator certificate is restricted to qualified candidates.
- 2.9 To be eligible to register for an IB educator certificate, candidates must have successfully completed a program of study recognized by the IB as meeting the academic requirements of the applicable IB educator certificate.
- 2.10 On successful completion of the IB recognized program of study candidates are eligible to register for an IB educator certificate.
- 2.11 Once the university confirms that a candidate has graduated, the candidate will receive a link from the IB to pay for the certificate. Those wishing to register for an IB educator certificate must submit the registration fee as detailed below:
- IB certificate in teaching and learning registration fee: US\$265
- IB advanced certificate in teaching and learning research registration fee: US\$265
- IB certificate in leadership practice registration fee: US\$265
- IB advanced certificate in leadership research registration fee: US\$265
- 2.12 In the event that registration is not possible for any reason, for example if the university affirms that candidates have not successfully completed the recognized program of study or if the candidate's teaching qualification cannot be authenticated, US\$200 of the registration fee will be refunded. In such cases US\$65 of the fee will not be refunded and will be used to cover the administrative costs involved.
- 2.13 When registration has been successfully completed, candidates will be sent a formal certificate of recognition by mail.
- 2.14 If they do not already have an OCC account as a consequence of currently working in an IB candidate or authorized school, candidates 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.
- 2.15 If candidates do not register for the IB educator certificate by paying the certificate fee to the IB's Global Professional Development department within one calendar month following program completion, their account and access to the OCC will be terminated. In the cases of candidates 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 candidate chooses to follow a program of study or for any failure or incapacity of the candidate to successfully complete the degree and obtain the related title. Neither can the IB guarantee that the program in question will be maintained by the university or continue to be recognized by the IB. Consequently, the IB accepts no liability for the program 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.