

**REGISTERED INSTITUTIONS, TRAINING UNITS AND  
CANDIDATES FOR REGISTRATION  
AS AT JUNE 2023**

Ref: UCJ/809/1

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*Please see attached the Steps in the Accreditation Process, beginning with the Registration Process (pages 12-15).*

**I. LOCAL UNIVERSITIES**

1. **Caribbean Maritime University**  
(formerly Caribbean Maritime Institute)  
Palisadoes Park  
P.O. Box 80, C.S.O.  
Kingston
2. **Northern Caribbean University**  
Manchester Road  
Mandeville, Manchester
3. **University of Technology, Jamaica**  
237 Old Hope Road  
Kingston 6
4. **The University of the West Indies**  
Mona Campus  
Kingston 7

**II. LOCAL COLLEGES, INSTITUTES AND TRAINING UNITS**

5. **All American Institute for Medical Sciences**  
66 High Street  
Black River, St Elizabeth

6. **B&B University College** (registered with the UCJ as a tertiary institution, *formerly* B&B Institute of Business)  
12 Carlton Crescent  
Kingston 10
  
7. **Bethel Bible College of the Caribbean - Jamaica**  
(*formerly* Bethel Bible College)  
7 Patrick Road  
P.O. Box 1694  
Mandeville, Manchester
  
8. **Bethlehem Moravian College**  
Malvern P.O.  
St. Elizabeth
  
9. **Brown's Town Community College**  
P.O. Box 556  
Brown's Town P.O.  
St. Ann
  
10. **Caribbean Graduate School of Theology**  
14-16 West Avenue  
Kingston 8
  
11. **Caribbean School of Medical Sciences, Jamaica**  
77 Shortwood Road  
Kingston 8
  
12. **Caribbean Wesleyan College**  
Torrington District  
P.O. Box 17, Savanna-La-Mar  
Westmoreland
  
13. **Catholic College of Mandeville**  
Williamsfield P.O.  
Manchester
  
14. **Church Teachers' College**  
Mandeville Road  
P.O. Box 41  
Manchester



15. **College of Agriculture, Science and Education**  
Passley Gardens  
Port Antonio  
Portland
  
16. **College of Insurance and Professional Studies**  
3A Richmond Avenue  
Kingston 10
  
17. **Edna Manley College of the Visual and Performing Arts**  
1 Arthur Wint Drive  
Kingston 5
  
18. **Excelsior Community College**  
137 Mountain View Avenue  
Kingston 3
  
19. **G.C. Foster College of Physical Education and Sport**  
Angels Walks Road  
Spanish Town  
St. Catherine
  
20. **The Hydel University College (No longer in operation)**  
Ferry  
St. Catherine
  
21. **Institute for Workforce Education and Development (IWED)**  
1 Eureka Road  
Kingston 5
  
22. **Institute of International Recognised Qualification (IIRQ)**  
32 Hope Road  
Kingston 10



- 23. International University of the Caribbean**  
(registered with the UCJ as a tertiary institution)  
47 Old Hope Road  
Kingston 5  
*Constituent Colleges*
- **College for Leadership & Theological Development**  
(formerly **Institute for Theological and Leadership Development**)  
47 Old Hope Road  
Kingston 5
  - **Mel Nathan College**  
47 Old Hope Road  
Kingston 5
- 24. Jamaica Stock Exchange e-Campus**  
40 Harbour Street  
Kingston
- 25. Jamaica Theological Seminary**  
14-16 West Avenue  
Kingston 8
- 26. Knox Community College**  
Spalding P.O.  
Clarendon
- 27. Management Institute for National Development**  
235A Old Hope Road  
Kingston 6
- 28. The Mico University College**  
1A Marescaux Road  
Kingston 5
- 29. Midland Bible Institute**  
Curatoe Hill  
P.O. Box 400  
May Pen, Clarendon
- 30. Moneague College**  
Moneague  
St. Ann

31. **Montego Bay Community College**  
Alice Eldemire Drive  
Montego Bay, St. James
32. **National Police College of Jamaica**  
Twickenham Park, Spanish Town,  
St. Catherine
33. **NCB Corporate Learning Campus**  
*(formerly NCB Staff Training Centre)*  
2½ Altamont Crescent  
Kingston 5
34. **Paralegal Training Institute**  
47c Old Hope Road  
Kingston 5
35. **Portmore Community College**  
P.O. Box 233  
Waterford  
St. Catherine
36. **Regent College of the Caribbean**  
*(formerly Jamaica Bible College)*  
7 Brumalia Road  
Mandeville, Manchester
37. **Sam Sharpe Teachers' College**  
P.O. Box 40, Granville P.A.  
St. James
38. **Shortwood Teachers' College**  
77 Shortwood Road  
Kingston 8
39. **Sigma College of Nursing and Applied Sciences**  
34 Top Road  
P O Box 437, Brown's Town  
St. Ann
40. **SPACS School of Paramedical Studies**  
7 James Avenue  
Ocho Rios, St Ann

41. **St. Joseph's Teachers' College**  
16 Old Hope Road  
Kingston 5
42. **St. Michael's College and Seminary**  
(formerly St. Michael's Theological College)  
Golding Avenue  
Kingston 7
43. **United Theological College of the West Indies**  
7 Golding Avenue  
Kingston 7
44. **University of the Commonwealth Caribbean** (registered with the  
UCJ as a university college, *formerly* University College of the Caribbean)  
17 Worthington Avenue  
Kingston 5
45. **Vector Technology Institute**  
35A Eastwood Park Road  
Kingston 10
46. **Vocational Training Development Institute**  
6 Gordon Town Road  
Kingston 6
47. **Western Hospitality Institute**  
Holiday Village  
Rosehall  
St. James

### III. RECOGNIZED ACCREDITED TRAINING ORGANIZATIONS (ATOs)

1. **Beechamville Vocational Training Centre**  
Beechamville  
Claremont P.O.  
St Ann
2. **Black River – SW TVET Institute**  
30 West Street  
Black River  
St Elizabeth

3. **Boys Town Vocational Training Centre**  
6 Collie Smith Drive  
Kingston 12
4. **Buff Bay Vocational Training Centre**  
2 Lynch Avenue  
Buff Bay P.O.  
Portland
5. **Caribbean Military Technical Training Institute**  
1 Up Park Camp  
Kingston 5
6. **Cornwall Automotive Institute – N/W TVET Institute**  
Flankers  
St James
7. **Culloden Vocational Training Centre**  
Whitehouse P.O.  
Westmoreland
8. **Derrick Rochester - SW TVET Institute**  
Junction P.O.  
St Elizabeth
9. **Ebony Park HEART Academy**  
Ebony Park  
Toll Gate P.O.  
Clarendon
10. **Falmouth N/W TVET Institute**  
17 Thorpe Street  
Falmouth  
Trelawny
11. **Garmex HEART Academy**  
76 Marcus Garvey Drive  
Kingston 13
12. **Gomex Institute of Technology**  
17 Parkington Plaza  
Kingston 10



- 13. Granville N/W TVET Institute**  
Granville  
St James
  
- 14. HEART College of Beauty Services**  
10 Hope Road  
Kingston 10
  
- 15. HEART College of Construction Services**  
1 Northern Parade  
Portsmouth  
St Catherine
  
- 16. HEART College of Hospitality Services**  
8 Ricketts Drive  
Cardiff Hall  
Runaway Bay P.O.  
St Ann
  
- 17. HEART College of Innovation & Technology**  
1 Ramparts Close  
Montego Bay  
St James
  
- 18. JAGAS Jamaican-German Automotive School**  
87A Maxfield Avenue  
Kingston 13
  
- 19. Kenilworth N/W TVET Institute**  
Kenilworth Campus  
Sandy Bay  
Hanover
  
- 20. Lluidas Vale Vocational Training Centre**  
Lluidas Vale P.O.  
St Catherine
  
- 21. National Tool & Engineering Institute**  
7 Ashenheim Road  
Kingston 11





22. **Newport - SW TVET Institute**  
Newport  
Mandeville P.O.  
Manchester
  
23. **Old Harbour Vocational Training Centre**  
P.O. Box 88, Poinciana Close  
Marley Acres, Old Harbour  
St Catherine
  
24. **Operation Friendship Skills Training Centre**  
2c East Bell Road  
Kingston 11
  
25. **Petersfield Vocational Training Centre**  
Shrewsbury Road  
Petersfield P.O.  
Westmoreland
  
26. **Port Maria Vocational Training Centre**  
St Mary Street  
Port Maria P.O.  
St Mary
  
27. **Rockfort Vocational Training Centre**  
203 Windward Road  
Kingston 2
  
28. **Seaford Town Vocational Training Centre**  
Lambs River P.O.  
Westmoreland
  
29. **Shipping Association of Jamaica**  
4 Fourth Avenue  
Newport West  
Kingston 13
  
30. **Stony Hill HEART Academy**  
Stony Hill P.O.  
Kingston 9
  
31. **The Face Place**  
3 Carvalho Drive  
Kingston 10

#### IV. CANDIDATES FOR REGISTRATION – STAGES 1 and 2

*Registration Stage 1* means that the institution has met the initial registration requirements and received a *Certificate of Candidacy* from the UCJ. After receiving *Registration Stage 1-Candidacy* the institution can move into the *Registration Stage 2* process.

*Registration Stage 2* means that during the period of candidacy, workshops will be organized by the UCJ to facilitate training to assist institutions in preparing their *Self-Study*. The second stage of the registration process is activated when the *Self-Study*, application and other documents are submitted. *The Registration Process: Guidelines for Registration* will apply.

#### STAGE 2 REGISTRATION

- |   |                    |
|---|--------------------|
| <p><b>1. Aviation College of the Americas</b><br/>Tinson Pen Aerodome<br/>Marcus Garvey Drive<br/>Kingston 11</p>                         | <p>Step 2 of 5</p> |
| <p><b>2. National College for Educational Leadership</b><br/>Caenwood Complex, Murray Hall Building<br/>37 Arnold Road<br/>Kingston 5</p> | <p>Step 4 of 5</p> |
| <p><b>3. Quality Institute, Bureau of Standards Jamaica</b><br/>6 Winchester Road<br/>Kingston 10</p>                                     | <p>Step 3 of 5</p> |
| <p><b>4. Trench Town Polytechnic College</b><br/>Eighth Street, Trench Town<br/>P.O. Box 13<br/>Kingston 12</p>                           | <p>Step 5 of 5</p> |

#### STAGE 1 REGISTRATION

- 1. Bioprist Institute of Medical Sciences (BIMS) Trust Limited**  
1211 Providence Drive  
Elegant Corridor  
Ironshore Highway  
Montego Bay, St James



2. **Lincoln College**  
(trading under the name Careers Abroad Institute Ltd)  
32 Hargreaves Avenue  
Mandeville  
Manchester
  
3. **New Covenant Bible Institute of the Caribbean**  
41 Old Harbour Road  
St Catherine
  
4. **Project Management Global Institute**  
14 Ruthven Road  
Kingston 10

## THE ACCREDITATION PROCESS

To be eligible to submit programmes for accreditation, local institutions must first seek registration by the University Council of Jamaica (UCJ). In the case of overseas institutions seeking accreditation/recognition for programmes delivered in Jamaica, the institutions must first be accredited/recognized by the credible authority in the country of origin. On that basis, those institutions would not need to be registered by the UCJ.

### REGISTRATION

The aim of registration is to certify that an institution meets certain minimum operating standards required for the conduct of a tertiary institution in Jamaica. It is a first step towards the accreditation of programmes offered by an institution. Registration, therefore, is a pre-accreditation status. The criteria for registration are closely related to the criteria for accreditation since they are meant to provide registered institutions with a foundation for logical development towards accreditation. Accreditation is a voluntary process. The registration process is as follows:

#### **Step 1 APPLICATION FOR REGISTRATION**

- The scheduling of a preliminary meeting with the institution to discuss the quality assurance framework, the requirements of the documentation and the registration process;
- Institutions are provided with the following documents:
  - The Registration Process: Guidelines for Registration
  - Application for Registration
  - Registration Process
- The institution's submission of an Application for Registration;
- The processing and review of documents submitted by the institution to determine eligibility for Registration visit.

#### **Step 2 SITE VISIT**

- The selection and training of an evaluation team for the Registration visit;
- The interviewing of relevant stakeholders of the institution on-site and evaluation of the institution's facilities and resources by the evaluation team.

#### **Step 3 REPORT WRITING**

- The preparation of the Registration report by members of the evaluation team.

#### **Step 4 INSTITUTIONAL RESPONSE**

- The Registration report is sent to the President/Principal of the institution for review;
- The institution prepares a written response to the UCJ to address the recommendations in the Registration report.

#### **Step 5 REGISTRATION DECISION**

- The institution submits the response to the Registration report to the UCJ.
- The review of the Registration report and the institution's response by the Accreditation, Curriculum and Development Committee (AC&D) and the submission of a recommendation to Council;
- The Council's review of the recommendation of the AC&D;

- Council may delay a decision and ask that the institution address particular issues. In such a case, the application would revert to Step 4 of the process;
- The decision of Council is communicated to the institution in writing.

Once registered, an institution has a maximum of four years to submit programme(s) for accreditation.

Accreditation is the status granted to a programme or an institution that has been found, through self-study and peer review, to meet or exceed established standards for educational quality. Accreditation promotes the improvement of educational quality through self-evaluation, self-regulation and accountability. The role of the accrediting body is to ensure the attainment and maintenance of quality through application of educational standards. The process for programme and institutional accreditation is outlined below:

## **A) PROGRAMME ACCREDITATION**

### **Step 6 APPLICATION FOR ACCREDITATION**

- The scheduling of training of staff of the institution in preparing for accreditation;
- Institutions are provided with the following documents:
  - The Accreditation Process: Guidelines for Programme Accreditation
  - Application for Programme Accreditation
  - Accreditation Process
- The institution's submission of a completed application for programme accreditation;
- The processing and review of documents submitted by the institution to determine eligibility for an accreditation visit.

### **Step 7 ACCREDITATION SITE VISIT**

- The selection and training of an evaluation team for the accreditation visit;
- The interviewing of relevant stakeholders of the institution including students, graduates and employers of graduates and an evaluation of the institution's facilities and resources by members of the evaluation team.

### **Step 8 REPORT WRITING**

- The preparation of the Accreditation report by members of the evaluation team.

### **Step 9 INSTITUTIONAL RESPONSE**

- The Accreditation report is sent to the President/Principal of the institution for review;
- The institution prepares a written response to the UCJ to address the recommendations in the Accreditation report.

### **Step 10 ACCREDITATION DECISION**

- The institution submits the response to the Accreditation report to the UCJ.
- The review of the Accreditation report and the Institution's response by the Accreditation, Curriculum and Development Committee (AC&D) and the submission of recommendation to Council;
- The Council's review of the recommendation of the AC&D;
- Council may delay a decision and ask that the institution address particular issues. In such a case, the application would revert to Step 9 of the process;

- The decision of Council is communicated to the institution in writing.

### **Step 11 MONITORING**

- The institution that has been granted programme accreditation submits annual status reports during the period of accreditation. For first time accreditation, the maximum period of accreditation is four years. Subsequently, the maximum period is five years.

### **Step 12 RE-ACCREDITATION**

- The institution submits an application to renew accreditation at the end of the period of accreditation. A full re-evaluation of the programme(s) is undertaken.

## **B) INSTITUTIONAL ACCREDITATION**

Institutional Accreditation is the status granted to an institution that has been found to meet or exceed established standards for educational quality. Institutional accreditation is the comprehensive evaluation of the institution and its academic and administrative effectiveness, with specific focus on the robustness of its Internal Quality Assurance (IQA) system and on overall systems, policies and practices of the institution and how they impact the quality of all programmes offered by the institution.

The Internal Quality Assurance (IQA) system of the institution has mechanisms that ensure through evaluation and application, *inter alia*, whether its:

- mission and goals are appropriate;
- academic programmes meet the standards for the discipline and the profession and are consistent with the mission of the institution;
- teaching staff are competent, appropriately qualified and providing effective teaching and learning experiences (the institution should also apply fair and transparent processes for the recruitment of its staff/faculty);
- learning resources are adequate and appropriate to enable students learning (including library and information, technological and physical resources);
- student support services are appropriate and readily accessible;
- management of its financial resources in changing economic conditions is adequate and effective;
- engagement in continuous improvement is informed by gathering and analysing data on its effectiveness and on student success, and that such data is used to guide planning, decision making and resource allocation.

An institution seeking institutional accreditation must undergo the following process:

### **Step 1 LETTER OF INTENT**

- The Institution submits an expression of interest.

### **Step 2 ELIGIBILITY CRITERIA**

- Submission of evidence of meeting eligibility criteria.
- If the eligibility evidence is deemed satisfactory, the institution is granted *Candidacy for Institutional Accreditation*.

### **Step 3 CANDIDACY**

- An institution having received Candidacy will proceed to prepare and submit the Institutional Self Study (ISS).

### **Step 4 APPLICATION SUBMISSION AND REVIEW OF INSTITUTIONAL SELF-STUDY**

### **Step 5 SITE VISIT**

- The selection and training of an evaluation team for the accreditation visit;
- The interviewing of relevant stakeholders of the institution including students, graduates and employers of graduates and an evaluation of the institution's facilities and resources by members of the evaluation team.

### **Step 6 REPORT WRITING**

- The preparation of the Institutional Accreditation report by members of the evaluation team.

### **Step 7 INSTITUTIONAL RESPONSE**

- The UCJ dispatches a report of the visit to the institution and the institution submits a formal response to the UCJ

### **Step 8 THE ACCREDITATION DECISION**

- The institution submits the response to the Institutional Accreditation Report to the UCJ.
- The review of the Institutional Accreditation Report and the Institution's response by the Institutional Accreditation Review (IAR) Committee and the submission of recommendation to Council;
- The Council's review of the recommendation of the IAR Committee;
- The decision of Council is communicated to the institution in writing.

### **Step 9 MONITORING**

- The institution granted Institutional Accreditation submits annual status reports and a mid-cycle review is undertaken during the period of accreditation.

### **Step 10 RE-ACCREDITATION**

- The institution submits an application to renew accreditation at the end of the period of accreditation. A full re-evaluation of the institution is undertaken.