



Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION

**BRIEF ON POLICY FOR THE
REGISTRATION OF
PRIVATE SCHOOLS
IN TRINIDAD & TOBAGO**



TIMELINE FOR OPENING OF REGISTRATION

PROPOSED TIMELINE

- **Registration Town Hall sensitisation sessions- October 2023**
- **Re-Registration from October 2023 for schools that were previously registered**
- **Registration opens for other unregistered schools from December 2023 (Date to be announced)**



APPROVALS REQUIRED WHEN APPLYING FOR REGISTRATION

Written approvals must be obtained from the following agencies confirming the suitability of the building for use as a school:

- **Water and Sewerage Authority (WASA) –**
 - Completion certificate for internal plumbing system
- **Electrical Inspectorate (Public Utilities Commission) –**
 - Inspection Certificate of Approval in accordance with the [Electricity Inspection Act, Chap 54:72)
- **Trinidad and Tobago Fire Service –**
 - Inspection of Premises for Certification (Fire Service Act, Chapter 35:50)
- **Ministry of Health –**
 - Sanitary and aesthetic conditions of the premises inspected in compliance with the Public Health Ordinance Chapter 12, No. 4.
- **Ministry of Planning and Development, Town and Country Planning Division - Town and Country Planning approval**

OTHER REQUIREMENTS

All primary/secondary school teachers employed within a private primary/secondary school must be registered with the Ministry of Education, in accordance with the Education Act, and have a Teachers Registration Number. Copies of teachers' certificates must be uploaded.

All private schools must also register their business with the Ministry of Legal Affairs and submit the certificate with the application.

PRIVATE SCHOOL REGISTRATION PROCESS AND PROCEDURES

The provider will access and complete the **Online Registration Application Form** via the following website: www.moe.gov.tt

Once application is accepted an acknowledgement email will be sent to the applicant



PRIVATE SCHOOL REGISTRATION PROCESS AND PROCEDURES



The following supporting documents must be uploaded:

- **Copies of written approvals/certificates from relevant agencies already mentioned**
- **Police Certificates of good character for all members of staff (inclusive of owner).**
- **Certificate of Business Registration from the Companies Registry, Registrar General's Department and Ministry of Legal Affairs.**
- **Notification given to Children's Authority – A proprietor managing or intending to manage a nursery or day care on the premises of a school, or ECCE centre is required to notify the Children's Authority of Trinidad and Tobago in writing and a copy of the letter of intent be provided upon registration**
- **A plan showing the layout of the school premises**

PRIVATE SCHOOL REGISTRATION PROCESS AND PROCEDURES



The following supporting documents must be uploaded (cont'd):

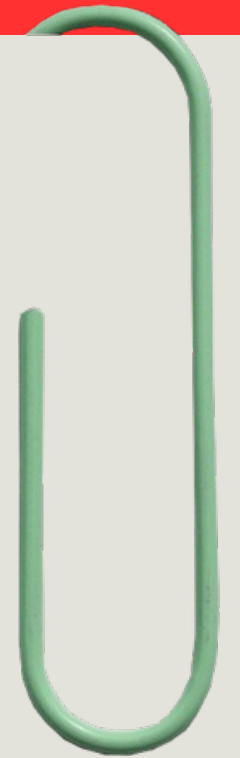
- **The course outline, stating the contents of courses offered and the relevant Class and Teacher timetable, (a daily schedule for the ECCE level)**
- **A list of tutors and their qualifications (resumes to be attached)**
- **Information on the number of classes per year group, the proposed class size, positions, and number of personnel in each position**
- **Framework for the evaluation of pupils' performance;**
- **Behaviour Policy, setting out amongst other matters, the sanctions to be adopted in the event of pupil misbehaviour (refer to the National School Discipline Matrix)**
- **The Statutory Declaration must be completed and submitted with the application form.**

Points to note:

- **Incomplete applications or applications which do not include all the necessary documentation listed will not be processed.**
- **Registration at one location does not give the right to operate at other locations.**

WHAT HAPPENS WHEN APPLICATION IS ACKNOWLEDGED?

- All submitted application will be checked to ensure all documents are uploaded
- An application number is assigned, and the applications will then be sent out to the relevant districts/ ECCE Division. A record of applications sent out will be maintained.
- The Curriculum Personnel of the District Leadership Team (DLT)/ ECCE Curriculum Programme facilitator/DEIE will be responsible for:
 - The assessment of the qualification of the staff and the curriculum offered for Primary and Secondary schools
 - The suitability of the curriculum and courses and methods of instruction
- A site visit will be done where information on the Application form and copies of all documents that were submitted, can be authenticated, and verified.



WHAT HAPPENS AT THE SITE VISIT AND VERIFICATION PROCESS?

Areas to be assessed at the site visit are:

- Particulars of the school's arrangements to safeguard and promote the security and welfare of pupils at the school;
- Particulars of the school's arrangements to ensure that relevant health and safety laws are complied with such as the safety, preservation of health, and the prevention of the spread of disease among students;
- Procedure for the handling of complaints from parents of pupils.
- Suitable toilet and washing facilities for the sole use of pupils; as well as other required toilet facilities
- Suitable changing accommodation and showers for pupils aged 11 years or over who receive physical education;



WHAT HAPPENS AT THE SITE VISIT AND VERIFICATION PROCESS?

Areas to be assessed at the site visit are (cont'd):

- Suitable accommodation for the medical and therapy needs of pupils;
- Suitable drinking water facilities;
- Suitable outdoor space to enable physical education in accordance with the school curriculum and pupils to be able to play outside;
- Suitable maintenance schedule for school equipment such as gym equipment, playground equipment, etc. and appropriate systems and staff to guarantee the safety of pupils.
- The size of the classrooms and their equipment;
- The number of children that may occupy each classroom;



WHAT HAPPENS AT THE SITE VISIT AND VERIFICATION PROCESS?

Areas to be assessed at the site visit are (cont'd):

- The registers and other records to be kept by Proprietors of Private Schools, said particulars to be provided to the Minister;
- The general suitability of the premises;
- Any discussions/ further clarification regarding suitability of the curriculum and courses and methods of instruction
- Any other general comments/recommendations for more effectively carrying out the provisions of the Education Act, Chap. 39:01 Act, the Occupational Safety and Health Act, Chap. 88:08 and the Children's Community Residences, Foster Care and Nurseries Act, 2000 and other pieces of legislation relating to the welfare and safety of children with respect to Private Schools.



APPROVALS

If the application is recommended for approval, a Private School Registration Certificate, with a registration number will be issued.

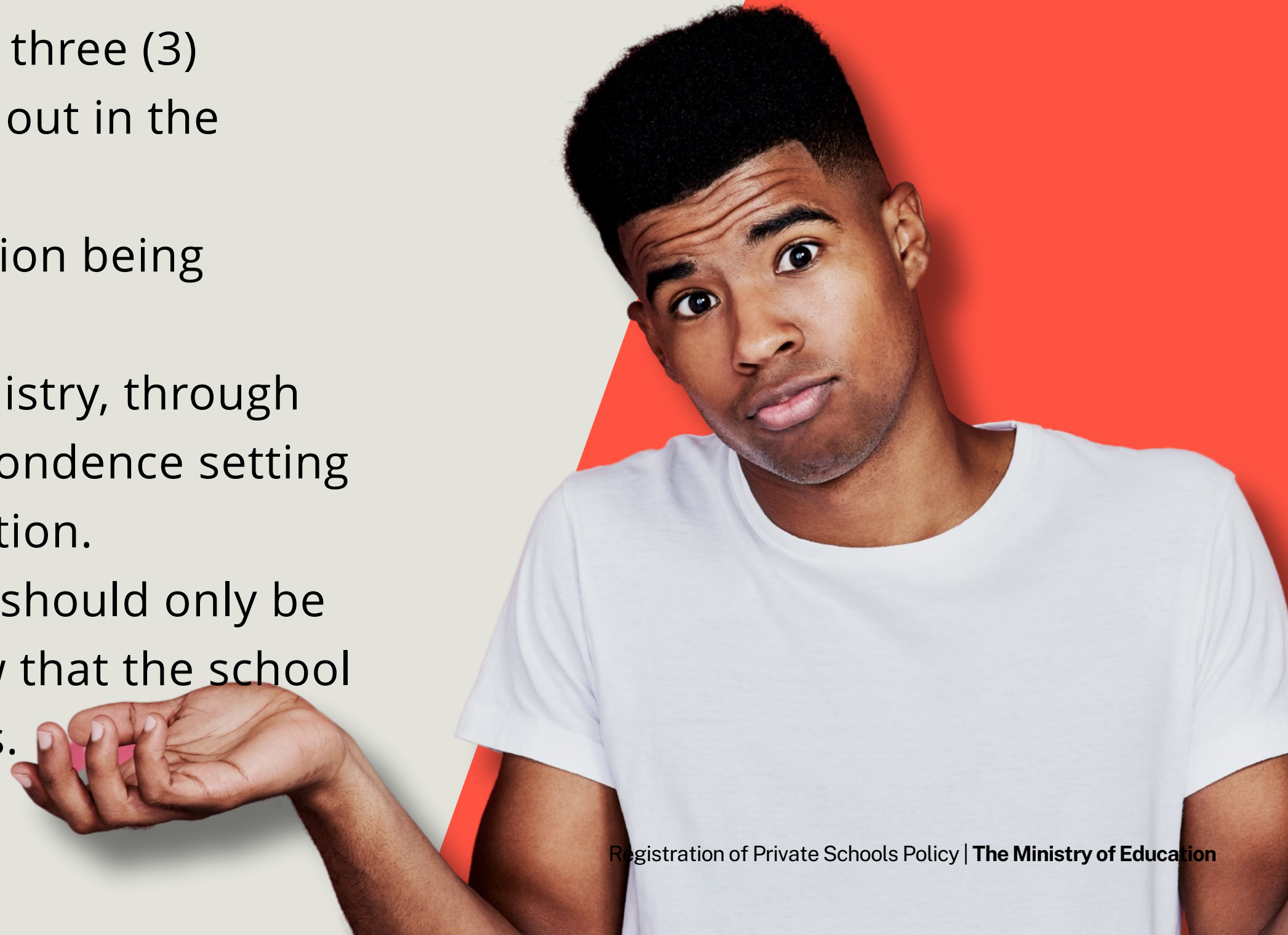
The Registration Certificate will be valid for 5 years, after which a renewal of registration will be required.

The Application Form for renewal of Registration will be accessible online as for the Application for Registration



IF THE APPLICATION IS NOT APPROVED

- The proprietor will be notified and given three (3) months in which to meet the criteria set out in the policy.
- Failing to do so will result in the application being recorded as unsuccessful.
- If an application is unsuccessful, the Ministry, through the office of the DSS, shall issue correspondence setting out the reasons for rejecting the application.
- An application may be re-submitted but should only be done once the institution is able to show that the school is likely to meet the stipulated standards.



TIMELINE FOR REGISTRATION

A **three (3) year moratorium** has been provided to existing private proprietors in order to meet the requirements of the Policy for Registration of Private Schools in Trinidad and Tobago



MONITORING AND EVALUATION

ANNUAL INFORMATION TO BE PROVIDED BY PROPRIETORS

- **By September of each year proprietors shall submit the following documents in respect of the previous school year, containing the following particulars:**
 - **The number of days during which the school was opened;**
 - **The number of pupils on roll at the end of the school year;**
 - **The average attendance for the school year; and**
 - **The percentage of attendance of the total possible attendances for the pupils on roll.**
- **Annual Statistical Returns (ASR) to be submitted to the Educational Planning Division at edustats@moe.gov.tt and the Educational District Office in which the school is located.**
- **Monitoring can be taken through site visits**



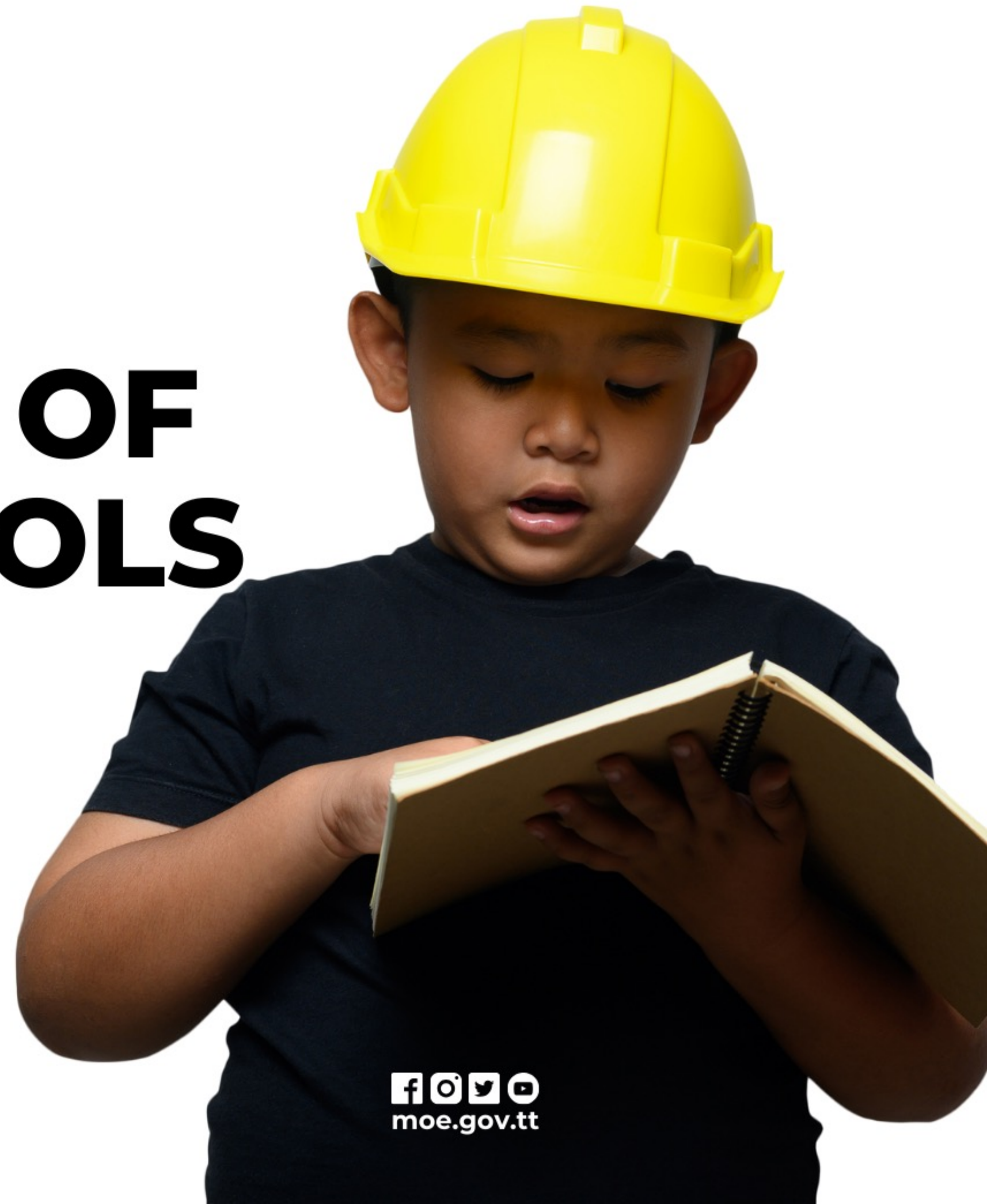


Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

REGISTRATION OF PRIVATE SCHOOLS CRITERIA

An initiative supported by the
Town and Country Planning Division



THE PLANNING FRAMEWORK IN TRINIDAD AND TOBAGO

- **Town and Country Planning Act 1960 Chapter 35:01 of the Laws of Trinidad and Tobago.**
 - **“(To) make provision for the orderly and progressive development of land in both urban and rural areas and to preserve and improve the amenities thereof”**
- The Minister is ultimately responsible for administering the Act even though historically, the Town & Country Planning Division (TCPD) has acted as the administrative arm of this office.
- This arrangement follows the Ministerial model and no mention of this practice is designated explicitly in the Act itself.

THE ROLE OF TCPD

The legislation governing planning makes development without planning permission **illegal**

We regulate the use and development of land to:

1. Allow for effective coordination and allocation of uses to space
2. Preserve amenity
3. Ensure equitable access to space and resources
4. Allocate best use
5. Promote balance between environmental preservation and urbanization
6. Manage urban issues (crime, degradation, infrastructural inadequacy)



THE ACT DEFINES 'DEVELOPMENT' AS...

“The carrying out of building, engineering, mining or other operations in, on, over or under any land, the making of any material change in the use of any buildings or other land, or the subdivision of any land.”

Chapter 35:01, Section 8

Therefore, most forms of development require a **development application.**

ROLE OF TCPD



The service provided by the Division historically can be roughly broken into two distinct, yet inter-related activities:

1. Development Planning
2. Development Control







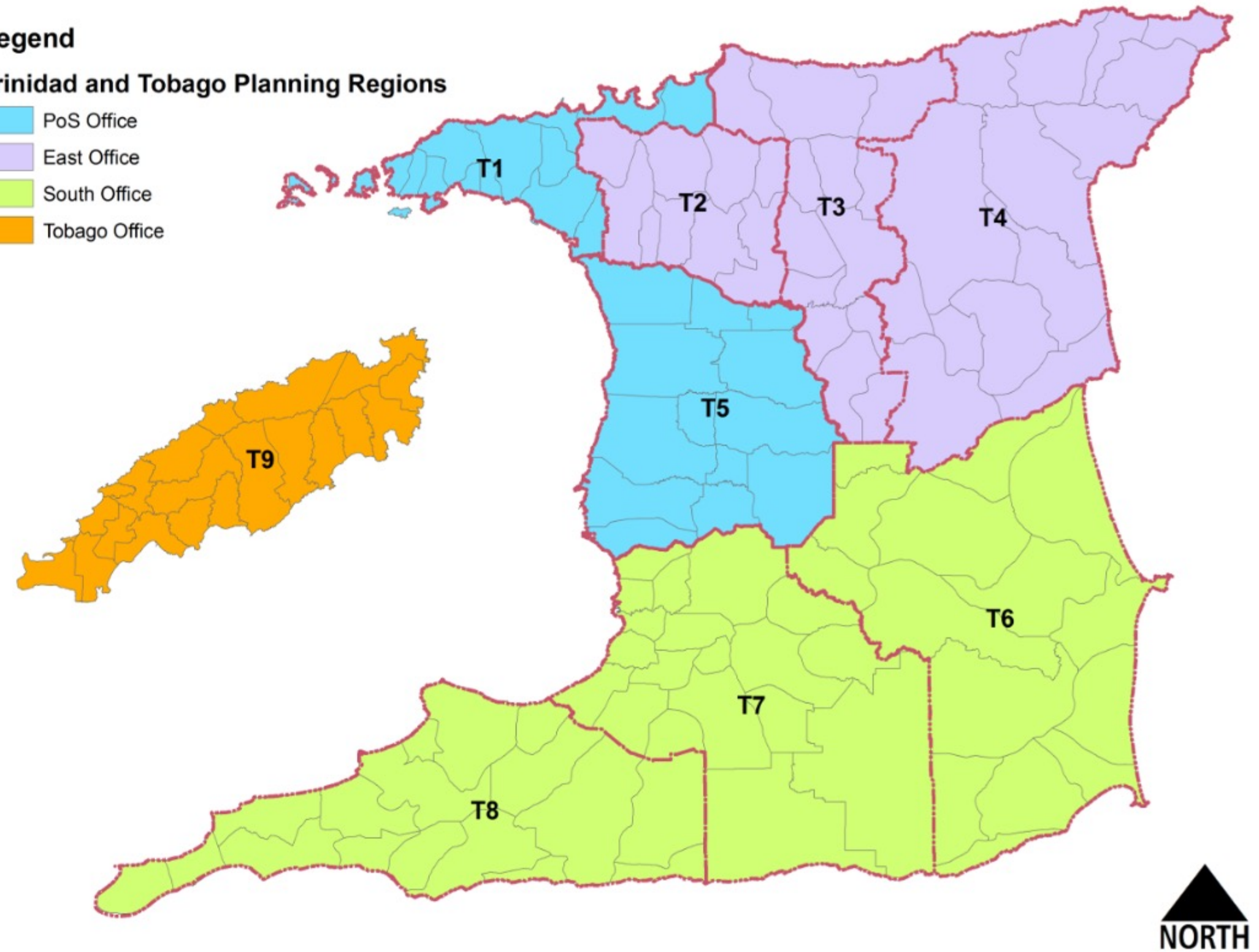
DEVELOPMENT CONTROL

TCPD SETTLEMENT REGIONS

Legend

Trinidad and Tobago Planning Regions

-  PoS Office
-  East Office
-  South Office
-  Tobago Office



DEVELOPMENT CONTROL - POLICIES AND SITE DEVELOPMENT STANDARDS

- Policies and Site Development Standards are used to maintain development in an orderly manner by ensuring facets such as use, siting and design are compatible with the surrounding area. Site Development Standards are based on the type of development, applicable policies, location and other site particulars. According to the TCPD Act, schools would be classified as Institutional uses.
- Examples applicable to areas that institutional use can be permitted are building setbacks, height, coverages (building and site), floor area ratio, car parking requirements.

OUTLINE APPLICATIONS

- Informs and guides the applicant based on existing land use policy for an area.
- Provides overall development standards for the area.
- This consists of the TCP/3 form, submitted in duplicate and other supporting documentation.
- Conditional approval, valid for 1 year from date of approval.
- Outline approval does not authorize commencement of development.
- Applications to retain an existing structure and use cannot be submitted as an Outline Application, but only as a Final (Full) Planning Permission Application.

FINAL (FULL) PLANNING PERMISSIONS

- Full planning permission is granted only upon formal application made on the appropriate forms
- 5 types:
 - Building operations
 - Engineering operations
 - Mining operations
 - Change of use
 - Subdivision
- Full approval, is valid indefinitely



LIFE AFTER PLANNING PERMISSION...

- The grant of planning permission from TCPD usually initiates the building approval process which is facilitated by the relevant Municipal Corporation.
- The award of a Completion Certificate can only occur when:
 - Full planning permission is granted by TCPD
 - The Building Inspector and Health Inspector certifies the proposed development meets all public health and building requirements as specified by law

As per the Municipal Corporations Act, 1990 and the Public Health Ordinance (Chap.12 no.4), the Local Authorities are charged with ensuring public safety.

LIFE AFTER PLANNING PERMISSION...

- Additionally, where applicable, the following certificates/approvals may be needed before a Completion Certificate can be obtained:
 - The Water and Sewerage Authority, (WASA) inspects the site to prepare an estimate of the connection costs, and provide a **WASA Completion Certificate** in sewerred areas.
 - The Fire Department inspects the site and provides a **Fire Completion Certificate**
 - The Electrical Inspectorate provides an **Electrical Certificate**



REGULATION THROUGH ENFORCEMENT

- Development without planning permission is subject to enforcement action on the owner or occupier within 4 years of the development being carried out:
- Enforcement Notice is served stipulating the offence and restorative measures
- Notice may require demolition, alteration or discontinuance of use
- Owner/occupier can apply to the Minister to retain the building or continue the unauthorized use
- If and when it is determined in a Court of Law an offence is committed the owner is liable on summary conviction to a fine.

DEVELOPTT

An online system for the submission, processing and issuance of the permits and approvals required in the construction permitting system. The system includes permissions required from the planning stage to the completion stage.



TTBizlink registration - An online system for the submission, processing and issuance of the permits and approvals required in the construction permitting system.

If you are already registered with TTBizlink please email

support.ttbizlink@gov.tt

Visit **www.developptt.gov.tt**

TOWN AND COUNTRY PLANNING DIVISION

Ministry of Planning and Development

www.planning.gov.tt

Head Office and North Regional Office

Eric Williams Finance Building,
Independence Square, Port of Spain

Tel: 612-3000

South Regional Office

Palm's Club, Point-a-Pierre Road,
San Fernando

Tel: 653-8666

East Regional Office

Level 2, Tunapuna Administrative Complex
Eastern Main Road, Tunapuna

Tel: 663-2726

Tobago Regional Office

Works Building, Castries Street
Scarborough

Tel: 639-2663





Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

REGISTRATION OF PRIVATE SCHOOLS CRITERIA

An initiative supported by the **T&T Fire Service**



OBJECTIVES

- To inform participants of Fire Service's requirements to attain certification
- To clarify any issues experienced by person/s seeking certification
- To aid Private School owners in meeting legal requirements for certification

FIRE/LIFE SAFETY CERTIFICATION



The authority to grant certification is enshrined in:

- Fire Service Act 35:50
- OSH Act 2004 amended by Act # 3 of 2006, part V 26-30A

WHO CAN APPLY?

Owner

Tenant

Designated Authority

Please note:

In multi-tenanted premises the onus is on the owner to apply for certification

APPLICATION PROCESS



- Complete and submit application form at Divisional Fire Prevention Section.
- *Produce Receipt of Payment (\$450.) via cash or cheque (payable to Chief Fire Officer).
 - *Inspection (\$200.)*
 - *Lectures (\$125.)*
 - *Evacuation Drill (\$125.)*
- Communication will be made subsequently to schedule the inspection.

RECORDS TO BE PRODUCED ON DAY OF INSPECTION



- A copy of drawings of the premises (showing Fire/Life Safety Equipment)
- A copy of maintenance records for Fire/Life Safety Equipment
- A copy of Training Records for employees
- A copy of most recent Drill Records
- A copy of the Emergency Response Plan

INSPECTION

- The premises will be visited by a team of officers
- All rooms and areas to be inspected by team
- The inspection will focus on:
 1. Detection
 2. Suppression
 3. Means of Egress



AFTER INITIAL INSPECTION

- A requirements document highlighting any deficiency in Fire/Life Safety Equipment will be produced
- The client will be contacted to collect the document
- Note – Any deficiencies identified are to be corrected within 60* days of receipt of requirements document (* subject to specifics of identified deficiencies)
- Client to make contact to request a re-inspection when deficiencies rectified
- Once compliance with requirements is achieved, lectures and evacuation can be conducted (to be scheduled)

PROCESSING OF FIRE/LIFE SAFETY CERTIFICATE

- All information/records are submitted to head of department for approval
- Once approved a certificate is prepared for the client
- A Fire/Life Safety Certificate is valid for a period of two (2) years



CAN A CERTIFICATE BE VOIDED?



YES

POINTS TO NOTE

- Fire/Life Safety Certificate to be kept prominently displayed in premises at all times (for perusal by any of the relevant agencies)
- Certificate can be laminated for safekeeping





Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

REGISTRATION OF PRIVATE SCHOOLS CRITERIA

**GOVERNMENT ELECTRICAL INSPECTORATE
DIVISION**



   
moe.gov.tt



NEW INSTALLATION INSPECTION



- ❑ A request for supply must be made to T&TEC before any electrical works commences.
- ❑ Once T&TEC completes and advises on the request for supply, obtain forms “Application for Inspection of an Electrical Installation” and “Advisory to Home Owners and Property Developers” from Electrical Inspectorate Offices or online (www.mpu.gov.tt).
- ❑ Complete the forms “Application for Inspection of an Electrical Installation” and “Advisory to Home Owners and Property Developers”. Please note that the T&TEC request ID number will be required when submitting forms.



NEW INSTALLATION INSPECTION



- Submit the above forms (“Application for Inspection of an Electrical Installation” and “Advisory to Home Owners and Property Developers”) to the relevant Electrical Inspectorate Office with
 - The T&TEC Request ID Number
 - Copies of Wireman License (where the Applicant is submitting the application),
 - Wireman ID (where the Applicant is submitting the application) and
 - Owner/Occupier ID (where the Wireman is submitting the application).

- Pay prescribed fees to Government Cashier and collect official Government Receipt

- Ensure Wireman is on site for Inspection on the day of Inspection

NEW INSTALLATION INSPECTION

- Please note that the receipt will have the Application Number and Date of Inspection. Please retain this receipt for future reference.
- For a new installation, there will be a series of inspections before the final inspection e.g. preliminaries.
- When applying for subsequent inspections for the premises, checking on the status of inspections or collecting documentation related to the inspection, please walk with the receipt mentioned in above.

APPLICATION FOR INSPECTION OF AN ELECTRICAL INSTALLATION

REPUBLIC OF TRINIDAD AND TOBAGO
APPLICATION FOR INSPECTION OF AN ELECTRICAL INSTALLATION
(Electricity Inspection Act, Ch. 54:72)

1. PARTICULARS OF INSPECTION (PLEASE TICK ALL THAT ARE APPLICABLE)

Preliminary: Floor Decking Walls D/C Cable in Trench
Underground Ducting

Others: New Installation Single Phase Three Phase Condition Splitter
Temporary High Voltage Provisional/ Mains Generator

Special Equipment

Closing Note Expiry date DC-RC Date issued by T&TEC

Particulars of Inspection



2. NATURE OF PREMISES	
<input type="checkbox"/> Domestic	<input type="checkbox"/> Commercial
<input type="checkbox"/> Industrial	<input type="checkbox"/> Other

Nature of Premises



3. PARTICULARS OF LICENSED WIREMAN		(PLEASE PRINT IN BLOCK LETTERS)
Name of Licensed Wireman.....		
Address of Licensed Wireman.....		
Licensed Wireman's No.....		Phone No.
License Expiry Date.....		
Licensed Wireman's Signature.....		
Copy of License attached (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of Wireman's ID attached (Where applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Particulars of Licensed Wireman



**APPLICATION FOR INSPECTION OF AN
ELECTRICAL INSTALLATION**



Particulars of Installation

4. PARTICULARS OF INSTALLATION		(PLEASE PRINT IN BLOCK LETTERS)
Applicant's Name..... <small>(Owner/Occupier)</small>		
Owner's Name.....		
Address of Installation..... <small>(Please give exact details to facilitate locating)</small>		
.....		
.....		
.....		
Pole No.	Phone No.	
Bld. No.	No. of Points.....	
Advisory to homeowner/developer attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of Owner/Occupier ID attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date	
<small>Applicant's Signature (Owner/Occupier)</small>		



Government of the Republic of Trinidad and Tobago

MINISTRY OF EDUCATION

WASA PLUMBING & INFRASTRUCTURE APPROVAL SYSTEM



newservices.au@wasa.gov.tt



wasa-new-services-wasa-tt.hub.arcgis.com



moe.gov.tt

WASA'S PLUMBING AND INFRASTRUCTURE APPROVAL SYSTEM

THE WATER AND SEWERAGE AUTHORITY (WASA), THROUGH THE NEW SERVICES DEPARTMENT,
GRANTS TWO (2) TYPES OF APPROVALS.



WASA'S PLUMBING AND INFRASTRUCTURE APPROVAL SYSTEM IS AN ONLINE SYSTEM.



NOTE:

For applicants that require and are without a **Town and Country Planning and Development approval**, applications for plumbing and infrastructure approval shall be made via **DevelopTT Online Platform**.

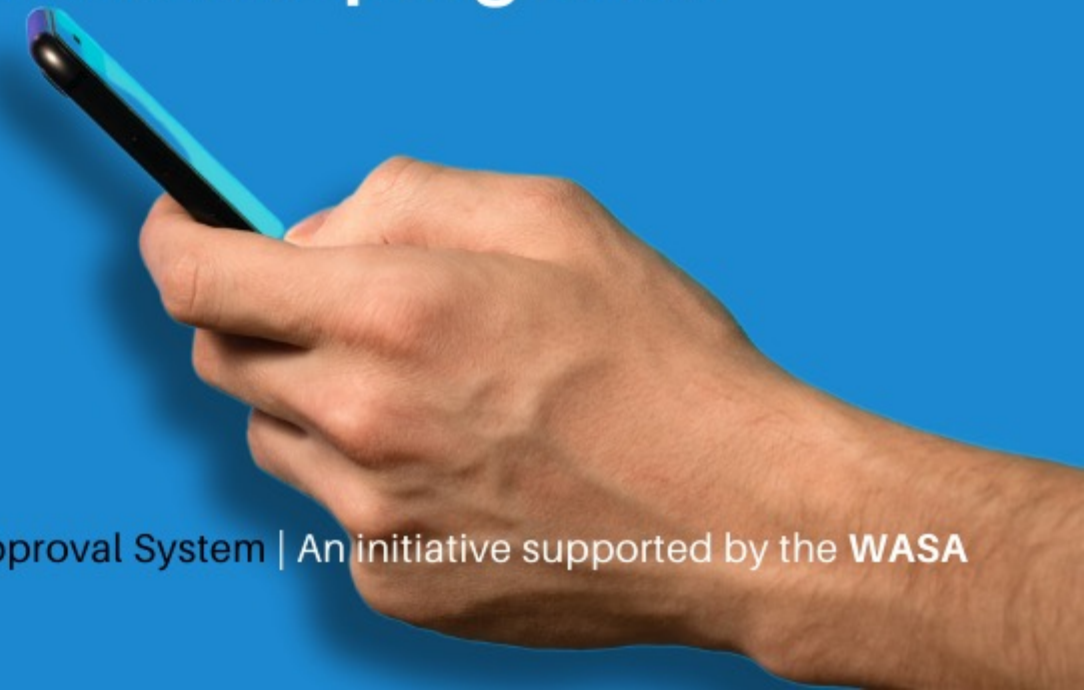
Applications for plumbing and building development approval can be made via:

WASA's Online Plumbing and Infrastructure Approvals Platform

 <https://wasa-new-services-wasa-tt.hub.arcgis.com/>

Or

 DevelopTT Online Platform
<https://www.developtt.gov.tt/>



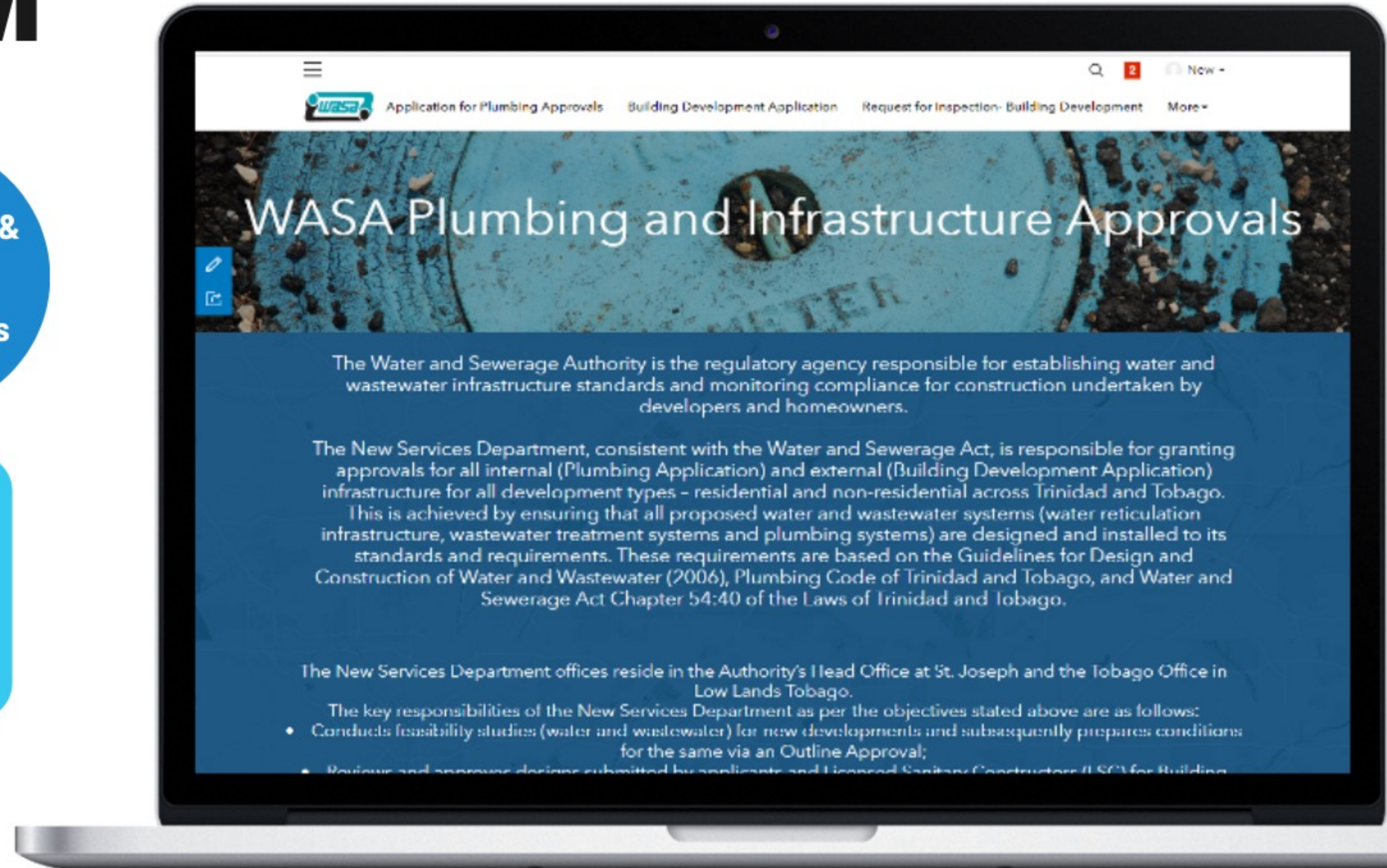
WASA'S ONLINE SYSTEM

Plumbing
Applications

Building
Development
Applications

Inspections &
Sewer
Connections

The Online Application System is designed to provide a simple and uncomplicated method for the submission and approval of applications.



What documents are required to be submitted with a Plumbing Application?

The following documents are to be uploaded and submitted:

1. Town and Country Outline Approval (Except for single-family dwellings)
2. Water Supply Layout and Isometrics
3. Wastewater Disposal Piping Layout and Isometrics
4. Wastewater Disposal System (where applicable) including layout, plan and sectional details and all calculations justifying use
5. Location Map
6. Site Layout
7. Copy of License and Identification for Licensed Sanitary Constructor (LSC) and Property Owner
8. Copy of WASA bill for any services currently applied at the site

What documents are required to be submitted with a Building Development Application?



The following documents are to be uploaded and submitted:

1. Town and Country Outline Approval,
2. Location Map,
3. Cadastral Plan,
4. Topography Map,
5. Lotification Layout,
6. Certificate of Environmental Clearance,
7. Evidence of Ownership,
8. Copy of Identification for Owner and Applicant

HOW MUCH DOES AN APPLICATION COST?



NOTE:

Application fees are **non-refundable**. Payments can be made at any WASA Customer Business Service Center, and proof of payment is required before an application can be processed.

Building Development Application fee:

\$2,500 (exclusive of VAT)

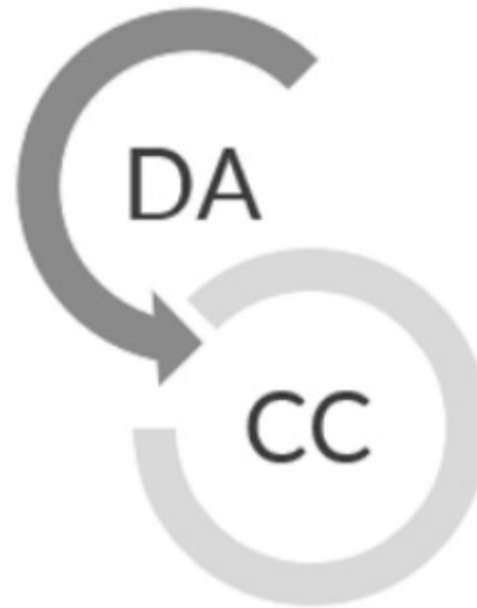
Plumbing Application fee (exclusive of VAT) depends on the type of application:

Institutional fee is \$500 (per floor)

WHAT ARE THE STAGES OF APPROVAL?

Plumbing Approval Process

TWO MAIN STAGES OF APPROVAL

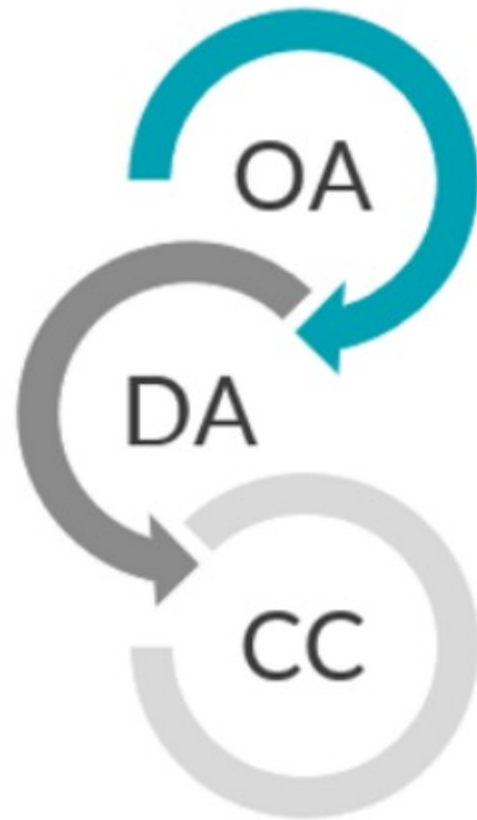


Approval to install systems in accordance with approved design drawings. Installations must be inspected before reinstatement and finishings are applied. [DESIGN APPROVAL]

Confirmation of completion of works in accordance with all applicable codes & standards for design and installation of plumbing, water & wastewater systems. [COMPLETION CERTIFICATE]

WHAT ARE THE STAGES OF APPROVAL?

Building Development Approval Process



THREE MAIN STAGES OF APPROVAL

Approval in principle. Gives conditions for provision of potable water and advises on suitable means of wastewater collection, treatment and disposal. [OUTLINE APPROVAL]

Approval to install systems in accordance with approved design drawings. Installations must be inspected before reinstatement and finishings are applied. [DESIGN APPROVAL]

Confirmation of completion of works in accordance with all applicable codes & standards for design and installation of plumbing, water & wastewater systems. [COMPLETION CERTIFICATE]

How do I contact the New Services Department?

newservices.au@wasa.gov.tt

662-2302/5 Extensions: 2605, 2697,
2691 or 2699 (Trinidad) and 6972
(Tobago)





Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION

REGISTRATION OF PRIVATE SCHOOLS CRITERIA

An initiative supported by the **Ministry of Health**

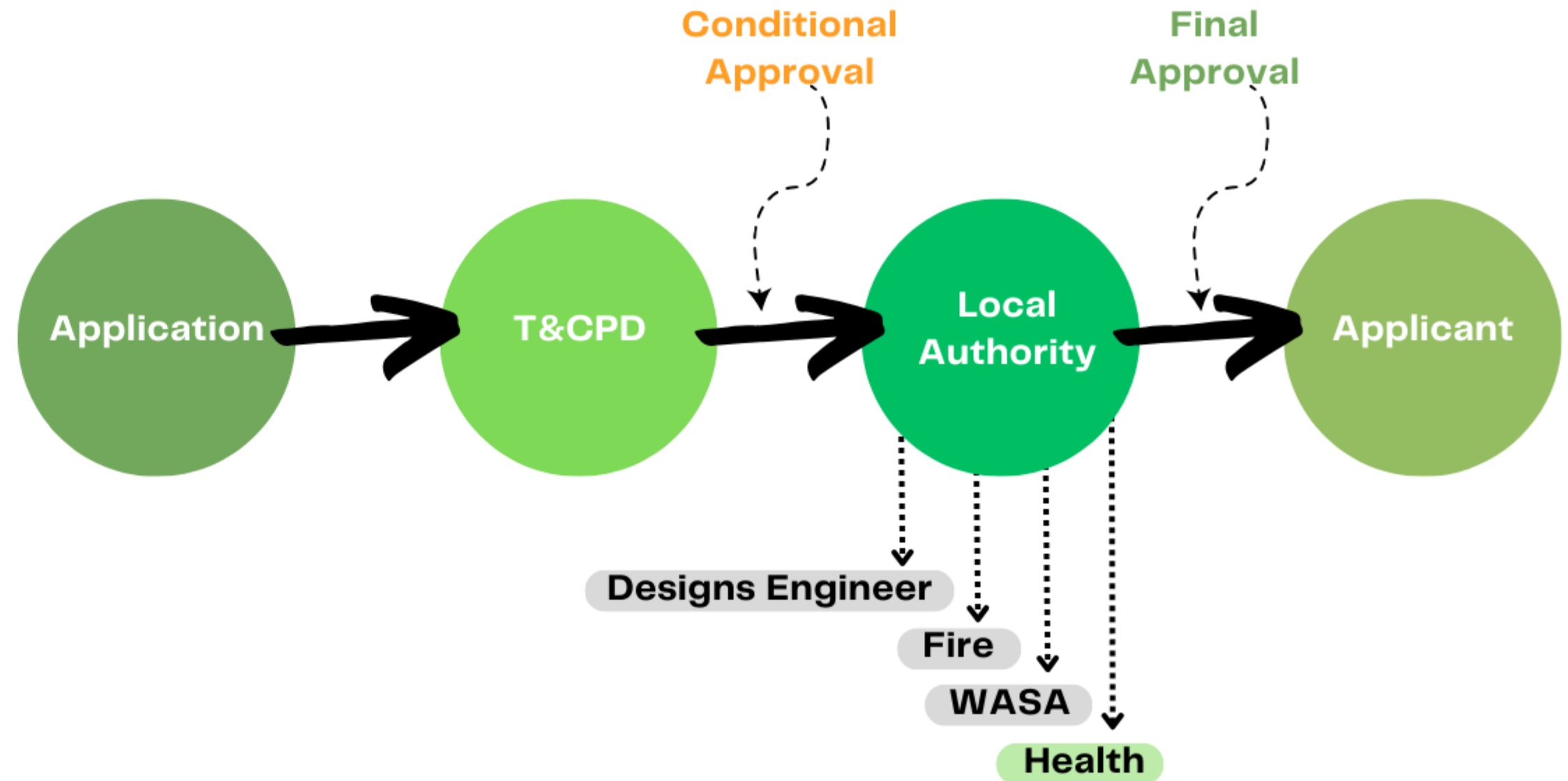


LEGAL FRAMEWORK

Public Health Ordinance
Chapter 12 No. 4

Bye Laws and Regulations
made under the Public
Health Ordinance

Approval Process for **Public Buildings** – New Building or Addition or Alteration to an existing Building



Key Requirements

- 1. Structural integrity**
- 2. Adequate airflow and ventilation**
- 3. Fire approval**
- 4. Drinking water facilities and water supply and storage**
- 5. Toilet facilities and sewage treatment system**
- 6. Drainage**
- 7. Recreational facilities**
- 8. School Feeding and cafeteria facilities including Food Handlers**
- 9. Vectors and pest control**



MONITORING AND INSPECTIONS

PHIs/CMOH – Minimum of 2 Inspections per year

- May and August/September
- Reports forwarded to
Principal/Schools
Supervisor/Board/MOE
- Imminent Threats – Closure
Recommended

PHIs/IVCD – Minimum of 4 Inspections per year (larviciding)

- Indoor Residual Spraying
- Routinely in July – August
- Complaints of mosquitoes and other
vectors and pests

