

PRIVATE SCHOOL REGISTRATION **REGISTRATION FORM CHECKLIST**

Use the following checklist as a guide to ensure you have all the necessary documents before beginning the online application process.

All private schools operating in Trinidad and Tobago must be registered with the Ministry of Education in accordance with the Education Act Chap 39:01. The provider can access the Application Form for Registration of a Private School or ECCE centre from the MoE website: <https://privateschoolregistration.moe.gov.tt>

STATUTORY DOCUMENTATION

- 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.

Required Documents – Please click the links below to download the required documents or visit the website menu for required documents.

- Statutory Declaration (download template from required documents)
<https://storage.moe.gov.tt/private-school-registration/2024/05/Statutory-declaration.docx>
- Staff Data Entry Sheet (download template from required documents)
<https://storage.moe.gov.tt/private-school-registration/2024/05/staff-data-entry-sheet.xlsx>
- Curriculum Data Template (download template from required documents)
<https://storage.moe.gov.tt/private-school-registration/2024/05/curriculum-template.docx>

Supplementary Documents

- Police certificate of good character (**compile as one PDF submission**)
- One form of ID (**compile as one PDF submission**)
- Teacher's registration certificate (**compile as one PDF submission**)
- O'Level certificate (**compile as one PDF submission**)
- University certificate and any other supporting documents (**compile as one PDF submission**)
- ECCE certificate (**where applicable optional**) (**compile as one PDF submission**)
- Teacher resume (**compile as one PDF submission**)

IMPORTANT TO NOTE

- All teachers employed at private primary and secondary schools must be registered with the Ministry of Education, in accordance with the Education Act.
- All private schools must register their business with the Ministry of Legal Affairs and submit the certificate with the application.