

IB Americas Diploma Programme application timeline

For schools with an academic year commencing August/September

EGRPS Aug 2013- July 2014

EGRPS Aug 2014- July 2015

EGRPS Aug 2015- July 2016

	Academic Year 1	Academic Year 2	Academic Year 3
Phase	Consideration Phase / Request for Candidacy	Candidate Phase / Request for Authorization	Candidate Phase / Verification Visit
Required Activities	<ul style="list-style-type: none"> Submit the School information form online Investigate IB philosophy Identify resources for implementation Analyze programme requirements as outlined in the Guide to school authorization Gain support from teachers, head of school, school district/board and students Order IB publications (Diploma Programme starter pack + course guides for projected IB courses) Designate a coordinator Develop an action plan to ensure successful implementation (see chart 3 in Application for candidacy) Attend a category 1 workshop (head of school or designee) Prepare <i>Application for candidacy</i> after receiving access from the IB Americas regional office 	<ul style="list-style-type: none"> Work with an IB-appointed consultant for a two day on-site visit and 20 remote hours Set up teacher accounts on the Online Curriculum Centre (OCC) Develop systems for teachers collaborative planning and reflection Further develop the action plan Develop supporting documents related to policies, scheduling, subjects offered course outlines and CAS outline for the Application for authorization Prepare Application for authorization using the Guide to school authorization 	<ul style="list-style-type: none"> Review feedback and prepare for the verification visit By the time of the verification visit: Train all teachers including TOK, CAS and Diploma Programme coordinator at a category 1 workshop Continue developing and implementing action plan <p>Upon acceptance of the Application for authorization, a visit to the school will be carried out to verify the school's claim that it has taken all the necessary actions and is prepared to become an IB World School. The purpose of the visit is to ensure that the educational principles, standards and practices on which the IB programme is founded will be maintained and furthered. The IB Director General makes the final decision in granting or denying authorization.</p>
Strongly Recommended Activities	<ul style="list-style-type: none"> Send school officials and pedagogical leaders to an IB orientation seminar Contact or visit IB World Schools offering the Diploma Programme Start sending staff to IB-recognized professional development 	<ul style="list-style-type: none"> Ensure all teachers have attended a category 1 workshop in order to prepare course outlines for the Application for authorization 	
Deadlines	Submit Application for candidacy by: 1 April 2014	Submit Application for authorization by: 1 April 2015 (no fee for application)	
Fees	Application Fee 1 April 2014	Candidate Fee 1 September 2014	Candidate Fee 1 September 2015

Minimum duration of the application timeline

Submit [School information form](#) (no fee) before application for candidacy (Aug-March)
Submitted

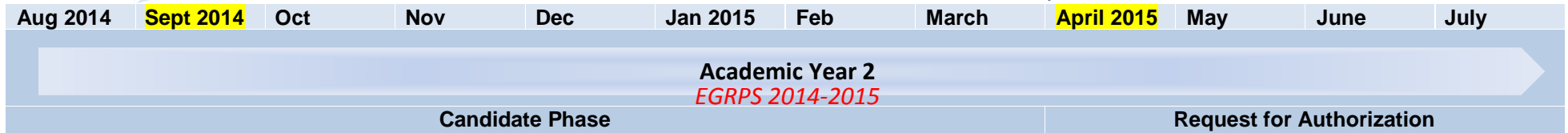
Submit [Application for candidacy](#) and the application fee

Notification of candidacy status to take effect 1 September



Submit candidate fee and begin working with appointed consultant

Submit [Application for authorization](#) (no fee)

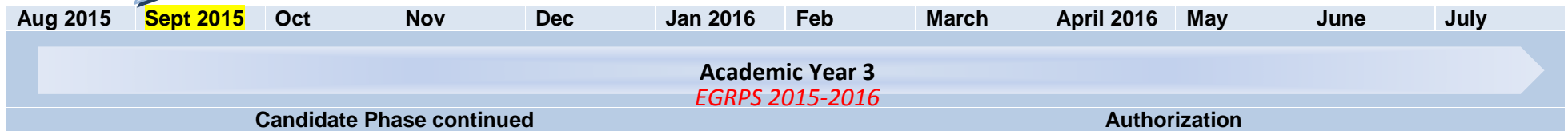


Submit candidate fee

Host verification visit (Sept-Dec)

Receive notification of status (Feb-April)

Prepare for implementation as an IB World School to take effect the following year



Implementation - September, 2016

Submit Annual School Fee & Students Assessment Fees
Annual School Student Registration Subject/Student

Academic Year 4 *EGRPS 2016-2017*

