



OFFICIAL IBQA-USA RESOURCE

Affiliation & Authorised Centre Handbook

Operating responsibilities for affiliated institutions and authorised centres

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Scope note: Affiliation does not create a franchise, university campus, statutory recognition or permission to award regulated qualifications unless a separate lawful authority exists.

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This handbook outlines the responsibilities normally associated with an IBQA-USA affiliation or authorised-centre relationship. The approval record, service agreement and written conditions always control the actual authorised scope.

1. Who may apply

- ✓ Legally established education and vocational training institutes.
- ✓ Teaching, tuition and coaching centres with responsible management.
- ✓ Professional development academies and skill-development centres.
- ✓ Online or blended-learning providers with suitable delivery controls.
- ✓ Assessment centres where the proposed activity is within an approved service route.

2. Centre approval record

- ✓ Approved centres receive a unique affiliation or centre number.
- ✓ The written record identifies the legal/operating name, location, service category, approved scope, validity and applicable conditions.
- ✓ Activities outside the written approval are not represented as authorised by IBQA-USA.

3. Operating responsibilities

- ✓ Maintain accurate learner, programme, assessment and certification records.
- ✓ Use IBQA-USA identity only within written permission and current brand-use conditions.
- ✓ Keep public claims accurate and avoid any suggestion of government or statutory recognition unless independently held.
- ✓ Obtain prior approval for co-branding, certificate use or additional services where required.
- ✓ Maintain a complaints process and cooperate with periodic review or evidence requests.

4. Learner and certification controls

- ✓ Learner identity and programme records must be complete before any certification request is submitted.
- ✓ Certificates, where included in the approved service, are issued only for authorised programmes and approved evidence routes.
- ✓ Unique verification numbers should be retained in institutional records and made available for public verification where applicable.

5. Changes that must be reported

- ✓ Change of legal entity, ownership or responsible management.
- ✓ Change of address, delivery location or significant online delivery system.
- ✓ Addition or removal of programmes included in the approved scope.
- ✓ Material change in assessment, certification or learner-protection arrangements.
- ✓ Any regulatory, legal or reputational issue that may affect the approved relationship.

6. Renewal and continuing compliance

- ✓ Affiliation or authorised-centre status is subject to the validity shown in the approval record.
- ✓ Renewal may require updated organisation documents, programme information, learner records and evidence that conditions have been maintained.
- ✓ IBQA-USA may require corrective action where evidence shows a departure from the approved scope or responsible-use requirements.

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This document is applicant guidance. The applicable application, agreement, decision record, certificate, verification record or written approval controls the actual service scope.