Organization Information Form
This form is for organizations wishing to participate in the External Credentials Program (ECP). First Nations seeking ECP participation are to complete the [External Credentials Submission Form: First Nations Language and Culture Programs](#).

Criteria for External Credential Organizations

Applying organizations are to confirm how they meet these mandatory criteria:

- Organizations have a provincial, national, or international governing body.
- Organizations have provincial, national, or international standards and examinations or evaluations, and there must be public or professional recognition of those standards.
- Organizations have non-discriminatory enrolment practices, and courses are accessible to a significant number of BC students in more than one district or region, including those from families of limited financial means.
- Organizations have a provincial, national, or international certification or selection process for instructors, examiners and/or evaluators as well as a process by which instructors, examiners and/or evaluators may be decertified or dismissed if their actions are deemed unprofessional, unethical, or illegal.
- Organizations issue credentials that can be verified, which indicate successful completion of a credential and specify the performance level.
- Courses are educational in nature, respectful of differences, and free from prejudice.

Questions?

For any questions about the application process, please contact the Ministry at external.credentials@gov.bc.ca using the subject line "Organization Information Form Query – [name of Organization]."

1 A) General Information

Organization Information	
Name	
Mailing Address	
Telephone	
Email	
Website	
Approximate number of school-aged (age 19 or under) BC students annually obtaining this credential.	
Does your organization currently have an approved external credential? If yes, indicate the course/program name(s) as it appears in the Course Registry.	
Contact Information (for public inquiry; this information will be published)	
Name (may be left blank, if questions are directed to a particular position).	
Position	
Phone	
Email	
Point of Contact (for this application)	
Name	
Position	
Phone	
Email	

1 B) Organization Details

Please provide detail on how your organization meets the essential criteria. If a more substantial answer is required than there is space available, please attach any additional information or documentation as a separate document.

Organization Characteristics
i)   What is the provincial, national, or international body that governs your organization?
ii)   Describe your organization's provincial, national, or international standards, examinations, or evaluations. How are these standards recognized by the public or by professionals?   Example of public/professional recognition: Emergency Medical Responder 12 certification is for those intending to challenge provincial licensing examinations to seek employment as an Emergency Medical Responder.
iii)   Describe how the organization's enrolment practices, within the confines of the program, are non-discriminatory? How is this ensured?
iv)   Courses must be accessible to a significant number of BC students in more than one district or region (including those students with families of limited financial means). How is this ensured?

v)	Organizations must have a provincial, national, or international certification or selection process for instructors, examiners and/or evaluators. Describe your organization's certification and/or selection process. Describe the process by which instructors, examiners and/or evaluators may be decertified or dismissed if their actions are deemed unprofessional, unethical, or illegal.
vi)	Credentials that can be verified, and which indicate both the performance level and successful completion of a course must be issued by the organization. Please provide relevant examples of how the organization maintains records of these credentials (i.e., paper archives, digitally stored)?
vii)	How do you ensure that your organization, courses, or programs: • Make a clear distinction between fact and opinion? • Do not advocate one belief system over another? • Contain respectful representations of adherents of various belief systems? • Are free from prejudice?