



IQ2LT INTERNATIONAL LABEL

Candidate Guide

Official Instructions for Applying to IQ2LT Accreditation

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1. Introduction

Welcome to the IQ2LT (International Quality Label for Technology and Learning) accreditation process. This comprehensive guide provides all the information you need to successfully apply for IQ2LT accreditation for your educational institution or program. The IQ2LT label represents a global standard of excellence in technology-enhanced education and distance learning.

This document outlines the complete application process, eligibility requirements, evaluation criteria, and all necessary documentation. We recommend reading this guide thoroughly before beginning your application and referring to it throughout the accreditation process.

2. About IQ2LT Accreditation

2.1 What is IQ2LT?

The IQ2LT International Label is a quality assurance framework designed specifically for institutions offering technology-enhanced learning and distance education programs. It provides a comprehensive evaluation of academic quality, technological infrastructure, pedagogical effectiveness, and student support services.

2.2 Benefits of Accreditation

Achieving IQ2LT accreditation demonstrates your institution's commitment to quality education and provides numerous advantages:

- Enhanced institutional reputation and credibility
- International recognition of quality standards
- Improved student enrollment and retention
- Access to international academic networks
- Framework for continuous improvement
- Competitive advantage in the education market
- Validation of teaching and learning practices
- Increased stakeholder confidence

2.3 Validity Period

IQ2LT accreditation is valid for five (5) years from the date of award. Institutions must undergo a renewal process before the expiration date to maintain their accredited status. Annual monitoring reports are required to ensure ongoing compliance with IQ2LT standards.

3. Eligibility Requirements

3.1 Institutional Requirements

To be eligible for IQ2LT accreditation, institutions must meet the following baseline requirements:

- Legally recognized educational institution with proper authorization
- Minimum of two (2) years of operational experience in distance or technology-enhanced learning
- At least one complete cohort of graduated students
- Documented quality assurance policies and procedures
- Adequate technological infrastructure and support systems
- Qualified faculty with appropriate credentials
- Clear learning outcomes and assessment frameworks
- Student support services appropriate for distance learning

3.2 Program Requirements

Programs submitted for accreditation must demonstrate:

- Well-defined learning objectives aligned with qualification frameworks
- Comprehensive curriculum design with appropriate learning resources
- Effective use of technology to enhance learning outcomes
- Robust assessment and evaluation methods
- Quality assurance mechanisms for continuous improvement
- Student engagement and interaction strategies
- Accessibility features for diverse learner populations

3.3 Self-Assessment Requirement

All candidates must complete a comprehensive self-assessment using the official IQ2LT Self-Assessment Grid before submitting their application. This internal evaluation helps identify strengths and areas for improvement, and serves as the foundation for your application portfolio.

4. Application Process

4.1 Overview

The IQ2LT accreditation process follows a structured, documentation-based approach designed to thoroughly evaluate your institution through comprehensive review of submitted materials. The complete process typically takes 4-6 months from initial application to final decision.

4.2 Step-by-Step Process

Step 1	Initial Inquiry	Contact IQ2LT and receive information package
Step 2	Eligibility Review	Complete eligibility checklist and self-assessment
Step 3	Application Submission	Submit complete application with all required documents
Step 4	Document Review	IQ2LT team reviews submitted documentation (6-8 weeks)
Step 5	Additional Information	Provide clarifications or additional documents if requested (2-3 weeks)
Step 6	Evaluation Report	Evaluation team prepares comprehensive assessment report (3-4 weeks)
Step 7	Decision	Accreditation committee reviews report and makes final decision
Step 8	Accreditation Award	Certificate issued and institution listed in IQ2LT registry

Important Notes

- All documentation must be submitted in English or with certified English translations
- Incomplete applications will not be processed until all required materials are received
- Application fees are non-refundable regardless of accreditation outcome
- Institutions may request technical assistance during the preparation phase

2. Required Documentation

Your application package must include all documents listed below. Please use the official Document Checklist to ensure completeness. All documents should be clearly labeled and organized according to the categories specified.

2.1 Institutional Documents

- Legal registration and operating license
- Institutional charter or mission statement
- Organizational structure and governance documentation
- Quality assurance policy and procedures manual
- Strategic plan (current)
- Annual reports (last 2 years)
- Financial statements (last 2 years)

2.2 Program Documentation

- Program specifications and curriculum documents
- Learning outcomes and competency frameworks
- Course syllabi and learning materials (sample)
- Assessment and evaluation policies
- Student handbooks and program guides
- Faculty qualifications and CVs
- Graduate statistics and employment data

2.3 Technology and Infrastructure

- Learning Management System overview
- Technology infrastructure description
- IT support and helpdesk documentation
- Accessibility compliance documentation
- Data security and privacy policies
- Disaster recovery and business continuity plans

2.4 Student Support Services

- Student admission and enrollment procedures
- Academic advising and counseling services
- Library and learning resources access
- Technical support for students
- Student feedback and complaint procedures
- Student satisfaction surveys and results

2.5 Quality Assurance Evidence

- Internal review reports and action plans
- External examiner reports (if applicable)
- Stakeholder feedback mechanisms
- Continuous improvement initiatives
- Benchmarking reports
- Completed Self-Assessment Grid

3. Evaluation Criteria

IQ2LT accreditation evaluates institutions across five comprehensive dimensions. Each dimension contains multiple criteria that are assessed using a standardized rubric. The evaluation team considers both quantitative metrics and qualitative evidence.

3.1 Institutional Capacity

Assessment of the institution's mission, governance, resources, and sustainability.

3.2 Program Design and Curriculum

Evaluation of learning outcomes, curriculum structure, content quality, and pedagogical approaches.

3.3 Teaching and Learning

Analysis of instructional methods, faculty qualifications, student engagement, and assessment practices.

3.4 Student Support and Resources

Review of support services, learning resources, accessibility, and student success initiatives.

3.5 Quality Assurance and Enhancement

Examination of quality management systems, evaluation processes, and continuous improvement mechanisms.

3.6 Rating Scale

Each criterion is rated on a five-point scale:

- Level 5 - Excellent: Exceeds standards with evidence of innovation and best practices
- Level 4 - Very Good: Fully meets standards with strong evidence
- Level 3 - Good: Meets standards with adequate evidence
- Level 2 - Developing: Partially meets standards, requires improvement
- Level 1 - Insufficient: Does not meet standards, significant improvement needed

To receive accreditation, institutions must achieve a minimum average rating of 3.0 across all dimensions, with no individual dimension rated below 2.5.

4. Timeline and Fees

4.1 Timeline

The typical accreditation timeline from application to decision is 4-6 months, depending on the complexity of your institution, the completeness of documentation, and responsiveness in providing requested information.

Phase	Duration	Activities
Application Review	4-6 weeks	Document verification and completeness check
Detailed Evaluation	6-8 weeks	In-depth review of all submitted documentation
Clarifications	2-3 weeks	Request and review of additional information if
Report Preparation	3-4 weeks	Evaluation team drafts comprehensive report
Committee Review	2-3 weeks	Accreditation committee makes decision
Final Decision & Award	1-2 weeks	Communication and certificate issuance

4.2 Fee Structure

IQ2LT accreditation fees are structured to ensure accessibility while covering the costs of rigorous evaluation. All fees are in USD and payable according to the schedule below.

Item	Amount (USD)	When Due
Application Fee	\$400	Upon application submission
Evaluation Fee	\$500 - \$3,000	Before evaluation begins (base
Annual Monitoring Fee	\$1,000	Annually during accreditation period
Renewal Fee	\$1,500	With renewal application (5th year)

- Evaluation fees vary based on institutional size: small (\$500), medium (\$2,250), large (\$3,000)
- Fees cover comprehensive documentation review and evaluation report preparation
- Payment plans may be available upon request
- All fees are subject to change with 90 days notice

5. Contact Information

For questions about the accreditation process, application requirements, or to schedule a consultation, please contact the IQ2LT Accreditation Office:

Office: IQ2LT International Accreditation Office

Email: accreditation@iq2lt-edu.org

Website: www.iq2lt-edu.org

Phone: +1 (302) 608-9040

Address: Dover – Delaware 19904 US

1111B S Governors Ave STE 28314

Office Hours: Monday - Friday, 9:00 AM - 5:00 PM (GMT)

For technical support with application submissions or document uploads, please contact: support@iq2lt-edu.org

We look forward to receiving your application and supporting you throughout the accreditation journey. IQ2LT is committed to promoting excellence in technology-enhanced education and recognizing institutions that demonstrate outstanding quality in their programs and services.

This document is subject to periodic review and updates. Please ensure you are using the most current version available at www.iq2lt.org