Dear Candidate,

On behalf of the International Baccalaureate (IB), I wish you well as you begin your program of study, which I am sure you will find stimulating and rewarding.

Your program of study has been recognized by the IB as meeting the academic requirements of one of our IB educator or leadership certificates, and once you complete this program you can register for your certificate. In the case of the IB advanced certificate in teaching and learning research, you will need to submit evidence of three years of teaching an IB programme in order to meet the additional requirement for that certificate. Having one of these certificates will indicate to prospective employers that you have a deep understanding about the principles and practices associated with the IB’s mission, values and pedagogy.

In addition to your gained knowledge of the IB programmes, holding an IB educator or leadership certificate means that you have met IB professional development requirements for programme authorization and evaluation purposes. Therefore, the requirement to attend an IB category 1 workshop is waived.

As you begin your program of study at your institution, I would like to remind you of the enrollment and registration process with the IB.

**Enrollment**

Enrolling with the IB enables us to add your name to the IB’s database so we can grant you access to the programme resource centre and programme communities. To enroll with the IB, begin by creating a My IB account (note: creating an account in My IB does not automatically grant access to the IB’s systems). We will confirm your access after you create your My IB account and after your institution confirms your participation in the program of study. It is important that your institution shares with the IB the same email address that you use with My IB.

**Registration**

Once your institution confirms that you have successfully completed your program of study, you will receive a link to pay the registration fee of USD $265. We will then process and ship your official certificate.

Contact pd.pathways@ibo.org with any questions throughout your program of study. Thank you for engaging with the IB in this important way. We value your current and future contributions to our mission of education for a better world.

Yours sincerely,

Kate Kuhn
Professional Services Manager, IBEC