

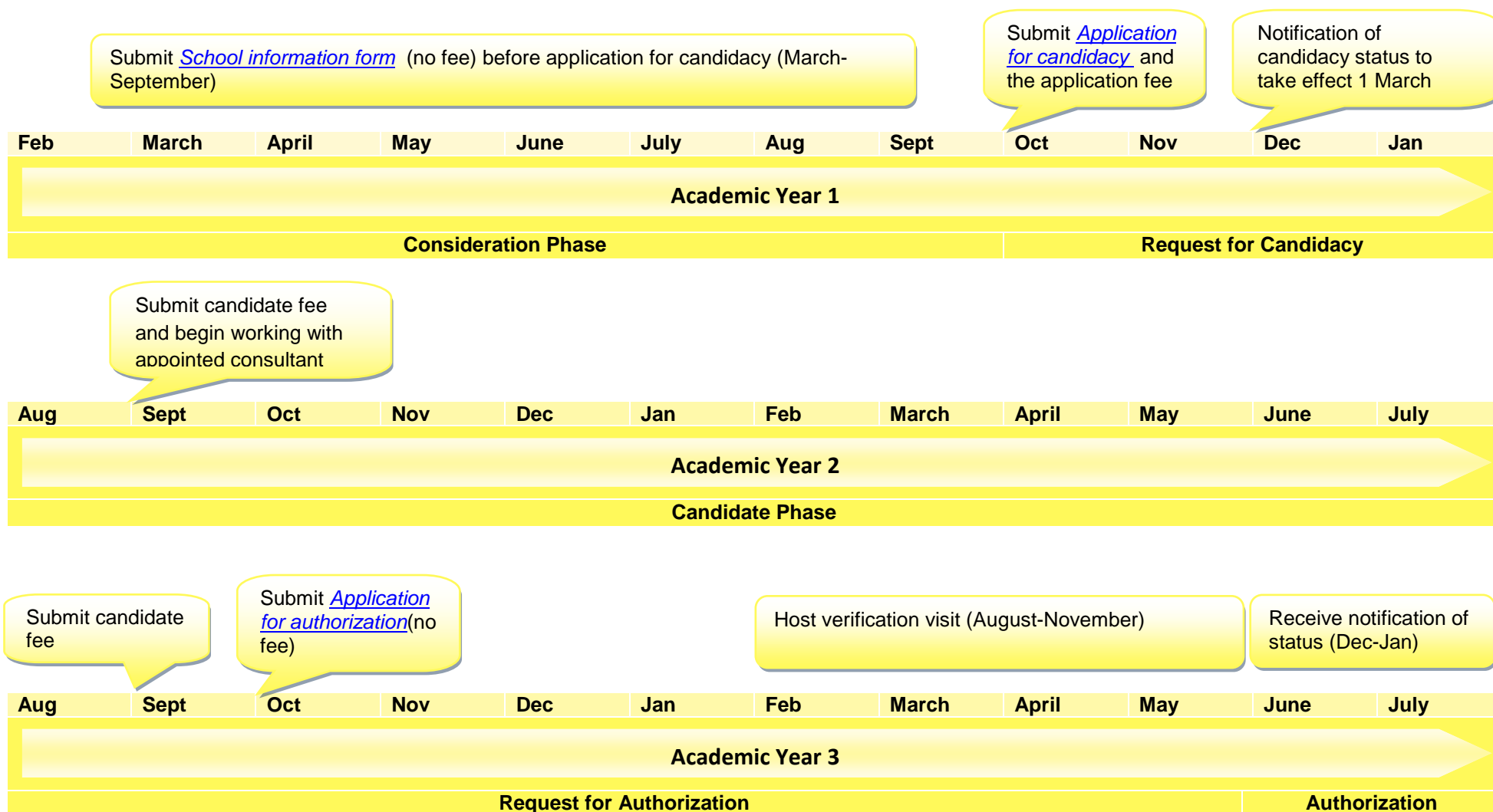
IB Americas Primary Years Programme application timeline and fees

For schools with an academic year commencing February/March

	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 to iba@ibo.org • 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 the IB PYP Starter Pack • 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> using the Guide to school authorization 	<ul style="list-style-type: none"> • Begin trial implementation of the programme • Work with an IB-appointed consultant for a two-day on-site visit and 20 remote hours per candidate year • Set-up teacher accounts to the Online Curriculum Centre • Develop systems for teachers collaborative planning and reflection • Further develop the action plan • Develop supporting documents related to policies, scheduling and curriculum development for the Application for authorization • Prepare <i>Application for authorization</i> using the Guide to school authorization 	<ul style="list-style-type: none"> • Submit • Review feedback and prepare for the verification visit (see Guide to school authorization) • Continue developing and implementing action plan • By the time of the verification visit : <ul style="list-style-type: none"> • Train all teachers including PYP coordinator at a category 1 workshop • Implement the school's completed programme of inquiry <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.</p> <p>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.</p> <p>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 PYP • Start sending staff to IB-recognized professional development 	<ul style="list-style-type: none"> • Request an in-school category 1 workshop for all staff • Continue attendance at workshops (categories 1 – 3) 	
Deadlines	Submit Application for candidacy by: 1 October		Submit Application for authorization by: 1 April
Fees	Application Fee: USD 4000* 1 October	Candidate Fee: USD 9,500* 1 March	Candidate Fee: USD 9,500* 1 March

**All fees are subject to change*

Minimum Duration of the application timeline



Fees and other budgetary items

Application Fee: USD 4,000*

Description	A non-refundable fee is charged to the school once at the time of submission of Application for candidacy	
Services provided	<ul style="list-style-type: none"> • Counseling services • Subscription to the online curriculum centre for all school staff 	<ul style="list-style-type: none"> • Review and feedback for Application for candidacy

Candidate Fee: USD 9,500*

Description	A non-refundable fee is charged to the school annually from 1 March until school authorization.	
Services provided	<ul style="list-style-type: none"> • Ongoing counseling services by IB Americas • Review and feedback for Application for authorization • Subscription to the online curriculum centre for all school staff 	<ul style="list-style-type: none"> • A two-day on-site consultation visit • The remote services of a consultant for up to 20 hours per candidate year • The two-day on-site verification visit

Annual School Fee: USD 7,600*

Description	A non-refundable fee is charged to the school annually as from 1 September (Aug-Sept schools) / 1 March (Feb-March schools).	
Services provided	<ul style="list-style-type: none"> • Creation and development of curriculum materials and teacher support guides • Subscription to IB World magazine • The review of evaluation documentation 	<ul style="list-style-type: none"> • Subscription to the online curriculum centre for all teachers and school staff • Counseling services • Communication and marketing support

Programme Evaluation Visit Fee: USD 3,500*

Description	The programme evaluation visit is mandatory for all authorized PYP schools. It ensures the quality of programmes in IBO-authorized schools, while offering feedback to each school. Programme evaluation occurs four (4) years after official authorization to offer the programme, and every five (5) years thereafter.	
Services provided	<ul style="list-style-type: none"> • The two-day on-site evaluation visit 	

Additional Budgetary Items

Description	<ul style="list-style-type: none"> • Ongoing teacher professional development at IB workshops in order to meet requirements outlined in the Programme evaluation self study questionnaire • Regular collaborative planning time for teachers (including media specialists, librarians) • IB publications for teachers (see the publications catalogue on the IB website, http://store.ibo.org/) 	<ul style="list-style-type: none"> • The position of the PYP coordinator, which must include non-teaching time • The position of an additional-language of instruction teacher, if one is not already in place. • Additional resources for the library/media centre
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