## <u>ofqual</u>

## The Recognition Process

Read the information on our website. Set yourself up on the Recognition Gateway. Meeting with Ofqual to talk about what it means to be regulated. Guidance on filling in your application.

Complete the online application form and submit supporting documents.

We check your application form. We will return to you if we need you to provide any additional information.

We will thoroughly review your application against our Criteria for Recognition.

If your application doesn't meet the criteria, we'll write to you to explain the issues. We will offer you a feedback meeting. You can resubmit your application at any time.

If the panel accept your application we will write to you with details of your recognition, including the next steps. If your application passes the review, we will invite you to a review panel meeting. The panel will discuss your application with you and will write to you after the meeting with their decision. If the panel decide your application hasn't met the criteria, we will let you know the reasons and invite you to a feedback meeting. You can resubmit your application at any time.