



MEMORANDUM OF UNDERSTANDING
ON A JOINT COMMITMENT TO EDUCATION IN
MEDICAL AND OTHER HEALTH PROFESSIONS
AND ACCREDITATION THEREOF

BETWEEN

THE CARIBBEAN ACCREDITATION
AUTHORITY FOR EDUCATION IN MEDICINE
AND OTHER HEALTH PROFESSIONS
(CAAM-HP)

AND

THE MINISTRY OF EDUCATION
OF
THE GOVERNMENT OF ARUBA

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**MEMORANDUM OF UNDERSTANDING ON A JOINT COMMITMENT
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AND
THE GOVERNMENT OF ARUBA**

This Memorandum of Understanding (the “MOU”) is entered into between the Caribbean Accreditation Authority for Education in Medicine and Other Health Professions (the “CAAM-HP”) situated at Suite 7, 53 Lady Musgrave Road, Kingston 10, Jamaica and the Ministry of Education and Sports of Aruba, situated at L.G. Smith Boulevard 76, in Oranjestad as of the 3rd day of November 2023 (the “Effective Date”)

PREAMBLE

WHEREAS the Caribbean Accreditation Authority for Education in Medicine and Other Health Professions was established in 2004 under the *aegis* of the Caribbean Community (the “CARICOM”) to determine and prescribe standards for the accreditation of the education programs of medicine, dentistry, veterinary medicine, nursing and other health professions offered by institutions in CARICOM member states, thus providing the assurance of quality that these programs are recognized nationally and regionally to be of international standard;

WHEREAS the Inter-Governmental Agreement (the “IGA”) establishing the CAAM-HP and signed by the following CARICOM member countries: Anguilla, Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Montserrat, St Lucia, St Kitts and Nevis, St Vincent and the Grenadines,

Suriname and Trinidad and Tobago, makes provision in its Scope of Responsibility for CAAM-HP to assess for the purpose of accreditation, the education programs of schools in Caribbean countries outside of the CARICOM framework and to represent governments and accredited schools before extra-regional authorities on the status and/or quality of their education programs;

WHEREAS the CAAM-HP has received formal recognition from the United Kingdom (the "UK") Government as the authority responsible for the accreditation of new and developing medical schools in the British Overseas Territories in the Caribbean;

WHEREAS the CAAM-HP is the first accrediting authority to have achieved international recognition which it did in 2012 for a ten-year period from the World Federation of Medical Education (the "WFME") and renewed for a further ten-year period, 2023 to 2033, following a rigorous assessment of its standards and procedures;

WHEREAS such recognition by the WFME confers the understanding that the CAAM-HP has been found to be credible in its policies and procedures to assure the quality of the medical education programs it accredits;

WHEREAS the said recognition process is linked to the Educational Commission for Foreign Medical Graduates' (the "ECFMG") joint announcement with the WFME in 2010 that effective 2024 international medical school graduates applying for ECFMG certification will be required to graduate from a medical school which has been appropriately accredited;

WHEREAS the CAAM-HP has been successful in its representation on behalf of the governments of Antigua & Barbuda, Barbados, Jamaica, Grenada and St Vincent and the Grenadines to the National Committee on Foreign Medical Education and Accreditation (the "NCFMEA") of the US Department of Education for a determination and re-determination of comparability of its standards and procedures with those of the Liaison Committee for Medical Education (LCME);

WHEREAS under the laws of the United States of America (the "US"), accredited schools in a country that the NCFMEA finds comparable may apply to participate in the U.S. William D. Ford Federal Direct Loan program and if a medical school participates in the Direct Loan Program American students attending the school may apply for direct loans to help cover educational expenses;

WHEREAS on August 31, 2023 the Government of Aruba has adopted the following Resolution:

1. The Caribbean Accreditation Authority for Education in Medicine and Other Health Professions (CAAM-HP) based in Kingston, Jamaica, is hereby recognized by the Government of Aruba for the purpose of reviewing to ensure that the applicable medical training programs offered at educational institutions in Aruba (hereinafter: Schools of Medicine) meet the global standards acceptable by the ECFMG, and thereby assuring that quality and meaningful medical education is being provided.
2. The accreditation standards adopted by the CAAM-HP shall apply to the independent evaluation and accreditation of the applicable medical education and facilities of the Schools of Medicine;

Both parties agree to enter into this Memorandum of Understanding which shall remain in force for five (5) years from the date of signing.

ARTICLE 1

Use of Terms

“**Accredit**” means the according of recognition by the CAAM-HP on the basis of an informed evaluation that the programs of study offered by an institution and any award it confers, satisfy standards prescribed or approved by the CAAM-HP and “**Re-accredit**”, “**Accreditation**” and other cognate expressions shall be construed accordingly;

“**Award**” means a degree, diploma, certificate or other evidence that prescribed programs of study in medicine and other health professions have been completed successfully;

“**Quality Assurance**” means a system or process of ensuring that awards granted or programs of study offered in medicine and other health professions by Universities or like institutions of higher education satisfy standards prescribed or accepted by the Authority;

“**Standard**” means a clearly defined level of academic achievement employment as a measurement of the quality of education.

ARTICLE 2

Objective of Accreditation Services

The Parties to this Memorandum of Understanding shall undertake to provide accreditation services and facilitate their acceptance by the universities and other like institutions of higher education of Aruba offering programs in medicine and other health professions that they may demonstrate fitness for accreditation as specified hereunder.

ARTICLE 3

Scope of Accreditation Services

For the purpose of implementing the objectives of this MOU referred to in Article 2, the Contracting Parties shall cooperate in the provision of accreditation services for the specific named program or programs offered by the universities or like institutions of higher education. Delivery of the scheduled accreditation services shall be the responsibility of the CAAM-HP and the universities or like institutions of higher education shall provide and make available all input required to enable and facilitate these services;

ARTICLE 4

Implementation

The Contracting Parties agree that the activities referred to in Article 3 will be performed in Aruba. The specific methods for executing the activities and their implementation schedules shall be developed on the basis of mutual discussion and

agreement between the CAAM-HP and the universities or like institutions of higher education;

ARTICLE 5

Confidentiality

The Contracting Parties undertake to observe the confidentiality of documents, information and data received and created during the implementation of this Memorandum of Understanding. In the event of termination of this Memorandum of Understanding, the Contracting Parties agree that the provisions of this Article shall continue to apply for a period of five (5) years or as agreed upon in writing between the Parties.

ARTICLE 6

Term

This Memorandum of Understanding shall come into force at the date of signing and shall be valid for a period of five (5) years thereafter. It may be renewed for a similar period or as agreed by the Contracting Parties.

ARTICLE 7

Commitment

For the purpose of implementing the activities under this Memorandum of Understanding the Contracting Parties undertake as follows:-

The Government of Aruba agrees:

7 

- i. To allow CAAM-HP full access to all documents, sites, services and information as and when required for the purpose of this accreditation
- ii. To expedite access to personnel, documents, data and any decision or action required.

ARTICLE 8

Amendment

The Contracting Parties may amend any part of this Memorandum of Understanding by way of mutual consent in writing. Any amendment agreed to between the Contracting Parties shall come into force on such date as determined by the Contracting Parties and shall form a part of this Memorandum of Understanding. Any amendment shall be done without prejudice to the rights and obligations arising from or based on this Memorandum of Understanding prior to such amendment.

ARTICLE 9

Settlement of Disputes

Any difference or dispute arising from the interpretation, implementation or application of any of the provisions of this Memorandum of Understanding shall be settled amicably by consultation or negotiation between the Contracting Parties without reference to any third party.

ARTICLE 10

Termination

A Contracting Party may terminate this Memorandum of Understanding for whatever reason by giving six (6) months notice in writing to the other party. Such

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termination shall be without prejudice to the rights and obligations under this Memorandum of Understanding to the date of such termination.

ARTICLE 11

Fees and Reimbursements

The applicable schedule of terms and payments are set out on the website at: www.caam-hp.org. In appendix B attached hereto a schedule of the current applicable fees are captioned, as well as in appendix C a revised schedule of fees that shall be in force effective January 2024.

Fees are due and payable upon submission by the CAAM-HP of an invoice to the respective university or like institution. Failure to adhere to the schedule of payment is reason to suspend or abandon the intervention, withhold decisions, or public communication on the results of the accreditation exercise vis a vis the institution.

ARTICLE 12

Notices

All notices, approvals, consents or other communication required or permitted to be given or made under this Memorandum of Understanding shall be in writing.




IN WITNESS WHEREOF, this Memorandum of Understanding has been executed by the parties hereto as of the Effective Date set forth above.

The Caribbean Accreditation Authority for Education in Medicine and Other Health Professions



LORNA PARKINS, EXECUTIVE DIRECTOR

The Government of Aruba



MR. ENDY J. H. CROES, MINISTER OF EDUCATION AND SPORTS



MR. DANGUILLAUME P. ODUBER, MINISTER OF TOURISM AND PUBLIC HEALTH

The above named are authorized to sign this document by their institutions.

Appendix A

CAAM-HP Documents to be Consulted

The following is a list of documents which must be consulted in preparing the documentation required in the presentation of an application for accreditation by the CAAM-HP.

- Procedures of the CAAM-HP
- Summary of Accreditation Procedures
- Instructions for Completing the Database and Institutional Self-study (Medicine)
- Guide to the Institutional Self-study for Programs of Education in Medicine
- Standards for the Accreditation of Medical Schools
- Guidelines for Accreditation Survey Visits (All Schools)

Please note that all these documents are available on the CAAM-HP website at www.caam-hp.org/documents.

The following documents form the accreditation submission for the full review of an established medical school:

- Institutional Self-study (ISS) Summary
- Medical Education Databases:
 - Institutional Setting
 - Medical Students
 - Educational Program
 - Faculty
 - Educational Resources
 - Internship
- Database Forms for Required Courses and Clerkships
- Appendices
- Independent Students' Analysis

Appendix B

Applicable Fees

As set out in the document, *Procedures of the CAAM-HP*, one of the important functions of the CAAM-HP is to determine fees payable by institutions in connection with the accreditation of their programmes. In addition, one of the sources of revenue is income derived from earnings for services provided by the Authority.

The following are fees applicable to medical schools in the Dominican Republic as determined by the CAAM-HP.

1. Schools in non-CARICOM member countries requesting accreditation services from CAAM-HP are required to pay the administrative fee of US\$20,000.00 plus a service fee of US\$10,000.00. For the Spanish-speaking countries an additional cost for translation of documents will be included.
2. Schools requesting consultation services from CAAM-HP are required to pay a fee of US\$10,000.00 in addition to meeting the consultant's (Secretariat staff) airfare and accommodation costs.
3. CAAM-HP charges fees for an accreditation review which include travel and accommodation costs and honorarium for site visit teams.
4. Team chairs and team secretaries receive an honorarium of US\$400.00 per day each and team members US\$300.00 per day. In addition, the team secretary receives US\$1,500.00 for preparation and submission of the site visit report.
5. Governments applying to the National Committee on Foreign Medical Education and Accreditation (NCFMEA) of the US Department of Education for initial determination and redetermination of comparability will be required to pay CAAM-HP an administrative fee of US\$15,000.00.
6. Schools with accredited programmes pay an annual fee of US\$2,000.00 for every 100 new students admitted in a calendar year as a condition of maintaining accredited status.
7. At the time a school submits a Notice of Appeal it must also submit a non-refundable fee of US\$1,500.00 and an additional US\$6,000.00 as a deposit on the payment of costs (a total of US\$7,500.00) made payable to the Authority.



SCHEDULE OF FEES

Revised Schedule of Fees Effective January 2024

Fees charged by the CAAM-HP

As set out in the document, *Procedures of the CAAM-HP*, one of the important functions of the CAAM-HP is to determine fees payable by institutions in connection with the accreditation of their programmes. In addition, one of the sources of revenue is derived from earnings for services provided by the Authority. Recent experiences have revealed the need for the revision of fees.

Effective January 1, 2024

1. Schools applying for accreditation for the first time pay an administrative fee of **US\$20,000.00; US\$3,000.00 for each additional campus; US\$5,500.00 per clinical affiliate to be visited on each visit.**
2. Schools with accredited programmes pay an annual fee of **US\$3,000.00 for every 100 new students admitted in a calendar year.**
3. Schools re-applying for accreditation (that is, schools which previously lost accreditation) will be required to pay an administrative fee of **US\$20,000.00.**
4. At the time a school submits a Notice of Appeal it must also submit a fee of **US\$25,000.00** as a deposit on the payment of costs including any legal expenses that the Authority might incur in carrying out arrangements for the conduct of the appeal. If the final cost of the appeal is less than the deposit, CAAM-HP will refund the school the excess funds. If the expenses exceed the amount of the deposit, CAAM-HP will bill the school for the additional funds.
5. Schools in non-CARICOM member countries requesting accreditation services from CAAM-HP are required to pay the administrative fee of **US\$25,000.00 plus a service fee of US\$15,000.00. For the Spanish-speaking countries an additional cost for interpretation services will be included.**
6. Schools requesting consultation services from CAAM-HP are required to pay a fee of **US\$20,000.00** in addition to meeting the consultant's (Secretariat staff) airfare and accommodation costs.

min 05-0-2653

7. **CAAM-HP** charges fees for an accreditation review which include travel and accommodation costs and honorarium for site visit teams. An administrative fee of **US\$15,000.00** will be included in the budget for each site visit.
8. Team chairs and team secretaries receive an honorarium of **US\$400.00 per day each and team members receive US\$300.00 per day**. In addition, the team secretary receives **US\$1,500.00 for preparation of the site visit report**.
9. Governments applying to the National Committee on Foreign Medical Education and Accreditation (NCFMEA) of the US Department of Education for initial determination and re-determination of comparability will be required to pay CAAM-HP an administrative fee of **US\$20,000.00**.
10. Schools/institutions wishing to have accreditation standards developed for a special/particular programme will be required to pay a fee of **US\$25,000.00 (an increase of US\$5,000.00)**.
11. **An honorarium of US\$1,500.00 (an increase of US\$500.00)** will be paid to the CAAM-HP Chair at the end of each year of his/her tenure.
12. The CAAM-HP reserves the right to withdraw its services to CARICOM countries that are not up to date with their annual quota contributions.