



**Oxford Academy Body-UK**

**Accreditation Body**

**OAB-UK**

<https://oxfordab.co.uk/>

## **Guide to issuing and accrediting international certificates**



**Oxford International Academy LTD - London**

**Oxford International Academy - Jordan**

**Oxford International Academy - Jordan Branch**

**Representative of the OAB-UK in the Arab region**

<https://oxfordjo.com/>



## OAB-UK

As an internationally recognised accreditation body, OAB-UK is a key player in maintaining the quality of academic, vocational, and technical training. We adhere to rigorous international standards, providing certification and professional membership for training institutions, trainers, training packages, and examinations. Our responsibilities include issuing and approving certificates for participants in training courses across various fields, enhancing their professional credentials and giving them a competitive edge in their respective industries. By availing of our accreditation and certification services, you can bolster the credibility and reputation of your training institution and trainers and equip your participants with globally recognised qualifications.

### Our Mission

We control the quality of academic, vocational, and technical training by international quality standards and supply the training market with reliable trainers, training institutions, and global training programs documented with internationally accredited certificates.

### Our services

1. International accreditation services
  - Accreditation of training centres (training centre, electronic training platform, institute, training company)
  - Certification of trainers (independent trainer, trainer associated with an accredited training centre)
  - Approval of training programs/packages (short course, training diploma)
  - Accreditation of international examinations
2. International certification services  
Issuing British international certificates bearing a global code and displaying them on the [Oxford International Certification Authority website](#)
3. Networking services  
**Our networking services** are designed to connect trainers, training institutions, and individuals and institutions seeking training. This platform increases training opportunities for certified trainers and approved training centres, giving them a greater chance to participate in bids or use the Oxford brand in their advertisements.

**Membership in OAB-UK is more than just a status symbol; it's a mark of distinction. It validates the credibility of your training institution, trainers, training programs, and examinations. With this membership, you can issue international certificates to participants in accredited training courses and international examinations, further enhancing your reputation.**

**Accreditation procedures at the OAB-UK ensure the application of international standards, which**



**provide training quality and certificates' reliability.**

**All certificates accredited by the OAB-UK are available on the international certificates website <https://i.oxfordab.co.uk/>**

**Our system for issuing and approving certificates is designed to be straightforward and transparent. Oxford International Academy issues certificates in Britain, accredited by OAB-UK, ensuring they meet international certificate standards. The process involves the accreditation of a training centre, the certification of trainers, the accreditation of a training package (programme/course), and the issuance of international British certificates for participants. This streamlined process is aimed at providing you with a hassle-free experience.**

1. Oxford International Academy issues certificates in Britain
2. The OAB-UK accredits all certificates and meets the OAB-UK standards for international certificates.
3. All certificates carry an international serial number (ICSN) issued by OAB-UK. This number is the same as the certificate verification number on OAB-UK's international certificates website, and it continues to exist on the website for at least five years from the date of its issuance.
4. Our internationally accredited and easily verifiable certificates provide a seamless experience. You can access and verify them on our international certificates website by entering the International Certificate Serial Number (ICSN) in the verification box or scanning the QR Code. Both methods are conveniently installed on the certificate, ensuring quick and reliable verification and giving you peace of mind about the authenticity of the certificates.
5. Certificates are delivered to the course organiser through [the International certification website](#). Each participant receives an invoice containing the international certificate serial number, ensuring a secure and efficient delivery process saving you time and effort.
6. All certificates are internationally accredited, and there is no need to believe them from any side. You can trust the credibility and reliability of our certificates, which are backed by the reputation of OAB-UK. These certificates, bearing the mark of OAB-UK, are recognized globally, reflecting the high standards of your training and the achievements of your participants.
7. All certificates issued after 2023 carry a QR code
8. All certificates issued by Oxford are in English according to OAB-UK standards
9. If a student wishes to obtain training course certificates printed and certified by British government agencies (notary public, court, and British Foreign Office), additional shipping and certification fees will be added. Consequently, it may take longer for these certificates to reach the course organiser than electronic certificates, up to 21 days as a minimum date of placement by the course organiser



for issuance due to certification and shipping requirements. This information is provided to ensure you are fully informed about the process and can plan accordingly.

10. Certificates may not be issued retroactively, except for issuing an international serial number for the local participation certificate or a certificate from the OAB-UK confirming the local certificate.

### **How are certificates issued to participants?**

#### **Internationally accredited training centre**

After completing the accreditation procedures for the training centre and attending the training course as follows:

Accreditation of a training centre << Accreditation of trainers << Accreditation of a training package (programme/course) << Issuance of international British certificates for participants

#### **Internationally certified trainer**

After completing the procedures for accreditation of independent trainers and the attendance of participants in the training course according to the following

Accreditation of an independent trainer << Accreditation of a training package (programme/course) << Issuance of international British certificates for participants

### **Types of international certificates and their requirements**

Certificates are issued within 72 hours of paying the issuance fees on the international certificates website of the OAB-UK

**Participation  
Certificates**

**Issued by IOA**

**Accreditation  
Certificates**

**Issued by  
OAB-UK**



## 1. Certificates of participation in training courses are of three types

### 1.1. Certificate of attendance at an accredited training program

Certificate of Attendance (also Certificate of Participation) is an official document proving attendance at an approved training programme

It can increase the odds of career advancement, and this type of certificate is considered proof of learning, although knowledge is not assessed before this certificate is issued.

The trainer who presented the course and the training program for the course are both internationally accredited by the OAB-UK

Types of attendance certificates according to the methods of achieving the competencies of issuing them

- 1.1.1. **Certificate face-to-face** attendance (the course will be held directly in the classroom or online via Zoom)
- 1.1.2. **certificate** Online attendance (the student attends a registered course online on the Oxford educational platform)
- 1.1.3. **Certificate attendance** after ensuring that the required competencies are achieved: verification is done in one of two ways:
  - Examination for the training course: The trainee takes an approved exam for the required course. It is optional to attend the course. If he passes the exam (minimum success rate is 75%), he is given a certificate of attendance confirming that the trainee has achieved the required competencies.  
The exam is offered through the Oxford educational platform [oxfordjo.com](http://oxfordjo.com)
  - Scientific research: After receiving the scientific content of the training course, the trainee submits comprehensive scientific research on the subject of the training program. A specialised committee evaluates the research. If the study is approved, the trainee is entitled to a certificate of attendance proving that he has achieved the required competencies.

### Certificate specifications

- The certificate appears with the name and logo of the accredited training centre that implemented the course and the name of the certified trainer who delivered it.
- The training course content approved and certified by the OAB-UK appears with the certificate on the international certification website, including the primary and secondary course topics and objectives.

### Requirements for issuing and approving a certificate of attendance

- The training course must have its training package approved by the OAB-UK
- A certified trainer from the OAB-UK must present the training course
- The accreditation must be valid for the trainer, and the training package
- The attendance requirement for participants in the training course must be met (in person or online) according to the standards of the OAB-UK, under the supervision of the body organising the course (certified independent trainer or accredited training centre).
- Submit a request to issue an electronic certificate from the course organiser's account when the course begins.
- Pay the certificate issuance fee of \$30, depending on the package.

### 1.2. International certificates of participation supporting the local certificate

This certificate is issued to accredited centres that wish to issue an international serial number for their local certificate certified by an accredited local institution and to save the certificate and its information on the international certification website of OAB-UK. This allows the local certificate to



be supported by a global certificate, and the regional and international certificates are displayed on the certificate website.

### **Certificate specifications**

- The training program or the trainer offering the course does not require accreditation by the OAB-UK, as the training institution and the local issuing authority bear responsibility for this certificate.
- A copy of the original and international certificates in PDF format appears on the certificate website.

### **Requirements for issuing and accrediting an international certificate that supports the local certificate**

- Only training institutions accredited by the OAB-UK can apply for the issuance of this type of certificate through an electronic application, and the certificate must be attached in the form of a PDF file.
- The certificate must be issued by the accredited training institution and certified by a government authority in the country to which the training institution is affiliated.
- The certificate is issued with an international serial number and appears on the international certification website of the OAB-UK.
- According to the package system, the lower fees for electronic services and issuing an international serial number for each certificate are \$15.

## **1.3. Certificate of participation in a training activity**

It is an official document proving participation in a training activity (conferences, workshops, art exhibitions, community initiatives, symposiums, forums, employment fairs, volunteer work, etc.)

It can increase the possibilities of professional advancement, and this type of certificate is considered evidence of continuing knowledge and skill development in a specific field.

### **Certificate specifications**

- Any individual or institution with an account on the OAB-UK website can submit a request to issue certificates for training activities after the Oxford Commission approves the request.
- The Oxford British Authority can issue these certificates in exchange for sponsorship for the training activity, provided that the authority's name, logo, and website are used in the training activity's publications and literature in coordination with the Oxford British Authority or one of its representatives.
- The certificate shows the organisers' names, the words Shepherds, and the supporters' principal activities.

### **Requirements for issuing and approving a certificate of participation in a training activity**

- This certificate is issued after coordination with OAB-UK or one of its representatives and submitting a request from the activity organiser to issue an activity certificate.
- Pay the certificate issuance fee, which is \$15, as the certificate is issued within 48 hours of paying the issuance fee through the [International certification website](#). The international serial number of the certificate is the same as the certificate verification number.

## **2. Certificate of passing an internationally accredited examination**

This certificate is an official document proving the holder's competence, knowledge, and skill achievement in the examination. It is a pass certificate, evidence of its holder's success in the exam. It is an official document that proves learning and that its holder possesses the skills that the exam measures. It can



increase the possibilities of professional advancement. This type of certificate is considered evidence of learning, meaning that knowledge and skills are evaluated before issuing.

### **Requirements for issuing and approving a certificate of passing an internationally accredited examination**

- The OAB-UK must approve the exam.
- According to the specified standards, the exam must be submitted through the OAB-UK website or the Oxford educational platform.
- This certificate is issued based on a recommendation from the approved examination centre within 72 hours of submitting the exam after paying the certificate issuance fees.

## **3. There are four types of accreditation certificates**

### **3.1. International trainer accreditation certificate**

This certificate confirms that its holder has achieved all of the OAB-UK's standards required for trainer accreditation. He is entitled to the title of certified international trainer and the rank that suits his experience in the specific training field.

Accordingly, the trainer's (independent or associated trainer) introductory file on the OAB-UK website documents his international accreditation and rank. He has the right to use the logo of the accredited international trainer in his advertisements, request the issuance of certificates for participants in his approved training courses and programs, and write his name on these certificates.

### **Requirements for issuing an internationally accredited trainer certificate**

- The trainer submits an electronic accreditation application through the OAB-UK website
- The accreditation committee must approve the accreditation application, and an invoice for the accreditation certificate fees will be issued within 72 hours of submitting the accreditation application.
- The certificate appears on the international certification website, and the certified trainer page is on the OAB-UK website.
- Pay the \$50 certificate issuance fee, which will be issued within 72 hours of payment.

### **3.2. Training institution accreditation certificate**

This certificate confirms that the training institution (training centre/training company/training platform) has achieved all the standards required by the OAB-UK for Accreditation of Training Institutions and deserves the badge of an accredited international training centre in the specific training fields.

Accordingly, the training institution's profile on the OAB-UK website documents this international accreditation. The institution has the right to use the logo of an accredited international training centre in advertisements and to request the issuance of certificates for participants in its certified training courses and programs provided by the accredited trainers, with the centre's name and logo written on these certificates.

### **Requirements for issuing a certificate for an internationally accredited training institution**

- The training institution submits an electronic accreditation application through the OAB-UK website.
- The accreditation committee must approve the accreditation application, and an invoice for the accreditation certificate fees will be issued within 72 hours of submitting the accreditation application.
- The certificate appears on the international certification website, and the accredited training centre page is on the OAB-UK website.
- Pay the \$50 certificate issuance fee, which will be issued within 72 hours of payment.



### **3.3. Training program accreditation certificate (training package)**

This certificate confirms that the training package (programme/course) has achieved all the standards required by the OAB-UK to accredit training programs, and its organiser is entitled to the intellectual property rights for this training program and the badge of an internationally accredited training package in the specific field of training. For its organiser (Training centre/independent trainer), Using the internationally accredited training package logo in advertisements and requesting the issuance of international certificates for training participants on the training package after the trainees have attended the training course. For the package/ training program

#### **Requirements for issuing an internationally accredited training package certificate**

- The training program organiser submits an electronic accreditation request for the training package through the OAB-UK website.
- The accreditation committee must approve the accreditation request. An invoice for the accreditation certificate fees must be issued within 72 hours of submitting the accreditation request (when the application for accreditation is first submitted to the trainer or training centre, the fees for the training package certificate are included in the invoice for the accreditation fees of the training centre or independent trainer. )
- The training package accreditation certificate appears on the international certification website and the training program organiser (training centre/independent trainer) page on the OAB-UK website.
- Pay the \$50 certificate issuance fee, which will be issued within 72 hours of payment.

### **3.4. International examination accreditation certificate**

This certificate confirms that the training institution (training centre/training company/training platform) has achieved all the standards required by OAB-UK to be accredited as an accredited examination centre within the specified geographical area and has deserved the badge of an accredited international examination centre for presenting all exams on OAB-UK website and monitoring the progress of Exams with credibility.

The institution has the right to use the logo of an accredited international examination centre in its advertisements and to request the issuance of certificates to participants in these examinations.

#### **Requirements for issuing an international exam accreditation certificate**

- The training institution submits an electronic accreditation application through the OAB-UK website
- Providing a computer room equipped with surveillance cameras connected to the Internet
- The accreditation committee must approve the accreditation application, and an invoice for the accreditation certificate fees will be issued within 72 hours of submitting the accreditation application.
- Pay the \$50 certificate issuance fee, which will be issued within 72 hours of payment.
- The international exam accreditation certificate appears on the international certification website and the training program organiser (training centre/independent trainer) page on the OAB-UK website.

#### **Procedures for applying for issuance of certificates**

All procedures are done electronically (online)

1. Open an account in the name of the trainer/training centre by registering on the Oxford platform through the link





<https://oxfordjo.com/signup>

2. Log in through the website's trainer/training centre account (the name appears on the left of the top bar), fill out the accreditation application, and attach the necessary documents through the link.

<https://oxfordjo.com/caqce-oxford/trainers/>

Please choose the name of the accredited training centre that nominated the trainer.

Please do not add training packages, as they are added from the accredited training centre account.

3. The application is presented to the accreditation committee for approval, and the trainer's rank is determined according to the attached documents.
4. If approved, an invoice will be issued, including the fees for issuing the trainer's accreditation certificate (\$50 for each certificate, one time only) and sent to the accredited training centre to pay the invoice to complete the accreditation procedures (an invoice is not issued if the trainer is within the framework of the accreditation package that has been specified)
5. Preparing the accredited trainer's account on the Oxford website, where the trainer's information appears in the accreditation file of the certified training centre that nominated the trainer

## **Certification Fees**

### **Procedures for issuing certificates to participants**

All procedures are done electronically (online)

After the training package (program/training course) is approved by OAB-UK and its international accreditation is documented on the Oxford website, the package organiser can submit a request to issue certificates to participants in the approved training programs after the package organiser logs into his account on the Oxford website, which goes through the following stages:

1. Presentation [Request for issuance of certificates](#) From the course organiser when the course starts
2. An electronic invoice is issued directly and sent to the training course organiser's email, provided that the invoice is paid one week before the end of the course.
3. The course organiser pays the invoice using one of the payment methods that suits him mentioned in the invoice, preferably within 72 hours of issuing the invoice.
4. Certificates are issued by the standards of the OAB-UK within 72 hours of paying the certificate issuance fees and are approved and documented with an international serial number on the international certificates website before the end of the course.
5. An electronic document containing the participants' names and the international serial number of each participant's certificate is sent to the course organiser's email at an appropriate time before the end of the course.
6. The course organiser (or certificate holder) can enter the international certificate serial number in the space designated for verifying the certificate on the international certification website <https://oxfordab.co.uk/certificates/>. He can download the certificates as images or PDFs, withdraw them from paper in colour, and deliver them to those entitled.
7. The certificate's website also includes the training course/portfolio topics approved by the OAB-UK, a guide and a reference for the training course. The training course topics can be downloaded in PDF format and extracted on paper.



### **Verify your international certificate in two steps**

If you have the international serial number for your certificate (ICSN) issued by Oxford International Academy, and you would like to verify the authenticity of the certificate and ensure that it is internationally accredited by the OAB-UK in two steps:

#### **The first step**

Open the international certifications website

From the link <https://oxfordjo.com/verification>

Or the link <https://oxfordab.co.uk/certificates/>

#### **The second step**

Enter the **number** International sequence **For the ICSN certificate** located on the certificate in the space designated for verifying the certificate.

The certificate and course information will remain saved on the site. You can download the approved certificate from the site in JPG or PDF format, withdraw it on paper, and download the course content in an approved and certified PDF.

### **Verify your international certificate in one step.**

If you hold your international certificate issued by the Oxford International Academy, you would like to verify its authenticity and ensure that the OAB-UK internationally accredits it in one step.

Wipe The QR Code on the certificate to view it on the international certification website of the OAB-UK.