



Private career colleges are now required to submit a copy of the student’s transcript of marks and of any diploma or certificate awarded, in accordance with the *Private Career Colleges Act* and the *Private Career Colleges Operational Regulations*.

Colleges were not required to retain or submit their records before 1999. The Act and Regulations were amended at that time to establish this requirement. The Division does hold a limited number of student records from before that time.

PLEASE PRINT IN BLOCK CAPITALS

SECTION 1: PERSONAL INFORMATION

Last Name _____ First Name _____

Mailing Address (including street address, apartment number, PO Box, RR #, Comp or Site)

City/Town _____ Province _____ Postal Code _____ E-mail Address _____

Telephone # (Home) _____ Telephone # (Work) _____ Telephone # (Mobile) _____ Fax # _____

SECTION 2: PRIVATE CAREER COLLEGE INFORMATION

Name of College Attended _____ Name of Program _____

Start Date of Program _____ End Date of Program _____ Did you graduate?
 Yes No

SECTION 3: WHAT ARE YOU REQUESTING?

Transcript # of Copies _____
 Diploma or Certificate # of Copies _____

SECTION 4: DECLARATION

I hereby certify that I have verified, to the best of my ability, the information contained in this request:

Name (PRINT)

Signature _____

Date _____

RETURN COMPLETED APPLICATION TO:

Private Career Colleges Division
Box 697
5151 Terminal Road
Halifax, NS, B3J 2T8
FAX: (902) 424 - 6656
Scanned copy to: PCCFORMS@novascotia.ca

**If you have any questions or concerns, please contact the
Private Career Colleges Division at (902) 424-5636**

THE DEPARTMENT RETAINS ANY PERSONAL INFORMATION UNDER PRIVACY REGULATIONS.