

APPLICATION FOR OCCUPATIONAL-TRAINING PROGRAM FOR CERTIFICATE OF APPROVAL

*Private Career Colleges Operational Regulations
Pursuant to Section 10*

For Labour and Advanced Education USE ONLY		
Cheque or Money Order #	Date of Cheque or Money Order (yyyy / mm / dd)	Initial
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Authorized by: Name (please print)	Signature	Date (yyyy / mm / dd)
Data Entry by: Name (please print)	Signature	Date (yyyy / mm / dd)

Section 1 – Program Information:

Name of College: _____

Name of Program: _____

Location(s): _____ Diploma Certificate

Section 2 – Contact Information:

Name of College Official: _____

Position or Title: _____

Phone Number: _____ Email: _____

Section 3 – Payment Information:

The application fee is \$750.00 and must be **made payable to Minister of Finance.**

I have attached a cheque or money order. **YES** **NO**

NOTE: If there are prospective new instructors or instructor assistants, please submit an **Application for Registration of Instructor or Instructor Assistant** and the application fee of \$40.00/per application.

If there are prospective instructors or instructor assistants who are currently approved, please submit an **Application to Amend Registration of Instructor or Instructor Assistant** and the application fee of \$20.00/per person.

Section 4 – Train-out Protection:

YES Agree that the Department may turn over curriculum and delivery information about this program for the purpose of a “train-out” of contracted students, should the college be unable to complete program delivery. The train-out provider may not use this information to enroll new students.

Program Information

Section 5 – Program Description:

Give a brief description of the program.

Provide the job titles and associated 4-digit codes from the National Occupational Classification (NOC) system for the entry-level positions for which this program prepares its graduates. (Go to www.hrdc.gc.ca/noc to search for these NOC titles/codes). If there are no matching 4-digit codes for these positions, use the 3-digit NOC code/title grouping:

NOC Code	NOC Title
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

For program format and delivery format, check **all that apply**.

Program Format: full time part time

Delivery Format: college site distance

- classroom/instructor delivered
- online
- virtual
- lecture
- practical / experiential

- interactive
- other:

Section 6 – Entrance Requirements:

Choose one of the following:

Grade 12 or GED Other level or alternate (approved) (specify): _____

Other level or alternate (submit for review)

Section 7 – Class Size:

Maximum Program Enrollment: _____ Classroom Student/Instructor Ratio: _____

Section 8 – Program Dates & Duration:

Provide the intended start and end dates for the first delivery of the total length of the program:

_____ to _____
(yyyy / mm / dd) (yyyy / mm / dd)

Give a yearly breakdown for the entire length of the program, both in weeks and hours. The weeks (without breaks) must match the curriculum and the weeks (with breaks) must match the delivery. Each year cannot exceed 52 weeks.

Year	Start Date (yyyy / mm / dd)	End Date (yyyy / mm / dd)	<u>Weeks of Delivery</u> Duration of Weeks (with breaks)	Duration of Hours	<u>Weeks of Instruction</u> Duration of Weeks (without breaks)
1					
2					
3					
4					
TOTAL					

Section 9 – Program Costs:

	Year 1	Year 2	Year 3	Year 4	TOTAL
Tuition (must include registration fees)					
Books/Manual Fees (including taxes)					
Equipment (e.g. kit contents, welding equipment, computer, etc.)					
Other – Specify (e.g., professional exams, vendor exam fees)					
TOTAL					

The Training Completion Fund (equal to 1% of the tuition cost) is a college cost and cannot be charged directly to a student.

Employment Profile for Graduates

Section 10 – Jobs for Graduates:

Give a job description of the typical entry-level position for which this program provides training. Include the major tasks that the employee is expected to perform and the frequency and importance of these tasks.

List the specific knowledge and skills most often found in advertisements for this job:

Section 11 – Accreditation or Regulation:

Is this an accredited or regulated program? YES NO

If yes, identify the accrediting or regulatory body: _____

If not accredited or regulated program, is there a national, regional, provincial, occupational association, or sector council? YES NO Don't know

If yes, identify the organization: _____

Section 12 – Examination(s)

Is there a provincial or national certification exam? YES NO

If yes, identify examining body or organization: _____

Section 13 – Evidence of Job Availability:

- 1) **Attach material** relating to the level of labour market need for entry-level employees in this occupation. For example, labour market studies, articles in trade and professional publications, and statements from placement agencies or employers.
- 2) **Identify other methods** of research you have conducted, such as employer surveys and direct employer discussions. Attach survey document, documentation of employer discussions, and any other supporting information. Include contact information for surveyed employers.
- 3) **Attach 10 job advertisements** which state entry-level qualifications for the occupation (**per NOC**) that have appeared in the last 12 months in your marketing area. These should clearly demonstrate the link between the program title and entry-level employment demands. **Advertisements requiring work experience will not be accepted.**

Section 14 – Market Area:

List similar programs in your market area.

Offering Institution	Program Title	Program Duration in Hours & Weeks

Section 15 – Job Search / Placement Support:

Describe how your college helps graduates find jobs.

Program Development & Maintenance

Section 16 – Identify Program Source:

- Purchased the program from a third-party program developer.
Attach a Letter of Authority stating the terms of use.
- Developed the program in-house. Identify subject matter experts and education consultants who helped develop the program in the table below.

Name	Field of Expertise		Professional Affiliations/Certifications	On Staff		Telephone Number
	Subject Matter	Program Design		YES	NO	

Section 17 – Student Needs:

Describe the methods to be used by the college to determine whether the program will meet its intended goal of providing students with the knowledge and skills required for gainful employment in the program’s target field (for example, interviews with employers discussions with accrediting or regulatory bodies).

Section 18 – Program Relevance:

If the program is granted approval, the college must ensure that the program continues to be relevant. Describe methods of re-evaluating the program to maintain relevance (for example, meetings with program advisory committee, employer surveys, instructor workshops, peer review arrangements, interviews or surveys with graduates). Include how often each activity will be undertaken.

Program Information

Section 19 – Program Goals:

Describe the knowledge (intellectual development), skills (physical skills development), and attitudes (development of aptitude, perspectives, and values) students are expected to have when they leave the program.

Section 20 – Equipment:

Attach a list of equipment needed to deliver the program. Base your list of equipment on quantity required for your maximum class size given in Section 5. Include desks, chairs, whiteboards, computers, etc. If computers will be used to deliver the program, specify hardware and software types. Part of the inspection process will be to ensure that the college has the necessary facilities and equipment to deliver the program.

Section 21 – Agreement or Lease:

Attach the letter of agreement or lease, if you use third party sites, equipment, or software.

Section 22 – Program Modules:

Identify each module in the program and include the instruction hours to be spent on each and how much weight each subject or module is given when assessing student performance. List in order of subject/module delivery. If needed, download extra sheets from the website at www.pcc.ednet.ns.ca/operators.

The module value of the program must add up to 100%.

Module Code (if used)	Module Titles	Hours	Pass Mark (%)	Module Value of Program (%)
TOTAL				

Print extra copies of this page, if needed.

Section 23 – Program Module Outlines:

of

Using the following format, **attach a separate module outline sheet for EACH module that was listed in Section 22.** If needed, download extra sheets from the website at www.pcc.ednet.ns.ca/operators.

Module Code (if used)	
Module Title	
Module Length (Hours)	
Module Pre-requisite (if applicable)	
Module Description	
Module Objectives (As a result of this module the student will be able to)	
Module Performance Outcomes (Certificates, Vendor Exams)	
Names of Books/Manuals/Software	
Method of Evaluation (Grading procedure for assignments, papers, exams, expressed in %)	
Location (College site, off-site lab, field location)	

Teaching Methods, check **all that apply**.

Program Format: full time part time

Delivery Format: college site distance

<input type="checkbox"/> classroom/instructor delivered	<input type="checkbox"/> interactive
<input type="checkbox"/> online	<input type="checkbox"/> other: _____
<input type="checkbox"/> virtual	
<input type="checkbox"/> lecture	
<input type="checkbox"/> practical / experiential	

Print extra copies of this page, if needed.

Section 24 – Instructor Qualifications:

- 1) If prospective new instructors or instructor assistants have been identified, **attach the Application(s) for Registration of Instructor or Instructor Assistant and the application fee of \$40.00/per application.**
- 2) If prospective instructors or instructor assistants who are currently approved and registered have been identified, **attach the Application(s) to Amend Registration of Instructor or Instructor Assistant and the application fee of \$20.00/per person.**
- 3) Please **attach a list of all modules and proposed instructor(s) and instructor assistant(s).**

Grade System

Section 25 – Policies on Grades:

Include details on grading policies, for repeating failed modules, rewriting examinations, supplementary exams, etc.

Section 26 – Graduation Requirements:

Describe any additional requirements students must meet to graduate from the program.
(e.g., WHMIS, First Aid)

Section 27 – Practicum or Off-Side Placement:

Does your program have a mandatory placement component?

- YES If YES, complete sections 28 to 32 (page 10) and ignore sections 33 to 34.
- NO If NO, complete section 33 to 34 (page 11) and ignore sections 28 to 32.

Section 28 – Letters of Interest from Employers:

Who is responsible to find a placement? (a) the college YES No
(b) the student YES No

If the college is responsible to find a placement, **attach a copy of employer letters expressing interest to host students in their practicum weeks.** Before the program intake starts, the college must have confirmation letters from employers on file at the college. The Division will follow-up with employer confirmations.

For all placements, **attach a risk assessment for off-site activities.**

This is based on Section 36 of the *Private Career Colleges Operational Regulations*.

Section 29 – Placement Requirements for Students:

Describe any requirements for the student to be eligible for a placement. For example, does eligibility depend on academic standing, health certificates, driver's license, criminal record/CPIC, etc.?

Section 30 – Placement Activities:

List major activities to be performed and learning/skills outcomes to be achieved on placement.

Section 31 – Placement Supervision:

Describe the amount and nature of college-based supervision given to each student while on placement. (e.g., placement site visits, student meetings, employer meetings, etc.)

Section 32 – Placement Assessment:

Describe how student placement activities will be assessed and by whom. (e.g., written evaluation, instructor, employer, etc.)

Section 33 – Placement Failure:

Describe what happens if a student fails or has reason to leave a placement.

Section 34 – Sign the certification and consent:

- I certify** that the information I have provided on this form and attachments is complete and accurate.
- I certify** that this information does not infringe on any copyright.
- I consent** to the use of this information by the Department for the purpose of reviewing this application and monitoring compliance.
- I understand** that our proprietary information will be kept confidential in accordance with the *Freedom of Information and Protection of Privacy Act* and that the Department will otherwise only use this information pursuant to the Act and Regulations, and to train students under contract with this college.

Name of College Official (print): _____

Position or Title (print): _____

Signature: _____ Date: _____

Section 35 – Training Completion Fund (TCF):

- The college will remit an amount equal to 1% of the total program tuition by the 15th day of the month following each program start date. (i.e., 1% x Total of line 1 in Section 9)

Contact Information:

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Private Career Colleges Division
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Halifax, Nova Scotia
B3J 2T8

Civic: Labour and Advanced Education
Private Career Colleges Division
1505 Barrington Street
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Halifax, Nova Scotia
B3J 3K5

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