

## 1 Give your college information

Name of college: \_\_\_\_\_

\_\_\_\_\_

Campus location: \_\_\_\_\_

## 2 Tell us who to contact if we have questions

Name: \_\_\_\_\_

Position or title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## 3 Attach payment for new program registration

Is this part of a new college application?

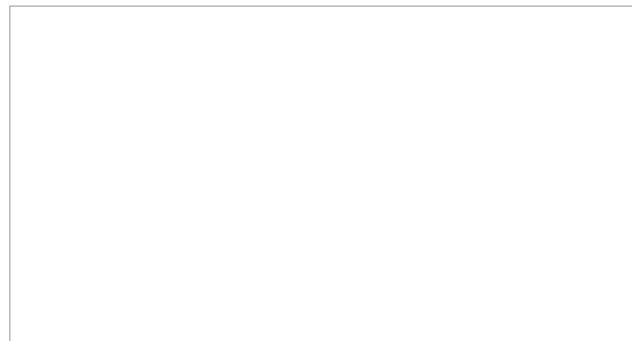
**Yes** If yes, your payment is made under **Form A, Application for Certificate of Private Career College Registraton.**

**No** Submit registration fee of **\$114.33**, payable to **Minister of Finance.**

## 4 Agree to student “train out” protection, if you are unable to deliver the program

**Yes** We agree that the department may turn over curriculum and delivery information about this program to another college for the purpose of a “train out” of contracted students. This applies only to train-outs. The other college may not use this information to enrol new students.

### *For Labour and Advanced Education Use Only*



**Approved** Authorized signature: \_\_\_\_\_

**Denied** Date: \_\_\_\_\_

Data entry date: \_\_\_\_\_ Initials: \_\_\_\_\_ PCC number: \_\_\_\_\_

## General Program Information

### 5 Describe your program

Program title: \_\_\_\_\_

Job titles for which this program will prepare  
one for entry-level employment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

National occupational classification (NOC) 4-digit code:  
Click [www.hrdc.gc.ca/noc](http://www.hrdc.gc.ca/noc) to search for this number.  
If no specific code applies, give the unit group name and number.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program format:  full time  part time  
[Check all that apply]  distance education  combination  
(online, conference, video)

Instruction:  classroom  distance

### 6 Describe your entrance requirements

Minimum education level: \_\_\_\_\_

Other requirements, if applicable (medical certificate, police checks): \_\_\_\_\_

Are students accepted under the mature student policy?

Yes

No

Describe your admission's process for mature students

### 7 Give class size and student/instructor ratio

Maximum program enrollment: \_\_\_\_\_ students Student/instructor ratio: \_\_\_\_\_

## 8 Identify your program dates and duration

Provide the start and end dates of the total length of the program: \_\_\_\_\_ to \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

Give a yearly breakdown for the entire length of the program, both in weeks and hours.

Year	Start date (MM/DD/YYYY)	End date (MM/DD/YYYY)	Duration in weeks (INCLUDE BREAKS)	Duration in hours
1				
2				
3				
4				
			<b>Total Weeks:</b>	<b>Total Hours:</b>

## 9 Describe the cost of your program for students

	Year 1	Year 2	Year 3	Year 4	Total
1. Tuition including registration fees					
2. Books/Text/Manual fees (total cost, including taxes)					
3. Equipment (e.g., kit contents, welding equipment, computer)					
4. Other – Specify (e.g., professional exams, vendor exam fees)					
5. Total cost					

**Foreign Students:** Is there a Foreign Student application administration fee?

**Yes** Cost of fee \$ \_\_\_\_\_

**No**

***Print extra copies of this page, if needed.***

## ***Employment Profile for Graduates***

### **10 Describe the jobs for which your program prepares graduates**

Give a job description of the vocation 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:

### **11 Is there a provincial or national examination?**

- Yes** Identify examining body or credentializing organization: \_\_\_\_\_
- No**

### **12 Is this an accredited program?**

- Yes** Identify accrediting body: \_\_\_\_\_
- No**

If not an accredited program, is there a national, regional, provincial, occupational association, or sector council?

- Yes** Name: \_\_\_\_\_
- No**
- Don't know**

### **13 Attach evidence of job availability**

- 1 Attach material relating to the level of labour market need for 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 documents, documentation of employer discussions, and any other supporting information.
- 3 Attach job advertisements for the occupation that have appeared in the last 12 months in your marketing area. These should clearly demonstrate the link between the program title and employment demands.

## 14 List similar programs in your market area

Offering institution	Program title	Program duration in hours and weeks	Employment rate (if available)

## 15 Describe how your college helps graduates find jobs

### *Program Development and Maintenance*

## 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 educational consultants who helped develop the program in the table below.

Name	Field of expertise		Professional Affiliations	On staff?		Telephone number
	Subject matter	Program design		Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

## **17 Describe how you will know you are meeting student needs**

Describe the methods to be used by the college to determine whether the program is meeting its intended goal of providing students with the knowledge and skills required for employment in the vocation (for example, interviews with employers of graduates, interviews with graduates, discussions with accrediting or regulatory bodies).

## **18 Describe how you will keep the program relevant**

If you are granted approval for your program, you must ensure that your 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.

## ***Detailed Program Information***

### **19 List program goals**

Include the knowledge (intellectual development), skills (physical skills development), and attitudes (development of emotions, attitudes, and values) you expect students to have when they leave the program:



## 23 Attach an outline for each module in the program

Module

of

Using the following format, attach a separate module outline sheet for EACH module that was listed in section 22. **Download extra sheets from our website at [www.ednet.ns.ca](http://www.ednet.ns.ca)**

Module title (Include the code, if applicable, e.g., BUSXXX):

Module length in 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 (certifications, vendor exams):

Names of textbooks or manuals:

Method of evaluation (Describe grading procedure for assignments, term papers, mid-term and final exams expressed in %):

Location (identify each site where training will take place—college site, off-site lab, field location):

Teaching Method (Check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> lecture                                      | <input type="checkbox"/> instructor assistant supervised lab | <input type="checkbox"/> instructor lead lab (such as computers) |
| <input type="checkbox"/> computer-based learning                      | <input type="checkbox"/> classroom/ lab (college)            | <input type="checkbox"/> video                                   |
| <input type="checkbox"/> seminar                                      | <input type="checkbox"/> classroom/ lab (off-campus)         | <input type="checkbox"/> on-line                                 |
| <input type="checkbox"/> instructor lead practical (such as a clinic) | <input type="checkbox"/> practicum (off-campus)              | <input type="checkbox"/> conference                              |

***Print extra copies of this page, if needed.***

## 24 Attach instructor qualifications forms

If you have identified prospective instructors, include a Form D, Instructor Qualifications, for each new instructor. If currently registered, please identify the instructor, the modules to be taught and provide any supporting documentation. We must have all instructor qualifications forms for all modules before program can begin.

## *Grading System*

### 25 Describe your policies on appealed grades

Include details on grading policies for repeating failed subjects, rewriting examinations, supplementaries, etc.

### 26 Describe any other graduation requirements

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

## *Practicum or Off-Site Placement*

Does your program have a mandatory placement component?

- Yes** Complete sections 27 to 32 \_\_\_\_\_
- No** Go to section 33

### **27 Attach letters of interest from employers**

Attach a copy of employer letters expressing interest to host students in their practicum weeks. Before your program intake starts, you must have confirmation letters from employers on file at the college. We may follow-up with employer confirmations.

### **28 Describe 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, police checks?

### **29 List major activities to be performed on placement**

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

### **31 Describe how student placement activities will be assessed and by whom (e.g., written evaluation)**

### **32 Describe what happens if a student fails a placement**

## ***Certification and Consent***

### **33 Sign the certification and consent**

**I certify** that the information I have provided on this form and in 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 Labour and Advanced Education for the purpose of approving this application and monitoring compliance.

**I understand** that our proprietary information will be kept confidential in accordance with *Freedom of Information and Protection of Privacy* rules and that the department will only share this information if the college so authorizes.

**I agree** that non-proprietary information from this application may be

- **recorded** into a departmental database for statistical purposes and future reference
- **shared** with the general public on request (business location, program name, program duration, and program fees)
- **placed** on the Private Career College website with information provided by all registered private career colleges

Name of college official (print): \_\_\_\_\_

Position or title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **34 Training Completion Fund (TCF)**

The College will remit 1% of the total program tuition by the 15<sup>th</sup> day of the month following the program start date. i.e. 1% x Total of line 1 in Section 9 of this form.

Program TCF = \$ \_\_\_\_\_ . \_\_\_\_\_ (per student enrolled)

### **35 Return the form and attachments to**

**Labour and Advanced Education  
Private Career Colleges Division**  
2021 Brunswick Street  
PO Box 578  
Halifax, NS B3J 2S9

## ***Questions?***

**Call 902-424-5636**