



Private Career Colleges

Registration Guide for Applicants

May 2011

THE REGISTRATION PROCESS

Step 1 - Initial Contact

The initial contact between a prospective private career college and the Private Career Colleges (PCC) Division, typically, is a request for information to register as a Private Career College. The first thing to be determined is whether or not your proposed “college” would qualify as a private career college, as defined by the Act. In making the determination use the following as a guide - the three words in the title of the Act: private, career, colleges.

Private:

The proposed college is a non-government training provider; is not an employer or an employee / employer association offering training to employees or members.

Career:

The training program, which is intended to provide the student with the full range of skills (not single skill or skills enhancement), is suitable for entry-level employment in a recognized occupation (National Occupational Classification Directory) which that client was unqualified to pursue before entering the training program (not academic upgrading, professional upgrading or staff development.)

College:

The training program is delivered in a “college” environment where the actual training site is physically located within the boundaries of Nova Scotia and/or the program(s) is administered from a physical site registered with the Registry of Joint Stock Companies in Nova Scotia.

An application for registration under the Private Career Colleges Regulation Act will not be accepted if it does not meet these criteria. In other words, only those who must be registered will be registered.

Step 2 - Form Completion / Registration Requirements

Complete the **Application for Certificate of Private Career College Registration** form. This is to be accompanied by a completed **Program Registration** form(s); **Industry Review** form(s) received directly from the reviewer; **Instructor Qualifications** form(s); **Business Plan**; and a **Training Completion Fund Compliance** form. **Program Registration** and **Industry Review** forms are required for each program and **Instructor Qualifications** forms for each instructor / instructor assistant proposed to teach for the college.

You must have a surety bond or irrevocable letter of credit established and have the proposed premises inspected by an inspector from the Halifax Regional Fire and Emergency Office for your area [inside Halifax Regional Municipality (HRM)] or the Fire Marshal’s Office (outside HRM). In addition to the forms, both the surety bond / irrevocable letter of credit (LOC) and successful fire report must be in place before a Certificate of PCC Registration can be granted. Evidence of a

successful health and/or sanitation inspection must also be attached to the application if the proposed program(s) requires such an inspection.

Step 3 - Site Inspection

Having completed and submitted all registration documents, the PCC Division will contact you regarding your application. Once approval in principle is reached, the PCC Division will arrange a date with you for the inspection of your college facilities by the PCC Manager. The Manager needs to inspect your school facility (applicable to colleges with permanent training facilities), verify that the required equipment is in place, confirm the fire inspection report, and, in the case of some colleges (e.g., if you have a facility where food is being prepared, or if you are offering training programs which have health risks), confirm that the facility has passed a health inspection. This must be done before the college can be recommended for registration to the Minister.

COMPLETING THE FORMS

The forms included in the registration package are, for the most part, self explanatory. Brief explanations are provided to assist the applicant. Further clarification may be obtained by contacting the PCC Division.

The forms and supporting document explanations are:

Forms:

Application for Certificate of Private Career Colleges Registration (FORM A)

This form serves as the main application document which provides the Manager with information organized in six sections. The sections are :

SECTION 1: General College Information - Section 1 requires you to provide applicant and college contact information and business classification information. (Here you must indicate the legal form of the business and you may check more than one box if applicable. In the case of a corporation or franchise, attach the required supporting documentation indicated on the form.) Registry of Joint Stock companies registration number and surety bond / irrevocable letter of credit details are also required in this section.

SECTION 2: Information on Applicant - In Section 2 the applicant(s) must provide name, address, business relationship and position titles of each partner (in the case of a partnership) and each officer and director (in the case of a corporation). The applicant must also provide details on previous private training registrations with other private career colleges and/or whether the applicant is/was registered under other provincial or federal Acts. Additional information on “other employment” and details on other financial or controlling interest in the proposed college is also required in this section.

SECTION 3: Information on Premises - Here you are required to provide: the nature of

facility ownership; description of the training facility including square footage and maximum student capacity; a floor plan; successful fire inspection report; and if required, health / sanitation inspection report.

SECTION 4: Fees - Here you are required to complete the table by calculating the fees for the certificate of registration, programs and late fee. For example, if the college is offering two programs requiring registration, the total fee would be \$784.65 (\$560.47 + 2(\$112.09)). A late fee of \$50 per day will be charged to those who do not submit their annual re-application documents by the date required.

SECTION 5: Declaration - For declaration, the applicant must sign in the presence of a witness and have their Notary or a Commissioner of Oaths do the same. The signatures attest to the correctness of all application documents, acknowledges information release and authorizes the manager of the PCC Division to conduct any investigation / review required to verify information contained within the registration package.

Program Registration (FORM B)

This form, together with the various appendices required to be attached, will provide all the relevant information about your program proposal. All parts of the form must be carefully completed. Omissions will result in delays to the registration process.

The program curriculum will be assessed to determine whether it provides the student with a reasonable opportunity of obtaining the knowledge and skill requisite for employment in the career for which training is being offered. During PCC Division assessment of the program registration and industry review form, additional advice may be sought from authorities within the government and/or industry. Should any recommendations for change or amendments be made as a result of industry and departmental assessments, it is expected that you will incorporate these recommendations into the curriculum before approval is granted.

The curriculum will form the basis for the contract between the school and the student and will clearly indicate admission requirements.

Standard programs may have a number of subjects/modules, each of which is taught as a distinct unit, for which a performance grade is given, and which may be listed on a student's transcript. You are required to include an outline for each of these subjects/modules.

Form B and the attachments required must be submitted to the Private Career College Division. Form C and the curriculum will be sent to the Industry Reviewer by the Private Career College at the same time. The curriculum that is sent out for Industry Review must be the same curriculum attached to Form B. DO NOT make any changes to the curriculum after it has been sent to the reviewer until the Private Career College Division has reviewed Form B, the attachments and the Industry Review. If you make changes to the curriculum after it has been sent to Industry Review then the Industry Review will be null and void and the amended curriculum will have to go back out to be reviewed.

As indicated on the form, you are required to attach five appendices. They are:

Appendix A: **Market Research** - here you must provide a description of any and all research undertaken to determine the viability of the proposed training program. Viability is to be determined in examining availability of students, labour market potential, and competitive strategy. Research data used to support program viability may be presented from both primary (surveys / questionnaires from industry/ employers, etc.) and secondary sources (Statistics Canada, etc.).

Appendix B: **Program Performance Outcomes** -this appendix will include the method of evaluation (ie: tests, exams, assignments, projects, final examinations, work placement, attendance etc.). It should include the percentage value of each and what a student must achieve for graduation. Also include if there are policies for rewriting failed exams redoing projects etc.

Appendix C: **Subject / Module Outlines** - this appendix details curriculum for each subject / module contained within the program. For each subject / module outline you must provide the following: content outline, theory/skill objectives (this should include what the graduate will know and what tasks the graduate will be able to perform), duration of each subject/module sections, training equipment to be used in delivery of subject content, method of instruction and textbooks/manuals to be used, and a description of training location if different from that described previously. *NOTE: All outlines must contain the above mentioned information but are not limited to the order and format presented.*

Appendix D: **Provincial / National / Association Guidelines** - here you must identify associated standards or guidelines imposed by other legislated bodies or associations and you must indicate how the standards / guidelines will or have been met.

Appendix E: **Field Placement Details** - if a mandatory placement describe the facilities and equipment to be used by students fulfilling program placement requirements. Advise who's responsibility it is for identifying the placement.

Industry Review (FORM C)

Industry review(s) will be required for each of your proposed programs. Reviews will be accepted from either two industry representatives or one recognized association in the program field. Where reviews are submitted from two industry representatives, they must be arm's length. In the case of an association review, any college staff person must remove themselves from the association review committee if he/she happens to be a member of the reviewing committee.

For the industry review by the two representatives, the reviewers must be individuals who qualify as one of the following: someone with substantial experience teaching this program at the vocational / college level (not at your proposed college); an employer, a significant part of whose workforce holds the position which is defined by your training; an experienced (5-10 years) "professional" in the field.

For the industry review by an association, the relevance (acceptability) is to be determined by the Manager upon review. **Associations legislated to govern / regulate programs must be used for the review.**

Each of these reviews must be arranged by the applicant and associated expenses will be borne by the proposed college. The **Industry Review** form along with the curriculum reviewed, once completed, is to be forwarded directly to the PCC Division by the reviewer.

Instructor Qualifications (FORM D)

In order to complete this form, review Section 24 of the General Regulations. Please note that the legislation requires you to have an instructor “approved” before you can have that person serve as an instructor or instructor assistant.

You must list a qualified instructor for each of the programs which you are proposing to have registered and you must submit an Instructor Qualifications form for each of these instructors / instructor assistants. This must include a resume and copies of degrees, diplomas, certificates or other credential to support qualifications to be reviewed.

Each Instructor Qualifications form submitted must be signed by the prospective instructor and college official. The sections titled “To Be Completed By Career College Official” and “DECLARATION Part 2- To be Completed by operator or college official” are to be completed by the college. The remaining sections are to be completed by the prospective instructor or instructor assistant. Missing information or unanswered sections will result in delay or refusal of registration. Forms submitted with sections answered with “see résumé” will be returned to the applicant.

Business Plan Checklist (FORM E)

Private career college applicants are encouraged to seek advice in preparing the business plan. Business plans are available at :
<http://www.novascotiabusiness.com/business/media/publications/businessdocuments.html>.

Training Completion Fund Compliance (FORM F)

This form must be completed by the operator or college official (proposed) and is to be submitted with the registration documents. The form requires the operator or college official to declare compliance with the requirements of the training completion fund.

Training Completion Fund Monthly Remittance (FORM G)

This form must be completed by the operator or college official and submitted to the Department along with a cheque made payable to the Minister of Finance on the 15th day of each month for all intakes in the previous month. The form requires the operator or college official to declare the information is accurate.

Periodic audits may be conducted to ensure the funds submitted are accurate based on actual student registration.

Projected Financial Statements (FORM H)

This form must be completed by the operator or college official for annual registration. It is completed in the second and subsequent years after the initial registration under the Private Career Colleges Regulation Act. The projected financial statements (pro forma) requires a one-year projected balance statement and income statement (revenues and expenditures). The operator or college official must declare that the statements will reasonably represent the future financial position of the college.

Application for a Temporary Site (FORM I)

Colleges can apply to the Manager to offer a program at a temporary site. A temporary site would be considered if the college was offering one time only, one program at a location other than their registered college site.

Appeal Process (FORM J)

If a College has a registered program or their Certificate of Registration suspended or canceled they can appeal to the Private Career College Board. A submission on Form J outlining the appeal will be filed with the Secretary to the Board within 15 days of receiving notice of the cancellation or suspension.

Program Summary Report (FORM K)

Colleges are required to submit a Program Summary Report for each program. The report is to be submitted on this form within 30 days of each programs completion date.

This will provide the basis for the Department to do student follow up surveys. The information from the student follow up surveys will be published.

Templates:

Surety Bond

Under the new legislation, colleges have the option of establishing a surety bond or an irrevocable letter of credit as required security. If the applicant chooses to establish a bond, the enclosed bond template is to be used in negotiating with the bonding agency. Where the applicant chooses to use an irrevocable letter of credit, the format will require approval by the Manager. The wording of the bond should be used as a guide in establishing the letter of credit.

For either the surety bond or letter of credit make sure the name of the principal on the bond is correct according to the following:

If your proposed college is a sole proprietorship, then:
(your proprietorship) operating as (name of the college), for example, "John Doe Holdings operating as NS Career College."

If your college is a partnership, then:
(the name of the registered partnership) operating as (name of the college), for example, “John Doe & Mary Doe Holdings operating as NS Career College”.

If your college is a corporation, then:
(name of the corporation) operating as (name of the college), where the two are different, for example: “NS 123456 Ltd. Operating as NS Career College” or “NS Career College Limited operating as NS Career College”, or (name of corporation), where the operating name is exactly the name as the corporation name, for example “NS Career College Limited”.

Student Enrollment Contract Template

Prior to Certificate of Private Career College Registration approval you must have a ready-to-use student contract in place. The student contract template included in this package contains all the PCC Division requirements. You may decide to duplicate the template or design a contract specific to your proposed college. Whatever the form, your student contract must contain all the information pursuant to section 5(4) of the Regulations. Every student must sign a contract with the school prior to the training commencement. A copy of the contract must be in the student file in the college.

Supporting Documents:

The Private Career Colleges Regulation Act

The Act is the authority under which the Minister is empowered to approve or refuse to register a private career college, program, instructional staff, et cetera. The Act and Regulations set out the various criteria that a school must meet in order to become registered and to maintain that status on an annual basis.

Industry Review Guide

The industry review guide is to accompany the Industry Review form when provided to the reviewer by the proposed private career college. The guide provides a description of the Industry Review form with specific details on what the reviewer is required to have in order to make an assessment.

Private Career Colleges Operations Guide

The purpose of this guide is to provide private career college operators and those applying for registration with regulation requirements and operating procedures pursuant to the Private Career Colleges Regulation Act. As well, it will serve as a reference guide.

LENGTH OF THE REGISTRATION PROCESS

Registrations are processed on a first-come, first-served basis. Unless there is an inordinate number of applications on file and provided that your application can fulfil all of the requirements on the

first assessment, the total registration process can take up to six months to completion. The more accurate and timely you are in completing your documentation, greater is the chance that your application will be processed in a shorter period.

If at any time you have questions regarding the forms or the requirements contact the:

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