

## **MEMORANDUM**

To: Private Career Colleges in Nova Scotia

From: Jeffrey Reed, Director, Private Career Colleges

Date: September 14, 2016

Re: General Policy concerning review of revisions to existing programs

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### **Review threshold**

A threshold of 25% change in the program will be the general indicator of whether the program requires a full review including the submission of the long form for a new program (“Application for Occupational-Training Program for Certificate of Approval”) or whether the review will require only the shorter form to amend an existing program (“Application to Amend an Occupational-Training Program”).

The 25% threshold is consistent with the benchmark used in respect of revisions to universities and community college programs.

The extent of change will be calculated by the number of modules affected, the total hours in the program or a combination of the two.

A change below this threshold may be subjected to the more thorough review if it is one in a series of minor revisions without a more thorough review.

### **Determination of application**

The determination of the applicability of the 25% threshold will be determined by the staff of the Private Career College Division.

Please consult with a Private Career College Officer at a preliminary stage of revision to determine the application of the threshold in the case of any individual program revision proposal.

### **Retained general discretion**

This general policy does not in any way affect the prerogative of the Director under such authorities as **Section 15I** of the *Private Career Colleges Act* or **Section 13** of the *Private Career Colleges Operational Regulations*.