

Private Career Colleges Operational Regulations Pursuant to Section 10

1 Program Information:

Name of College: _____

Name of Program: _____

Location(s): _____ Diploma Certificate

2 Contact Information:

Name of College Official: _____

Position or Title: _____

Phone Number: _____ Email: _____

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

4 Train-out Protection:

Yes Agree that the Department may turn over curriculum and delivery information about this program for the purposed of a "train-out" of contracted students, should the college be unable to complete program delivery. The train-out provider may use this information to enroll new students

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 application.

5 Program Description:

Give a brief description of the program.

8 Program Dates & Duration:

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

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

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.

Term	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	<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					

9 Program Costs:

	Term 1	Term 2	Term 3	Term 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

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:

11 Accreditation or Regulation:

Is this an accredited or regulated program? Yes No Don't know

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: _____

12 Examination(s):

Is there a provincial or national certification exam? Yes No Don't know

If yes, identify examining body or organization: _____

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.**

14 Market Area:

List similar programs in your market area.

Offering Institution	Program Title	Program Duration in Hours & Weeks

15 Job Search / Placement Support:

Describe how your college helps graduates find jobs.

Program Development & 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 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	

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).

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.

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.

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.

21 Agreement or Lease:

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

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

25 Policies on Grades:

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

26 Graduation Requirements:

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

27 Practicum or Off-Side Placement:

Does your program have a mandatory placement component?

- Yes If YES, complete sections 28 to 35.
- No If NO, complete section 34 and 35.

28 Letters of Interest from Employers:

Who is responsible to find a placement? the college the student

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*.

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.?

30 Placement Activities:

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

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.)

32 Placement Assessment:

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

33 Placement Failure:

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

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: _____

Position or Title: _____

Signature: _____ Date: _____

(dd / mm / yyyy)

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)

36 Contact Information:

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B3J 2T8

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Private Career Colleges Division
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