

#### **Advanced Education**

# Private Career Colleges Act Application for an Instructor/Instructor Assistant

## Private Career Colleges Operational Regulations Pursuant to Section 22 and 26

#### Please PRINT or TYPE responses:

- All areas must be complete. If "see résumé" is listed on the application, it will be returned and have to be resubmitted.
- Copies of any post-secondary degree(s), diploma(s), certificate(s) and current résumé noted in the section on educational background MUST be submitted with the application. Under certain instances, the Private Career Colleges Division may require a copy of the applicant's transcript in order to verify the credentials and contact the institution to confirm domestic or international degree(s), diploma(s), or certificate(s) that pertain to specific programs.
- The Private Career Colleges Division may review and audit personnel files, including supporting documentation, at the college.
- Personal information collected about the applicant, directly and indirectly, will be used by the Director in the ongoing review of registration and is collected under the authority of the *Private Career Colleges Act* and Regulations.
- The completed application, and supporting documentation, **must be submitted** to the Private Career Colleges Division and receive written approval **prior to** commencing instructor/assistant duties.

I have attached the \$40.00 application fee,	which must be <b>mad</b> e	payable to "Mi	nister of Finar	nce."	Yes No
1 Applicant Information:					
Applicant's given name(s)	Surname			Telephone N	lumber
Street	C	City/Province		Postal Code	
Name & Location of vocational and/or Poschools attended	ost-secondary	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Did you graduate?	Title of degree(s), diploma(s) or certificate(s)

rtification(s)/License(s)	Year Act	nieved	Curi		Perm	
			Yes	☐ No	Yes	□N
			Yes	☐ No	Yes	
			Yes	☐ No	Yes	N
pplicant Practical Experience:						
Name, City/Province, Phone # of Employers (list most recent first)	Length of			Posit please deta	ion(s) il on résumé	)
	From (dd/mm/yyyy)	To (dd/mm/yyyy)				
Applicant Teaching Experience:						
Applicant Teaching Experience:  Name City/Province Phone # of Employers	Length of	Service		Posit	ion(s)	
Applicant Teaching Experience:  Name, City/Province, Phone # of Employers  (list most recent first)	Length of			Posit (please deta	ion(s) il on résumé	)
Name, City/Province, Phone # of Employers	From	Service To (dd/mm/yyyy)		Posit (please deta	ion(s) il on résumé	)
Name, City/Province, Phone # of Employers	From	То	ı	Posit (please deta	ion(s) il on résumé	)
Name, City/Province, Phone # of Employers	From	То		Posit (please deta	ion(s) il on résumé	)
Name, City/Province, Phone # of Employers	From	То		Posit (please deta	ion(s) il on résumé	)
Name, City/Province, Phone # of Employers	From	То		Posit ′please deta	ion(s) il on résumé	)
Name, City/Province, Phone # of Employers	From	То		Posit (please deta	ion(s) il on résumé	)

### 5 Subject/Module Information:

Application is for a list of program(s). Print a separate sheet if there is more than one program. Please check the appropriate checkbox for instructor or instructor assistant.

Program Name	Subjects/Modules	Instructor	Instructor Assistant

Print extra copies of this page, if needed.

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## <u>6 Declaration (Part 1) – To be completed by the prospective instructor/instructor assistant:</u>

Name (please print)		Signature	Date (dd/mm/yyyy)
To be complete	ed by the Private Career (	College Official	
Name of college requ	esting approval		
Proposed date to star	t instructing/assisting (dd/mm/yyyy	<i>(</i> )	
Has the proposed ins	tructor/instructor assistant been pre	eviously registered by the Department?	☐ Yes ☐ No
Is yes, when?	(dd/mm/yyyy)	Col	lege
Declaration (Pa	rt 2) – To be completed b	by the Private Career College C	official and the second se
•		<u>,</u>	
I hereby certify th	at:		
- The instructo	r/instructor assistant meets tl	,	Regulation 26. The candidate must also meet ar
- The instructo	r/instructor assistant meets tl ations required by the progra	m approval(s).	
<ul><li>The instructor</li><li>other qualific</li><li>I have verifie</li></ul>	r/instructor assistant meets the ations required by the progradd that the information contain	m approval(s). ned on this application, as well as su	pporting documentation.
<ul><li>The instructor</li><li>other qualific</li><li>I have verifie</li><li>I will maintain</li></ul>	r/instructor assistant meets that tions required by the progra d that the information contain n on file, the complete applica	m approval(s). ned on this application, as well as su ation, plus supporting documentation	pporting documentation.
<ul><li>The instructor</li><li>other qualific</li><li>I have verifie</li><li>I will maintain</li><li>I understand</li></ul>	r/instructor assistant meets that tions required by the progra d that the information contain n on file, the complete applica	m approval(s).  ned on this application, as well as sulation, plus supporting documentation  udits of private career colleges' files	pporting documentation.
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