

## **General Information on Registering a Private Career College in Nova Scotia**

Private career colleges are a key sector of post-secondary training in Nova Scotia. It is important that colleges provide occupational training which meets the current expectations of occupational regulators and industry, and which supplies graduates to available jobs.

Privately delivered occupational training is regulated in Nova Scotia and can be offered only by registered private career colleges or institutions exempted from registration by the [Private Career Colleges Act](#). The Act and regulations are administered by the Private Career Colleges Division of the Nova Scotia Department of Advanced Education.

Copies of the Act and regulations are linked to this page: <http://www.pcc.ednet.ns.ca/>, copies of all referenced forms can be found there under: FORMS & DOCUMENTS/Applicants

### **General Requirements**

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Before operating a private career college in Nova Scotia, two sets of applications must be submitted by the institution to the Director of Private Career Colleges and written approvals received by the institution. These relate to the:

- 1) Registration of the college, and
- 2) Approval of occupational-training program(s)

Further information related to these applications is provided on the following pages.

### **Exemptions**

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Training programs of fewer than 40 hours in length and less than a total cost of \$1000 may be exempted from registration under the Act at the discretion of the Director. Exemptions are not valid unless provided to the training provider in writing; the full provisions are set out in Section 9 the [Private Career Colleges Operational Regulations](#).

If you believe the training you wish to offer should be considered for exemption, please contact this Division for further details.

### **Further Information**

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For further information, please contact the Division at [pccforms@novascotia.ca](mailto:pccforms@novascotia.ca) or 902 424 5636

It is strongly recommended that those considering operating a private career college in Nova Scotia telephone the Division to discuss the proposal at the earliest stage of development.

## **Registration of a private career college in Nova Scotia**

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The registration of a private career college requires submission of the identified application, fees, and documentation. Forms and references from the Internet are hyperlinked, please click on them to open the full document.

- 1) [Application for Certificate of Registration of a Private Career College](#)
- 2) [Projected Financial Statements](#)
- 3) [Business Plan \(Checklist provided\)](#)
- 4) Copy of Registry of Joint Stocks corporate registration
- 5) Copy of Shareholder Register
- 6) Application Fee: \$3000, Cheque or Money Order Payable to “Minister of Finance”
- 7) Surety (Bond or Letter of Credit) usually \$75,000 – contact the Division for details
- 8) A list of the full names of persons with authority to bind the college legally, specifying any limits to that authority for each person.
- 9) A copy of the form of student contract that the college will use ([template linked here](#)).
- 10) A copy of each policy to be adopted by the college as required by the Act or Operational Regulations, and copies of any other policies or documented procedures to be applied to students in connection with their student contracts.
- 11) Proof of ownership or lease for property to be operated for each site of the proposed private career college in the province
- 12) For each site, the following information:
  - a. Civic address
  - b. Measured floor plans with all rooms identified
  - c. Measured site plans for delivery of any outdoor component of program (if applicable)
  - d. Written confirmation that all required inspections have been completed successfully, e.g., Fire Officials, health inspection, etc, as applicable
- 13) Location Application fee: \$250 for each location, Cheque or Money Order Payable to “Minister of Finance”

Additional information may be required during the application process, as provided by Section 6(2)(e) of the Operational Regulations.

Please contact the Division for further information on any of the above requirements.

## **Approval of Occupational-Training Program(s)**

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Requests for approval of each occupational-training program require submission of the identified application, fees, and related documents. Forms and references from the Internet are hyperlinked, please click on them to open the full document.

- 1) [Application for an Occupational-Training Program](#)  
[Section 22 – Additional Pages](#)  
[Section 23 – Additional Pages](#)

A key element of the program application is evidence of an available labour market for entry-level graduates of the proposed program in the local labour market. Without this evidence approval for the program may be refused or conditions may be applied to the program, e.g., limiting enrollment or requiring labour market information disclosure to student applicants.

- 2) Application Fee of \$750 per proposed program, Cheque or Money Order Payable to “Minister of Finance”. Programs are approved allowing new enrollments for a 5-year period.

- 3) [Industry Review Form](#)

All proposed programs must be reviewed by related occupational regulators or industry stakeholders who routinely hire entry-level graduates of the type of program proposed. The form is supplied by the college to the reviewer with a copy of the complete program and the reviewer must submit the completed review with the copy of the program reviewed directly to the Division.

- 4) [Application to Register an Instructor or Instructor Assistant](#)

Each program must have instructors who meet the qualifications set out in Section 22 of the Operational Regulations.

- 5) Application fee of \$40 per proposed instructor, Cheque or Money Order Payable to “Minister of Finance”. Registration of instructors is permanent. Applications to amend the registration of the instructor, e.g., to add programs or modules to the registration, may be made at any time upon submission of the required application and a fee of \$20.

### **Online application process**

Much of the above application process has been moved to an online service portal. Once the college is in the final stages of registration approval access may be granted to the applicant to use the online version of the applications.

Please contact the Division for further information on any of the above requirements.