**Use this form to request confirmation of whether a new program requires approval.**

***To apply for approval of a Class A, B, or C program, use the*** [***Application – New Program Requiring Approval.***](http://www.privatetraininginstitutions.gov.bc.ca/form-library)

**To be excluded from regulation under the *Private Training Act* (PTA), an institution must not offer any program that requires approval.**

**Ensure form is complete before submitting. Incomplete request forms will not be processed.**

Institutions must submit one request per program and must pay the following fee.

|  |  |
| --- | --- |
| **Approval is not required for a program that meets one or more of these criteria:*** Does not fit in Class A, B, or C
* All students enrolled are funded by a single third party (e.g., an employer or a government program), and none are international students on study permits.
* Leads to occupations excluded in the *Private Training Regulation* (see Section 2.2 of the [PTA Policy Manual](http://www.privatetraininginstitutions.gov.bc.ca/institutions/policy-manual))

PTIB will confirm whether the program does or does not require approval. If approval is required, a full [*Application – New Program Requiring Approval*](https://www.privatetraininginstitutions.gov.bc.ca/form-library) form will be requested. | $150***(Invoiced when program status is confirmed)*** |
|  |  |  |
| **Class** | **Program class definition** |  |
| **Class A** | Career-related programs with 40 or more hours of instruction, for which tuition is at least $4,000. A career-related program is defined as a program that has the purpose of enhancing students’ employability or ability to carry out a career occupation.  | ***To apply, use the*** [***Application – New Program Requiring Approval***](http://www.privatetraininginstitutions.gov.bc.ca/form-library) ***form.*** |
| **Class B** | Class B programs are career-related programs at designated/interim designated institutions, other than Class A programs, for which tuition is at least $1,000**.**  |
| **Class C** | Class C programs are language programs at designated/interim designated institutions that are longer than six months or for which tuition is at least $4,000. A language program is defined as a program that has as its learning objective that students gain or improve proficiency in a language. |

### Institution Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Operating Name** | Enter Institution Operating Name | **Institution ID #** | Enter ID # |
| **Does this application address a requirement set by PTIB following an audit, inspection or designation review?** | Select response | **If yes, enter date of requirement letter** | Select letter date |

### Program Information

|  |  |
| --- | --- |
| **Program Title** | Enter program title |
| **List the career occupations for which the program prepares the student. If the program is not career training and has no career-related applicability (e.g. is for personal interest), enter N/A here and in the NOC Code section.***
 |
| **NOC Code** | Enter NOC  |
| ***Use NOC 2016 version 1.3.*** *Select the 4-digit code that most accurately describes the career(s) for which the program prepares students. Include only careers which are realistic for graduates with no other related education or experience, unless such are admission requirements for the program. Refer to the* [*Employment and Social Development Canada*](https://noc.esdc.gc.ca/Home/Welcome/986a9dbef25b4afc8938105e455fa270?GoCTemplateCulture=en-CA) *website.* Choose an item. |
| **CIP Code** | Enter CIP  |
| *Select the six-digit code that most accurately fits the program. Refer to the* [*Statistics Canada*](https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=299355) *website.* |
| Does the program lead to employment in an occupation regulated by a regulator? | Choose an item. |
| If yes, list the Regulatory Body.  | Enter Regulatory Body. |
| **Does the program require approval by another regulator?** | Choose an item. |
| **If yes, list the Regulatory Body**  | Enter Regulatory Body. |
| PaperclipIf the program requires approval by another regulatory authority/governing body you must include documentary evidence of that approval. |

|  |  |
| --- | --- |
| **Is this an Employer Provided Program (a program in which all students enrolled in any single cohort are funded by one employer or one third party)?** | Choose an item. |
| **Note: by answering ‘Yes’ to this question, you are confirming that you understand:**1. *For a program to qualify as an employer provided program not requiring approval,* ***all students enrolled in each offering of the program must be funded at 100% by the same employer or third party****. Separate offerings of the program may be made to different third parties, but in each case all students in that offering must be funded by the same third party. In addition, the program must not be provided to international students requiring a study permit.*
2. ***You may be required at any time to provide a copy of the agreement(s) between your institution and any employer or other third party to which this program is provided****, which identifies the name of the program and the name of the third party, to demonstrate that the program continues to meet the definition of an employer-provided program.*
 |

### Fees

|  |
| --- |
| [x]  **The same fees apply to all locations at which the program is offered. Otherwise, uncheck this box and provide fee information for each location.**  |
|  | **Domestic Students** | **International Students** |
| **Tuition**  | Enter fee  | Enter fee  |
| **Application Fee**  | Enter fee  | Enter fee  |
| **Administrative Fee** |  Enter fee  |  Enter fee  |
| **Administrative Fee – description & breakdown** | Provide description. | Provide description. |
| **Textbooks Fee**  | Enter fee  | Enter fee  |
| **Materials Fee**  | Enter fee  | Enter fee  |
| **Testing/Assessment Fee** | Enter fee  | Enter fee  |
| **Testing/Assessment Fee – description & breakdown** | Enter fee  | Enter fee  |
| **Other Fee**  | Enter fee  | Enter fee  |
| **Other Fee – description & breakdown** | Provide description | Provide description |

**Language programs with variable tuition, if applicable (check all that apply):**

|  |  |
| --- | --- |
| [ ]  **Less than $4,000** | [ ]  **$4000 or more** *Use Application – New Program Requiring Approval* |

### Schedule / Duration

|  |  |
| --- | --- |
| **Hours of Instruction**  | Enter hours. |

***Language programs* with variable duration, if applicable (check all that apply):**

|  |  |
| --- | --- |
| [ ]  **6 months or less** | [ ]  **Over 6 months**  *Use Application – New Program Requiring Approval.* |

### Method of Delivery

|  |
| --- |
| **Check each delivery option to be offered for this program** |
| [ ]  **In-Class** (In-Person)*100% hours of instruction delivered in a classroom or other setting, where instructors share the same physical space as students.* | [ ]  **Distance***100% hours of instruction, excluding work experience hours, if applicable, delivered remotely from a BC location.* Select the option that best describes the program’s online instruction. [ ]  **Synchronous**[ ]  **Asynchronous**[ ]  **Synchronous and Asynchronous** | [ ]  **Combined** (In-Class and Distance) *Instruction provided through a combination of in-class and distance delivery. Program may include a work experience component (in-person).*Select the option that best describes the program’s online instruction. [ ]  **Synchronous**[ ]  **Asynchronous**[ ]  **Synchronous and Asynchronous** |

### Intake

**Intermittent intake** is when students may start the program at one or more specific points in its delivery –
e.g. at the start of the first course only, or at the start of any course.

**Continuous intake** is when a student may start the program at *any* time. It is suitable for a limited number
of program types, such as asynchronous distance education, and language training programs.

An [Intake Models and Class Size Guide](http://www.privatetraininginstitutions.gov.bc.ca/form-library) is available on the PTIB website.

|  |
| --- |
| **Program Maximum Enrollment:** List the maximum number of students admitted to a single offering of the program (i.e., maximum class size), for each delivery method by which the program is to be offered. |
| **In class:** Enter maximum | **Online:** Enter maximum | **Combined:** Enter maximum |
| **Student Intake Model** | Choose an intake model. |

### Program Location(s)

#### **To apply to offer training from a location that has not yet been approved by PTIB, submit an Application – Add or Close a Location. Fees for addition or change of location are as follows:**

#### **$500 for each additional location where an institution offers an approved program**

#### **$200 for each additional location where an institution only provides approval not required programs.**

|  |  |
| --- | --- |
| **Street Address** | Enter street address |
| **City** | Enter name of City |
| The location must match:* 1. An already-approved location
	2. A new location proposed in an Add or Close a Location Application or
	3. A new location proposed in a New Certification Application
 |
| ***Paperclip*If the program will be provided from more than one location, add rows to the table above or append a list of all locations from which the program will be provided.** |

### Declaration

### Attachments: include all that apply to this program

### [ ]  Program outline – required for all new program applications. Ensure all required fields are included: refer to or use the template available on the [PTIB website](http://www.privatetraininginstitutions.gov.bc.ca/form-library).

[ ]  Regulatory or governing body approval of program (specifying location if applicable).

[ ]  If the program will be provided from more than one location, and the additional location(s) are not included in this application, a list of all locations from which the program will be provided (and regulatory approval if applicable).

**Complete the Declarations section and submit it with your application. Electronic signatures will be accepted if this form is submitted by email by the institution’s primary or alternate contact.**

|  |
| --- |
| [ ]  I confirm I have the legal authority to act on behalf of the institution.[ ]  I confirm all the information contained in this application and any attachment is true, accurate and complete. Personal information may be collected by the Ministry of Post-Secondary Education and Future Skills under section 61 of the *Private Training Act* and section 26 (a) and (c) of the *Freedom of Information* *and Protection of Privacy Act* (FOIPPA). Personal information will be collected, used and disclosed as necessary to assess the submission. Should you have any questions about the collection disclosure and use of this personal information, you may contact Director, Policy and Institution Certification, Private Training Institutions Branch, Ministry of Post-Secondary Education and Future Skills, 310-601 Cordova Street W, Vancouver, BC V6B 1G1, 1-800-661-7441. |
| [ ]  I am authorized to submit personal information about others that is necessary to complete this form.  |
| Authorized By | Enter name | Authorized title:  | Enter title |
| Close | Signature. Must be signed  | Print name | Date signedSelect date  |

**Send completed applications and required attachments to** **pti@gov.bc.ca****.**