Important information for PTIRU certified institutions August 21, 2025

To: *All certified private training institutions, and new certification applicants*

We are writing to provide some important updates from the Private Training Institutions Regulatory Unit (PTIRU) of the System Integrity Branch.

1. Regulatory Amendments

Effective January 1, 2026

1. For Class A and B programs that start on or after January 1, 2026, diplomas may only be issued for programs of at least 12 months (full-time students): PTR 44(2). For more information, see Section 3.2.13 of the PTA Policy Manual. Institutions are advised that it is not appropriate to extend the duration of an existing approved program solely for the purpose of altering its credential type. Programs that start on or after January 1, 2026, that do not meet PTIRU's diploma standards must issue a certificate or other appropriate credential.
2. To be granted a designation certificate, an institution **applying for a designation certificate on or after January 1, 2026** must offer at least one Class A or Class C program: PTR 7(3.1). This does **not** apply to institutions in the regulatory body or Indigenous institution classes. For more information, see Section 1.3 of the PTA Policy Manual.
3. Beginning on January 1, 2026, institutions must ensure that their facilities include dedicated spaces, at each approved location, that are available to international students who have been issued study permits and are accessible by those students outside the hours of instruction of an approved program, for the purpose of study or socializing: PTR 17(g.1). For more information, see Section 3.7 of the PTA Policy Manual.
4. Beginning on January 1, 2026, an instructor of a vocational or practical course who provides 20% or more of the hours of instruction of an approved program, other than the hours of instruction for a work experience component, must complete at least 5 hours of professional development each year in either an area relevant to the subject matter of the program or instructional delivery, design, assessment, or evaluation: PTR 21(2.2). This does **not** apply to programs that lead to employment in a career occupation that is regulated by a regulator if the regulator has requirements in respect of instructor qualifications.

Effective July 1, 2026

New financial reporting requirements are in effect **July 1, 2026**. Appendix 17 of the PTA Policy Manual (attached for your reference) summarizes the financial reporting requirements in force now and those that will apply starting July 1, 2026 for institutions with fiscal year ends of February 28, 2026 and onward. **We suggest you forward this email and attachment to your Chartered Professional Accountant (CPA) as soon as possible.**

2. Updated PTA Policy Manual, Forms, and Resources

Please be advised that the PTA Policy Manual and the forms and resources listed below have been updated:

- Application – Add or Close a Location
- Application – Institution and Contact Change
- Application – New Certification
- Application – New Program
- Application – Program Change
- Admission Requirement Guide
- Request for Confirmation of Program Class (coming soon)

Effective immediately, please use these forms and resources with the version control date of August 12, 2025.

A summary of updates to the PTA Policy Manual is attached.

The current version of the Policy Manual dated August 13, 2025 is available here. If you find that a previous version of the Manual appears in your internet browser when you access the link, try refreshing your browser page once or twice or holding down the 'Ctrl' key and clicking 'Refresh.' If the current version still does not appear, you may need to clear your browser cache.

3. Policy Updates Related to Program Delivery, Advertising and Credentials

PTIRU periodically issues policy updates to clarify its policy when applying the PTA and its associated regulations. Institutions are expected to keep apprised of policy updates and adjust their practices accordingly. Questions may be directed to PTI@gov.bc.ca.

3.1 Work experience components must be delivered within British Columbia, except in extenuating circumstances.

3.2 PTIRU-certified institutions that have a campus outside of BC must not use PTIRU or Education Quality Assurance logos or make any other representations that would imply the campus external to BC or programs offered at that campus are certified, designated or otherwise regulated, recognized or approved by the Province of British Columbia.

4. WorkSafe Coverage

Health Authorities will soon be asking private post-secondary institutions for proof of WorkSafe BC coverage for students on **work experience** placements in **health care settings**. If they are unable to provide proof of coverage, placements will be denied.

Private post-secondary institutions are required to seek WorkSafe BC coverage for their students during work experiences at a Health Authority facility. Private training institutions can apply to WorkSafe BC for coverage for students on **unpaid** work experience placements under Section 7 of the *Workers Compensation Act*.

There is no WorkSafeBC requirement that institutions have coverage for students on unpaid work experiences, and paid work experience placements are already covered under the *Workers Compensation Act.* The requirement for coverage during work experiences at a Health Authority is a requirement of the Health Authorities.

The process to WorkSafe BC for coverage for students on **unpaid** work experience placements is as follows:

1. Contact Avjit Mundi, Research & Evaluation Analyst, WorkSafeBC at 604 244-2189 or avjit.mundi@worksafebc.com to discuss eligibility for WorkSafeBC coverage.
2. If eligible, complete an application.
3. WorkSafeBC will make a decision and notify the institution.

Institutions will need to apply for coverage on a program-by-program basis.

Under the PTR, all certified private training institutions are required to have General Liability Insurance.

System Integrity Branch
Ministry of Post-Secondary Education and Future Skills
310-601 Cordova St W, Vancouver, BC V6B 1G1
P: 604-569-0033 | Toll Free: 1-800-661-7441
privatetraininginstitutions.gov.bc.ca

Summary of Private Training Act Policy Manual Updates – August 2025

Section	Issue
1.3	Clarification that, a requirement for designation is that, if an institution does not hold a designation certificate, the institution must have provided 100% of the hours of instruction of at least 50% of its approved programs of instruction to at least 5 students ***per program*** (does not apply to institutions in the regulatory body institution or Indigenous institution classes).
3.1.1	Institutions are cautioned that certain changes may impact eligibility for either StudentAid BC or Education Quality Assurance Designation.
3.2.4	**Work experience** components must be delivered within British Columbia, except in extenuating circumstances.
3.2.5	Institutions are cautioned against using **stock images** that may give a false or misleading representation regarding the institution.
3.2.5	PTIRU-certified institutions that have a **campus outside of BC** must not use PTIRU or Education Quality Assurance logos or make any other representations that would imply the campus external to BC is certified, designated or otherwise regulated by the Province of British Columbia.
3.2.7	Additional information about the requirements for **dedicated spaces at institutions** that are available to **international students** who have been issued study permits.
3.2.13	Regarding the diploma standard for Class A and B programs that start on or after January 1, 2026, clarification that it is not appropriate to extend the duration of an existing approved program solely for the purpose of altering its credential type. Programs that start on or after January 1, 2026, that do not meet PTIRU's diploma standards must issue a certificate or other appropriate credential.

Appendix 17: Reporting Requirements – Financial Statements

Reporting Requirements – based on Tuition Revenue and Category Assignment

A certified insiutiton, other than an Indigenous insitution, must submit to the registrar, no later than 5 months after the end of the institution's fiscal year, financial statements.

Certified Indigenous institutions submit to the registrar, no later than 5 months after the end of the institution's fiscal year, confirmation of the institution's annual tuition revenue for that previous fiscal year.

New Notice to Reader standards:

In order for institutions' financial statements to comply with both the reporting requirements prescribed in the *Private Training Regulation* and the Chartered Professional Accountants of Canada (CPAC) Handbook standard, all financial statements prepared under CSRS 4200 must include the following note confirming that specific accounts are prepared on an accrual basis:

> *The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the addition of:*
>
> - *tuition accounts receivable from approved programs, net of an allowance for doubtful accounts*
> - *amounts due to related parties (if applicable)*
> - *unearned tuition from approved programs in accordance with program terms*
> - *cash, cash equivalents, and marketable securities at fair value (where applicable)*
> - *tuition revenue from approved programs in accordance with program terms*

*Reporting requirements in effect July 1, 2026:			
Requirement	**Category 1**	**Category 2**	**Category 3**
Annual tuition revenue for approved programs for the previous fiscal year:	**Type**	**Type**	**Type**
*$50,000 or less	**Notice to Reader (Compilation Engagement)**	**Notice to Reader (Compilation Engagement)**	**Notice to Reader (Compilation Engagement)**
*More than $50,000 but not more than $1,000,000	-	-	**Review Engagement**
*More than $50,000 but not more than $5,000,000	**Review Engagement**	**Review Engagement**	-
Greater than $1,000,000 but no more than $5,000,000	**Review Engagement**	**Review Engagement**	**Audited financial statements**
Greater than $5,000,000	**Audited financial statements**	**Audited financial statements**	**Audited financial statements**

Additional Financial Reporting Requirements	
Must be prepared by a Chartered Professional Accountant member in good standing, with the appropriate licence from the Chartered Professional Accountants of BC	**Required**
Must be prepared using accrual method, on comparative basis and in accordance with generally accepted accounting principles	**Required**
Financial Statements must include: A Statement of Financial Position (Balance Sheet) A Statement of Operations (Income Statement) A Statement of Cash Flow	**Required**
Balance Sheet must disclose tuition accounts receivable from approved programs, net of allowance for doubtful accounts	**Required**

Balance Sheet must disclose amounts due from related parties with notes regarding collectability	**Required**
Balance Sheet must disclose amounts due to related parties with notes regarding payment terms and interest rates	**Required**
Balance Sheet must disclose unearned tuition from approved programs separately from other unearned revenue from other sources	**Required**
Balance Sheet must report cash and cash equivalents, including marketable securities	**Required**
Income Statement must disclose tuition revenue from approved programs separately from other tuition revenues	**Required**
If institutions are carried on by or through more than one individual, corporation, firm, syndicate or association, or any combination of them under one common control or direction, the institution must submit consolidated financial statements in addition to individual statements for each institution.	**Required**

* Reporting requirements in effect until July 1, 2026:				
Requirement	**Category 1**	**Category 2**	**Category 3**	
Annual tuition revenue for approved programs for the previous fiscal year:	**Type**	**Type**	**Type**	
a. $500,000 or less	**Notice to Reader[13] (Compilation Engagement)**	**Notice to Reader (Compilation Engagement)**	**Institution has continuously held a certificate for:**	
			Less than 2 years: Notice to Reader (Compilation Engagement)	**More than 2 years: Review Engagement**
b. Greater than $500,000 but no more than $1,000,000	**Review Engagement**	**Review Engagement**	**Review Engagement**	
c. Greater than $1,000,000 but no more than $5,000,000	**Review Engagement**	**Review Engagement**	**Audited financial statements**	
d. Greater than $5,000,000	**Audited financial statements**	**Audited financial statements**	**Audited financial statements**	

[13] New Notice to Reader standards: In order for institutions' financial statements to comply with both the reporting requirements prescribed in the *Private Training Regulation* and the Chartered Professional Accountants of Canada (CPAC) Handbook standard, all financial statements prepared under CSRS 4200 must include the following note confirming that specific accounts are prepared on an accrual basis:

> *The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the addition of:*
>
> - *tuition accounts receivable from approved programs, net of an allowance for doubtful accounts*
> - *amounts due to related parties (if applicable)*
> - *unearned tuition from approved programs in accordance with program terms*
> - *cash, cash equivalents, and marketable securities at fair value (where applicable)*
> - *tuition revenue from approved programs in accordance with program terms*

Must be prepared by a Chartered Professional Accountant member in good standing, with the appropriate licence from the Chartered Professional Accountants of BC	**Required**
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Balance Sheet must disclose amounts due to related parties with notes regarding payment terms and interest rates	**Required**
Balance Sheet must disclose unearned tuition from approved programs separately from other unearned revenue from other sources	**Required**
Balance Sheet must report cash and cash equivalents, including marketable securities	**Required**
Income Statement must disclose tuition revenue from approved programs separately from other tuition revenues	**Required**
If institutions are carried on by or through more than one individual, corporation, firm, syndicate or association, or any combination of them under one common control or direction, the institution must submit consolidated financial statements in addition to individual statements for each institution.	**Required**