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. PTIRU service resumption

Our Branch has recently returned to work following the labour disruption, and we recognize the impact this has had on our service delivery. PTIRU resumed full operations on October 27th, and impacted systems and processes are being restored. While we are working hard to return to normal service levels, recovery will take some time. Processing timelines are anticipated to remain longer than normal as we work through the significant backlog of inquiries and applications.
We appreciate your patience and understanding during this period and in the weeks ahead as we work to restore full service.
In particular, we note the following impacted areas:

a) **Student Data Reporting (SDR).** SDR uploads had been blocked during part of October and are now being received. If you are experiencing technical issues preventing you from downloading or uploading your SDR and have not already reported this, please email PTI@gov.bc.ca and provide details including screenshots. We are working to resolve these technical issues as quickly as possible.

b) **PTI payments by credit card** through the PTI Portal were also impacted, but the issue is **now fixed.**

c) **PTIRU payments by pre-authorized debit (PAD) scheduled for October 15** were not withdrawn. For institutions with a PAD arrangement for payment of certificate term fees, the PAD withdrawal scheduled for October 15 will be added to the PAD withdrawal scheduled for November 15. Each withdrawal will appear as a separate transaction in your banking records. Refer to your payment schedule to confirm the amounts and if you have any questions, email PTI.Finance@gov.bc.ca.

d) PTIRU response and processing times have been affected. Work is underway to respond to all inquiries, and to review applications. Again, we appreciate your patience and ask that you do not make duplicate inquiries.

2. PTI Student Outcomes Survey

BC Stats will launch the first Private Training Institution Student Outcomes Survey on November 17th, 2025.

Who: Class A program students reported as graduated in Quarter 1 student data reports (January 1 to March 31, 2025). Surveys of graduate cohorts will continue on a quarterly basis (see full annual cycle table below).

How: through a contract and information sharing agreement between the Ministry of Post-Secondary Education and Future Skills (the Ministry) and BC Stats.

When: 7-10 months after the end of each quarterly reporting period to allow students a period to find and experience a job, and/or become certified/licensed.

What: The survey will provide the Ministry with student-level outcome information for

graduates. PTIRU will be reviewing the survey results with a view to determining whether institution or program level data can be shared with institutions and/or students based on several factors including whether there are enough respondents to ensure anonymity.

Role of PTIs

Beginning in January 2026, ahead of the survey of students reported as graduated in Q2 (April 1-June 30, 2025), institutions will be asked to use the attached template prepared by the Ministry and BC Stats to email their graduates from that cohort. Advising your students to expect the survey will increase response rates and maximize survey accuracy. BC Stats will distribute the survey directly to students. SIB will provide a reminder about the institution email to students ahead of each quarterly survey.

Quarter	PTI Data Report Period	PTI Data Due to PTIRU	Institution Email to Quarter Grads	Survey Administration
Q1	January 1 to March 31	April 30	*No email*	November 17, 2025 to January 18, 2026
Q2	April 1 to June 30	July 31	January 19 to 30, 2026	February 2 to April 19, 2026
Q3	July 1 to September 30	October 31	April 20 to 30, 2026	May 4 to July 19, 2026
Q4	October 1 to December 31	January 31, 2026	July 20 – 31, 2026	August 3 to October 18, 2026

3. Sector update emails posted on the Private Training Institutions Regulatory Unit website

System Integrity Branch (SIB) sector update emails are now available on the Information for Institutions tab of the Private Training Institutions Regulatory Unit website: Institution Information Updates | Private Training Institutions Regulatory Unit. SIB has posted all sector update emails sent since January 1, 2025. SIB may remove postings or remove specific sections as they become outdated.

SIB will continue to send sector update emails directly to the primary and alternate institution contacts. However, we encourage institutions to bookmark this new page and share it within your organization to help ensure awareness more broadly of updates and important information.

4. Work experience placements

In August 2025, the SIB introduced a policy prohibiting work experience placements outside of British Columbia as a measure to ensure appropriate oversight of work experience placements and strengthen student protection. Following sector feedback, SIB has **revised the policy** as follows: *Work experience components must be delivered within Canada, except in extenuating circumstances.*

The registrar has the authority to order an inspection related to a work experience being delivered outside of BC, with inspection costs charged back to institutions. Inspections conducted outside of BC may result in significantly higher costs due to logistical complexities and the need to source appropriate personnel in other jurisdictions.

Institutions are reminded to review the work experience compliance standards (see Section 3.2.4 of the PTA Policy Manual), including but not limited to:

- signing an agreement with the host organization and the student that described the parties' respective responsibility and the work activities the student will undertake,

- monitoring the student during the placement including reviewing whether the student is attending and meeting the learning objectives,
- ensuring the student is receiving regular written evaluation, and
- meets the requirements of the applicable regulatory body for that career occupation

In addition, student enrolment contracts must include prescribed information related to work experience, including the geographic area or region of the province where the work experience will be provided (PTR24(4)(i)(iii)).

Finally, please be aware it is the institution's responsibility to confirm whether providing the work experience component of a program in another province requires licensing, certification or registration in that province. PTIRU may request the institution provide a copy of the confirmation (PTA13(g)).

The PTA Policy Manual has been updated to reflect this change and is dated November 3, 2025. 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.

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