

Highlights of the Amendments to the *Private Training Regulation* and
the *Fees and Student Tuition Protection Fund Regulation*

This document lists the changes institutions must implement by September 1, 2021 and provides a general overview of the amendments that will come into effect September 1, 2021 and September 1, 2022.

The Private Training Act Policy Manual has been updated and lists all regulatory amendments. [Take a look at the copy posted on PTIB's Regulatory Amendments 2021 page.](#)

1. The changes institutions must implement by September 1, 2021

- Develop a Student Statement of Rights. Institutions must post the statement in a prominent location, in every language in which instruction is provided, and provide a copy to the student along with the enrolment contract for an approved program. *A sample Student Statement of Rights is available on the [Forms, Templates and Resources](#) page of the PTIB website.*
- Develop a Sexual Misconduct Policy. This now applies to all institutions. Institutions must post the policy on their website and provide a copy to the student along with the enrolment contract for an approved program. *Sexual Misconduct Policy guidance will be available soon on the PTIB website.*
- Update program outlines (approved programs) to include admission requirements.
- Update the institution's website:
 - Provide a link to PTIB's website (www.privatetraininginstitutions.gov.bc.ca).
 - Post updated Tuition Refund Policy for approved programs. New standards apply.
 - Post Sexual Misconduct Policy.
 - For Class A and B programs, list:
 - admission requirements for the program;
 - tuition and any related fees (i.e. administrative fees, application fees, assessment fees, and fees charges for course materials);
 - whether the program leads to employment in a regulated field and, if so, a link to that regulator's website; and
 - career occupations for which the program is intended to prepare students.
 - Ensure a program requiring approval is not advertised **unless** the institution has first submitted the program to PTIB for approval. If program not yet approved, website must state that approval has not yet been received.

Highlights of the Amendments to the *Private Training Regulation* and
the *Fees and Student Tuition Protection Fund Regulation*

- Create a record for the institution's Senior Educational Administrator (SEA) that includes evidence that individual is qualified. The SEA must have a degree, diploma or certificate, or comparable education or work experience, in adult education. The record must be accessible to PTIB inspectors.
- Update student enrolment contracts for approved programs:
 - Update the Tuition Refund Policy. New standards apply.
 - Add the following statement: This institution is certified by the Private Training Institution Branch (PTIB). Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.gov.bc.ca

An updated template student enrolment contract (approved programs) is available on the [Forms, Templates and Resources](#) page of the PTIB website.

- Update student enrolment contracts for programs that do not require approval:
 - Add Tuition Refund Policy for programs not requiring approval. New standards apply.
 - List tuition and related fees (i.e. administrative fees, application fees, assessment fees, and fees charges for course materials).
 - List start date of the program.

An updated template student enrolment contract (programs that do not require approval) is available on the [Forms, Templates and Resources](#) page of the PTIB website.

- Update the institution's Dispute Resolution Policy:
 - Describe, in detail, how a student complaint is handled from initiation through final resolution of the complaint. This includes the name and title of every person responsible for making a determination and, if that person is absent or named in the complaint, the name and title of the person that will fulfil that role.
 - Provide that a final written decision will be issued within **30 days** (instead of the current maximum of 45 days) after the complaint was made.
 - Advise students of their right to make a claim of being misled with PTIB and the time within which the claim must be filed.

An updated template Dispute Resolution Policy is available on the [Forms, Templates and Resources](#) page of the PTIB website.

- Report job title. The Student Data Report institutions must complete will be updated to require institutions holding a designation or interim designation certificate to list **job title** when reporting employment outcomes for graduates of Class A programs. Institutions are no longer required to report employment outcome for students graduating from Class B programs.

Highlights of the Amendments to the *Private Training Regulation* and
the *Fees and Student Tuition Protection Fund Regulation*

2. Other Amendments Coming into Effect September 1, 2021

Re-certification, Fees and Payments

- The certification fee is repealed.
- Generally, graduated and flat fees increase and payments to the fund decrease.
- Some of the criteria for category assignment are revised to better reflect areas of risk.
- Transaction fees are amended:
 - Program approval fees (Class A and B) and specific fees for change increase
 - New fee for adding a program that does not require approval
 - When determining whether security is required, the registrar will take into account new considerations.

Approved Programs

- Student enrolment contract may not be for a term longer than 18 months. If a program is over 18 months, institutions may **only** enter into a subsequent contract after 30% of the hours of instruction listed in the original contract have been provided.
- Institutions may not charge a fee to issue an initial Letter of Acceptance (LOA). Institutions may charge a **total** of \$250 in relation to the issuance of additional LOAs.
- Institutions are no longer required to obtain PTIB's consent prior to amending the number of hours in a course, as long as the overall duration of a program is not affected. Institutions are still required to provide notice to PTIB.

3. Amendments Coming into Effect September 1, 2022

- Requirements for financial statements are simplified. Appendix 15 of the Private Training Act Policy Manual outlines the changes. The Manual is available on PTIB's [Regulatory Amendments 2021 page](#).
- New requirement for a certificate: Institutions that have held a certificate for the last 2 years must have provided an approved program in at least one of these years.