**Use this form to apply for a new program that requires approval.**

#### Use the [**Request for Confirmation of Program Class**](http://www.privatetraininginstitutions.gov.bc.ca/form-library)form to request confirmation of whether a new program requires approval.

#### To be excluded from regulation under the PTA, an institution must not offer any program that requires approval.

**Ensure the application is complete before submitting. Incomplete applications will not be processed.**

Institutions must submit one application per program.

|  |  |  |
| --- | --- | --- |
| **Class** | **Program class definition** | **Application fee** |
| **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.  | $900 |
| **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**.**  | $500 |
| **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. | $500 |
|  |  |  |
| **Approval is not required for programs that meet one or more of these criteria:*** Do not fit in Class A, B, or C
* In which 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.
* Programs leading 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))

**For a program meeting any of these criteria, use the**[***Request for Confirmation of Program Class***](http://www.privatetraininginstitutions.gov.bc.ca/form-library) ***form instead****.* PTIB will confirm whether the program does or does not require approval. If approval is required, a full application will be requested. | $150 upon PTIB’s confirmation that approval is not required |

The following fees apply to new program applications:

*Note that making certain changes to programs requires either notification, or notification and consent, and may require payment of a fee. For more, see Chapters 3 and 7 of the* [PTA Policy Manual](http://www.privatetraininginstitutions.gov.bc.ca/institutions/policy-manual)*.*

### 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 PTIB’s letter** | Select letter date |

### Program Information

|  |  |
| --- | --- |
| **Program Title** | Enter program title  |
| **Program Class** | Select Class |
| **Program Type: Career Related, Language or Other** | Select Program Type |
| **Program Type Description (if Other selected as Program Type)** | Enter text, if ‘Other’ selected above. |
| **NOC Code** | Enter NOC  |
| ***Use NOC 2016 version 1.3.*** *Select the 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.*  |
| **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, the student enrolment contract must include the requirements of the regulator for employment in the career occupation.* |
| **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 for delivery of the program**  | Enter Regulatory Body. |
| PaperclipIf the program is regulated by a regulator, you must include documentary evidence of approval by that regulatory authority / governing body. |

|  |  |
| --- | --- |
| **Is the program delivered in partnership with another organization?** | Choose an item. |
| *A certified institution must provide over 50% of the hours of instruction for an approved program, except as they relate to work experience. By answering ‘Yes’ to this question, you are confirming that your institution provides over 50% of the hours of instruction of the program delivered in partnership, except as they relate to work experience.* |
| **PaperclipDocument detailing partnership agreement is required if there is a program delivery partnership.** |
| **Curriculum complete and available for review**  | Choose an item. |
| *Confirm that the program curriculum is complete and available for review. 'Curriculum' means a plan that sets out learning activities and how learning activities must be designed in order to meet the learning objectives of a program of instruction.* |
| **If no, provide an explanation below for why not.** |
| Enter text, if applicable. |
|  |
| **Is this an Employer Provided program (program in which all students enrolled are funded by one employer or other third party)?***If yes, apply for the program using the* [***Request for Confirmation of Program Class***](http://www.privatetraininginstitutions.gov.bc.ca/form-library) *instead.*  | Choose an item. |

### Credential

|  |  |
| --- | --- |
| **Select credential** |  Choose a credential type  |
| **If “Other,” provide a description** | Enter a description, if applicable. |

### Language of Instruction

|  |
| --- |
| **Click the checkbox to confirm the course materials are available in the language in which the program is provided, or in a language appropriate to the program.** |[ ]
| **Language of Instruction** | Enter languages  |
| **Language of Instruction (Other)** | Enter languages  |

### 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** | [ ]  **$4,000 or more** |

### Schedule / Duration

|  |
| --- |
| **Full time means:** * instructional time of 20 or more hours per week, or
* if the program leads to employment in a career occupation regulated by Transport Canada, instructional time is 15 or more hours per week.

**Part time means:*** instructional time of less than 20 hours per week, or
* if the program leads to employment in a career occupation regulated by Transport Canada, instructional time of less than 15 hours per week.
 |
| **Select Schedule** | Select full time or part time |
| **Total Duration in Hours (including instruction and work experience, if any)** | Enter hours. |
| **Full Time Duration in Weeks** | Enter duration. |
| **Part Time Duration in Weeks** | Enter duration. |
| **Part Time Duration in Weeks (additional option)** | Enter duration. |

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

|  |  |
| --- | --- |
| [ ]  **6 months or less** | [ ]  **More than 6 months** |

### 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.* [ ]  **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).* |
| For programs delivered wholly or in part by **distance education**, provide the following information:  |
| 1. Identify / describe the platform(s) to be used.
 |
| Enter description. |
| 1. Explain how students will be notified of technical requirements for distance education.
 |
| Enter explanation. |
| 1. Describe how orientation to the online environment and IT support in using it will be provided to students and faculty.
 |
| Enter description. |
| 1. Describe how students’ online access to the learning platform(s) is kept secure, and student identity is verified when they attend/participate online.
 |
| Enter description. |
| 1. Describe how the institution evaluates students by distance, including any evaluations on practical components of the curriculum, to ensure they are achieving the learning objectives of the program.
 |
| Enter description. |

|  |
| --- |
| 1. Describe how academic integrity is ensured during evaluations done remotely. Address the following:
* How written tests and other evaluations are administered and kept secure, before during and after their administration to students;
* How student identity is confirmed for written assessments administered asynchronously;
* How online synchronous evaluations are conducted and proctored, including confirmation of student identity.
 |
| Enter description. |
| 1. Describe how attendance will be tracked.
 |
| Enter description. |
| **If the program includes work experience:** |
| 1. If applicable, a description of how the institution will obtain and manage work experience outside of its normal geographic area.
 |
| Enter description. |
| 1. If applicable, how the institution ensures the work experience host, if outside of normal geographic area, will be able to provide work experience relevant to the program’s learning objectives.
 |
| Enter description. |
| 1. If the program is in a regulated area, steps that the institution has taken and what restrictions/requirements there are with regard to where students are and where they do their work experience, who supervises/signs off on requirements, etc.
 |
| Enter description. |
| 1. If the program is in a regulated area, explicit approval from their regulator for a distance program including as applicable specifics about whether there are any restrictions or requirements with regard to the work experience portion.
 |
| Enter description for programs delivered wholly or in part through distance education. |

### 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.

For each delivery method to be used list the maximum number of students admitted to a single offering of the program. The total number of students enrolled at one time must not exceed the institution’s capacity to deliver the program effectively to all students whether they attend in-person or remotely.

|  |  |
| --- | --- |
| **Program Maximum Enrolment – Fully In-Class delivery** | Enter program maximum or N/A. |
| **Program Maximum Enrolment – Fully Distance delivery** | Enter program maximum or N/A. |
| **Program Maximum Enrolment – Combined delivery** | Enter program maximum or N/A. |
| **Student Intake Model** | Choose an intake model. |
| **If the intake model is intermittent, the number of intakes throughout a single offering of the program.**  | Enter intakes per program |
| **If the intake model is intermittent, please list all courses that are intake points.** *Note: A course is an intake point if a student may begin their program with that course.* |
| * Enter text.
 |

### Course Materials

List materials used to deliver the program, and specify which are provided to students (i.e. covered by textbook or materials fees) and which they must acquire or supply themselves.

|  |
| --- |
| Enter text. |

### Equipment List

List equipment used or provided by the institution to deliver the program.

|  |
| --- |
| * Enter program equipment.
 |

### Work Experience

|  |  |
| --- | --- |
| **Program includes a Work Experience** | Choose an option. |
| **If program includes a Work Experience, attach:*** **Work Experience Policy, including all required elements**
* **a sample agreement with the host organization and student that describes the activities that the student will undertake during each work experience component**
* **a list of work experience hosts including organization contacts, telephone and email addresses.**
 |

 **Work Experience** is a part of a program that is provided by a host organization, in which a student practices skills relevant to the learning objectives of the program. If a program has a work experience component, it must be an integral and required part of the program: it may not be optional. If you are unsure whether a part of your program is, or is not, a work experience, contact PTIB before submitting your application.

**There are four types of work experience recognized in the** [***Private Training Regulation* (PTR)**](https://www.privatetraininginstitutions.gov.bc.ca/institutions/policy-manual)**: clinical placement, cooperative placement, practicum, and preceptorship**. See the PTR for specifics of each type. All work experience components must be one of these types, and the type must be appropriate to the program and the workplace environment.

There may be more than one work experience component in a program, but work experience may not exceed 50% of the total program duration (in hours).The only exception is if the program leads to employment in an occupation that is regulated by a regulator and a greater proportion of work experience is a requirement of the regulator.

**Work experience policy (required if program includes work experience)**
For each program with a work experience component, there must be a written work experience policy that includes all of the following elements:

(a) the process by which a student is placed in a work experience
(b) the process by which a student in a work experience is evaluated
(c) the intervals at which work experience monitoring of a student will be undertaken
(d) the requirements for participation in a work experience
(e) the number of hours of instruction of the work experience
(f) identification of the work experience as a clinical placement, cooperative placement, practicum or preceptorship

The policy must be fair and reasonable, and all its terms must comply with the [Private Training Act and Regulation](https://www.privatetraininginstitutions.gov.bc.ca/institutions/policy-manual). A template for a work experience policy is provided by PTIB: see [Resources](https://www.privatetraininginstitutions.gov.bc.ca/form-library). A [Work Experience Guide](http://www.privatetraininginstitutions.gov.bc.ca/form-library) is available on the PTIB website.

If a work experience is administered by a third party organization, the institution is responsible for ensuring that the terms of the third-party’s engagement with students are also compliant with the [Private Training Act and Regulation](https://www.privatetraininginstitutions.gov.bc.ca/institutions/policy-manual).

**Work experience Hosts and Activities**

Institutions must ensure they have formal agreements with appropriate host organizations for each program that includes work experience. There must be adequate placements assured to accommodate the maximum class size stated in the application or, for an existing approved program, in the PTIB records. Students on work experience must be supervised by someone qualified in a relevant career occupation, who is employed or retained by the host organization.

**A list of these host organizations must be provided with a new program application.**

**Institutions must provide a sample agreement with the host organization and student that describes the core activities all students will undertake during their work experience**. If the program has more than one work experience, a list specific to each one is required.

You need not provide signed copies of the agreements with the hosts, unless requested by the PTIB. For certain programs they are likely to be requested – for example programs in which work experience takes place in a health care facility or a K-12 school setting. Be prepared to provide copies of these agreements.

### Program Location(s)

#### **To apply to offer training from a location that has not been approved by PTIB, submit an Application - Add or Close a Location. Fees for an additional location 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 solely provides programs that do not require approval.**

|  |  |
| --- | --- |
| **Street Address** | Enter street address |
| **City** | Enter name of City |
| The location must match either:* 1. An already-approved location
	2. A new location proposed in an Add or Close a Location Application
	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 every new program application). Ensure all required fields are included: refer to or use the template on the [PTIB website](http://www.privatetraininginstitutions.gov.bc.ca/form-library).

### [x]  Course outlines. Please use the template available on the [PTIB website](http://www.privatetraininginstitutions.gov.bc.ca/form-library).

### [ ]  Program evaluation. Include all required fields: template available on the [PTIB website](http://www.privatetraininginstitutions.gov.bc.ca/form-library).A [New Program Evaluation Guide](http://www.privatetraininginstitutions.gov.bc.ca/form-library) is also available on the PTIB website.

### [ ]  Program evaluator’s formal CV/resume

[ ]  Program, agreement with another entity to provide part or all of a program

[ ]  Program, regulatory or governing body approval

### [ ]  Work experience policy

### [ ]  Work experience host organizations list

[ ]  Work experience agreement which describes the work experience activities

[ ]  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.

**Please 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 F*reedom 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, 203-1155 W. Pender St, Vancouver, V6E 2P4, 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  |

***Ensure application is complete before submitting. Incomplete applications will not be processed.***

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