



Private Training Institutions Branch

Compliance Tips

Website

- Institutions must include on the homepage of their website a copy of the certificate they hold or clearly identify the type of certificate they hold.
- Institutions must include on the homepage of their website a link to PTIB (www.privatetraininginstitutions.gov.bc.ca). We suggest the accompanying text: “*Name of Institution* is regulated by the Private Training Institutions Branch of the Ministry of Post-Secondary Education & Future Skills.”
- Institutions must clearly distinguish on their website between approved programs and programs that do not require approval.

For programs that require approval, the following wording is suggested:

This program has been approved by the Private Training Institutions Branch (PTIB) of the Ministry of Post-Secondary Education & Future Skills.

For programs that do not require approval, the following wording is suggested:

This program does not require approval by Private Training Institutions Branch (PTIB) of the Ministry of Post-Secondary Education & Future Skills. As such, PTIB did not review this program.

For institutions offering language programs, both requiring and not requiring PTIB approval, the following wording is suggested:

Students who enroll in a language program which is six months or less in duration or for which tuition is less than \$4,000 may not make a claim against the Student Tuition Protection Fund, which is managed by the Private Training Institutions Branch (PTIB) of the Ministry of Post-Secondary Education & Future Skills. Further, this language program may not have been reviewed or approved by PTIB. For more information about programs that do not require PTIB approval see: www.privatetraininginstitutions.gov.bc.ca.

- Institutions must ensure that the information on their website is consistent with information listed with PTIB. Institutions can view all program information registered with PTIB by going to the Manage Programs tab of the PTIB Portal.
- Institutions must include their tuition refund policy for approved programs.
- Institutions must include their sexual misconduct policy.
- If an institution offers a Class A or B program on its website, list the following:
 - ✓ the admission requirements for the program
 - ✓ the amount of tuition and related fees for the program
 - ✓ whether the program leads to employment in a career occupation regulated by a regulator
 - ✓ if the program leads to an occupation that is regulated, a link to the website of the regulator
 - ✓ the **career occupation(s)** for which the program prepares students.
- Ensure a program requiring approval is not advertised *unless* the institution has first submitted the program to PTIB for approval.
- Must clearly identify whether a program has been approved by the registrar.

Student enrolment contracts

- All student enrolment contracts must be dated and signed by the student and the institution on or before the start date of the program.
- Must include a Tuition Refund Policy which is aligned with Division 5 of the PTR.
- Must include a statement regarding the institution being certified by the Private Training Institutions Branch and as such, must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications.
- Enrolment contracts must include compliant program outlines.
- For programs that do not require approval, contracts must include the Tuition Refund Policy, list tuition and related fees and include the program start date.
- Ensure that your student enrolment contracts are compliant with the amendments to the *Private Training Regulation* that came into effect September 1, 2021. A sample student enrolment contract and tuition refund policy can be found in the [Forms, Templates and Resources](#) section of the PTIB website.

Student records

- Student records must include specific records, including (as applicable):
 - ✓ evidence that the student has met the admission requirements
 - ✓ work experience agreements signed by all three parties (host/student/institution)
 - ✓ evidence of work experience evaluations
 - ✓ attendance record listing the number of hours attended each day, which is updated on a weekly basis
 - ✓ notice of withdrawal/dismissal
 - ✓ all documents in relation to a refund calculation

Instructor records

- If an instructor has been employed for two years, the instructor record must include a copy of the performance evaluation conducted in the last two years.
- The instructor record must include evidence the instructor meets the required qualifications.
- Maintain a record for the institution's Senior Educational Administrator (SEA) that includes evidence that individual is qualified (designated/interim designated institutions only).