Archiving Regulatory Amendments in Force July 1, 2025, and Q2 Student Data Report Due July 31, 2025 — July 31, 2025

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

I am writing to provide two important updates from the Private Training Institutions Regulatory Unit (PTIRU) of the System Integrity Branch:

1. 2nd quarterly student data report period due July 31, 2025
2. Archiving Regulatory Amendments in Force July 1, 2025

1. 2nd quarterly student data report period due July 31, 2025

The 2nd quarterly student data report for the period April 1 to June 30, 2025, is due by July 31, 2025. All institutions must report each student who was enrolled in an approved program in the 3-month (quarterly) reporting period, or who completed an approved program, or were dismissed or withdrawn, in the previous 3-month (quarterly) reporting period.

Important note: Prior to preparing the student data report, institutions must download a new copy of the report from the PTI Portal.

Instructions

Step 1: Download a new copy of the student data report from the PTI Portal

Step 2: Complete the report for the period April 1 to June 30, 2025 by July 31, 2025.

Step 3: Submit the report through the PTI Portal and confirm the purpose of the submission from the drop-down list as **'2nd Quarterly Report Complete',** before uploading the report. **If there has been no student or enrolment activity within this period, select 'No student data to report'.**

PTIRU staff audit all quarterly student data reports and have been contacting institutions with identified reporting issues. To minimize reporting issues and increase data accuracy, institutions are reminded to follow the instructions in the Student Data Report Reference Guide, available in the PTIRU Form Library.

Enforcement Action:

While PTIRU will not take immediate compliance enforcement action as institutions transition to the new student data reporting requirements for their 1st quarter report, please note that that continued failure to provide a student data report that meets the requirements outlined in s.53 of the *Private Training Regulation* will result in the issuance of a compliance order pursuant to s.32 of the *Private Training Act*. Compliance enforcement action may be taken against institutions that do not submit their 2nd quarter report by the July 31, 2025 deadline.

2. Archiving Regulatory Amendments in Force July 1, 2025

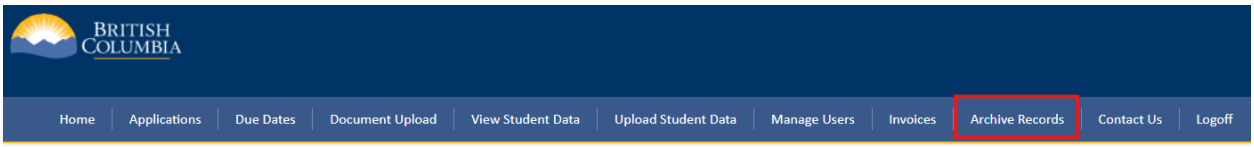
Institutions offering Class A programs, other than programs that lead to employment in a career occupation regulated by Transport Canada, the federal regulator, must archive student records within **60 days** of:

- The end date of the student enrolment contract, or
- The date the institution receives a notice of withdrawal, or
- The date the institution delivers to the student a notice of dismissal.

As of July 1, 2025, student records will be archived with PTIRU.

Instructions for archiving student records to the PTIRU Portal are provided below and will be incorporated into the Private Training Institutions Regulatory Unit Portal Reference Guide.

PTIRU has added a new "Archive Records" function to the PTIRU Portal. Both Administrators and Basic Users can upload student records through the PTIRU Portal.



Required Documents

The archived record for each student must be labeled with the student's full name and Personal Education Number (PEN), if available, and must include:

- A copy of the signed student enrolment contract,
- Any transcripts issued to the student by the institution, and
- A copy of any credential granted to the student by the institution.

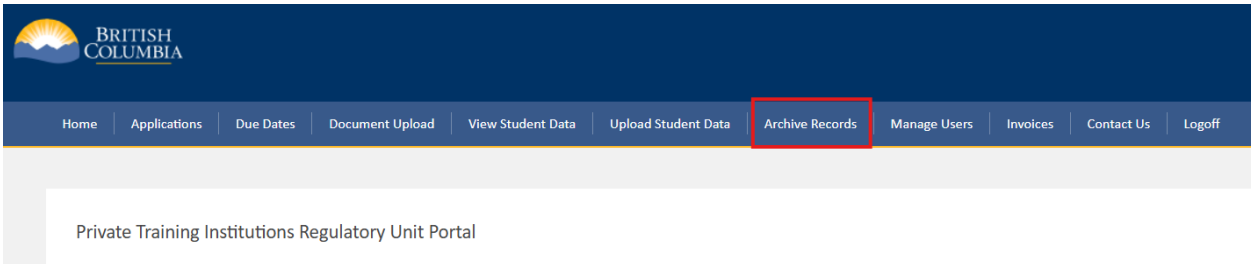
Institutions must not archive documents that contain the following:

- Unmasked credit card numbers (including the 3-to-4-digit security code)
- Social Insurance Numbers
- Bank account numbers
- Driver's licence numbers
- Permanent resident card numbers
- Information indicating whether the student receives provincial income assistance.

Do not upload scanned images of cheques or identification documents.

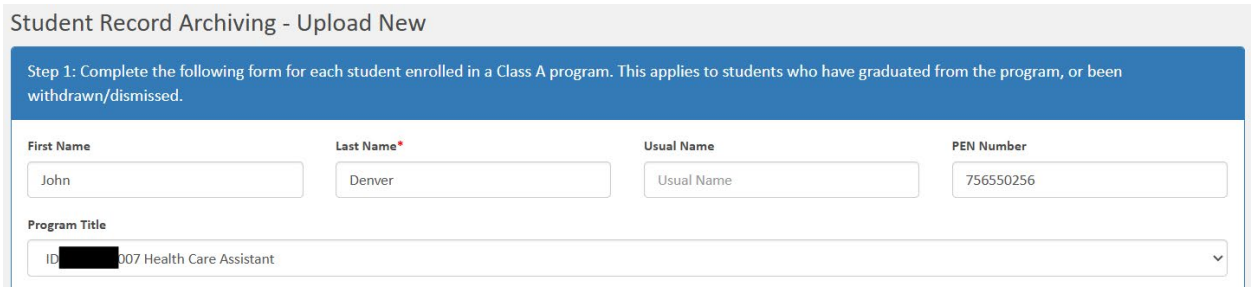
Step 1: Enter Student Information

Log in to the PTIRU Portal and select **[Archive Records]** from the Tools menu.



Enter the following student information:

- First name
- Last name
- Usual name (if any)
- Personal Education Number (PEN) (if available)
- Program the student was enrolled in



Step 2: Upload Required Documents

For students enrolled in a Class A program, upload the following:

1. Signed student enrolment contract
2. Any transcripts issued by the institution
3. Any credential granted by the institution.

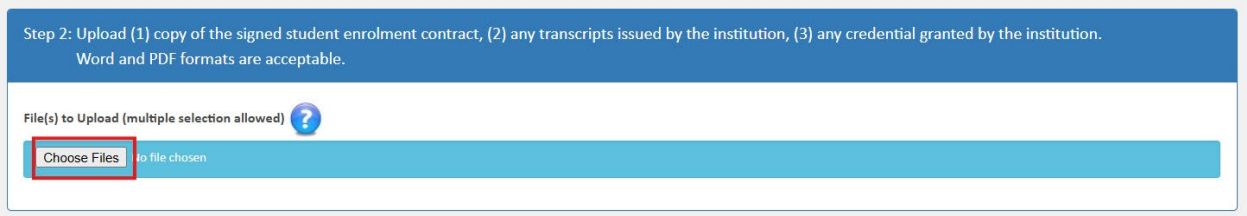
For each student, you may:

- Upload each document as a separate file, or
- Upload a single merged document.

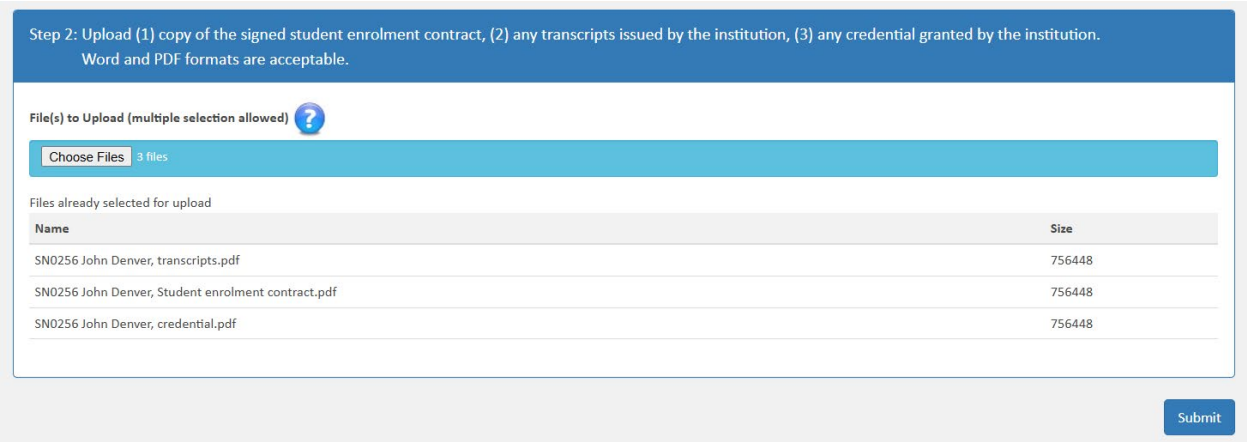
Uploading Files:

1. Click [Choose Files], then select the file(s) you with to upload
2. You may upload multiple files at once
3. Accepted formats: Word (.doc/.docx) and PDF

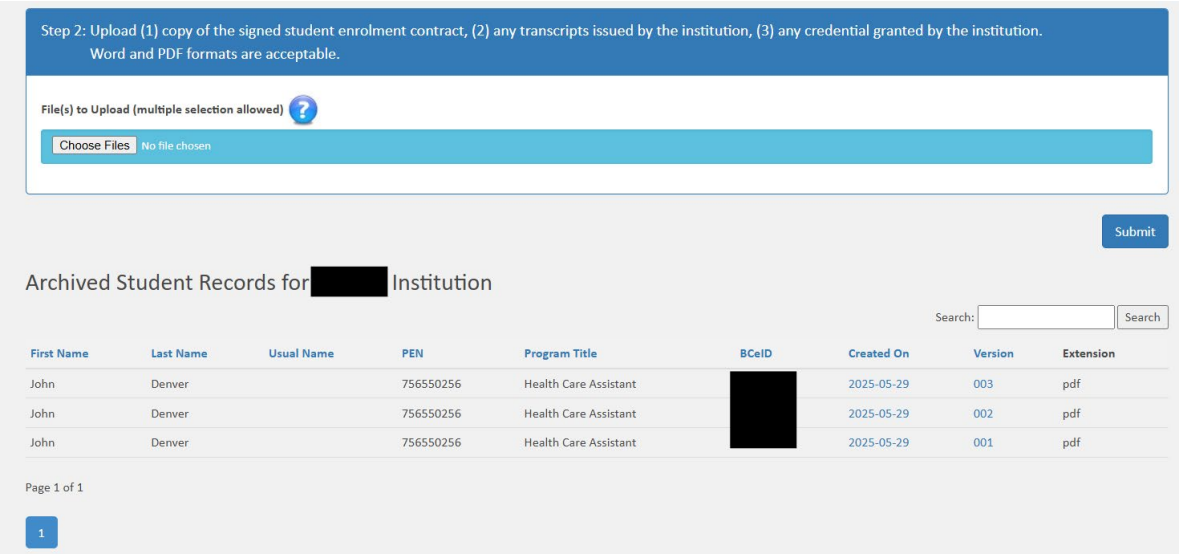
4. Maximum file size: 10MB (if the file is too large to upload, split the file into more than one file)



Once selected, the files will appear in a list. Click [Submit] to complete the upload. Note that it may take a moment to upload large files after you have clicked [Submit].

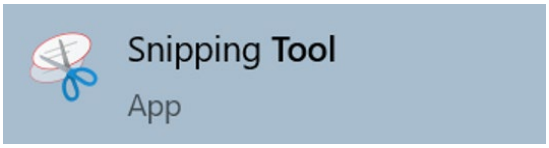


Successfully uploaded files will be displayed below the upload box.



Contact Us

If you receive an error accessing the Portal, please send an email to PTI@gov.bc.ca with a description of what you have tried to do and a screenshot of your browser. Microsoft Windows has a snipping tool that can capture screenshots.



To take a screenshot in MAC, press and hold these three keys: SHIFT-COMMAND-3.

It will help us identify the cause of the issue if a detailed description is provided with a screenshot of the error message. We will then contact you and provide assistance.

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