

To: All certified private training institutions and new certification applicants

We have heard your concerns regarding program application review timelines and understand the impact delays can have on your operations. In response, PTIRU is taking action to improve the overall management and flow of program applications moving forward.

1. Effective immediately, PTIRU will accept a maximum of three (3) applications for new programs per institution into the queue at any given time. This measure is intended to help manage overall volumes, support improved quality of submissions, foster equitable use of PTIRU resources, and, over time, contribute to more predictable processing timelines. This includes programs that do not require approval.

Exceptions will only be granted for:

- Program applications required of institutions applying for their initial certificate (new certification applicants)
- Program applications for government-funded programs.

Currently there are approximately 400 program applications in the queue across 107 institutions. Approximately 30 institutions have more than three applications awaiting review, and three institutions have 20 or more applications in process. In the coming month, PTIRU will be reaching out directly to institutions with more than five queued applications to discuss next steps. Refunds will be issued as needed.

To determine the number of new program applications currently pending for your institution, visit the PTI Portal. In the Programs section of the home page, select “View my applications in progress”. This page lists all new program applications and program change applications currently pending. New program applications are identified as ‘New’ in the Application Type column.

While this new limit will help improve processing timelines going forward, it will take time to fully realize the benefits as PTIRU continues to work through the existing backlog.

We appreciate your understanding and cooperation as we implement this initiative. More information will be shared shortly with institutions that currently have more than five applications in the queue, as well as guidance for institutions bringing forward new program applications to ensure they fall within the new established limits.

2. PTIRU will no longer accept incomplete program applications.

PTIRU is currently expending considerable resources to help private training institutions re-work program applications to meet the requirements under the Private Training Regulation. To improve processing efficiency, PTIRU will no longer accept incomplete applications.

Going forward, any application that does not include all mandatory information will be returned to the institution. Institutions will be expected to ensure that all required information is complete and accurate prior to resubmission. When an application is returned as incomplete, the application will not retain its place in the queue.

A complete program application is one that includes all mandatory information and records required under sections 12 and 13 of the Private Training Regulation, sufficient for the registrar to determine whether approval is required and, if so, whether approval should be granted.

System Integrity Branch

Ministry of Post-Secondary Education and Future Skills

310-601 Cordova St W, Vancouver, BC V6B 1G1

P: 604-569-0033 | Toll Free: 1-800-661-7441

privatetraininginstitutions.gov.bc.ca