



APPLICATIONS TAKE 4-6 MONTHS TO PROCESS

Office Use Only
Date Application Received:
Received By:

Registration Application – Private Training School, Province of Prince Edward Island

SECTION A

SCHOOL INFORMATION:

Name of School:
Contact Person:
Mailing Address:
Telephone:
Email:
Website:
School Location (Street Address):
If School will operate at more than one location, please list other site(s):

OPERATOR/DIRECTOR INFORMATION:

Operator (Person or Body responsible for overall operation):
Mailing Address:
Telephone:
Email:

PROPOSED PROGRAMS

(Program means a full package of training for an occupation, usually made up of a number of modules or courses)

Table with 4 columns: Program, Program Length, Diploma/Certificate, Tuition

PROGRAM DELIVERY:

- Onsite** (Face to Face)
- Online**
- Blended** (Combination of online and onsite delivery)

PROGRAM LENGTH:

Fill in A, B and/or C, depending on the program delivery method(s) being proposed:

A) Onsite Program Delivery

- Provide details about the program length (hours per day, days per week, total hours and total):

B) Blended Program Delivery (Combination of onsite and online instruction hours)

- Provide details about the program length (hours per day, days per week, practicum hours, total hours and total weeks):

- Provide the breakdown of onsite and online instruction hours

C) Online Program Delivery

- Provide details about the program length (hours per day, days per week, practicum hours, total hours and total weeks):

- Provide the breakdown of onsite instruction hours, online hours

PLEASE NOTE:

- Private Training Schools on Prince Edward Island are governed by the *Private Training Schools Act* and Regulations:

https://www.princeedwardisland.ca/sites/default/files/legislation/p-20-2-private_training_schools_act_0.pdf

https://www.princeedwardisland.ca/sites/default/files/legislation/p20-2g-private_training_schools_act_regulations.pdf

SECTION B

- ONLY APPLICATIONS WITH ALL DOCUMENTATION REQUIRED IN THIS SECTION WILL BE REVIEWED. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION FORM:**

ALL PRIVATE TRAINING SCHOOL APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

<input type="checkbox"/>	Program Information: <ul style="list-style-type: none">Program nameProgram objectiveProgram descriptionProgram duration (hours per day, per week, total hours)Complete curriculum (including a list of modules, learning outcomes, hours of instruction, assessments, learning resources, textbooks, necessary equipment, lab materials, etc.)Program delivery description/method of instructionOn-the-job training/practical experience componentAdmission requirementsCertification type (certificate, diploma, etc.)Evaluation and graduation requirements (method/criteria for assessing successful completion of courses & program)List of regional or national accreditation standards.
<input type="checkbox"/>	Instructional staffing plan (list of instructors and their qualifications, use of lab assistants, on-the-job training mentors, etc.)
<input type="checkbox"/>	Student Contract and Student Policy Manual (See <i>Private Training Schools Act</i> Regulations Section 11 for specific requirements)
<input type="checkbox"/>	Tuition and fees schedule
<input type="checkbox"/>	Enrollment projections (maximum enrollment, predicted enrollment)
<input type="checkbox"/>	Training completion plan (See <i>Private Training Schools Act</i> Section 5(2)(k) for specific requirements)
<input type="checkbox"/>	Promotional material, advertisements, and recruitment information
<input type="checkbox"/>	Evidence of labour market demand and employability for program graduates.
<input type="checkbox"/>	Proof of insurance (See <i>Private Training Schools Act</i> Regulations Section 5(1)(2) for specific requirements)
<input type="checkbox"/>	Facility details <ul style="list-style-type: none">Physical facilities (location, address, description and/or sketch)Site inspectionFire Marshall's approval and Public Health approval (if necessary)
<input type="checkbox"/>	Business Plan (See <i>Private Training Schools Act</i> Regulations Section 4 for specific requirements)
<input type="checkbox"/>	Proof of Bond – Bond is 60% of tuition fees (See <i>Private Training Schools Act</i> Regulations Section 14 for specific requirements)
<input type="checkbox"/>	Institutional policies (see <i>Private Training Schools Act</i> Section 5(2)(i) for specific requirements)
<input type="checkbox"/>	On-the-job training agreement (See <i>Private Training Schools Act</i> Regulations Section 12 for specific requirements)
<input type="checkbox"/>	Criminal Records Check
<input type="checkbox"/>	Private Training School License fee \$500. Each additional occupational training program approval is a fee of \$350.

PRIVATE TRAINING SCHOOL OPERATORS ARE REQUIRED TO SUBMIT VARIOUS REPORTS THROUGHOUT THE YEAR TO THE ADMINISTRATOR OF PRIVATE TRAINING SCHOOLS. SOME OF THE REPORTS ARE LISTED BELOW. A MORE DETAILED LIST OF REQUIREMENTS WILL BE MADE AVAILABLE ONCE APPROVAL AS A PRIVATE TRAINING SCHOOL OPERATOR HAS BEEN GRANTED:

- The Reports will include:
- Name and date of birth of each student;
 - Address and telephone number of each student;
 - An alternate contact person for each student;
 - Approved occupational training program in which students are enrolled, including date of commencement and expected date of completion;
 - Each student's qualifications for enrolment;
 - Reports and transcripts respecting status and progress of each student in the occupational training program;
 - Up-to-date account of fees and other charges paid or owing by each student;
 - Each student's source of funding for the payment of fees and other charges;
 - Disciplinary measures imposed on the student, if any;
 - Copy of signed student consent form referred to in Section 5(5)(g)(iii) the Act; and
 - Copy of signed student contract.

- Operators will also be required to submit the following reports:
- Quarterly Reports that include:*
- Approved occupational training program being offered;
 - Number of students in each program; and
 - Amount of tuition and fees incurred and paid by each student.

- Annual Reports that include:*
- Approved occupational training program being offered;
 - Number of students in each program (domestic/international);
 - Number of diplomas and/or certificates issued since the last report;
 - Number of student withdrawals or failures;
 - Amount of tuition and fees incurred and paid by each student;
 - Information respecting each student; and
 - Copy of student transcripts.

STUDENT PROTECTION FUND (SPF)

In accordance with Section 37 of the *Private Training Schools Act*, Private Training School operators are required to pay **1%** of their total annual tuition into the Student Protection Fund (SPF). These funds are used to provide financial resources to assist students affected by the closure of a school.

Application Submitted by: _____

Date: _____

Signature: _____