

Private Training School – Application For License

(*Private Training Schools Act Section 5*)

<input type="checkbox"/>	<p>Program Information:</p> <ul style="list-style-type: none"> • Program name • Program objective • Program description • Program duration (hours, weeks, credit hours) • Complete curriculum • Program delivery description/method of instruction • On-the-job training/practical experience component • Admission requirements • Type of certification (certificate, diploma, etc.) • Evaluation and graduation requirements (method/criteria for assessing successful completion of courses & program) • List of regional, national, and/or international accreditation standards • List of text books and other learning resources • List of necessary equipment, lab materials, instruments, etc.
<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 (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> sub section 5(2)(k) for specific requirements)
<input type="checkbox"/>	Promotional material, advertisements, and recruitment information
<input type="checkbox"/>	Statement of labour market interest (See <i>Private Training Schools Act</i> section 11(3)(b) for specific requirements)
<input type="checkbox"/>	Proof of insurance (See <i>Private Training Schools Act</i> Regulations section 5 for specific requirements)
<input type="checkbox"/>	<p>Facility details</p> <ul style="list-style-type: none"> • Physical facilities (location, address, description and/or sketch) • Site inspection • Fire 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 Security (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> sub 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) and any additional fees as required.*

*Initial license fee of \$500 includes registration of the Private Training School and one program. Each additional occupational training program approval is a fee of \$350.