

## **Superintendent's Policy Directive #12**

### **Approval of Developmental Services Worker Programs**

**Private Career Colleges Act, 2005**

## Directive

Pursuant to subsection 23(1) of the *Private Career Colleges Act, 2005* (“PCCA, 2005”), private career colleges (PCCs) that offer program(s) leading to a credential for Developmental Services Workers (DSW) must have the program(s) approved by the Superintendent of Private Career Colleges (Superintendent).

Programs offered at PCCs leading to a credential as a DSW, are required to adhere to the current *Private Career College Developmental Services Worker Subject Specific Standard* developed and published by the Ministry of Training, Colleges and Universities (MTCU). The standard is available with this policy directive on the [MTCU PCC webpage](#). This standard is attached to and forms part of this Directive.

## Authority

Clause 53(1)(a) of the PCCA, 2005 enables the Superintendent to issue policy directives setting out standards for vocational programs or classes of vocational programs.

Pursuant to subsection 53(2) of the PCCA, 2005, policy directives issued by the Superintendent are legal requirements that are binding on all PCCs and every PCC must comply with and operate in accordance with the policy directive.

## Enforcement

Pursuant to subsection 53(1.1) of the PCCA, 2005 a policy directive issued by the Superintendent may revoke an approval for a vocational program or a class of vocational programs and an approval for the related credentials that a PCC may grant. The Superintendent is required to provide a PCC with a minimum period of **six months** following the date the policy directive is issued to comply with the directive prior to revoking a program approval.

Under subsection 24(1) of the PCCA, 2005, the Superintendent may revoke a PCC’s approval to provide a specified vocational program if the Superintendent believes that the program fails to meet the conditions of the approval or the applicable standards or performance objectives set out in the Superintendent’s policy directives or no longer offers the skills and knowledge that would enable graduates to obtain employment in the vocation that is the subject of the program.

## Compliance

### New Programs

PCCs intending to offer program(s) leading to a credential for a DSW must meet the following requirements:

- Adopt the current MTCU *Private Career College Developmental Services Worker Subject Specific Standard* (DSW Standard);
- Obtain a third party assessment<sup>1</sup> attesting to compliance with the DSW Standard; AND
- Submit a complete program approval application through the Registration Information for Private Career Colleges (RICC) system<sup>2</sup>.

### Currently Approved Programs

A PCC offering a program leading to a credential as a DSW that was approved before this policy directive came into effect on October 28, 2013 will lose its approval to offer this program and the related credential on **August 11, 2014**, unless it does the following by **June 5, 2014**:

- Adopt the current DSW Standard;
- Obtain a third party assessment from a qualified subject matter expert and an adult education expert, attesting to compliance with the DSW Standard; AND
- Submit a complete Request for Program Changes application, through the RICC system; OR
- For program(s) that are currently NOT entered in the RICC system, a PCC must submit a complete program approval application, by entering the program as a new program in the RICC system.

Once compliance with this policy directive is confirmed and the program is approved by the Superintendent, the program approval is valid for the period specified by the Superintendent and may be subject to future policy directives.

If a PCC's program does not comply with this directive, the program approval and the approval of the related credential will be revoked on **August 11, 2014**. If a PCC's program approval is revoked by the Superintendent, it is the responsibility of the PCC to train-out current students, provide refunds on tuition paid, or arrange for training completions at other institutions.

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<sup>1</sup> PCCs should refer to *Fact Sheet #3 – Third Party Program Assessment* for information on third party assessor requirements.

<sup>2</sup> For information on how to enter data in the RICC system, operators should refer to the RICC User Manual.

### **Condition of Registration**

In June 2012, the Superintendent released a communication related to a new condition of registration under the PCCA, 2005. Pursuant to section 15 of the PCCA, 2005, as a condition of registration, PCCs offering programs leading to credentials in a number of vocations, including DSW had to immediately adopt the use of a Ministry-prepared disclaimer to require students to obtain a Vulnerable Sector Screening prior to commencing a practicum or placement as part of this program.

Please ensure that all students enrolling in the DSW program are provided the Disclaimer, which is attached to this Policy Directive.

### **Optional Early Submission**

A PCC offering a program leading to a credential for a DSW that adopts the standards set out in this Policy Directive, obtains the appropriate third party evaluation and fully enters the new or amended program into the RICC system by **May 5, 2014** will not have to pay the usual program submission fees for its application.

### **Credentials**

Pursuant to section 25(5) of the PCCA, 2005, despite the revocation of an approval of a credential as the result of a policy directive issued under clause 53(1)(b), a student who is enrolled in a program at the time of the revocation is permitted to graduate and receive the credential associated with the program.

### **Program in Related Field**

A PCC offering a program in a related field that does not intend to adhere to this policy directive must ensure that all promotional materials and enrolment contracts do not suggest that the program provides students with a credential as a DSW.

### **Effective Date**

This policy directive is effective December 5, 2013.

This is a legal document and is binding on all private career colleges. Every private career college shall comply with and be operated in accordance with this policy directive.

If you have questions about the *Private Career Colleges Act, 2005* contact the Ministry of Training, Colleges and Universities at:

Private Career Colleges Branch  
Ministry of Training, Colleges and Universities  
77 Wellesley Street, Box 977  
Toronto, ON M7A 1N3

Telephone: 416-314-0500 or 1-866-330-3395

Fax: 416-314-0499

Website: [Ministry of Training, Colleges and Universities](#)

The full text of the act and regulations can also be downloaded from the [Ontario government E-Laws website](#).

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## Disclaimer for Students in Programs Leading to Work with Vulnerable Sectors

As this program will involve direct contact with vulnerable individuals, you must obtain an acceptable Vulnerable Sector Screening (“VSS”) prior to commencing any placement or practicum. It is strongly advised that you complete your VSS prior to commencing your vocational training to ensure that you can complete this program and are eligible for a placement or practicum and, subsequently, graduation.

As a VSS can take 10 to 12 weeks to complete, if you choose not to complete a VSS prior to commencing this program, please plan your time accordingly to ensure that you have obtained an acceptable VSS prior to applying for a placement or practicum. If you ignore this caution, you risk being ineligible for a placement or practicum, ineligible to graduate and potentially only eligible for a partial refund or no refund of tuition for this program if you fail to graduate.

A VSS involves a search of the Vulnerable Sector Database, maintained by the Ontario Provincial Police, for any information about you in police files, including criminal convictions, outstanding charges, and information about whether you are suspected of committing a criminal offence or involved in a serious criminal investigation. Police databases will also document any contact that you may have had with police services under the *Mental Health Act, 1990*.

You must also ensure that you do not engage in any activities at any time during the program, including while undertaking a placement or practica, that would render an acceptable VSS previously submitted by you void. Failure to maintain an acceptable VSS will also render you unable to undertake or continue the placement or practicum, ineligible for graduation and only eligible for a partial

refund or no refund of tuition, depending on when you withdraw or are expelled from the program.

I, acknowledge that I have read the above disclosure and understand that I need to obtain an acceptable VSS prior to applying for a placement or practicum and that I must, while enrolled in the program, maintain an acceptable VSS in order to complete the placement or practicum and to graduate. I also understand that if I do not obtain or maintain an acceptable VSS, I risk: 1. being ineligible for placement or continued placement; 2. ineligible to graduate; 3. eligible for a partial refund or no refund of tuition, depending on when I withdraw or am expelled from this program.

Further information regarding the Police Reference Check Program and the VSS process can be viewed at [Toronto Police Service Police Reference Check Program](#) .

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Student Signature

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Date