

Superintendent's Policy Directive #13

Approval of Personal Support Worker Programs

Private Career Colleges Act, 2005

Directive

Pursuant to subsection 23(1) of the *Private Career Colleges Act, 2005* (the “Act”), private career colleges (PCCs) that offer vocational program(s) in the skills and knowledge required to obtain employment as a Personal Support Worker (“PSW programs”) must have these program(s) approved by the Superintendent of Private Career Colleges (Superintendent).

Programs offered by PCCs that are intended to prepare graduates to work as Personal Support Workers are required to adhere to the new *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*, available with this policy directive on the Ministry of Training, Colleges and University (the “Ministry”) website: <http://www.tcu.gov.on.ca/pepg/audiences/pcc/superintendent.html>.

As of the dates set out in the Compliance section of this policy directive, PCCs may only offer a PSW program that meets the *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*.

As of the dates set out in the Compliance section of this policy directive, PCCs may no longer offer PSW programs that meet the following standards:

- The former *Ministry of Training, Colleges and Universities Personal Support Worker Program Standard, 2004*;
- The Ministry of Health and Long-Term Care (MOHLTC) Personal Support Worker Training Standard (1997), developed by the Ontario Community Support Association (OCSA); and,
- The standard established by the National Association of Career Colleges (NACC) (2005).

Authority

Subsection 53(1)(a) of the Act 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 Act, 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 Act, 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 PCCs 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 Act, 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 new PSW program(s) must, as of the date the program is approved, meet the following requirements:

1. Adopt the new *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*;

AND,

2. Obtain third party assessment attesting to compliance with the new *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*, (see [Fact Sheet #3 – Third Party Program Assessment](#));

AND,

3. Submit a complete program approval application to the Superintendent.

Currently Approved Programs

A PCC offering a PSW program that was approved before this policy directive came into effect on **September 1, 2015** will lose its approval to offer this program and the related credential on **August 1, 2016**, unless the PCC meets the following three requirements by **March 31, 2016**:

1. Modify the program so that it aligns with the new *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*;

AND,

2. Obtain third party assessment attesting to compliance with the *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*, (see [Fact Sheet #3 – Third Party Program Assessment](#));

AND,

3. Submit a complete Request for Program Changes application to the Superintendent, or for programs that are currently NOT entered in the Registration Information for Career Colleges (RICC system), a PCC must submit a complete program approval application.

If the above three requirements have been met, and the Superintendent approves the revised program, the program approval is valid for the period specified by the Superintendent and may be subject to future policy directives.

If a PCC offering a PSW program does not comply with this policy directive and fails to meet the above three requirements, its program approval and the approval of any related credential will be revoked on **March 31, 2016**. If a PCC's program approval is revoked by the

Superintendent, the PCC may be responsible for training-out current students, providing refunds on tuition paid, or arranging for training completions at other institutions.

Optional Early Submission

If a PCC currently offering a Superintendent-approved PSW program fulfills the three requirements outlined in the Currently Approved Programs section of this directive by **December 31, 2015**, it will not have to pay the usual program submission fees for its new program application or Request for Program Changes application.

Credentials

Pursuant to section 25(5) of the Act, despite the revocation of a program approval as a 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.

Please note that under the *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*, the credential awarded for an approved PSW program is a Certificate III level under the Ontario Qualification Framework. PCCs are reminded that PSW program credentials will align with the Certificate III level, and PCCs will not be approved to award a different credential (i.e. diploma) for a PSW program.

Program in Related Field

A PCC offering a program in a related field (e.g., personal attendant, personal support aid, personal care worker, etc.) 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 is a PSW program, that it provides students with a Personal Support Worker credential or that the program will lead to employment as a Personal Support Worker or in the long-term care homes sector.

Note: Ontario Regulation 79/10 under the *Long-Term Care Homes Act, 2007* sets out the qualifications for individuals hired as personal support workers or hired to provide personal support services in long-term care homes. The Ministry of Health and Long-Term Care is currently reviewing the *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*. The government usually posts any proposed regulatory amendments the government's Regulatory Registry for 45 days for public comment.

PCCs are reminded to ensure that students are aware of and understand all of the qualification requirements in the various sectors that employ personal support workers. The *Ministry of Training, Colleges and Universities Personal Support Worker Training Standard, 2014*, is attached to and forms part of this policy directive.

Effective Date

This policy directive is effective September 1, 2015.

This document 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](#).

© Queen's Printer for Ontario, 2015, Toronto