

Superintendent's Policy Directive #10

Approval of Hairstylist 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 credential in Hairstyling must have the program(s) approved by the Superintendent of Private Career Colleges (Superintendent).

Programs offered at PCCs intended to prepare or that prepare graduates to obtain their Certificate of Qualification, are required to adhere to the current *Private Career College Hairstylist Training Standard* developed and published by the Ministry of Training, Colleges and Universities (MTCU). The current standard is available with this policy directive on the MTCU website.

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 as a Hairstylist must, as of the date the program is approved, meet the following requirements:

- Adopt the current MTCU Private Career College Hairstylist Training Standard;
- Obtain a third party assessment¹ attesting to compliance with the Hairstylist Training Standard; AND
- Submit a complete program approval application through the Registration Information for Private Career Colleges (RICC) system².

Currently Approved Programs

A PCC offering a program leading to a credential in Hairstyling that was approved before this policy directive came into effect on May 1, 2013 will lose its approval to offer this program and the related credential on May 1, 2014, unless it does the following by November 1, 2013:

- Adopt the current MTCU Private Career College Hairstylist Training Standard;
- Obtain a third party assessment attesting to compliance with the Hairstylist Training 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 May 1, 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.

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

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

Condition of Program Approval

As a condition of program approval, PCCs intending to offer program(s) leading to a credential as a Hairstylist must ensure that prospective students have read and signed the Student Enrolment in Hairstyling Disclaimer attached to this policy directive. The requirement to obtain a Grade 12 high school diploma is an admission requirement into this program under the *Ontario College of Trades and Apprenticeship Act, 2009*.

Optional Early Submission

A PCC offering a program leading to a credential in Hairstyling 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 August 1, 2013 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 Hairstylist, leading to a Certificate of Qualifications.

The MTCU Private Career College Hairstylist Training Standard is attached to and forms part of this policy directive.

Effective Date

This policy directive is effective May 1, 2013.

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](#).

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Student Enrolment in Hairstyling Disclaimer

The Hairstyling program you are enrolling into at _____ (name of private career college) has been approved by the Superintendent of Private Career Colleges. As a condition of program approval, _____ (name of private career college) must ensure that the requirements to practice Hairstyling in the Province of Ontario were explained to you before the start of your program.

Effective April 8, 2013, as a result of new requirements under the *Ontario College of Trades and Apprenticeship Act, 2009*, the academic admission requirement for entrance into the Hairstylist profession is a Grade 12 high school diploma. In the province of Ontario, all apprentices in Hairstyling must have a grade 12 diploma (Ontario Secondary School Diploma or OSSD) or other provincial equivalent, such as a General Educational Development Certificate (GED).

Students without an OSSD or other provincial equivalent such as a GED will not be eligible to be registered as apprentices and will therefore be unable to work as a Hairstylist in Ontario.

It is possible to study Hairstyling and complete an OSSD or GED at the same time, but prior to seeking acceptance as an apprentice. The decision to study Hairstyling prior to having an OSSD or GED, is a student's decision.

It is also a requirement of the Ontario College of Trades that students who study hairstyling at a private career college complete a total of 1,500 hours of instruction as outlined in the training standard for the trade.

Please sign acknowledging your receipt and understanding of the information contained in this disclaimer.

Student Signature

Student Name

Date

Campus