

Fact Sheet #11

Admission, Practicum and Entry-to-Practice Requirements

Private Career Colleges Act, 2005

Objectives

This fact sheet describes and clarifies admission, practicum and entry-to-practice requirements for private career college (PCC) vocational programs. This fact sheet replaces *Resource Bulletin: Policy Update #1, Admission, Practicum and Entry-to-Practice Requirements* dated January 31, 2007.

Admission Requirements

Pursuant to s. 10(1) of Ontario Regulation 415/06 under the *Private Career Colleges Act, 2005* (the “Act”) an application for program approval must contain, among other things, a description of the admission requirements for the vocational program, including the minimum educational requirements and the particulars of any qualifying test required to be taken by a prospective student.

Admission requirements are prerequisites or qualifications that students must have in order to demonstrate the potential to successfully complete a vocational program at a PCC.

Students enrolled in an approved vocational program at a PCC are required to meet or exceed the admission requirements set out in s. 19 of Regulation 415/06, as well as any other admission requirements identified by the PCC in its application for program approval, before they begin a vocational program. The minimum admission requirements are:

- Students have an Ontario Secondary School Diploma (OSSD) or equivalent¹, or
- Students are 18 years of age or older and pass a qualifying test that has been approved by the Superintendent.

Different admission requirements may be approved or required by the Superintendent. When they are approved or required, students must meet those admission requirements.

If a PCC enrolls a student who does not meet the admission requirements of a program on the day it commences, the refund provisions of s. 26 of Ontario Regulation 415/06 apply; that is, the student is entitled to a **full** refund of fees paid for a program, minus the lesser of \$500 or 20% of the total fees paid by the student for the program.

Alternate Admissions Tests Preapproved by the Superintendent

The Superintendent has updated the list of alternate admissions tests (AATs) and “cut scores”² that have been preapproved for PCCs to assess prospective students who do not have an OSSD or equivalent. Other AATs and applicable cut scores may be approved for a program of study on request.

¹ Please see Appendix A for documents considered equivalent to an OSSD for the purposes of admission requirements.

² Cut scores are the minimum scores prospective students must attain before allowed entry into a program.

Previously, the following AATs were preapproved: Wonderlic (includes two versions), the Canadian Adult Achievement Test (CAAT), the Canadian Achievement Test (CAT), and the Canadian Achievement Survey Test for Adults (CAST).

New Policy

The Superintendent is revoking preapproval of the CAT and CAST tests.

Specified levels of CAAT and Wonderlic, along with defined cut scores, will continue to be preapproved. Additionally, the Superintendent has preapproved specified levels of the Reading Arithmetic Index (RAI) and the Test of Workplace Essential Skills (TOWES) and associated cut scores. Where no specific cut scores are pre-approved, the Superintendent will review the proposed cut scores in applications on a case-by-case basis.

For clarity, the four preapproved tests and minimum cut scores or test levels are:

Test	Preapproved Minimum Cut Scores or Preapproved Test Level
Canadian Adult Achievement Test (CAAT)	No specific cut scores are preapproved. Only the <u>Level D</u> test is preapproved.
Reading Arithmetic Index (RAI)	If a PCC wishes to use the RAI, it must use both of the following required tests: <ul style="list-style-type: none"> • Reading Measure Grade 10-12 and • Arithmetic Measure Grade 9-12. No specific cut scores are preapproved. The test distributor, Creative Organizational Design, has developed mean outcomes for different vocations; Inspectors will be referring to these outcomes in reviewing programs using a RAI test.
Test of Workplace Essential Skills (TOWES)	No specific cut scores are preapproved. Only the <u>Level 3</u> test is preapproved.
Wonderlic: Basic Skills Test (BST)	No specific cut scores are preapproved. Levels 2 and 3 are preapproved.
Wonderlic: Scholastic Level Exam (SLE) ³ .	See Appendix B for cut scores on the SLE that are preapproved. If a PCC is seeking approval for a program that is not listed in Appendix B, the PCC should ask Wonderlic for specified cut scores.

³ The SLE is more recently referred to as the Wonderlic Personnel Test (WPT) or the Wonderlic Cognitive Ability Test.

Contact for More Information

Operators must contact the following test distributors to learn more about the tests and to obtain permission to use them:

- CAAT: Creative Organizational Design
- RAI: Creative Organizational Design
- TOWES: Bow Valley College
- Wonderlic tests: Wonderlic

PCCs are responsible for following the administrative, copyright and contractual obligations set out by test distributors.

Implementation Process

As of April 1, 2015, only the AATs and cut scores identified in this fact sheet will be preapproved. Therefore, if a PCC submits an application for program approval on or after April 1, 2015, that application will be considered by referring only to the AATs and associated cut scores identified in this Fact Sheet.

If a PCC has already submitted an application for program approval, that application will be considered by referring to the previously preapproved AATs and their associated cut scores, as identified in *Resource Bulletin: Policy Update #1, Admission, Practicum and Entry-to-Practice Requirements*.

If a PCC submits an application for program approval between the release of this Fact Sheet and April 1, 2015, that application will be considered by referring to the previously preapproved AATs and their associated cut scores (*Resource Bulletin: Policy Update #1, Admission, Practicum and Entry-to-Practice Requirements*) and the new list of preapproved AATs and associated cut scores identified in this Fact Sheet. For greater clarity, during this transition period, both the AATs and cut scores identified in the *Resource Bulletin: Policy Update #1, Admission, Practicum and Entry-to-Practice Requirements* and in this Fact Sheet will be preapproved.

As of April 1, 2015, if a PCC has been delivering a vocational program that uses the CAT or CAST or a cut score for the CAAT or Wonderlic that is no longer preapproved, the use of these tests and cut scores will be grandfathered until the PCC either applies for a substantial change to the program or submits the program for re-approval. At that time, the new list of preapproved AATs and associated cut scores will apply.

Pursuant to s. 10(1)1 of Ontario Regulation 415/06 (the General Regulation), when submitting a program for approval or re-approval, PCCs must demonstrate that appropriate cut scores and levels will be used for the proposed program. If the application is for a substantial change to an existing program, it must include a rationale for the change being made (General Regulation, s. 13(2)).

Registration Information for Career Colleges Database

PCCs seeking approval for the use of an AAT must clearly specify their test in the Registration Information for Career Colleges database (RICC). If the application is for a change to an

existing vocational program, the PCC must submit an Application for Approval of Program Changes (information related to “RICC Appendix C – Admissions”). In the Program Information section of the database, if a PCC indicates that AATs will be used for the program, the PCC must specify the AAT, the minimum level (e.g. Level D of the CAAT), and the cut score, as appropriate.

PCC Inspectors will verify that the information entered into the Program Information section matches that of Appendix C.

If requesting a change in the admission requirements (including AAT requirements) for more than one program, or for a program that is offered at more than one location, PCCs only need to submit one application and indicate all the programs or locations for which changes are sought.

The Ministry of Training, Colleges and Universities, Private Career Colleges Branch will be implementing a new Program Approval and Registration Information System (PARIS) in Fall 2014 to replace the current Registration Information for Career Colleges (RICC) system. The requirements for renewal of registration and program approval under the *Private Career Colleges Act, 2005*, will remain unchanged. However, the process for submitting such applications will change.

Other AATs

PCCs may continue to use other assessments, including literacy or English/ French as a Second Language tests, as additional admission requirements (for example, the National Association of Career Colleges Literacy Test).

If a PCC wishes to use a different AAT, level, or cut score for a program of study than those which are preapproved, the PCC may seek approval from the Superintendent. In deciding whether to grant approval, the Superintendent will consider the PCC’s rationale for using the proposed AAT, level, or cut score, along with supporting documents put forward by the PCC.

Student Contracts

Pursuant to s. 20(1) of Regulation 415/06, PCCs must continue to include the vocational program admission requirements in student contracts including, as applicable, AATs and cut scores approved by the Superintendent.

Practicum and Entry-to-Practice Requirements

PCCs may continue to distinguish between admission requirements, practicum requirements and entry-to-practice requirements.

Practicum Requirements

Practicum requirements are prerequisites or qualifications that students must have *before* they begin a practicum, work placement or clinical placement (for example, Canadian Police Information Centre (CPIC) check, medical screening certificates, etc.).

PCCs may continue to require students to meet practicum requirements when admitted to a vocational program. However, if they are not included as admission requirements, the student enrolment contract must set out any requirements or qualifications that students must meet *before* they can begin the practicum or placement, as well as an acknowledgement by the student that he/she has received this information.

Entry-to-Practice Requirements

Entry-to-practice requirements are prerequisites or qualifications that graduates of a vocational program must have to obtain employment in the occupation for which they have trained (for example, qualifying test, CPIC check, medical screening certificates, etc.). PCCs are not required to include entry-to-practice requirements as admission requirements for vocational programs. However, if they are not included as admission requirements, the student contract must set out any entry-to-practice requirements or qualifications for the occupation as well as an acknowledgement by the student that he/she has received this information.

Common practicum or entry-to-practice requirements may include police or vulnerable sector checks, qualifying tests or medical screening certificates. PCCs must ensure that student contracts include instructions on the exact certificates or screenings that students must obtain prior to beginning their vocational program or practicum, or prior to entry into their vocation.

PCCs must ensure that they are advising current and prospective students of the most up to date entry-to-practice requirements set out by specific regulatory bodies.

Note that it may take up to several months to obtain some screening certificates, such as vulnerable sector screening.

Effective Date

This fact sheet is effective as of September 26, 2014.

Ministry of Training, Colleges and Universities

This document is provided for your information and convenience only. It is not a legal document. For further information and the exact wording please refer to the *Private Career Colleges Act, 2005* and regulations.

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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Appendix A

OSSD equivalents for the purposes of admission requirements are:

1. A secondary school graduation diploma from another Canadian province or territory or from the United States.
2. A General Education Development (GED) certificate issued by a Canadian province or territory or from the United States.
3. A transcript, diploma or certificate from another country, assessed at an Ontario OSSD level by a recognized assessment service⁴.
4. A Canadian or U.S. postsecondary diploma or degree.
5. A non-Canadian postsecondary diploma or degree that has been assessed as equivalent to a Canadian postsecondary diploma or degree by a recognized assessment service.
6. A certificate of completion for an academic upgrading program from any Canadian jurisdiction that is accepted by an Ontario College of Applied Arts and Technology for entry into an Ontario postsecondary program (for example, the Ontario Basic Skills Level IV, Basic Training and Skills Development Level IV, or the Academic Career Entrance Certificate).
7. A Certificate of Apprenticeship or Certificate of Qualification in any trade from any Canadian jurisdiction.

⁴ Please contact [World Education Services](#).

Appendix B

Cut scores on the Wonderlic Scholastic Level Exam:

Vocation	Common names	Cut score
Accounting Administration (Accounting Clerk)	Bookkeeping, Accounting, and Auditing Clerks	15
Administrative Services Manager	Facility/ Property Manager (Single site only)	15
Community Services Worker	Social and Human Service Assistants	14
Computerized Accounting	Computerized accountant	15
Customer Service	Customer Service Representatives	16
Esthetician	Esthetician	12
Health Office Administrator	Medical or dental office admin.	18
Massage Therapist	Massage Therapist	14
Office Administration	Office and Administrative Support Workers	17
Office Assistant	Office Assistant	14
Personal Support Worker (PSW) (Home Health Care Aid), Residential Setting	PSW	11
PSW (Personal and Home Care Aid), Home or day-time non- residential only	PSW	13
Property, Real Estate and Community Association Manager	Facility/ Property Manager (Multi- site)	16
Teaching English as a Second Language (TESL)	Teacher (Post Secondary - English and literature)	20
Security Guard	Security Guards	12
Warehouse Worker	Stock Clerks	13