

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES



*Private Career Colleges Act, 2005*

FACT SHEET #3

**INTERIM - THIRD PARTY  
PROGRAM ASSESSMENT**

November 7, 2006

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## 1. Introduction

As part of the program approval process, private career colleges are required to have their programs assessed by a third party program assessor who has been approved by the Superintendent.

### Stay Tuned!

#### **New Third Party Program Assessment Process Coming in 2007**

The ministry is working on a new process for program approval, including third party program assessment.

New requirements and processes for program approval and third party program assessment will be communicated to PCCs in the form of Superintendent's Policy Directives in 2007.

The requirements for third party program assessors contained in this fact sheet will remain in place until the new processes take effect.

Under the current process, some programs require assessments by specific individuals or organizations and other programs require an assessment by an individual or organization that meets certain requirements.

If the assessor for your program is on the program list below or meets the requirements for a third party program assessor, they will be approved by the Superintendent. **You do not need to contact the ministry to confirm the approval of your program assessor if they are on the list or meet the requirements specified in this document.**

All assessments of proposed vocational programs are conducted at the expense of the applicant. **The program assessment must be submitted directly to the Superintendent of Private Career Colleges by the assessor on the “Program Evaluation Form” that is available on the ServiceOntario website at <www.serviceontario.ca>.**

## 2. Approved Third Party Program Assessors – Program Specific

The following programs require assessments by specific individuals or organizations:

- Dental Assistant
- Dental Hygienist
- Early Childhood Educator
- Hairstylist
- Massage Therapist
- Medical Laboratory Assistant
- Paramedic
- Pharmacy Technician
- Teaching English as a Second Language (TESL)
- Travel and Tourism

| Program                            | Approved Third Party Program Assessor  |
|------------------------------------|--|
| Dental Chairside Assistant Level 1 | <p><u>Assesses program and conducts site visit:</u></p> <p>Dr. W. Ross Barlow<br/>                     415 King Street East<br/>                     Hamilton, ON<br/>                     Tel: 905-522-2468</p> |

|   |   |
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|   | <p><u>Approves radiography component of program:</u></p> <p>Healing Arts Radiation Protection (HARP) Commission<br/> X-Ray Inspection Unit<br/> Myrna Lynch; Coordinator<br/> 5700 Yonge Street, 3<sup>rd</sup> floor<br/> Toronto, ON M2M 4K5<br/> Tel: 416-327-7935<br/> Fax: 416-327-8805<br/> Email: <a href="mailto:myrna.lynch@moh.gov.on.ca">myrna.lynch@moh.gov.on.ca</a></p> |
| <p>Dental Chairside Assistant Level 2</p> | <p><u>Assesses eligibility for NDAEB examinations:</u></p> <p>National Dental Assisting Examining Board<br/> David Lamb; Chief Administrative Officer/Registrar<br/> 1750 Courtwood Crescent, Suite 208<br/> Ottawa, ON K2C2B5<br/> Tel: 613-526-3424<br/> Fax: 613-526-5560<br/> Email: <a href="mailto:ndaeb@magma.ca">ndaeb@magma.ca</a></p>                                       |
| <p>Dental Hygienist</p>                   | <p><u>Assesses Program:</u></p> <p>Assessment Strategies Inc.<br/> John Wickett; Director, Testing and Measurement<br/> 1400 Blair Place, Suite 210<br/> Ottawa, ON K1J 9B8<br/> Tel: 613-237-0241 ext 258<br/> Fax: 613-237-6684</p>   |

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|                                 | <p>Email: <a href="mailto:jwickett@asinc.ca">jwickett@asinc.ca</a></p> <p><u>Accredits Program:</u></p> <p>Commission on Dental Accreditation of Canada<br/>         Susan Matheson; Director<br/>         1815 Alta Vista Drive<br/>         Ottawa, ON K1G 3Y6<br/>         Tel: 613-523-7114 or 1-866-521-2322<br/>         Email: <a href="mailto:cdac@cda-adc.ca">cdac@cda-adc.ca</a></p> <p><u>Approves Radiography Component of Program:</u></p> <p>Healing Arts Radiation Protection (HARP) Commission<br/>         X-Ray Inspection Unit<br/>         Myrna Lynch; Coordinator<br/>         5700 Yonge Street, 3<sup>rd</sup> Floor<br/>         Toronto, ON M2M 4K5<br/>         Tel: 416-327-7935<br/>         Fax: 416-327-8805<br/>         Email: <a href="mailto:myrna.lynch@moh.gov.on.ca">myrna.lynch@moh.gov.on.ca</a></p> |
| <p>Early Childhood Educator</p> | <p><u>Assesses Program:</u></p> <p>Association of Early Childhood Educators of Ontario<br/>         40 Orchard View Blvd., Suite 211<br/>         Toronto, ON M4R 1B9<br/>         Tel: 416-487-3157 ext 27 or 1-800-463-3391<br/>         Fax: 416-487-3758<br/>         Email: <a href="mailto:aeceo@bellnet.ca">aeceo@bellnet.ca</a></p>  |

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| <p>Hairstylist</p>       | <p><u>Assesses Program against Ministry of Training, Colleges and Universities Hairstylist Curriculum Standards:</u></p> <p>Program Development and Standards<br/>         Janice Wainwright; Program Coordinator<br/>         900 Bay Street; 17<sup>th</sup> Floor, Mowat Block<br/>         Toronto, ON M7A 1L2<br/>         Tel: 416-326-5638<br/>         Fax: 416-3269-5653<br/>         Email: <a href="mailto:Janice.Wainwright@ontario.ca">Janice.Wainwright@ontario.ca</a></p> <p><b>NOTE:</b> Use of MTCU Hairstylist curriculum recommended.</p> |
| <p>Massage Therapist</p> | <p><u>Assesses Program:</u></p> <p>Pauline Beggs<br/>         Director, Curriculum Resource Services<br/>         Curriculum Services Canada<br/>         439 University Ave., 18th Floor<br/>         Toronto ON M5G 1Y8<br/>         Phone: 416-304-0398<br/>         Fax: 416-591-1578<br/>         Email: <a href="mailto:pbeggs@curriculum.org">pbeggs@curriculum.org</a></p> <p><u>Site Inspection:</u></p> <p>Ron McKerracher<br/>         Phone: 416-598-4999 or 416-247-2715</p> <p>Wendy Hunter<br/>         Phone: 416-424-3493</p>               |

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| Medical Laboratory Assistant | <p><u>Evaluates Eligibility to write OSMT Certification Exam and Conducts Site Visits:</u></p> <p>Ontario society of Medical Technologists<br/>                 Blanca McArthur; Executive Director<br/>                 234 Eglinton Avenue East, Suite 402<br/>                 Toronto, ON M4P 1K5<br/>                 Tel: 416-485-6768 or 1-800-461-6768<br/>                 Fax: 416-485-7660<br/>                 Email: <a href="mailto:bmcarthur@omst.org">bmcarthur@omst.org</a></p>  |
| Paramedic                    | <p><u>Assesses Program:</u></p> <p>Ministry of Health and Long-Term Care<br/>                 Emergency Health Services Branch<br/>                 Cathy Frances; Manager, Patient care<br/>                 Standards and Evaluation<br/>                 5700 Yonge Street, 6<sup>th</sup> Floor<br/>                 Toronto, ON M2M 4K5<br/>                 Tel: 416-327-7843<br/>                 Fax: 416-327-7879<br/>                 Email: <a href="mailto:francica2@sdsx.moh.gov.on.ca">francica2@sdsx.moh.gov.on.ca</a></p> |
| Pharmacy Technician          | <p><u>Assesses Program Against Standards Established by the Ontario College of Pharmacists:</u></p> <p>Dr. Zubin Austin (University of Toronto)<br/>                 Email: <a href="mailto:zubin.austin@utoronto.ca">zubin.austin@utoronto.ca</a></p>  |
| Teaching English as a        | TESL Ontario  |



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| <p>Second Language (TESL)</p> | <p>27 Carlton Street, Suite 405<br/>                 Toronto, Ontario M5B 1L2<br/>                 Tel: 416-593-4243<br/>                 Fax: 416-593-0164<br/> <a href="mailto:office@teslontario.org">office@teslontario.org</a></p>  |
| <p>Travel and Tourism</p>     | <p><u>Assesses Program:</u></p> <p>Canadian Institute of Travel Counsellors<br/>                 Coralie Belman<br/>                 National Certification Manager<br/>                 55 Eglinton Ave East, Suite 209<br/>                 Toronto, ON M4P 1G8<br/>                 Tel: (800) 265-0819 / (416) 484-4450<br/>                 Email: <a href="mailto:coralie@citc.ca">coralie@citc.ca</a><br/>                 Website: <a href="http://www.citc.ca">http://www.citc.ca</a></p> |

### 3. Approved Third Party Program Assessors - General

If the program you plan to offer is not listed in the table above, you must select a program assessor who meets the following requirements:

- Has a degree in adult education and has at least five years of professional experience.

**OR**

- Has a diploma or certificate in adult education or training from a program which, if taken full-time, would be at least one academic year in length (approximately 450 contact hours) and has five years professional experience; or holds a professional trainer

certification where such certification is awarded based on training experience and the successful completion of a certification examination – for example, Certified Training and Development Professional certification awarded by the Ontario Society of Training and Development.

**OR**

- The assessor has been employed for at least 10 years in a position where the assessor’s major and primary responsibility is adult program development and design – for example, corporate training consultant agency.

**AND**

- The assessor must have an “arm’s length” relationship with the private career college within the meaning of that term in the *Income Tax Act (Canada)*.

**Important Note**

- All costs associated with third party program assessments are to be paid by the applicant.
- All assessments must be provided by an individual or organization that meets the criteria outlined in this document
- All assessments must be submitted directly to the Superintendent by the assessor on the “Program Evaluation Form” available on the ServiceOntario website at <[www.serviceontario.ca](http://www.serviceontario.ca)>

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.

### Need More Information?

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

Private Institutions Branch  
Ministry of Training, Colleges and Universities  
10<sup>th</sup> Floor Mowat Block  
900 Bay Street  
Toronto, ON M7A1L2

Telephone: (416) 314-0500 or 1-866-330-3395  
Fax: (416) 314-0499

**OR**

Visit our website at: [www.edu.gov.on.ca/eng/general/private.html](http://www.edu.gov.on.ca/eng/general/private.html)

The full text of the act and regulations can also be downloaded from the Ontario government E-Laws website at:  
[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)