MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES

FACT SHEET #3

PRIVATE CAREER COLLEGES ACT, 2005

INTERIM - THIRD PARTY PROGRAM ASSESSMENT

March 8, 2007
# Table of Contents

1. **INTRODUCTION** .................................................................2

2. **APPROVED THIRD PARTY PROGRAM ASSESSORS – PROGRAM SPECIFIC** .................................................................3

3. **APPROVED THIRD PARTY PROGRAM ASSESSORS – GENERAL** .................................................................9

4. **IMPORTANT NOTE** .................................................................10
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!


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

<table>
<thead>
<tr>
<th>Program</th>
<th>Approved Third Party Program Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Chairside Assistant</td>
<td>Assesses program and conducts site visit:</td>
</tr>
<tr>
<td>Level 1</td>
<td>Dr. W. Ross Barlow</td>
</tr>
<tr>
<td></td>
<td>415 King Street East</td>
</tr>
<tr>
<td></td>
<td>Hamilton, ON</td>
</tr>
<tr>
<td></td>
<td>Tel: 905-522-2468</td>
</tr>
</tbody>
</table>
|                                | Approves radiography component of }
| Program: | Healing Arts Radiation Protection (HARP) Commission  
|          | X-Ray Inspection Unit  
|          | Myrna Lynch; Coordinator  
|          | 5700 Yonge Street, 3rd floor  
|          | Toronto, ON M2M 4K5  
|          | Tel: 416-327-7935  
|          | Fax: 416-327-8805  
|          | Email: myrna.lynch@moh.gov.on.ca |
| Dental Chairside Assistant Level 2 | Assesses eligibility for NDAEB examinations:  
| | National Dental Assisting Examining Board  
| | David Lamb; Chief Administrative Officer/Registrar  
| | 1750 Courtwood Crescent, Suite 208  
| | Ottawa, ON K2C2B5  
| | Tel: 613-526-3424  
| | Fax: 613-526-5560  
| | Email: ndaeb@magma.ca |
| Dental Hygienist | Assesses Program:  
| | Assessment Strategies Inc.  
| | John Wickett; Director, Testing and Measurement  
| | 1400 Blair Place, Suite 210  
| | Ottawa, ON K1J 9B8  
| | Tel: 613-237-0241 ext 258  
| | Fax: 613-237-6684  
| | Email: jwickett@asinc.ca |
### Accredits Program:

Commission on Dental Accreditation of Canada  
Susan Matheson; Director  
1815 Alta Vista Drive  
Ottawa, ON K1G 3Y6  
Tel: 613-523-7114 or 1-866-521-2322  
Email: cdac@cda-adc.ca

### Approves Radiography Component of Program:

Healing Arts Radiation Protection (HARP) Commission  
X-Ray Inspection Unit  
Myrna Lynch; Coordinator  
5700 Yonge Street, 3rd Floor  
Toronto, ON M2M 4K5  
Tel: 416-327-7935  
Fax: 416-327-8805  
Email: myrna.lynch@moh.gov.on.ca

<table>
<thead>
<tr>
<th>Hairstylist</th>
<th>Assesses Program against Ministry of Training, Colleges and Universities Hairstylist Curriculum Standards:</th>
</tr>
</thead>
</table>
|             | Program Development and Standards  
Janice Wainwright; Program Coordinator  
900 Bay Street; 17th Floor, Mowat Block  
Toronto, ON M7A 1L2  
Tel: 416-326-5638  
Fax: 416-3269-5653  
Email: Janice.Wainwright@ontario.ca |
<table>
<thead>
<tr>
<th>Note: Use of MTCU Hairstylist curriculum recommended.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Massage Therapist</strong></td>
</tr>
</tbody>
</table>
|  | Pauline Beggs  
Director, Curriculum Resource Services  
Curriculum Services Canada  
439 University Ave., 18th Floor  
Toronto ON M5G 1Y8  
Phone: 416-304-0398  
Fax: 416-591-1578  
Email: pbeggs@curriculum.org |
|  | Site Inspection:  
Ron McKerracher  
Phone: 416-598-4999 or 416-247-2715  
Wendy Hunter  
Phone: 416-424-3493 |
| **Medical Laboratory Assistant** | **Evaluates Eligibility to write OSMT Certification Exam and Conducts Site Visits:** |
|  | Ontario society of Medical Technologists  
Blanca McArthur; Executive Director  
234 Eglinton Avenue East, Suite 402  
Toronto, ON M4P 1K5  
Tel: 416-485-6768 or 1-800-461-6768  
Fax: 416-485-7660  
Email: bmcarthur@omst.org |
<table>
<thead>
<tr>
<th>Program</th>
<th>Assesses Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paramedic</td>
<td>Assesses Program: Ministry of Health and Long-Term Care Emergency Health Services Branch</td>
</tr>
<tr>
<td></td>
<td>Cathy Frances; Manager, Patient care Standards and Evaluation</td>
</tr>
<tr>
<td></td>
<td>5700 Yonge Street, 6th Floor</td>
</tr>
<tr>
<td></td>
<td>Toronto, ON M2M 4K5</td>
</tr>
<tr>
<td></td>
<td>Tel: 416-327-7843</td>
</tr>
<tr>
<td></td>
<td>Fax: 416-327-7879</td>
</tr>
<tr>
<td></td>
<td>Email: francica2@sd sx.moh.gov.on.ca</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Assesses Program Against Standards Established by the Ontario College of Pharmacists:</td>
</tr>
<tr>
<td></td>
<td>Dr. Zubin Austin (University of Toronto)</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:zubin.austin@utoronto.ca">zubin.austin@utoronto.ca</a></td>
</tr>
<tr>
<td>Teaching English as a Second Language (TESL)</td>
<td>TESL Ontario</td>
</tr>
<tr>
<td></td>
<td>27 Carlton Street, Suite 405</td>
</tr>
<tr>
<td></td>
<td>Toronto, Ontario M5B 1L2</td>
</tr>
<tr>
<td></td>
<td>Tel: 416-593-4243</td>
</tr>
<tr>
<td></td>
<td>Fax: 416-593-0164</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:office@teslontario.org">office@teslontario.org</a></td>
</tr>
<tr>
<td>Travel and Tourism</td>
<td>Assesses Program: Canadian Institute of Travel Counsellors</td>
</tr>
<tr>
<td></td>
<td>Coralie Belman</td>
</tr>
<tr>
<td></td>
<td>National Certification Manager</td>
</tr>
<tr>
<td></td>
<td>55 Eglinton Ave East, Suite 209</td>
</tr>
</tbody>
</table>
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>
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
10th Floor Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

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

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