

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES

Private Career Colleges Act, 2005

FACT SHEET #3

**THIRD PARTY
PROGRAM ASSESSMENT**

2012

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INTRODUCTION

This document is designed for private career college (PCC) operators and replaces the *Fact Sheet # 3 Third Party Program Assessment* issued on February 12, 2010.

As per subsection 23 (3) of the *Private Career Colleges Act, 2005* (the Act), approved programs offered by a Private Career College (PCC) must provide each student with the skills and knowledge required in order to obtain employment in a prescribed vocation.

Subsection 11 (2) of *Ontario Regulation 415/06* mandates, as part of the program approval process, that PCCs have their programs assessed by a third party program assessor who has expertise in the evaluation of such programs and has been approved by the Superintendent of private career colleges. All assessments of proposed vocational programs must be based on a complete final copy of the program application. All assessments of proposed programs are conducted at the expense of the applicant. Each program assessment report must be submitted directly to the Superintendent by the assessor.

APPROVED THIRD PARTY PROGRAM ASSESSORS

Approved Assessors for Select Programs

Some regulatory or accrediting bodies set standards that a job seeker has to meet to enter the profession or vocation. Assessors for some of these programs (individuals and organizations) were identified in consultation with the accrediting and regulatory bodies and approved by the Superintendent.

If the proposed program provides training in a vocation listed in Table 1, you are *required* to use only the assessors listed below.

Table 1: Required assessors for programs in regulated vocations

Program	Assessor
Dental Hygienist	<p><u>Accredits programs:</u> Commission on Dental Accreditation of Canada Susan Matheson, Executive Director 1815 Alta Vista Drive Ottawa, ON K1G 3Y6 Tel: (613) 523-7114 or 1-866-521-2322 Email: cdac@cda-adc.ca</p>
Level 2 – Intra-Oral Dental Assistant	<p><u>Assesses eligibility for national examinations:</u> National Dental Assisting Examining Board David Lamb, Chief Administrative Officer/Registrar 1750 Courtwood Crescent, Suite 208 Ottawa, ON K2C 2B5 Tel: (613) 526-3424 Email: ndaeb@magma.ca</p> <p><u>Approves the radiation safety component of the program, registers and approves the installation of x-ray machine(s):</u> Licensing and X-Ray Inspection Unit X-ray Inspection Service (XRIS) Ministry of Health and Long-Term Care 55 St Clair Avenue West, Suite 800 Toronto, ON M2M 4K5 Tel: (416) 327-7937</p> <p><u>Approves the qualifications of the designated competent person, registers the employer in possession of the x-ray machine(s) and approves the installation of the x-ray machine(s):</u> Radiation Protection Officer, Radiation Protection Service Ministry of Labour 81A Resources Road Toronto, Ontario M9P 3T1 Tel: (416) 235-5922</p>
Massage Therapist	<p><u>Assesses programs:</u> Pauline Beggs, Director, Curriculum Resource Services Curriculum Services Canada 439 University Ave., 18th Floor Toronto ON M5G 1Y8 Tel: (416) 304-0398</p>

	<p>Email: pbeggs@curriculum.org</p> <p><u>Inspects sites:</u> Ron McKerracher , RMT Tel: 416-598-4999 or 416-247-2715 Wendy Hunter, RMT Tel: (416) 424-3493</p>
Medical Sonographer/ Ultrasound Technologist	<p><u>Assesses programs</u> Kathleen Foran, Executive Director Canadian Society of Diagnostic Medical Sonographers PO Box 1220 Kemptville, ON K0G 1J0 Website: www.csdms.com Email: csdms@bellnet.ca</p> <p><u>Accredits approved programs:</u> Conjoint Accreditation Services/Canadian Medical Association 1867 Alta Vista Dr. Ottawa, ON K1G 5W8 Tel: (613)731-8610 or (800) 663-7336 Fax: (613) 565-7704 www.cma.ca/accredit</p>
Paralegal	<p><u>Accredits programs:</u> The Law Society of Upper Canada Osgoode Hall, 130 Queen Street West Toronto, Ontario M5H 2N6 Tel: (416) 947-3315 or 1-800-668-7380 Email: lawsociety@lsuc.on.ca</p>
Paramedic	<p><u>Assesses programs:</u> Ministry of Health and Long-Term Care Emergency Health Services Branch Cathy Francis, Manager Patient care Standards and Evaluation 5700 Yonge Street, 6th Floor Toronto, ON M2M 4K5 Tel: (416) 327-7843 Email: francica2@sdsx.moh.gov.on.ca</p>
Pharmacy Technician	<p><u>Accredits programs:</u> The Canadian Council for the Accreditation of Pharmacy Programs (CCAPP) Wayne Hindmarsh, Executive Director Leslie Dan Faculty of Pharmacy University of Toronto 1207 - 144 College Street</p>

	Toronto, ON M5S 3M2 Tel: (416) 946-5055 Website: www.ccapp-accredit.ca
Teaching English as a Second Language (TESL) ¹	<u>Assesses new programs:</u> TESL Canada Federation 408 - 4370 Dominion Street Burnaby, BC V5G 4L7 Tel: (604) 298-0312 Website: www.tesl.ca Email: admin@tesl.ca
TSSA Vocations: <ul style="list-style-type: none"> • Construction Heater • Operator, Service and Maintenance Technician • Crop Dryer Technician • Domestic Appliance Technician • Gas Pipeline Inspector • Gas Pipeline Fitter • Gas Technician • Industrial Maintenance Technician • Internal Combustion for Alternate Fuels • Propane Cylinder Inspector • Propane Plant Operator • Propane Truck Inspector • Recreational Vehicle Technician • Roofing Equipment Operator • Oil Burner Technician, and • Petroleum Mechanic / Site Operator 	<u>Assesses and accredits programs:</u> John Marshall Director, Fuels Safety Program Technical Standards and Safety Authority 14 th Floor, Centre Tower 3300 Bloor Street, West Toronto, ON M8X 2X4 Tel: 1 (877) 682-8772

In consultation with accrediting bodies, the Superintendent has also approved assessors (individuals and organizations) for programs that provide training in a number of other vocations with entry-to-

¹ Programs that have been in operation for one year or more are assessed for accreditation by TESL Ontario. If you wish to have your program accredited you may contact TESL Ontario at #405 - 27 Carlton St. Toronto, ON M5B 1L2; Tel: (416) 593-4243 or 1-800-327-4827.

practice requirements. These assessors are listed in Table 2 below, and PCCs are strongly *recommended* to use their services.

Table 2: Recommended assessors for programs in select other vocations

Program	Assessor
Pre-service Firefighter	<p><u>Assesses programs:</u> Ontario Association of Fire Chiefs (O AFC) 530 Westney Road South, Unit 14 AJAX, ON L1S 6W4 (905) 426-9865 or 1-800-774-6651 Email: debra.mountjoy@oafc.on.ca</p>
Level 1 – Dental Chairside Assistant	<p><u>Conducts site visit and assessed programs:</u> Dr. W. Ross Barlow 95 Terrance Park Drive Ancaster, ON L9G 1C3 Tel: (905) 648-4971</p> <p>For the approval of radiography components of the program, please refer to the Level 2 Intra-Oral Dental Assistant in Table 1.</p>
Medical Laboratory Assistant	<p><u>Assesses programs, conducts site visits and determines students' eligibility to write certification exam:</u> 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 Email: bmcarthur@omst.org</p>
Pharmacy Assistant	<p><u>Assesses programs:</u> Dr. Zubin Austin, University of Toronto Email: zubin.austin@utoronto.ca</p>
Travel and Tourism	<p><u>Assesses programs:</u> Canadian Institute of Travel Counsellors Coralie Belman, National Certification Manager 55 Eglinton Ave East, Suite 209 Toronto, ON M4P 1G8 Tel: (800) 265-0819 / (416) 484-4450 Email: coralie@citc.ca Website: http://www.citc.ca</p>

Requirements for Assessors for Programs in All Other Vocations

If the program you plan to offer is not listed in Table 1 or you do not opt for the recommended assessor, you must find two qualified assessors – one to assess adult education aspects of the program and the other to assess the subject matter aspects of your program application. Both have to meet the requirements identified below.

Adult Education Assessor

The person conducting an assessment of the adult education component of the program must have one of the following:

- A degree in adult education;

OR

- A diploma or certificate in adult education or training from a program which, if taken full-time, would be at least one academic year, or approximately 450 contact hours, combined with:
 - either five years of **recent** teaching/program development for adult learners,
 - or 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 Canadian Society of Training and Development;

OR

- At least 10 years of employment experience in a position where the person's major and primary responsibility is or was adult program development and design – for example, corporate training consultant agency.

Subject-Matter Assessor

The person assessing a program's subject matter has to meet all of the following requirements:

- Have at least five years of **recent** professional experience in the field of study being assessed,

AND

- Have required or recognized professional credentials,

AND

- Be in good standing with the regulatory body or a recognized professional association (if applicable).

It is not necessary to contact the Ministry to confirm the approval of program assessors if they are not listed on Table 2. It is the responsibility of the PCC to ensure that the engaged assessors meet the requirements listed above.

It is possible that an individual may satisfy the requirements for both an Adult Education and a Subject Matter assessor.

Please note that assessors must be free of any conflict of interest with the PCC operator, as defined in *Appendix: Conflict of Interest Policy for Assessors*. The PCC operator is required to sign *Appendix N Conflict of Interest* of the Application for program approval declaring that they are not in a conflict with the assessor(s) engaged to review their program.

ENGAGING ASSESSORS

Please note that it is the PCC's obligation to ensure that the assessors forward their reports directly to the Superintendent.

You must notify your assessors, if they are not listed in this document that they will have to demonstrate to the Superintendent that they satisfy the requirements for approved assessors by providing the Superintendent with the following documents:

- an up-to-date resume²;
- a copy of the relevant credential; and
- a copy of the relevant membership certificate or other document confirming their affiliation with an accrediting/certifying body³.

Please remember that all assessments of programs are conducted at the expense of the PCC applicant.

INFORMATION PCCs MUST PROVIDE

Complete application

Assessors need a copy of the complete program application. Provide a copy to your assessors prior to entering any information on the Registration Information for Career Colleges (RICC) data base; you may fill in the [Application for Program Approval form](#).

Please note that a PCC Branch Inspector reviews the entire application. The enclosed chart lists all components of a complete application and indicates the components reviewed by either the Subject Matter Assessor (SMA), or the Adult Education Assessor (AEA).

Application components:	Reviewer
Application /Summary	SMA, AEA
Appendix A	SMA
Appendix B	SMA, AEA
Appendix C	SMA, AEA

² The Superintendent may ask for supporting documents to verify previous and current employment.

³ Assessors only need to submit these documents with their first assessment report to the Superintendent; the Ministry will keep them on file.

Appendix D	SMA, AEA
Appendix E	AEA
Appendix F	SMA
Appendix G	SMA, AEA
Appendix H	SMA, AEA
Appendix I	SMA, AEA
Appendices J-M	
Appendix N	SMA, AEA
For programs over 52 weeks, Attachment 1: Program fees	
If applicable, Attachment 2: Additional fees	
Attachment 3: A sample of the credential – a copy	
Attachment 4: Analysis of the labour market need	
Attachment 5: Job advertisements	SMA
If applicable, Attachment 6: Specific admission requirements	SMA
Attachment 7: Liability insurance for the campus	
If applicable, o Attachment 8: A copy of the agreement between the placement host and the PCC	SMA, AEA
o Attachment 9: The information/instruction/orientation package	SMA, AEA
o Attachment 10: Progress/attendance sheets	SMA, AEA
o Attachment 11: Skills passport	SMA
o Attachment 12: Liability insurance for the placement site	

For a detailed description of each component see *Guidelines for the Program Application*.

Assessment report forms

As mentioned previously, the assessment report is to be completed and forwarded to the Superintendent by the assessor. To ensure compliance with this requirement, forward the following documents to the assessors listed in Table 1:

- o *Appendix J* to the regulatory body; OR
- o *Appendix K* to the accrediting body.

Please note that the assessors listed in Table 2 may prepare a

report in their own format.

The PCC must forward a copy of the [Adult Education Assessment form](#) to the Adult Education Assessor, and a copy of the [Subject-Matter Assessment form](#) to the Subject Matter Assessor. You will also find them by visiting www.ServiceOntario.ca. Look for “forms”; click and search:

- 58-1776e (adult education assessment report form) and
- 58-1777e (subject matter assessment report form).

Ministry standards/ National Occupational Classification 2006 (NOC) description

Assessors that are not listed on the Tables will also need a copy of the applicable PCC standard developed by the Ministry of Training, Colleges and Universities (MTCU), another Ministry or other standards associated with or provided in the Superintendent’s *Policy Directives* or *Fact Sheets*. The assessor will assess the program application for compliance with the related standard by filling parts of the relevant *Assessment Report Form*.

E.g., if your PCC plans to offer a program leading to AZ driver licensing, you are required to adhere to the Tractor-Trailer (AZ) Driver Training Standard published by MTCU; a program for security guards must comply with the Security Guard Curriculum requirements published by the Ministry of Community Safety and Correctional Services.

Please note that if you plan to offer a hairstyling program, in addition to other requirements, the subject-matter assessor must assess your program for compliance with the apprenticeship curriculum standards set out by the MTCU. The standards are available from ServiceOntario Publications at <http://www.publications.serviceontario.ca> (Search for 230123 “CS Hairstylist”).

If your PCC plans to offer a vocational program for which there is no standard referred to in the Superintendent's *Policy Directives* or *Fact Sheets*, you have to provide the assessors with the full description of the related vocation as it appears on the [National Occupational Classification 2006](#).

Conflict of Interest Policy

You also have to forward both assessors with a link to or a copy of the Conflict of interest policy provided in the Appendix at the end of this *Fact Sheet*.

WORKING WITH ASSESSORS

Additional information requested by assessors

Please note that in respect of a program involving a regulated vocation, different regulatory bodies may have different assessment processes. This process may include a site visit by an assessor. Assessors may require you to submit other program material in addition to the complete *Application for Program Approval*.

You must submit all program information and provide access to the PCC's premises if requested by the assessor.

Changes in the application

In the course of reviewing a program, an assessor may require a modification to a certain section (or sections) of the program application. If you make the change, you must:

- forward the updated section to the assessor;
- if there is more than one assessor, forward the revised section to the other assessor; and
- update the section in your copy of the application.

Delivery of assessment reports

You must instruct all assessors to forward their reports by e-mail directly to the Superintendent. To facilitate processing of the

reports, the subject line of the e-mail should contain the PCC's operating name and the name of the program (e.g. ABCCollegeTravelAgent) followed by a description of the type of assessment (e.g.: SMAreport).

Please provide assessors with the following contact information:

e-mail: pcc@ontario.ca

general inquiry: 1-866-3303395

fax: 416-314-0499.

You might wish to remind assessors that they have to forward their resumes, copies of credentials and other information about their qualifications together with their reports.

If a PCC engages a single assessor to review both the adult education and subject-matter aspects of the program, this individual should forward just one resume and separate *Adult Education* and *Subject-Matter Assessment reports*.

When the reports are delivered to the Superintendent, you may enter program data on RICC and, upon completion, forward copies of the attachments to the Superintendent, with the program application fee. When this package is received, the application is submitted.

APPENDIX: Conflict of Interest Policy for Assessors

In this Fact Sheet, “conflict of Interest” includes, but is not limited to any situation or circumstance where in relation to the performance of his role as an assessor, the assessor’s other commitments, relationships, or financial interests

- (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of his independent judgement; or
- (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of his obligations as an assessor.

Whether an actual, perceived or potential conflict exists will be determined solely by the Superintendent.

To avoid a conflict of interest or the appearance of a conflict of interest an assessor should **not**, beyond the engagement by the PCC to review a program, presently have or have had within the seven years prior to their engagement by the PCC any connection in the development or marketing of the program or any other direct or indirect pecuniary interest in the program or in the PCC offering the program. Unacceptable connections or interests include, but are not limited to, program development, teaching or other employment related to the program or the PCC.

An assessor who has, either in the past or currently, any interest in or connection to a proposed program or the PCC that is proposing to offer the program, may not act as an assessor for the program.

Prior to each review, assessors engaged to review a program must formally declare on the Assessment Report form that they do not have a conflict of interest as described in this Appendix.

Should a conflict arise during the course of a review, PCC applicants and assessors must immediately inform the Superintendent in writing regarding the nature of the conflict.

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 at:

Ministry of Training, Colleges and Universities
9th 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:
<http://www.tcu.gov.on.ca/pepg/audiences/pcc/>

The full text of the Act and regulations can also be downloaded from the Ontario government E-Laws website at:
<http://www.e-laws.gov.on.ca/navigation?file=home&lang=en>
www.e-laws.gov.on.ca