

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES



Private Career Colleges Act, 2005

FACT SHEET #3

**INTERIM - THIRD PARTY
PROGRAM ASSESSMENT**

Updated: June 30, 2008

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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 Soon

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.

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 Assistant
- Pharmacy Technician
- Teaching English as a Second Language (TESL)
- Travel and Tourism

Please note that these assessors may require you to submit program material in addition to the information you are required to provide in the ministry’s Application for Program Approval. You must submit all program information requested by the assessor.

Program	Approved Third Party Program Assessor
<p>Dental Chairside Assistant Level 1</p>	<p><u>Assesses program and conducts site visit:</u></p> <p>Dr. W. Ross Barlow 95 Terrance Park Drive Ancaster, ON L9G 1C3 (905) 648-4971</p> <p><u>Approves radiography component of program:</u></p> <p>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</p>
<p>Dental Chairside Assistant Level 2</p>	<p><u>Assesses eligibility for NDAEB examinations:</u></p> <p>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</p>

	Email: ndaeb@magma.ca
Dental Hygienist	<p><u>Assesses Program:</u></p> <p>Assessment Strategies Inc. 1400 Blair Place, Suite 210 Ottawa, ON K1J 9B8 Tel: 613-237-0241 ext 258 Fax: 613-237-6684 Email: jwickett@asinc.ca</p> <p><u>Accredits Program:</u></p> <p>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</p>
Massage Therapist	<p><u>Assesses Program:</u></p> <p>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</p>

	<p><u>Site Inspection:</u></p> <p>Ron McKerracher Phone: 416-598-4999 or 416-247-2715</p> <p>Wendy Hunter Phone: 416-424-3493</p>
Medical Laboratory Assistant	<p><u>Evaluates Eligibility to write OSMT Certification Exam and Conducts Site Visits:</u></p> <p>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</p>
Paralegal	<p><u>Accredits Program:</u></p> <p>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 Fax: 416-947-5263 Email: lawsociety@lsuc.on.ca</p>
Paramedic	<p><u>Assesses Program:</u></p> <p>Ministry of Health and Long-Term Care</p>

	<p>Emergency Health Services Branch Cathy Frances; Manager, Patient care Standards and Evaluation 5700 Yonge Street, 6th Floor Toronto, ON M2M 4K5 Tel: 416-327-7843 Fax: 416-327-7879 Email: francica2@sdsx.moh.gov.on.ca</p>
Pharmacy Assistant	<p><u>Assesses Program:</u> Dr. Zubin Austin (University of Toronto) Email: zubin.austin@utoronto.ca</p>
Pharmacy Technician	<p><u>Accredits Program:</u> The Canadian Council for the Accreditation of Pharmacy Programs (CCAPP) 200 – 1765 West 8th Avenue Vancouver, BC V6J 5C6 Phone (604) 676-4230 Fax (604) 676-4231 Website: www.ccapp-accredit.ca</p>
Teaching English as a Second Language (TESL)	<p><u>Assesses New Programs:</u> TESL Canada Federation 408 - 4370 Dominion Street Burnaby, BC V5G 4L7</p>

	<p>Phone: 604-298-0312 / Fax: 604-298-0372 Website: www.tesl.ca Email: admin@tesl.ca</p> <p><u>Assesses programs that have been in operation for one year or more:</u></p> <p>TESL Ontario #405 - 27 Carlton St. Toronto, ON M5B 1L2 Phone: (416) 593-4243 or 1-800-327-4827 Fax: (416) 593-0164</p>
<p>Travel and Tourism</p>	<p><u>Assesses Program:</u></p> <p>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>

Hairstyling

If you plan to offer a hairstyling program, your program must be assessed by an approved third party program assessor (see section 3 below) for compliance with the apprenticeship curriculum standards set out by the Ministry of Training, Colleges and Universities. The standards are available from ServiceOntario

Publications at <<http://www.publications.serviceontario.ca>> (Search for 230123 “CS Hairstylist”).

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 at:

Ministry of Training, Colleges and Universities
10th 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

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