

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES



Private Career Colleges Act, 2005

FACT SHEET #3

**THIRD PARTY
PROGRAM ASSESSMENT**

Updated: February 12, 2010

Table of Contents

1. Introduction	2
2. Approved Third Party Program Assessors – Regulated Professions	3
3. Third Party Program Assessors - Other Professions.....	8
4. Third Party Program Assessor Requirements - General.....	11

1. INTRODUCTION

New Third Party Program Assessment Process

The ministry has revised the third party program assessment process.

This fact sheet replaces the Interim Third Party Program Assessment Fact Sheet issued on June 30, 2008.

Any new program standards and the process associated with ensuring that vocational programs conform to these new program standards will be communicated to private career colleges (PCCs) through Superintendent's Policy Directives on program standards issued by the Superintendent of Private Career Colleges (the "Superintendent") under section 53 of the *Private Career Colleges Act, 2005* (the "PCCA").

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

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.

Some programs require assessments by specific individuals or organizations and other programs require an assessment by an individual or organization that meets certain requirements established by the Superintendent.

If the assessor for your program is on either of the program lists 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 either of the lists below 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 by the assessor as part of the “Program Evaluation Report” and should include a copy of the program initialled by the assessor. Assessors must submit their assessment report directly to the Superintendent.** The Program Evaluation Report is attached to the end of this document and is also available on the ServiceOntario website at <www.ontario.ca>.

2. APPROVED THIRD PARTY PROGRAM ASSESSORS – REGULATED PROFESSIONS

Programs that lead to employment in a regulated profession are required to meet the external standards set by the relevant regulatory body to ensure that students are able to enter the profession. For these programs, the Superintendent pre-approves assessors to be used by PCCs.

The following programs require assessments by specific regulatory bodies:

- Dental Hygienist
- Level 2 – Intra-Oral Dental Assistant
- Massage Therapist
- Paralegal
- Paramedic
- Pharmacy Technician
- Teaching English as a Second Language (TESL)
- Technical Standards and Safety Authority (TSSA) Professions, including;

- 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.

Please note that the assessment process may be for the purposes of not only assessing the program but accrediting your private career college to ensure that graduates from your institution are eligible to demonstrate that they meet the entrance-to-practice requirements set by the regulator of a regulated profession. Please also 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
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>
Level 2 – Intra-Oral Dental Assistant	<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 Email: ndaeb@magma.ca</p>

<p>Massage Therapist</p>	<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>
<p>Paralegal</p>	<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>

<p>Paramedic</p>	<p><u>Assesses Program:</u></p> <p>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 Fax: 416-327-7879 Email: francica2@sdsx.moh.gov.on.ca</p>
<p>Pharmacy Technician</p>	<p><u>Accredits Program:</u></p> <p>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>
<p>Teaching English as a Second Language (TESL)</p>	<p><u>Assesses New Programs:</u></p> <p>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>TSSA Professions</p>	<p><u>Assess and Accredits Programs:</u></p> <p>John Marshall Director, Fuels Safety Program Technical Standards and Safety Authority 14th Floor, Centre Tower 3300 Bloor Street, West Etobicoke, ON M8X 2X4</p>

3. APPROVED THIRD PARTY PROGRAM ASSESSORS - OTHER PROFESSIONS

In addition to the pre-approved third-party assessors for regulated professions, there are number of unregulated professions for which the Ministry has identified and pre-approved a third-party assessor who has expertise in the evaluation of such programs. PCCs are strongly encouraged to use the services of the pre-approved assessor in the following professions:

- Level 1 – Chairside Dental Assistant
- Medical Laboratory Assistant
- Pharmacy Assistant
- 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. **The program assessment must be submitted directly to the Superintendent by the assessor as part of the "Program Evaluation Report" and should include a copy of the program initialled by the assessor. Assessors must submit their assessment report directly to the Superintendent.**

The Program Evaluation Report is attached to the end of this document and is also available on the ServiceOntario website at <www.ontario.ca>.

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 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>Medical Laboratory Assistant</p>	<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>
<p>Pharmacy Assistant</p>	<p><u>Assesses Program:</u></p> <p>Dr. Zubin Austin (University of Toronto) Email: zubin.austin@utoronto.ca</p>
<p>Travel and Tourism</p>	<p><u>Assesses Program:</u></p> <p>Canadian Institute of Travel Counsellors</p> <p>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 4 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”).

4. APPROVED THIRD PARTY PROGRAM ASSESSORS - GENERAL

If the program you plan to offer is not listed in one of the tables above, you must select (a) program assessor(s) who meet(s) both of the following requirements:

Adult Education Experience:

- Has a degree in adult education,

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 (for a definition of “professional experience” see the discussion below under the heading “Professional Experience in the Field of Study”); 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)*.

Professional Experience in the Field of Study:

- The assessor possesses a minimum five years of recent professional experience in the field of study,

AND

- Has relevant required or recognized professional credentials,

AND

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

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

Obtaining general third party program assessors who meet all of the above criteria may prove difficult. In these instances, PCCs are not limited to requiring a single third party program assessor. A PCC may have its program assessed by two assessors – an adult education/curriculum design expert and a professional in the field of study.

- 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.
- The program assessment by both assessors must be submitted directly to the Superintendent by the assessor as part of the “Program Evaluation Report” and should include a copy of the program initialled by the assessors. Assessors must submit their assessment report directly to the Superintendent. The Program Evaluation Report is attached to the end of this document and is also available on the ServiceOntario website at <www.ontario.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
9th 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