



*Private Career Colleges Act, 2005*

**Superintendent's Policy Directive #5**  
**Tractor-Trailer (AZ) Driver Program**  
**Approval Requirements**

August 13, 2010

## Directive

Pursuant to subsection 23(1) of the *Private Career Colleges Act, 2005* ("PCCA, 2005"), private career colleges (PCCs) that offer program(s) leading to AZ driver licensing must have the program(s) approved by the Superintendent of Private Career Colleges (Superintendent).

Programs offered at PCCs intended to prepare or that prepare graduates for the AZ driver licensing examinations, governed under the *Ontario Regulation 341/94 Driver Licence Examinations of the Highway Traffic Act*, are required to adhere to the *Tractor-Trailer (AZ) Driver Training Standard* developed and published by the Ministry of Training, Colleges and Universities (MTCU). The document is attached to this directive.

## Authority

Clause 53(1)(a) of the PCCA, 2005 enables the Superintendent to issue policy directives setting out standards for vocational programs or classes of vocational programs.

According to subsection 53(2) of the PCCA, 2005, policy directives issued by the Superintendent are legal requirements that are binding on all PCCs and every PCC must comply with and operate in accordance with the policy directive.

## Enforcement

Pursuant to subsection 53(1.1) of the PCCA, 2005 a policy directive issued by the Superintendent may revoke an approval for a vocational program or a class of vocational programs and an approval for credentials that a PCC may grant. The Superintendent is required to provide a PCC with a minimum period of **six months** following the date the policy directive is issued to comply with the directive prior to revoking a program approval.

Under subsection 24 (1) of the PCCA, 2005, the Superintendent may revoke a PCC's approval to provide a specified vocational program if the Superintendent believes that the program fails to meet the conditions of the approval or the applicable standards or performance objectives set out in the Superintendent's policy directives or no longer offers the skills and knowledge that would enable graduates to obtain employment in the vocation that is the subject of the program.

## Compliance

### New Programs

PCCs intending to offer program(s) leading to AZ driver licensing must meet the following requirements:

- Adopt the MTCU's *Tractor-Trailer (AZ) Driver Training Standard*;
- Obtain a third party assessment<sup>1</sup> attesting to compliance with the *Tractor-Trailer (AZ) Driver Training Standard*; **AND**
- Submit a complete program approval application through the Registration Information for Private Career Colleges (RICC) system<sup>2</sup>.

### Approved Programs

A PCC offering a program leading to AZ driver licensing that was approved before this policy directive came into effect on August 13, 2010 will lose its approval to offer this program on August 31, 2011 unless it does the following by March 31, 2011:

- Adopt MTCU's *Tractor-Trailer (AZ) Driver Training Standard*;
- Obtain a third party assessment attesting to compliance with the *Tractor-Trailer (AZ) Driver Training Standard*; **AND**
- Submit a complete Request for Program Changes application, through the RICC system; **OR**

---

<sup>1</sup> PCCs should refer to the *Fact Sheet #3 – Third Party Program Assessment* for information on third party assessor requirements.

<sup>2</sup> For information on how to enter data in the RICC system, PCCs should refer to the Registration Information for Career Colleges (RICC) User Manual.

- For program(s) that are currently NOT entered in the RICC system a PCC must submit a complete program approval application, by entering the program as a new program in the RICC system.

PCC that have adopted the required standard, obtained the appropriate third party evaluation and fully entered the new or amended program into the RICC system by March 31, 2011 will receive a program approval by no later than July 31, 2011. PCCs will have a month to implement the program. If a PCC fails to comply with this policy directive by August 31, 2011 its program approval will be revoked.

Once compliance with this policy directive is verified and the program is approved by the Superintendent the program approval is valid for the period specified by the Superintendent and will be subject to future policy directives.

If a PCC's program does not comply with this directive, the program approval will be revoked on August 31, 2011. If a PCC's program approval is revoked by the Superintendent, it is the responsibility of the PCC to train-out current students, provide refunds on tuition paid, or arrange for training completions at other institutions.

### **Optional Early Submission**

A PCC offering a program leading to AZ driver licensing that adopts the required standard, obtains the appropriate third party evaluation and fully enters the new or amended program into the RICC system by December 31, 2010 will not have to pay the usual program submission fees for its application.

### **Credentials**

Pursuant to section 25(5) of the PCCA, 2005, despite the revocation of an approval of a credential as the result of a policy directive issued under clause 53(1)(b), a student who is enrolled in a program at the time of the revocation is permitted to graduate and receive the credential associated with the program. All students who commenced a program leading to AZ driver licensing prior to August 31, 2011 will be permitted to graduate and receive the credential associated with the program.

### **Program in Related Field**

A PCC offering a program in a related field (such as, but not limited to, training programs preparing for other driver licenses classes or Industrial Heavy Equipment Training) that does not intend to adhere to this policy directive must ensure that all promotional materials and enrolment contracts do not suggest that the program prepares students for the AZ licensing examination.

The MTCU *Tractor-Trailer (AZ) Driver Training Standard* is attached to and forms part of this policy directive.

### **Effective Date**

This policy directive is effective August 13, 2010

**This document is a legal document and is binding on all private career colleges. Every private career college shall comply with and operate in accordance with this policy directive.**

**Need More Information?**

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

Private Career Colleges Branch  
Ministry of Training, Colleges and Universities  
9<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

Email: [pcc@ontario.ca](mailto:pcc@ontario.ca)

**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)