



**Application for**  
**REGISTRATION of A TRADE SCHOOL**  
**Under the**  
**Trade School Regulation Act**

Registrar – Trades School Regulation Act  
Government of Yukon  
Department of Education  
Advanced Education Branch  
Box 2703  
Whitehorse Yukon  
Y1A 2C6

Fax (867) 667-8555  
Phone (867) 667-5129  
Toll free in Yukon: 1-800-661-0408  
Local 5129



## **Registration with the Government of Yukon is an operational requirement under the Trade Schools Regulations Act**

### **APPLICATION INFORMATION**

The relevant section(s) of the Act is (are) identified in bold throughout this package.

Every applicant is encouraged to read the Trade Schools Regulations Act prior to completing this application package. Thorough familiarity with the Regulation is essential, as continuation of registration is dependent upon compliance. **(Act: 12)**

Please contact the Branch if assistance is required. The completed application package and all required documentation should be sent to:

Registrar – Trades School Regulation Act  
Government of Yukon  
Department of Education  
Advanced Education Branch  
Box 2703  
Whitehorse Yukon  
Y1A 2C6

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### **PLEASE NOTE:**

No operator is required to duplicate the registration process. For a school already registered under another governing body, act or legislation either of Yukon or Canada **(Act: 5, 13)**:

1. Complete and return **ONLY** pages 3 & 4 of this application package.
2. Submit copies of the following:
  - Documentation showing the school is registered under another governing body, act or legislation either of Yukon or Canada.
  - Documentation showing the school has paid duplicate fees to another governing body.
  - Documentation showing the school's courses or programs meet all standards set by any other governing body, act, or legislation either of Yukon or Canada, which has regulatory authority over that occupation in Yukon.

## GENERAL INFORMATION

*PLEASE PRINT ALL RESPONSES.*

**Act: 8(1)a, 8(2)g**

Trade School's Name: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Business License # \_\_\_\_\_ WCB # \_\_\_\_\_

Type of Business:

Sole Proprietorship

Partnership

Limited Company # \_\_\_\_\_

Incorporated Company # \_\_\_\_\_

Society # \_\_\_\_\_

Other \_\_\_\_\_

**Act: 2, 8(1)a, 16(1), 16(2)**

Physical Address of School:

Mailing Address (if different):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Name and address of any OTHER business or shop in which the Trade School operates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School's Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

School's Branch Locations and Names (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authority completing the Application:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OWNERSHIP AND MANAGEMENT

**OWNERSHIP** List all owners. Attach additional pages as required.

**Act: 6**

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Postal Code: _____	Postal Code: _____
Phone: (____) _____	Phone: (____) _____

**MANAGEMENT** Complete if different than above.

**Act: 6**

Name of Trade School Operator: _____
Title: _____
Address: _____ _____
Postal Code: _____
Phone: (____) _____

### CORPORATIONS

If the Trade School is a corporation, list all officers, directors and shareholders holding more than 5% of the corporate shares issued. Attach additional pages as required.

**Act: 8(1)g**

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Postal Code: _____	Postal Code: _____
Phone: (____) _____	Phone: (____) _____

## INSTRUCTOR INFORMATION

*Complete a copy of this page for each instructor, tutor and education assistant.*

**Act: 8(1)f, 23, 24**

Name: _____	Title: ( please circle one) Instructor /Tutor/ Education Assistant
Address: _____	
_____	
_____	
Postal Code: _____	

**Act: 8(1)f, 23, 24**

### STATEMENT OF QUALIFICATIONS

Education, Vocational Training, Practical Experience and Qualification to Teach:  
(Please attach copies of supporting documentation. e.g., résumé, certificates, etc.)

## PROGRAM INFORMATION

*Complete a copy of this page for each course offered including correspondence and distance education courses.*

**Act: 4**

1. Course Name: \_\_\_\_\_
2. Is the content/instruction of this course regulated by any governing body, regulatory authority, act or legislation of Yukon or Canada?  Yes.  No.  
  
If yes, please specify: \_\_\_\_\_

**Act: 8(1)b**

3. Course Duration: Theory (classroom instruction): \_\_\_\_\_  
  
Practical (if applicable): \_\_\_\_\_
4. Course Type: (Please check all that are applicable.)  
 Full Time (20 hours or more per week)       Part Time (less than 20 hours per week)  
 Distance Education       Correspondence       Other \_\_\_\_\_

**Act: 8(1)c,e**

5. Course Registration Fee:                      \$ \_\_\_\_\_
6. Course Tuition Fee:                              \$ \_\_\_\_\_
7. Kit/Material/Book/Lab Fee(s):              \$ \_\_\_\_\_
8. Student books, supplies, equipment not included in the above fee:  
(Please itemize and include the cost to the student.)

9. Projected enrolment for the next 12 months: \_\_\_\_\_

10. Student Admission Requirements (specify):

11. Minimum Instructor Qualifications (specify):

**PLEASE ATTACH a copy of the curriculum including course outline and expected learner outcomes.**



## REQUIRED ENCLOSURES

*The following checklist is intended to assist in tracking the documents to be submitted.*

### ENCLOSED

	Yes	No	Not Applicable
<p>1. Curriculum: <span style="float: right;"><b>Act: 8(1)b</b></span></p> <ul style="list-style-type: none"> <li>• Copies of curriculum for <b>each course</b>, including correspondence and distant courses (including course outline and expected learner outcomes).</li>   <li>• Documentation demonstrating approval of <b>each course</b> by any other body having authority over the occupation in Yukon.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>
<p>2. Instructor Information: <span style="float: right;"><b>Act: 8(1)f</b></span></p> <ul style="list-style-type: none"> <li>• Copies of supporting documentation of qualifications for <b>EACH</b> instructor, tutor, educational assistant.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Student Forms: <span style="float: right;"><b>Act: 8(2)c,e, 20</b></span></p> <ul style="list-style-type: none"> <li>• Blank copy of Student Application Form.</li>   <li>• Blank copy of Student Contract.</li>   <li>• Blank copy of all Certificates or Diplomas students could earn.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>
<p>4. Advertising: <span style="float: right;"><b>Act: 8(2)d, 22</b></span></p> <ul style="list-style-type: none"> <li>• Copy of every circular, pamphlet, etc. used for information or advertising of courses.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Inspection Certificates: <span style="float: right;"><b>Act: 8(2)f</b></span></p> <ul style="list-style-type: none"> <li>• Health and safety inspection of building and premises used by school.</li>   <li>• Fire inspection of building and premises used by school.</li>   <li>• Proof the equipment, tools, and machinery proposed to be used for the purpose of instruction are safe, CSA approved, meet all additional applicable Federal and Territorial regulations and that adequate safety precautions have been taken.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>

**ENCLOSED**

		Yes	No	Not Applicable
6. Licenses:	<b>Act: 8(2)g</b>			
• Copy of current business licenses.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of taxation numbers.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of insurance for liability, equipment, vehicle etc. that is used for training purposes.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of Worker's Compensation premium coverage information.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Fees:	<b>Act: 8(2)a, 13</b>			
Annual registration fee of \$100.00 (Payable to Territorial Treasurer) (To waive this fee, you must attach proof of payment documentation to another governing body)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please Note:**

The following FEES DO NOT APPLY to schools in existence and operating in Yukon on September 12, 2000 and currently under the same ownership as on September 12, 2000. **(Act: 25)**

**ENCLOSED**

		Yes	No	Not Applicable
Security Bond or Irrevocable Letter of Credit (In favor of the Minister of Education, Government of Yukon)	\$10,000.00 <b>Act: 8(2)b</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Completion Trust Fund Fee 1% of total projected annual tuition fee (Payable to Territorial Treasurer)	<b>Act: 18(5)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>