

**IMPLEMENTATION DATES FOR THE *PRIVATE CAREER COLLEGES ACT, 2005* AND GENERAL REGULATION 415/06
Version 2 – Revised September 6, 2006**

<p>Required September 18th, 2006</p> <p>Unless otherwise noted, provisions of the new Act and Regulations do not apply to contracts signed before proclamation.</p>	<p>PCCs identified as high risk when they register or renew their registration will be required to keep fees paid in advance by international students in a trust account (Regulation 415/06 – Section 6)</p>	<p>All new advertising must comply with the requirements of Regulation 415/06 – Section 15-18).</p> <p>Advertising contracts entered into before proclamation of the new Act can be fulfilled as long as they were in compliance with the old Act.</p>	<p>Students must meet new admission requirements – minimum age for “mature students” who do not have a high school diploma or equivalent reduced to 18 from 19 (Regulation 415/06 – Section 19).</p> <p>A list of acceptable mature student tests will be developed.</p>	<p>Student contracts must contain all required components or they are voidable at the discretion of students (Regulation 415/06- Section 20-23). PCCs will receive a sample contract in advance.</p> <p>PCCs must keep a copy of the contract for three years after the student leaves the program.</p> <p>Statement of Student Rights and Responsibilities must be issued to students when they sign a contract (Regulation 415/06 – Section 20). The Statement will be provided to PCCs in advance.</p>	<p>PCCs must comply with the refund policy (Regulation 415/06 – Sections 24-33).</p> <p>The refund policy will be included in the sample contract.</p>	<p>PCCs must keep transcript information for any student who was enrolled at the time of proclamation of the new Act and every future student in the form required (Regulation 415/06 – Section 34-35).</p>	<p>PCCs must keep a description of each vocational program provided by the PCC at the campus where the program is taught for at least six years after the program has been approved under the Act. Copies of descriptions of programs may be kept at a head office if approved by the Superintendent (Regulation 415/06 – Section 40).</p>	<p>New instructors at PCCs must meet the qualifications prescribed in Regulation 415/06 – Section 41.</p> <p>Instructors who were qualified under the old Act will remain qualified under the new Act.</p> <p>PCCs are required to keep instructors’ personal data on file. Instructor data is no longer submitted to the ministry (Regulation 415/06 – Section 42).</p>	<p>Applications for approval of new programs must contain a list of all fees to be charged to students (in CDN \$ only), including any compulsory or optional fees, whether or not the fees are charged in relation to the vocational program. The fees charged in relation to the vocational program will be published on the Ministry website. PCCs are prohibited from charging more than the published amounts. A receipt must be issued each time a fee is collected. (Regulation 415/06 – Section 43-44).</p> <p>Students must sign a contract for a program before fees can be collected by a PCC. PCCs</p>	<p>Student files must contain the students’ full name, sex, date of birth, residential address and permanent address, residential, permanent and cellular phone number, email address and results of any evaluations by the PCC.</p> <p>Student files must also contain a copy of signed contract, verification that student has met admission requirements, if the student has withdrawn from the program, copies of the withdrawal letter, refund calculation and refund cheque and copies of receipts issues to students for the payment of fees.</p> <p>Student files must be kept for</p>
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									are allowed to collect 20% of fees to a maximum of \$500 for application processing, admissions testing or applicant assessment from students before entering into a contract for the provision of a vocational program (Regulation 415/06 – Section 44).	at least three years from the date the student completes the program (Regulation 415/06 – Section 45). Any credential earned by a student must be issued within 60 days after the student completes the program and fulfills the terms of the contract (Regulation 415/06 – Section 46).
Required by October 18th, 2006	PCCs that were registered on the date of proclamation of the new Act are prohibited from collecting more than 25% of the fees payable for a vocational program from international students before the program commences (Regulation 415/06 – Section 44).				Streamlined process for registering new campuses of existing PCCs will come into effect (PCCA, 2005 – Section 14).		See the ministry website for guidelines.			
Required by November 1st, 2006	Applications for approval of new programs begin to be accepted.									
	Students are entitled to receive the results of an evaluation of their progress in the program before 50% of each 12 month period or prior to 50% of the program being delivered in the case of non-continuous programs (Regulation 415/06 - Section 12).									
	New programs will be approved for a maximum of five years (Regulation 415/06 - Section 12).									
	PCCs are required to obtain approval from the Superintendent before making a substantial change to an approved vocational program (Regulation 415/06 – Section 13).									
	Existing program approvals will remain in effect until PCCs are advised by the Superintendent that they must submit the program for reapproval . PCCs will be given a reasonable period of time to submit an application for reapproval (Regulation 415/06 – Section 14).									
Required by November 18th, 2006	PCCs that were registered on the date of proclamation of the new Act are required to have adequate liability insurance (Regulation 415/06 – Section 5).									
	Criteria regarding adequate insurance will be communicated to PCCs before this requirement comes into effect.									
	New PCCs must comply with this requirement when they register.									

Required by January 1st, 2007	<p>PCCs that were registered on the date of proclamation of the new Act are required to have an expulsion policy (Regulation 415/06 – Section 20).</p> <p>New PCCs must submit <u>expulsion policy</u> with the application for registration.</p>	<p>PCCs that were registered on the date of proclamation of the new Act are required to have a formal student complaint procedure that contains the required elements (Regulation 415/06 – Section 36).</p> <p>New PCCs must submit <u>expulsion policy</u> with the application for registration.</p>
Required by September 18th, 2007	<p>Previously exempt institutions and programs are required to be registered and approved (Regulation 415/06 – Section 50).</p>	<p>PCCs must have an approved arrangement with a 3rd party to maintain and issue transcripts for 25 years if the PCC closes (Regulation 415/06 – Section 34).</p> <p>Criteria for acceptable 3rd parties will be communicated to PCCs before this requirement comes into effect.</p>