

Ministry of Training  
Colleges and Universities  
Private Institutions Branch  
900 Bay Street  
10th Floor, Mowat Block  
Toronto ON M7A 1L2  
Tel (416) 314-0500  
Fax (416) 314-0499

Ministère de la Formation  
et des Collèges et Universités  
Direction des institutions privées  
900, rue Bay  
10<sup>e</sup> étage, édifice Mowat  
Toronto ON M7A 1L2  
Tél (416) 314-0500  
Télééc (416) 314-0499



August 17, 2006

**MEMORANDUM TO:** Private Career Colleges

**FROM:** Susan Hoyle-Howieson  
Superintendent

**RE:** Changes in Service Standards

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The Private Institutions Branch has been examining its business practices in an effort to streamline our approvals processes. Last year, the Program Accountability Unit approved 2600 new programs. With 5 Program Consultants doing the review and analysis, I'm sure that you can appreciate the amount of work this feat has taken. One area that staff has identified that prolongs turnaround times for approvals is incomplete or incorrect program submissions. We have therefore adopted a new system as outlined below.

*This system will assure that private career colleges submitting correct and complete applications will be rewarded by receiving approvals within a shorter period of time.*

#### **NEW STANDARD FOR NEW PROGRAM APPROVALS**

*Once the application is reviewed by the Program Consultant, an email will be sent to the PCC outlining any corrections or additional submissions required. The PCC will be given a firm 2 week deadline in which to submit the required information.*

*If the information is not submitted by the deadline, the application and supporting documents will be returned with instructions to re-submit a complete application.*

#### **TRANSITION TO THE NEW ACT - PCCA**

There are additional changes to the approval process during the transition to the new Act. It is necessary to establish a "cut-off" date beyond which we will not accept new PCC applications to be approved under the current Act. We currently anticipate that we will be ready to accept applications under the new PCCA after October 31, 2006. This will allow us time to conduct training sessions once the new Act has been proclaimed, and will allow PCCs to adjust to new requirements and business practices.

## NEW PROGRAM DEADLINE – SEPTEMBER 15, 2006

*No new program applications for registered PCC's will be accepted after September 15, 2006. Any new program applications submitted after that time will be returned to the PCC with instruction to re-submit the application after October 31, 2006 and in compliance with the new Act.*

## NEW PCC APPLICATIONS

*Effective immediately, no new initial registration applications for new PCCs will be accepted. Any new initial applications submitted are being returned with instruction to re-submit the application after October 31, 2006 and in compliance with the new Act.*

## OTHER APPLICATIONS

*New branch location applications, change in location applications and changes in ownership notices will continue to be accepted and processed.*

If you have any questions regarding these processes, please contact your Program Consultant.