

NOTICE OF COLLECTION

Any instructor employed by a private career college must complete this form and meet the qualifications prescribed in s.41 of Reg 415/06. The personal information is collected under the authority of s.38 and 50 of the Private Career Colleges Act, 2005 and s.41 and 42 of Reg 415/06.

This form must be kept at the campus where the instructor is employed. The Superintendent of Private Career Colleges or his or her designate may access this form and relevant personal information about an instructor to ensure that a private career college is complying with the Act, regulations and conditions of registration. The form may be used by the Superintendent in the determination of approval of an applicant that does not meet the requirements prescribed in s.41 of Reg 415/06. Questions concerning the direct and indirect collection of personal information about an instructor may be addressed to the Private Institutions Branch, 10th Floor, Mowat Block, 900 Bay Street, Toronto, Ontario M7A 1L2 (416) 314 – 0500.

Notes to Applicant

This application form must be completed in full, including:

- two letters of reference from individuals not related to the applicant or associated with the private career college attesting to the work experience in the discipline or occupation in which the applicant is seeking employment; and
- copies of any post-secondary degrees, diplomas or certificates noted in the section on Applicant's Educational Qualifications.

The completed application and supporting documentation must be submitted to the private career college before the applicant commences employment as an instructor. The private career college is required to verify the application and supporting

SECTION 1 - TO BE COMPLETED BY APPLICANT

The following information is provided in support of my application for approval as an instructor at a private career college.

Applicant's given name(s)	Family name	Telephone number
Home address		Postal Code
In what program and which particular subject(s) will you be teaching?		
Will any duties be required of you in connection with your proposed employment which will be in addition to teaching ? <input type="checkbox"/> No <input type="checkbox"/> Yes, if YES, give particulars:		
Name of college offering employment		Telephone number
Address of college		Proposed date of employment

Applicant's Educational Qualifications

Name and location of post-secondary education institution(s) attended (university, college, private career college, other)	Dates attended		Did you graduate?	Title of degree, diploma or certificate <i>(Copies must be submitted)</i>
	From	To		
State your professional teacher training, if any				

Applicant's Work Experience in the Subject(s)/Module(s) to be Taught

Name and address of previous employers (List most recent first)	Length of service		Position, including brief job description
	From	To	
Name: Address: Tel. No.:			
Name: Address: Tel. No.:			
Name: Address: Tel. No.:			

SECTION 1 (continued)

Applicant's Teaching Experience in the Subject(s)/Module(s) to be Taught

Institution (List most recent first)	Length of service		Subjects taught
	From	To	
Name: Address: Tel. No.:			
Name: Address: Tel. No.:			
Name: Address: Tel. No.:			

DECLARATION (To be completed by applicant)

Check the option that applies:

1. I meet the requirements of s.41 of Reg. 415/06.

- I have 48 months of work experience in the vocation
- I have 36 months of teaching experience in the vocation and 24 months work experience in the vocation
- I have 24 months work experience in the vocation

AND

I hold a Bachelor degree from a Canadian university or an equivalent degree

OR

I am a graduate of a College of Applied Arts and Technology or equivalent

OR

I am a graduate of a registered PCC or equivalent

OR

I am the holder of a Certificate of Qualification under the Trades Qualifications and Apprenticeship Act or the Apprenticeship and Certification Act or equivalent.

- I was employed as an instructor at a private career college prior to proclamation of the *Private Career Colleges Act, 2005* on September 18, 2006 and have met the qualifications prescribed under Regulation 939 of the Revised Regulations of Ontario, 1990 (General).

2. I do not meet any of the requirements of s.41 of Reg. 415/06, but ask the Superintendent to approve my employment as an instructor at the private career college for the following reasons:

If the vocational training being taught is governed by a regulatory body that specifies the qualifications required of instructors, I also meet those qualifications.

- Yes
- No
- N/A

I certify that I have given complete and true information on this form.

X _____ Dated at _____ this _____ day of _____ 20 _____
Signature of Applicant

SECTION 2 - CONSENT TO VERIFY QUALIFICATIONS (To be completed by applicant)

I consent to the private career college and the Superintendent contacting my references, my educational institutions and my employers to verify and approve my qualifications as an instructor.

X _____ Dated at _____ this _____ day of _____ 20 _____
Signature of Applicant

SECTION 3 - TO BE COMPLETED BY CAMPUS ADMINISTRATOR OR OTHER AUTHORIZED REPRESENTATIVE OF THE PRIVATE CAREER COLLEGE

I hereby certify that

- I have verified, to the best of my ability, the information contained in this Instructor Qualification Form, as well as all supporting documentation.
- I will maintain on file the complete Instructor Qualification Form, two letters of reference, plus supporting documentation at the campus where the instructor is employed as prescribed in s.42(2) of Reg. 415/06.
- I have approved the applicant as an instructor in a private career college as he/she meets the requirements as prescribed in s.41 of Reg. 415/06.

Name of Campus Administrator or Agent _____ Signature of Campus Administrator or Agent X

Dated at _____ this _____ day of _____ 20 _____