

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES



*Private Career Colleges Act, 2005*

Resource Bulletin: Policy Update #1

**Admission, Practicum and  
Entry-to-Practice Requirements**

January 31, 2007

## Admission Requirements

Admission requirements are requirements or qualifications that students must meet in order for them to demonstrate the potential to successfully complete a program at a PCC (e.g., high school diploma, proficiency in English).

Students enrolled in a PCC program are required to meet or exceed the admission requirements set out in Ontario Regulation 415/06, Section 19 before they begin a program. Unless a PCC is approved to do so by the Superintendent, a PCC cannot establish an admission requirement that is less than following:

- An Ontario Secondary School Diploma or equivalent, **or**
- Students are 18 years of age or older and pass a qualifying test that has been approved by the Superintendent, **or**
- Meet other academic qualifications or minimum age requirements established as a condition of the Superintendent's approval of the program, **and**
- Have met all additional admission requirements established by the PCC for the program

PCCs can admit students who do not meet the admission requirements of a program on a provisional basis (e.g., sign a contract for the delivery of a program). However, students are entitled to a full refund of fees paid for a program, minus 20% of the total fees for the program or \$500, whichever is less, if they do not meet the program's admission requirements when the program begins.

## New Policy

PCCs are now allowed to distinguish between admission requirements, practicum requirements and entry-to-practice requirements. Formerly, all three types of requirements were considered admission requirements.

## Practicum Requirements

Practicum requirements are requirements or qualifications that students must meet before they begin a practicum, work placement or clinical placement (e.g., police check, health certificates).

PCCs may choose to continue the practice of including practicum requirements as admission requirements for the program. However, if they are not included as admission requirements, the student enrolment contract must include any requirements or qualifications that students must meet before they can begin the practicum or placement as well as an acknowledgement by the student that he/she has received this information.

## Entry-to-Practice Requirements

Entry-to-practice requirements are requirements or qualifications that graduates of a program must meet in order to obtain employment in the occupation for which they have trained (e.g., police check, health certificates).

PCCs are no longer required to include entry-to-practice requirements as admission requirements for vocational programs. However, if they are not included as admission requirements, the student enrolment contract must include any entry-to-practice requirements or qualifications for the occupation as well as an acknowledgement by the student that he/she has received this information.



## Application for Approval of Program Changes

If you plan to change the admission requirements for your approved program(s), you must submit an Application for Approval of Program Changes (only information related to “Appendix C – Admissions”). If you are requesting a change in the admission requirements for more than one program, or for a program that is offered at more than one location, you only need to submit one application and indicate all the programs or locations for which you are requesting changes in admission requirements.

The Application for Approval of Program Changes is available at [www.serviceontario.ca](http://www.serviceontario.ca).

## Effective Date

This policy change is effective February 1<sup>st</sup>, 2007. However, before you can change your admission requirements, you must submit and have approved an Application for Approval of Program Changes.

This document is provided for your information and convenience only. It is not a legal document. For further information and the exact wording please refer to the *Private Career Colleges Act, 2005* and regulations.

### Need More Information?

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

Private Institutions Branch  
Ministry of Training, Colleges and Universities  
10<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

**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)