Reference Guide
for
Applicants / Registrants

February 2019
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PARIS Overview

The Program Approval and Registration Information System (PARIS) is a public-facing, secure web application used to support the administration of a Private Career College (PCC) under the authority of the Private Career Colleges Act and its regulations.

PARIS is used to complete various applications and perform functions relating to registering and operating a PCC, allowing a user to:

- pre-screen a program.
- request a Business Name Approval.
- view an orientation video about the PCC registration process and requirements.
- apply for registration to operate a PCC.
- obtain third party program assessments.
- make on-line fee payments by credit card or Interac Online.
- post financial security or modify an existing financial security.
- apply for a new program approval.
- copy a program from campus to campus.
- purchase or franchise a program from a registered PCC.
- apply for registration of a new campus.
- search for information about your PCC Portfolio.
- submit inquiries to the Private Career Colleges Branch (PCCB).
- view and respond to compliance activities including registration conditions, inspection reports, etc.

Once an application is submitted, a user can also:

- check the status of an application.
- send updates.
- withdraw an application.

Once a certificate of registration has been issued, applicants, now called “registrants” can use PARIS to:

- make Training Completion Assurance Fund (TCAF) premium payments.
- renew a registration.
- submit a change request to update organizational, campus and/or program information including ownership change, change of location, fee increases, etc.
Business Name Approval: If a business name includes a controlled term of “Institute” or “College” or French equivalent, a business name approval application must be completed to receive Ministry consent. You must produce proof of business name approval as part of the new PCC registration application process.

Pre-screening: An applicant must submit a pre-screening application to determine if a program requires approval and if an applicant’s institution
requires registration. If the Ministry determines that a pre-screened program is vocational, an applicant is required to register as a PCC and have the program approved by the Superintendent before advertising and offering the vocational program to the public.

**Watch the PCC Orientation Video:** To register a PCC, a new applicant must view the PCC Registration Orientation Video.

**PCC Registration Application:** The next step is to complete a PCC registration application which includes submitting details for an organization with at least one campus and program.

Applicants have the option of seeking approval for a vocational program purchased from a third party e.g. a registered private career college, National Association for Career Colleges, etc. If you are a franchisee, then you can seek approval for a franchise program franchised from a franchisor.

**Third Party Assessment:** An applicant who applies for approval of a vocational program must have their program assessed by third party program assessors. The assessors must have expertise in the evaluation of such programs and have been approved by the Superintendent. All programs must be assessed by a subject-matter expert and adult education expert. If your program is to be delivered by distance education, a distance education assessment is also required.

**Pay fees:** There are fees associated with submitting applications as specified in the Fee Schedule for PCCs available on the Ministry’s PCCB portal.

**Ministry Review:** Once submitted to the Ministry it undergoes two reviews: (1) A financial review of the applicant’s financial viability to determine an amount required for financial security from the PCC. (2) A review of the PCC Registration, campus and program approval applications is completed by an Inspector. The review ends with a facility inspection of the proposed campus.

**Post Financial Security:** Prior to becoming registered, an applicant must post financial security also known as a “bond”, with the Superintendent. The purpose of bond placement is to ensure the protection of students attending the PCC in the event of a closure. The Superintendent must be satisfied that students will be able to complete their training with a training completion provider or entitled to a refund of the program fees paid. There are three types of financial security that can be posted: a Surety Bond, a Letter of Credit, or Personal Bond accompanied by collateral security.

**Pay TCAF Premium:** Once a bond is placed and an applicant becomes a registered PCC, it will be required to participate in the Training Completion Assurance Fund (TCAF) by paying premiums, surcharges and levies into TCAF. Following registration, a PCC is invoiced for two years of initial annual premiums. An applicant’s annual premium for the first registration period is based on the vocational revenue forecast
provided in its ProForma Financial Statements at registration. For subsequent renewals of registration, the PCC’s initial annual premium for the second period of registration will be based on Audited Financial Statements submitted with the PCC’s renewal of registration application. If a registrant pays the initial annual premium in full and the Ministry determines during the first renewal that the annual premium for the second year is less than what was originally assessed, the Ministry will apply an adjustment to the PCC’s TCAF annual premium.

**Once you are registered** you can complete other transactions and applications including:
- registration of a new campus;
- new program approval including a franchised program, programs purchased from another PCC or third party, and campus-to-campus program;
- asset sale change of ownership;
- change requests such as program changes, campus administrator information, change of location, etc.

**Renew Registration:** PCCs must renew their registration with the Ministry annually based on the institution’s fiscal year-end date. The deadline for any application for renewal of registration is six months after an institution’s fiscal year-end. After this deadline, there is a two-month application processing period during which the Ministry reviews your application. If an institution submits their renewal of registration application after the six months deadline but within the two months processing period, a late penalty fee equal to 50% of the institution’s total renewal fees is incurred. If an institution does not submit a renewal application within the eight-month deadline, the registration expires, and the institution must stop operating until it becomes a registered PCC.
Using this Guide

Introduction
This guide provides step-by-step instructions for applicants and registrants to use PARIS. This guide is a reference for the system only. No business functions outside the system are included.

Assumptions
It is assumed that PARIS Users are familiar with the Private Career Colleges Act, 2005 (PCCA, 2005) and associated regulations, the PCCB’s terminology and business processes.

Documentation Conventions
- Tips and shortcuts appear with a hand symbol:
- Important notes appear with an information symbol:
- Warnings appear with a warning symbol:
- Cross references within the document can be identified by green underlined text. Click on the link to jump to that reference.
- A list of glossary terms and abbreviations can be found in Appendix B.

Getting More Information
- Guidelines: On the top of most sections in PARIS is a link to relevant guidelines to help you complete the information in that section.
- Inquiry Function: PARIS provides an inquiry function for key topics. For details see Inquiry starting on page 159.

Technical Support
For questions and technical support contact your inspector or email: PCC@ontario.ca
Logging In / Out of PARIS

Logging In

- Open your Internet browser such as Internet Explorer.
- Enter the following address: https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/login.xhtml then press [Enter]. The Log in or register page appears.

- Enter your Email address and Password then click Log in. Your Dashboard appears.

(Your page may not look exactly like the sample)

Logging Out

Click Log Out. The Log In page appears.
Performing Common Tasks

Introduction to this Topic

There are tasks that can be performed in several areas in PARIS. This section is the central reference point detailing how to perform common system tasks. The information in this section is cross-referenced throughout this guide.

Session Time Out

If you do not take any action in the system for **30 minutes** the session will end.

Save your application periodically to reset the time-out period.

Understanding the Page Layout

**Dashboard**

After you log in, the first page to appear is your dashboard.

(Your page may show different options)

- To access the Dashboard from any page, click **Dashboard**.
- The Dashboard is organized into sections:
  1. The **To-Do** section identifies draft applications that have not been submitted to the Ministry. Applications returned by the Ministry for your action also appear in this section.
2. The **Waiting for Response** section lists applications you have submitted to the Ministry.

3. The **Ministry Decision** section lists applications for which the Ministry has released a decision.
   - Items remain in the **Ministry Decision** section for 30 days. Items will be available through the search module after that.

4. The **Third Party Decision** section appears when third party decisions are made.
   - The number beside the arrow indicates the number of items in the list.

**Other Pages**

- The left navigation bar displays the menu. A light grey background indicates where you are in an application. In the above example, the current page is “Business Information”.
- The top centre identifies the user role currently logged in and provides a quick link to the Dashboard. This section also contains the function.
- The top right displays the **Application ID** and current **Application Status**.

![Pre-Screening](image)

(Partial page sample only)
Performing Common Tasks

- Click Show Guidelines to get additional information to help you complete the information in the section.

- Do not use the browser’s back arrow at the top of the web page. Use the Next or Back buttons found on the PARIS pages.

- You can close the browser at any time but unsaved information will be lost.

- Information entered in an application is validated by the system. A checkmark appears next to the application section heading to indicate completion of a section.

Searching – Generic Process

You can search for items such as applications, campuses, programs, and most items outlined in the left navigation bar. The search process is similar for each type of search, but the search criteria is different.

1. Open the section you want to search in such as business name approval, organization, campus.

2. Click the Search Application link (or the search link presented). The Search Criteria page appears.

   ![Search Criteria](Example of a search criteria page for a Business Name Approval application)

3. Enter the search criteria.
   - To find all the records, leave the search criteria blank.
Performing Common Tasks

- Search is not case-sensitive. You can enter information in UPPER or lower case.

4. Click [Search]. The results appear below the search criteria section.

5. Click the blue link to open the item.

**Expanding / Collapsing a List**

Small arrows are used to hide / view the contents in your Dashboard and some pages. To see the hidden items, click the arrow. The list expands. To collapse the items, click the up arrow ▲.

- To expand all sections in one step, click [Show Details].
- To collapse all sections in one step, click [Hide Details].

In the dashboard, the number beside the arrow indicates the number of items in the list.

**Sorting a List**

- A blue column heading indicates the table is sortable by that column. Click the column heading to sort the table by that field; click it again to sort in the opposite order.

- A red arrow next to column heading indicates the list is sorted by that field. The arrow indicates the sort order. In the following example, the table is sorted in descending order by the Application ID number.
Performing Common Tasks

- To sort by a different column, click on the blue column heading.

**Viewing Details**

1. After you perform a sort a table appears with the search results. Notice that some of the results have blue text (links).

2. Click the blue link. The *Summary* page appears.

3. Click the arrow to expand a certain section. Click to show all sections in one step.
### Entering Data

- A red asterisk (*) indicates that a field/document is mandatory.

- A greyed-out field cannot be edited.

- Press the [Tab] to move to the next field.

- The way information is collected varies depending on the field type.

<table>
<thead>
<tr>
<th>Field Type</th>
<th>Example and Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freeform field</td>
<td>Any information can be typed in a freeform field.</td>
</tr>
<tr>
<td>Dropdown button</td>
<td>Click the dropdown button and a list of options appears. Click the option required.</td>
</tr>
<tr>
<td>Checkboxes</td>
<td>Click the checkbox to select it; click the checkbox again to deselect it. Indicate which of the following provincial Acts the proposed operation name will be registered under.</td>
</tr>
<tr>
<td>Radio buttons</td>
<td>Click the radio button to select the option.</td>
</tr>
<tr>
<td>Entering Dates</td>
<td>To enter a date, click . A calendar appears.</td>
</tr>
<tr>
<td>Entering Numbers</td>
<td>Do not insert any decimals, commas or dollar symbols in fields. If a field is not applicable, leave the value as $0.00. Enter a loss with a minus sign (-). For example: -776.76.</td>
</tr>
</tbody>
</table>
• A green checkmark in the navigation bar indicates that the section is complete.

Identifying Error Messages

Red error messages appear near the missing / invalid field when you attempt to go to the next page. You will not be able to continue until the error is corrected. Following is a sample of an error message.

Uploading a Document

Introduction

Documents can be uploaded (attached) to an application. If a certain type of document is required for the application, the document type appears in the supporting documents list. You can also upload documents that are not in the list.

You can attach the following file types: Microsoft Word, Microsoft Excel, image, text, rich text, Adobe PDF.

If the document size is larger than 10MB, the file must be split into smaller files and uploaded separately.

Uploading a Document Listed in the Supporting Documents Table

1. Open the application.

2. Click the Supporting Documents link. The Supporting Documents page appears outlining the document(s) required.

3. Click Upload. The page expands.
4. Enter notes in the **Description** field if required.

5. Click **Browse**.

6. Select the file to be uploaded.

7. Click **Open**.

8. Click **Save & Return**. The **Supporting Documents** page appears.

9. Verify that your file has been successfully uploaded to the **Supporting Documents** list by checking the **Status** column; it should indicate “Draft”.
Performing Common Tasks

Uploading an Additional Document

You can upload a document that is not in the supporting documents list.

1. Open the application.

2. Click the Supporting Documents link. The Supporting Documents page appears.

   ![Supporting Documents Table]

   3. Click **Upload Additional Document**. The page expands.

   ![Upload Additional Document Form]

4. Enter the Document Type.

5. Enter additional information in the Description field.

6. Click **Browse**.

7. Select the file to be uploaded.

8. Click **Open**.

9. Click **Save**. The file name appears in the table at the bottom of the page.
10. Click \( \text{Save & Return} \). The \textit{Supporting Documents} page appears.

11. Verify that your file has been successfully uploaded. The \textit{Status} column should indicate “Draft”. If not, upload the document again.

\textbf{Removing an Uploaded File}

1. Access the \textit{Supporting Documents} page.

2. You may have to click \( \text{Upload} \) to open the page with the “Remove” button.

3. Click \( \text{Remove} \). The document disappears from the list.

4. Click \( \text{Save & Return} \).
Paying a Fee

Introduction

Fee payment can be made online via E-transfer or credit card. You can also pay by certified cheque, money order or bank draft, however these methods of payment will increase processing time.

Paying by Credit Card

ℹ️ Your credit card information is not stored by the Ministry.

Sample Application Fees page

1. From the **Application Fees** page, select **E-Transfer/Credit Card**. The page expands.

2. Click **Continue with E-transfer/Credit Card**. The **Order Summary** page appears.
3. Select the **Credit Card** radio button.

4. Click **Make Payment**. The bank link page appears.

! This process can take **15 to 45 seconds**. Do not stop, click the button again or reload your browser until the process is finished.
5. Enter your credit card information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card CVD</td>
<td>This refers to the 3-digit number on the back of the credit card.</td>
</tr>
</tbody>
</table>

6. Click [Submit Payment]. The *Payment Receipt* page appears.

7. Print a copy of the receipt for your records. Click [PRINT].

8. Click [Complete Payment Process]. The application is moved to the *Waiting for Response* section in your dashboard.

**Paying by E-transfer**

ℹ️ Paying by E-transfer is currently not available.

**Paying by Certified Cheque or Bank Draft**

1. Obtain your certified cheque, money order or bank draft from your financial institution. (You will be required to enter information about your payment). The cheque / draft must be made payable to the “Minister of Finance”.
Performing Common Tasks

2. From the Application Fees page, select the payment method (Bank Draft, Money Order or Certified Cheque). The page expands.

![Sample certified cheque page]

3. Enter the payment information. If you are paying with multiple cheques, enter all the cheque numbers.

4. Click Fee Form. Click Open. The Application Fee Form appears.

![Application Fee Form]

5. Print a copy of the form: From your browser select File > Print > Print.

6. Click Submit. A confirmation message appears. Your application moves to the Waiting for Response section.
7. Mail a copy of the fee form and your cheque / money order / bank draft to the Ministry. See the bottom of the form for the Ministry’s mailing address.

⚠️ Your application will not be reviewed until the certified cheque / money order / bank draft is received by the Ministry.

**Sending an Inquiry / Asking a Question about the Application**

On most *Summary* pages you can submit an inquiry related to the application.

To send in inquiry not related to the application, see *Inquiry* starting on page 159.

1. Access the *Summary* page.

2. Click ![Create Inquiry](image). The *New Inquiry* page appears.

3. Scroll down to the *Inquiry Information* section.

4. Select the *Inquiry Category* and *Inquiry Topic* from the dropdown lists.

5. Scroll down to the *Inquiry Section – Comments*.

6. Type your *Inquiries*.

7. Click ![Save & Next](image). The *Supporting Documents* page appears.

8. Upload supporting documents to your inquiry if required. See page 13 for details.
9. Click [Next]. The *Inquiry Summary* page appears.

10. Click [Submit]. The inquiry can be found in the *Waiting for Response* section of the dashboard.

**System Notifications**

You will receive system-generated email from PARIS. Some notifications are for information purposes only, some indicate that action is required.

**If action is required:**
1. From the email, click the blue link. The PARIS login page appears.
2. Log in to PARIS.
3. Click the link in the *To-Do* section.
4. Take the appropriate action based on the email instructions.

**Revising a Submitted Application**

*Revising an Application that is “Under Review”*

If you want to make a change to an application whose status is “Under Review,” you must submit an inquiry to the Ministry requesting to have a section of an application opened for revision. Indicate which section(s) of the application you want to change as part of the inquiry. For instructions on sending an inquiry about an application, see page 21.

*Revising an Application that is not “Under Review”*

If the application status is not “Under Review”, edits can be made at any time.

1. Access the *Application Summary* page. Only sections with a *Revise* link are editable.
2. Click Revise. A message appears.

3. Make the changes then click Submit.

**Making Revisions Requested by the Ministry**

You will be notified by email if the Ministry requires more information or a revision.

1. Click on the link in the email, then log in to PARIS.

2. From the To-Do section open the application with the “Incomplete” status.

3. The applicable Summary page appears.

4. Click Show Details.
   - The application expands.
   - If an application is “Incomplete”, the Ministry will include comments. There are several areas where comments can be found on the Summary page.
Only those sections of the application that require additional information or a revision will be unlocked. The unlocked sections of the application can be identified by a Revi se link.

5. **To edit a section:**
   5.1. Click Revi se. The section opens.
   5.2. Make the change(s).
   5.3. It is a good idea to add comments.
   5.4. Click the Summary link. The Summary page appears.
   5.5. Click . A confirmation message appears.
   5.6. Click I Agree. A notification is emailed to you. The application moves to the Waiting for Response section. The application status changes to “Under Review”.

**Withdrawing an Application**

You can withdraw an application that you have started, saved, or submitted to the Ministry.

⚠️ If you withdraw an application, you will not be able to make edits or re-submit it to the Ministry. If the ministry has started reviewing your application, a portion of the application fees (if applicable) may be refundable.

1. ⇒ If the new PCC registration has not been submitted: open the application from the To-Do section of your dashboard.
If you have submitted the application: open it from the Waiting for Response section of your dashboard.

2. The Summary page appears.

3. Click Withdraw. A confirmation message appears.

4. Click OK to continue.
   - A draft application is removed.
   - A submitted application moves to the Ministry Decision Section with a status of “Withdrawn”.

**Viewing a Ministry Decision**

After the Ministry reaches a decision, the system sends you an email. The ministry decision appears in the Ministry Decision section in your dashboard. If the application is not rejected, there is a letter uploaded to the file; there is no letter if the application is rejected.

A Ministry decision remains in your Dashboard for 30 days. If you want to review a decision that is no longer in your Dashboard, you must conduct a search for a completed application. See Searching starting on page 9.
Performing Common Tasks

1. Click on the link in the email then log in to PARIS.

2. In the **Ministry Decision** section of the Dashboard, locate the application type.

![Ministry Decision](image)

The ministry decision appears at the top of the table. If you want to view the application, click the blue application ID link.

**Viewing a Communication Letter / Document**

You can access communication letters on the **Summary** page.

- There is no communication letter attached to a rejected application. You will receive an email notification.

1. Open the application / item. The **Summary** page appears.

2. Expand the **Communication Letter** section.

![Communication Letter](image)

3. Click the blue document link.

4. Click **Open**. The document appears in PDF format.

5. Print / save the document as required.

6. Close the letter/document when you are done. Click **Close**.
Viewing the Orientation Video

Introduction

A new applicant must view the PCC Registration Orientation Program video before applying for registration to operate a private career college. If you are a new user who needs to initiate an asset sale purchase, you must complete the orientation video to obtain access to the program purchase / franchise program or asset sale modules. Once the video is completed, additional modules appear in the left navigation bar.

Existing PCC registrants are also encouraged to view the video at any time.

The video takes approximately 30 minutes to view.

The video is also available on the Private Career Colleges Branch portal.

Viewing the Video

1. Click Orientation. The video starts.
   - Generally, the video advances automatically. Click the Next and Previous buttons to move manually through the slides.
   - You can jump to a section or re-watch a section.
   - To read a transcript of the narrative click Transcript.
   - If you cannot finish the orientation in one sitting, the system will save the location where you left off. The next time you run the video, the system will ask you if you want to continue or start again.

2. Once the video is finished, you can continue using PARIS.
Introduction

The terms “College” or “Institute” (or their French equivalents) cannot be used in a business name without approval from the Ministry. In order to use one of these terms you must submit a Business Name Approval application and obtain approval from the Ministry. Once you receive approval you must upload the Business Name consent letter to your application for Registration to Operate a Private Career College.

There is no fee associated with submitting a BNA application.

Process Overview

- Applicant wants to use “College” or “Institute” in business name
- Applicant starts the Business Name Approval Application in PARIS
- Applicant reviews / edits then submits the application
- Ministry reviews the application
- Ministry emails the decision

- Application is in the To-Do section until submitted
- Status is “Draft”
- Revisions can be made
- Application can be withdrawn

- Ministry may request more information / revisions
- Application is in the To-Do section
- Status is “Incomplete”

- Application is in the Waiting for Response section
- Status is “Under Review”
- Contact the Ministry if revisions are required
- Application can be withdrawn

- Application is in the Ministry Decision section
Step 1: Start the Application

ℹ️ You only need to complete a Business Name Approval application if you want to use the term “College” or “Institute” (or their French equivalents) in your business name. If you are not using either of these terms, go to the section entitled Pre-screening your Program starting on page 33.

Click Show Guidelines for additional information.

1. Click Business Name Approval.

2. Click the New Business Name Approval link. The application appears.
3. Enter the information.
   🔄 A red asterisk indicates a mandatory field.

4. Click **Save & Next**. The **Supporting Documents** page appears.
   🔄 A green checkmark in the navigation bar indicates that the section is complete.
   - The application status is “Draft”.
   - The application can be found in the To-Do section of the Dashboard.
Step 2: Upload Supporting Documents (optional)

Introduction

Documents can be uploaded (attached) to an application. You can attach the following file types: Microsoft Word, Microsoft Excel, image, text, rich text, Adobe PDF.

⚠️ If the document size is larger than 10MB, the file must be split into smaller files and uploaded separately.

Uploading a Document

1. If the Supporting Documents page is not on your screen, click the Supporting Documents link.

2. (Optional) Upload document(s) in support of the application. See Uploading a Document starting on page 13 for details.

3. Click Next. The Business Name Summary page appears.

Step 3: Review and Submit the Application

1. If the Business Name Summary is not on your screen, click the Summary link.

2. Click Show Details.

3. Review / edit the application if required.
To edit a section:

(1) Click **Revise**. (2) Make the changes. (3) Click **Save** (4) Click the **Summary** link.

4. Click **Submit**. The *Declaration and Consent* page appears.

![Declaration and Consent](image)

5. Read the *Declaration and Consent* then click **I Agree**.
   - A confirmation message appears.
   - A notification is emailed to you.

6. Click **Exit**.
   - The application status changes to “Under Review” and appears in the **Waiting for Response** section.
   - While waiting for the Ministry Decision, you can withdraw your application. See page **24** for details.

**Step 4: View the Ministry Decision**

You will receive an email from the system when the Ministry has reached a decision.

1. View the decision. See *Viewing a Ministry Decision* on page **25** for details.

2. If your name has been accepted, download the accompanying letter. You will need to upload it to your application.
Pre-screening your Program

Introduction

- To determine if your program requires program approval under the Private Career Colleges Act, 2005, you are required to complete a pre-screening application. You must submit an application for each program you intend to offer.

- There are no application fees associated with a pre-screening application.

- Business name approval is not mandatory at pre-screening.

Step 1: Start the Application

As you complete a section of the application, a green checkmark appears beside the section name in the navigation bar.

1. Click Program Information.

2. Click the Submit Program Origin Application link. The Select Program Origin page appears.

3. Select “Pre-screening” then click Next. The Organization Profile page appears.

Step 2: Enter your Organization Information

1. If the Organization Profile page is not on your screen, click the Organization Profile link.
2. Answer the questions on the page.

⚠️ If you are already a registered private career college, your organization profile information automatically appears and cannot be changed on this page. If you wish to update any of the information on this page, you must submit a Change Request application. For details, see page 48.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name/Operating Name</td>
<td>▪ The names can be proposed, or a name already registered with the Ministry of Government and Consumer Services.</td>
</tr>
<tr>
<td></td>
<td>▪ Business name approval is not mandatory at pre-screening.</td>
</tr>
</tbody>
</table>

3. Click [Save & Next]. The Program Information page appears.
Step 3: Enter the Proposed Program Information

1. If the **Program Information** page is not on your screen, click the **Program Information** link.

   ![Program Information](image)

   (Partial page only)

2. Answer the questions.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Proposed Program</td>
<td>The name should reflect the name you will use to advertise the program and appear on student enrolment contracts and credentials.</td>
</tr>
</tbody>
</table>

3. Click **Save & Next**. The **Occupation Information** page appears.

Step 4: Enter the Occupation Information

1. If the **Occupation Information** is not on your screen, click the **Occupation Information** link.
2. Answer the questions.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you answer “Yes” to the question</td>
<td>(1) Enter the 4-digit NOC Code related to the proposed program. Refer to the 2016 version of the National Occupational Classification published by the Human Resources and Skills Development Canada available from the Ministry’s Private Career Colleges Branch portal. (2) Click . (3) If there is more than one NOC Code applicable to the program, repeat steps (1) and (2).</td>
</tr>
</tbody>
</table>

3. Click Save & Next. The Supporting Documents page appears.

**Step 5: Upload Supporting Documents**

1. If the Supporting Documents page is not on your screen, click the Supporting Documents link.

2. Upload supporting documents in support of your application. See Uploading a Document starting on page 13 for details.

3. Click Next. The Prescreening Application Summary page appears.
Step 6: Review and Submit the Application

1. If the *Prescreening Application Summary* page is not on your screen, click the Summary link.

2. Click .

3. Review / edit the application as required.
   
   **To edit a section:**
   
   (1) Click Revise (2) Make the changes (3) Click Save (4) Click the Summary link.

4. Click . The *Declaration and Consent* page appears.

5. Read the *Declaration and Consent* then click I Agree .
   
   ➢ A confirmation message appears.
   
   ➢ A notification is emailed to you.

6. Click Exit .
   
   ➢ The application status changes to “Under Review” and appears in the Waiting for Response section.
   
   ➢ While you are waiting for the decision, you can withdraw your application. See page 24.

Step 7: View the Ministry Decision

You will receive an email from the system after the Ministry has reached a decision. See Viewing a Ministry Decision on page 25 for details.
Organization - Registration and Information

Submitting a New Registration Application

Introduction

Registration is the process where an applicant applies for registration to operate a private career college. A registration application includes:

- Organization information
- Information for at least one campus
- Information for at least one program

To speed up the approval process, you should seek approval of only one program during registration. Once you are a registered PCC you can complete an application for each proposed program.

To complete a registration application:

- An applicant must have a PARIS username and password.
- An applicant must have viewed the PCC Registration Orientation video. The PCC Registration application menu is not available until the video is completed.
- An applicant must have received a Ministry decision of program “Program Approval Required” on a pre-screening application or must have purchased a program from a registered PCC or franchised a program from a franchisor or lead franchisor. You may also register as a result of an asset sale.
- The business must be registered with the Ministry of Government and Consumer Services.

You can only submit one registration. To submit a new registration, you must withdraw the previous application.
The following diagram outlines a PCC registration application workflow process and where you can find the application in your Dashboard.

**Step 1: Receive the Ministry Decision that your Program / Organization Needs to be Registered**

If you have not already done so, complete the pre-screening application. For details see the instructions starting on page 33.

1. Open the Ministry Decision.
2. If the ministry decision is “Program Approval Required”, continue to Step 2, otherwise, no registration is required.

**Step 2: Enter the Organization Information**

1. Click [Organization](#).

2. Click the [Submit New Registration](#) link. The [Business Information](#) page appears.

3. Select your business type then click [Next](#). The page(s) that appear depend on your business type.

4. Enter the business information then click [Save & Next](#). The [Applicant Profile](#) page appears.

5. Click [Add](#). The [Applicant Information](#) page appears.

6. Answer the questions that appear.
7. Enter the **Net Worth Information - Assets**.
   7.1. Click **Add**. The **Assets** page appears.
   7.2. Enter the information.
   7.3. Click **Save & Return**.
   7.4. Repeat steps 7.1 - 7.3 for each asset.

8. Enter the **Net Worth Information - Liabilities**.
   8.1. Click **Add**. The **Liabilities** page appears.
   8.2. Enter the information.
   8.3. Click **Save & Return**.
   8.4. Repeat steps 8.1 - 8.3 for each liability.

9. Enter three references.
   9.1. Click **Add**. The **References** page appears
   9.2. Enter the reference information.
   9.3. Click **Save & Return**.
   9.4. Repeat steps 9.1 - 9.3 for each reference.

10. Click **Save & Return**.

11. Click **Next**. The **Primary Contact Information** page appears.

12. Enter the primary contact information then click **Save & Next**. The page that appears will depend on your business type.

**Step 3: Enter the Forecasted Financial Information**

1. Enter the forecasted financial information. The information required depends on your business type

2. Click **Save & Next**. The next page of financial information required appears.

3. When you are done entering the financial information, the **Campus** page appears.

**Step 4: Enter the Campus Information**

![Campus Information Page]

PARIS Reference Guide for Applicants / Registrants Page 41
1. If the campus page is not on your screen click the Campus link.

2. Click Add. A redirect message appears.

3. Click OK. You are redirected to the Campus Details page.

4. For step-by-step instructions see Submitting an Application for a New Campus (Steps 2, 3 and 4) starting on page 62.

5. Click Save & Next when you are finished entering the campus information. The Programs page appears.

**Step 5: Enter the Program Information**

1. Click Add. A redirect message appears.

2. Click OK. You are redirected to the Add Program to Campus page. See the details starting on page 64. Complete steps 5.1 to 5.15

3. Click Back to Campus Summary when you are finished. The Summary page appears.

4. Click the Supporting Documents link. The Supporting Documents page appears.

**Step 6: Upload Supporting Documents**

1. See Uploading a Document starting on page 13 for details.

   For a description of the documents required, see Appendix B: Supporting Documents by Type.

2. When you are done, click Next. The Organization Application Summary page appears.

**Step 7: Review and Submit the Application**

1. Review / revise information in the Organization Application Summary page.

   Click Check Status to help identify missing information.

2. Click Submit. The system reviews your input.
If there is a problem, a message appears at the top of the page outlining the missing information.

If there are no problems, the Declaration and Consent page appears.

3. Read the declaration then click I Agree. The Application Fees page appears.

Step 8: Make the Payment

Payment must be made before the application can be submitted to the Ministry. The fee includes:

- Initial Registration
- One campus registration.
- One program
- The facility inspection fee
- HST

For details see Paying a Fee starting on page 17.

When you are done paying the fees:

- A confirmation message appears.
- A notification is emailed to you.
- The application status changes to “Submitted” and appears in the Waiting for Response section
Step 9: View the Ministry Decision

You will receive an email from the system after the Ministry has reached a decision. See Viewing a Ministry Decision on page 25 for details.

Step 10: Post Financial Security

If your application is acceptable, you will be requested to submit Financial Security in the form of a Letter of Credit, Surety Bond, or Collateral Bond. You can also submit a combination of types however each type must be submitted separately.

There is a separate section containing more information about Financial Security starting on page 134.

1. From the To-Do section, open the financial security request ID found under the heading Financial Security – Pending Placement. The Summary page appears.
2. Select the type of financial security.
   - If you are submitting a combination of financial security types, select one now then you will be able to add additional financial security after it is submitted.

3. Click Next. The page that appears is based on the type of financial security you selected.

4. If you selected Letter of credit:
   4.1. The **Letter of Credit Details** page appears.
   4.2. Enter the Letter of Credit details.
   4.3. Click Save & Next.

5. If you selected Surety Bond:
   5.1. The **Surety Bond Details** page appears.
   5.2. Enter the Surety Bond information.
   5.3. Click Save & Next.

6. If you selected Collateral Bond:
   6.1. The **Collateral Bond Details** page appears.
6.2. Select the **Depositor Name**. The page expands.
6.3. Enter the **Collateral Bond Amount**.
6.4. Click **Save & Next**.
6.5. Upload a copy of a void cheque. For detailed instructions see page 13.

**If you have submitted a Collateral Bond:**
- You may be notified to send a wire transfer. For instructions see page 139.
  - You may be notified to send personal bond. For instructions see page 140.

7. Click the **Summary** link. The **Summary** page appears.

8. Review / revise the information.

9. Click **Submit**. A confirmation message appears.

10. To add another form of financial security repeat steps 1-10 above.

   **To see how much financial security you have submitted:**
   1) Click **Financial Security**.
   2) Then click the Search Financial Portfolio request.
   3) Click **Search**. A table appears:

   ![Table](image)

**Step 11: Remit TCAF**

You will be sent a TCAF notice that will appear in your To-do Section. For more information see [TCAF (Training Completion Assurance Fund) Premiums](#) starting on page 147.
Viewing your Organization Information

1. Click Organization.

2. Click the View Organization link. The Organization Information page appears.

   (Partial page sample only)

   No information can be changed in this page. See the next section on how to update your organization information.
Changing your Organization Information

Introduction

Provisions of the Act and O.Reg. 415/06 require registrants to notify the Superintendent of a proposed change or to inform the Superintendent of a change that has occurred to Organization Information, Campus Information or Program Information.

Only one change request application per type can be submitted at a time.

There is no fee associated with a change request application with the exception of a change of campus location, which is subject to a facility inspection fee when applying for a change of campus location.

Process

This section outlines the general process to follow when submitting an organization change. The screens/fields may be a bit different from that outlined below depending on the type of change requested.

1. Click .

2. Click the Submit Change Request link. The Organization Change Request Sections page appears.

3. Select the checkbox of the change required.

4. Click Next. The page that appears depends on the type of change requested.

5. Enter the new information then click Save & Next. The Supporting Documents page appears.
6. Upload the supporting documents if applicable. See [Uploading a Document](#) starting on page 13 for details.

7. Click **Next**. The Summary page appears.

8. Review the application details and make revisions if required.

9. The next action depends on the type of change made:
   - If there is an **Update** button click it. You are finished.
   - If there is a **Submit** button click it.

10. If the **Declaration and Consent** page appears, read the declaration and consent then click **I Agree**.
    - A confirmation message appears.
    - A notification is emailed to you.
    - The application status changes to “Under Review” and appears in the **Waiting for Response** section.
Renewing your Organization Registration

Introduction

Your registration must be renewed on an annual basis. The renewal date is based on the institution’s fiscal year-end date.

The following Renewal notifications are sent to PCCs prior to registration renewal submission deadline date:
- Six months prior to submission deadline date
- One month prior to submission deadline date
- Fourteen days prior to submission deadline date
- Seven days prior to submission deadline date
- Two days prior to submission deadline date

You have six months from the date of your fiscal year-end date to submit the renewal application as long as your previous year renewal application was approved. If an application is submitted after six months but within eight months from your certificate registration date, your renewal is late and subject to a late penalty fee.

If the Renewal has not been submitted to the ministry prior to the submission deadline date, the following Renewal notification will be sent to PCCs after the registration renewal submission deadline date:
- Two months before expiry date
- One month before expiry date
- Fourteen days before expiry date
- Seven days before expiry date

All information in the renewal application is not available to PARIS users other than the Binding Authority (PCC Owner), unless the PCC Owner has added the roles Binding Authority or Consultant to the users profile through the System Administration module.

For information about the renewal of registration requirements, refer to the Renewal Guidelines.
Process Overview

The following diagram outlines a renewal of registration application workflow process and where you can find the application in your Dashboard.

- Ministry may request more information / revisions
- Application is in To-Do section
- Status is “Incomplete”

- Application is in To-Do section until submitted
- Status is “Draft”
- Revisions can be made
- Application can be withdrawn

- Application is in Waiting for Response section
- Status is “Under Review”
- Application can be withdrawn

- Application is in Ministry Decision section
Renewing an Organization Registration

Step 1: Start the Renewal

1. Click Organization +.

2. Click the Submit Registration Renewal link. The Notice to Applicant page appears.

3. Read the notice then click Next. The Information Validation page appears.

Step 2: Update the Basic Information

1. Review the information.
   - If the information is correct, click the checkbox.
   - If the organization information is not correct, update the information. See Changing your Organization Information starting on page 48 for details.

2. If the auditor Information is incorrect, either edit the existing information or remove it and add a new auditor.

   If this is the first renewal, there will be no existing auditor information.

   Adding auditor information:
   1) Click Add. The Auditor Information page appears.
   2) Enter the auditor information.
   3) Click Save & Return. The auditor information appears in the table.

3. Verify the campus administrator contact information.
   - If the information is correct, click the checkbox.
Renewing your Organization Registration

- If the information is not correct, see Changing Campus Information – General Steps starting on page 94 for instructions.

4. Click Save & Next.

Step 3: Verify the Financial Information

1. Go through each section entering / editing the information as required.

   - Refer to your audited financial statement prepared by a licensed public accountant when completing the financial information sections.

   - The Financial Statement requirements must be completed in the order presented as some information is carried forward to other statements.

   - If this is your second time renewing, last year’s renewal application data will be visible.

2. Click Save & Next to go to the next section.

Field Notes and Tips by Page

<table>
<thead>
<tr>
<th>Statement of Operations Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
</tr>
<tr>
<td>Vocational Revenue</td>
</tr>
<tr>
<td>Non-vocational Revenue</td>
</tr>
<tr>
<td>Other Revenue</td>
</tr>
<tr>
<td>Total Revenue</td>
</tr>
<tr>
<td>Total Expenses</td>
</tr>
<tr>
<td>Excess (Deficiency) of revenue over Expenditures before Other Gains (Losses)</td>
</tr>
</tbody>
</table>
### Statement of Operations Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Gain (Loss)</td>
<td>To add another gain/loss:</td>
</tr>
<tr>
<td></td>
<td>1. Click <strong>Add</strong>. The screen expands.</td>
</tr>
<tr>
<td></td>
<td>2. Enter a description and the amount.</td>
</tr>
<tr>
<td>Excess (Deficiency) of Revenue over</td>
<td>Sum of Net Operating Income (Loss) – Other Expense, if added (system</td>
</tr>
<tr>
<td>Expenditures</td>
<td>calculated)</td>
</tr>
</tbody>
</table>

### Statement of Financial Position Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Current Assets</td>
<td>Sum of the items entered under Assets</td>
</tr>
<tr>
<td>Total Assets</td>
<td>Sum of all Total Current Assets and Assets entered after Total Current</td>
</tr>
<tr>
<td></td>
<td>Assets</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>Sum of the items entered under Liabilities</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>Sum of all Total Current Liabilities and Liabilities entered after Total</td>
</tr>
<tr>
<td></td>
<td>Current Liabilities</td>
</tr>
<tr>
<td>Retained Earnings (Deficit)</td>
<td>Carried forward from the Retained Earnings statement</td>
</tr>
<tr>
<td>Total Shareholder's Equity</td>
<td>Sum of Share Capital and Retained Earnings (Deficit)</td>
</tr>
<tr>
<td>Total Shareholder's Equity and Liabilities</td>
<td>Sum and Total Liabilities and it must be equal to Total Assets</td>
</tr>
</tbody>
</table>

### Revenue by Funding Source Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total Vocational Programs</td>
<td>sum of all items under Vocational Program + added items, if applicable</td>
</tr>
<tr>
<td>Sub-Total for Non-Vocational Programs</td>
<td>sum of all items under Non-Vocational Program + added items</td>
</tr>
<tr>
<td>Sub-Total for Other Revenue</td>
<td>sum of all items under Other revenue section + added items, if applicable</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>sum of Sub-Total Vocational Programs + Sub-Total Non-Vocational Programs + Total for Other Revenue</td>
</tr>
</tbody>
</table>
### Student Enrolment Page

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>The schedule is organized by a list of all registered campuses under the legal organization. Each campus is identified by its Campus ID and the list is organized by a list of all approved programs associated with the registered campus.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Student Enrolment</td>
<td>Enter the Domestic Student Enrolment number for each approved program. If the program did not have any enrolment in the last fiscal period, leave the value at zero.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Enrolment number for each approved program</td>
<td>Enter the International Student Enrolment number for each approved program. If the program did not have any enrolment in the last fiscal period, enter zero. If 50% of the International Student Enrolment Total is equal to or greater than the Domestic Student Enrolment Total, you must upload an audit report on operation of the Act Trust Account in the supporting documents section.</td>
</tr>
</tbody>
</table>
Step 4: Verify the Program Information by Campus

1. If the Campus Program Questions page is not on your screen, click the Program Information by Campus link.

2. Verify the programs being offered at each campus. To move a program from the Offered to the Not Offered section, click the action arrow. Tip: To move all the programs in one step click the double arrow.

3. Repeat step 2 for each question and campus.

4. Near the bottom of the page, read the attestation then click the checkbox.

5. Click Save & Next. The Supporting Documents page appears.
Step 5: Verify / Upload the Supporting Documents

1. If the **Supporting Documents** page is not on your screen, click the **Supporting Documents** link.

   ![Table of Supporting Documents](image)

   *(Partial page sample only)*

2. Upload the documents required. Items with a red asterisk are mandatory. For details, see **Uploading a Document** starting on page 13.

   - A copy of the trust fund agreement with the bank or financial institution must be uploaded if you have reported International Student Enrolment equal to or greater than the Domestic Student Enrolment Total. Once the agreement is submitted, you will not be required to submit it again.

3. Click **Next**. The **Organization Application Summary** page appears.
Step 6: Review and Submit the Application

1. If the **Renewal Summary** page is not on your screen, click the **Summary** link.

   ![Renewal Summary Table]

   - **Information Validation**
   - **Statement of Operations**
   - **Statement of Change in Net Assets**
   - **Statement of Financial Position**
   - **Statement of Cash Flows**
   - **Audited Schedule 1: Monthly Prepaid Unearned Vocational Revenue**
   - **Audited Schedule 2: Revenue by Funding Source**
   - **Audited Schedule 3: Student Enrolment**
   - **Program Information by Campus**
   - **Supporting Documents**

2. Review the information and make revisions if required. All sections in the left navigation pane must have a green checkmark. To make a revision click **Revise** or click the section.

3. Click **Submit**. A certification message appears.

4. Click **I Agree**. The **Application Fees** page appears.
Step 7: Pay the Application Fees and Submit the Application

1. If the Application Fees page is not on your screen, click the Application Fees link.

2. Make the payment. For details see the information starting on page 17.

3. Click Submit.
   - A confirmation message appears.
   - The application status changes to “Submitted” and appears in the Waiting for Response section.
   - A notification is emailed to you.

Step 8: View the Ministry Decision

You will receive an email from the system after the Ministry has reached a decision. See Viewing a Ministry Decision on page 25 for details.

The registration period is changed on the Organization screen.

Open the certificate. (This functionality is not yet implemented)

As a result of your renewal of registration application being approved, you may need to adjust your financial security amount. See the information starting on page 141.

As a result of your renewal of registration application being approved, you will be sent a TCAF premium notice or credit notice. See TCAF (Training Completion Assurance Fund) Premiums starting on page 147.
Withdrawal a Renewal Application

You may withdraw a renewal application any time before the registration certificate expiry date. However, if you withdraw your application after the expiry date, you will automatically lose your registration and the PCC closure process will be initiated.

1. Open the renewal application. The **Renewal Summary** page appears.

2. Click **Withdraw**. A confirmation message appears.

3. Click **OK** to withdraw. Click **Cancel** to continue with your renewal.
Submitting an Application for a New Campus (not a Campus Purchase)

Introduction

A campus can be added to your PCC by creating a new one or purchasing an existing campus. If you are purchasing an existing registered campus, see the instructions starting on page 87.

Process Overview

The following diagram outlines the New Campus Registration and Campus-to-Campus Program Approval workflow process and where you can find the application in the Dashboard.

- Applicant starts the Campus Application in PARIS
  - Application is in To-Do section until submitted
  - Status is "Draft"
  - Revisions can be made
  - Application can be withdrawn

- Add the program to the campus

- Applicant reviews / edits then submits the application
  - Ministry may request more information / revisions
  - Application is in To-Do section
  - Status is "Incomplete"

- Ministry reviews the application
  - Application is in Waiting for Response section
  - Status is "Under Review"
  - Application can be withdrawn

- Ministry emails the decision
  - Application is in Ministry Decision section
Step 1: Start the Application

1. Click [Campus].

2. Click the Submit New Campus Application link. The Campus Details page appears.

Step 2: Enter the Campus Information

1. If the Campus Details page is not currently on your screen, click the Campus Details link.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Name</td>
<td>School’s operating name</td>
</tr>
<tr>
<td>Campus Identifier</td>
<td>This can be blank or a nickname. This can be used if the campus name is lengthy. This is not the campus ID.</td>
</tr>
<tr>
<td>Campus address</td>
<td>You can submit the application without a campus address, but you will have to provide a location eventually.</td>
</tr>
</tbody>
</table>

2. Enter the campus information then click [Save & Next]. The Campus Administrator page appears.
Step 3: Complete the Campus Administrator Information

1. If the **Campus Administrator** page is not on your screen, click the **Campus Administrator** link. The **Campus Administrator** page appears.

2. Complete the campus administrator information.

3. Click **Save & Next**. The **Transcript Service Provider Information** page appears.

Step 4: Enter the Transcript Service Provider Information

1. If the **Transcript Service Provider Information** page is not on your screen, click the **Transcript Service Provider** link.

2. Enter the transcript service provider information.
   - You must have maintenance and issuance before your program will be approved.
3. Click Add. The Contact and Address fields update automatically.

4. To add another transcript service provider, repeat steps 2 and 3.

5. Click Next. The Programs page appears.

**Step 5: Add the Program to the Campus**

5.1 Select Program Origin

1. Click Add. A redirect message appears.

2. Click to go to the Program module. The Select Program Origin page appears.

3. Select the Program Origin.

<table>
<thead>
<tr>
<th>Program Origin</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-screening</td>
<td>You have received a ministry decision that the program needs to be registered</td>
</tr>
<tr>
<td>Program Franchise</td>
<td>You have purchased a franchised program</td>
</tr>
<tr>
<td>Program Purchase</td>
<td>You have purchased a program</td>
</tr>
<tr>
<td>Campus Copy</td>
<td>This is a copy of a program already approved for a different campus</td>
</tr>
</tbody>
</table>

4. A list of program names associated to the program origin appears.

Example of a Pre-Screening list of programs
5. Select the radio button of the program to be added to the campus.

6. Click Next. The Program Information page appears.

5.2 Enter the Program Details

1. If the Program Information page is not on your screen, click the Program Details link.

2. Some details from your program automatically appear. Verify, add or edit this information as required.
<table>
<thead>
<tr>
<th>Field</th>
<th>Notes/Tip</th>
</tr>
</thead>
</table>
| **NOC Code**                | (1) Enter the 4-digit NOC Code related to the proposed program. Refer to the 2016 version of the [National Occupational Classification](https://www9.hrsdc.gc.ca/portal-site/) published by the Human Resources and Skills Development Canada available from the Ministry’s Private Career Colleges Branch portal.  
(2) Click ![Add](image).  
(3) If there is more than one NOC Code applicable to the program, repeat steps (1) and (2).                                                                                                                                                                              |
| **Language(s) of Instruction** | If “Other (specify)” is selected, a list of Available Languages appears for your selection. You may select more than one language. If you do:  
• You must have the program outline translated by a certified translator.  
• You must upload a copy of the translated program outline.  
• The translator must provide an attestation confirming that they have verified the English language program outline to be equivalent to the other language of instruction.  
• You must upload the translator’s credentials to your application.           |
| **Main Method(s) of Program Delivery** | You can select more than one method.                                                                                                                                                                                                                                           |
| **Credential**              | The credential type that students will receive upon successful completion of the program is pre-determined from your pre-screening application. Verify or select another credential type.                                                                                                           |
3. Click **Save & Next**. The *Vocational Duration, Enrolment and Fees* page appears.
5.3 Enter the Vocational Duration, Enrolment and Fees

1. If the **Vocational Duration, Enrolment and Fees** page is not on your screen, click the **Vocational Duration, Enrolment and Fees** link.

(Partial sample only)

2. Complete the information.
3. Click **Save & Next**. The *Admission Requirement* page appears.

### 5.4 Enter the Admission Requirements

1. If the *Admission Requirement* page is not on your screen, click the *Admission Requirement* link.

   (Partial page only)

2. Verify / revise the program’s admission requirements.

3. Click **Save & Next**. The *Employment Profile* page appears.
5.5 Complete the Employment Profile

1. If the *Employment Profile* page is not on your screen, click the *Employment Profile* link.

2. Update / revise the *Knowledge/Skills Name* section.

   Refer to your labour market research such as labour market studies, trade and professional publication articles, or statements from placement agencies, and job advertisements. You are required to upload copies of your research in support of this application.

3. Update / revise the *Market Research* section. This is the list private career colleges, including program title and total instruction hours that offer similar programs in your market area.

   3.1. Click *Add*. The *Market Research* page appears.

   3.2. Enter the *Market Research* information.

   As soon as you enter three characters matching with a registered PCC’s name, it will populate a list of similar PCC names. If a PCC name is selected, the Campus Name and Program Name dropdown fields will show all the information registered by the respective private career college for your
selection. If a Program Name is selected, the total instruction hours will appear.

3.3. Click \textit{Save & Return}. The 	extit{Employment Profile} page appears.

4. Answer the question: \textit{Are there other examples of educational institutions that offer similar programs in your geographical area?}

4.1. If “Yes” is selected, a table appears.

4.2. Click \textit{Add}. The \textit{Add Institution} page appears.

4.3. Enter the Institution, Program Name and Total Instruction Hours that offers a similar program in your market area.

4.4. Click \textit{Save & Return}. The 	extit{Employment Profile} page appears.

5. Click \textit{Save & Next}. The 	extit{Program Development} page appears.

\textbf{5.6 Enter the Program Development and Maintenance}

1. If the \textit{Program Development} page is not on your screen, click the \textit{Program Development and Maintenance} link.

2. Enter the name of the developer. (This is different and separate from your third party assessors that assisted in the development of this program.):

2.1. Click \textit{Add}. The \textit{Add Developer} page appears.

2.2. Complete the developer information then click \textit{Save & Return}. The \textit{Program Development and Maintenance} page appears.

3. Answer the remaining questions.

\begin{tabular}{ |p{10cm}|p{20cm}| }
\hline
Field & Note/Tip \\
\hline
“Was this program purchased from a third party?” & A third party in this case refers to an institution that is not registered as a PCC. \\
\hline
\end{tabular}

4. Add the \textit{Program Maintenance Method}:
4.1. Click `Add`. The Program Maintenance Method page appears.
4.2. Add the program maintenance method and frequency. You can enter as many methods and frequencies as applicable.
4.3. Click `Save & Return`. The Program Development and Maintenance page appears.

5. Click `Save & Next`. The Grading Policies page appears.

### 5.7 Describe the Grading Policies

1. If the Grading Policies page is not on your screen, click the Grading Policies link.

2. Update / enter the grading policy information then click `Save & Next`. The Resources page appears.

### 5.8 Enter the Resources

1. If the Resources page is not on your screen, click the Resources link.

2. In the Item and Quantity fields, enter / edit the facilities and equipment required to deliver the program based on the maximum single class size. Specify the hardware / software types and version number if computers are listed as a resource.
3. Click **Add**.

4. You can enter as many resources as applicable. To add more resources, repeat steps 2 and 3.

5. Click **Next**. The **List of Subjects** page appears.

### 5.9 Enter the List of Subjects

1. If the **List of Subjects** page is not on your screen, click the **List of Subjects** link.

2. Enter / edit the **Total Program Duration Hours**. To change the number of hours, click the **Update Program Duration Hours** link.

3. Enter the list of subjects and time allocation for each subject:

3.1. Click **Add**. The **Subject** page appears.
3.2. Enter the subject information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject length in hours</td>
<td>This field updates once the teaching method section is completed.</td>
</tr>
</tbody>
</table>

3.3. Enter the method of evaluation:

3.3.1. Click Add. The *Add Method of Evaluation* page appears.

3.3.2. Enter the information then click Save & Return.

3.4. Enter the method of instruction: Identify the *Number of hours* for this subject. To add a method not listed in the table, complete the “other” field then click Add.

The practicum method is available only if you have identified the program as one that includes a practicum component.

3.5. Identify the modules that make up this subject:

3.5.1. Click Add. The *Add Module* page appears.

3.5.2. Enter the module and instruction hours allocated to each module.

3.5.3. Click Save & Return. The system calculates the *Total Instruction Hours*.

The *Total Instruction Hours* in the Teaching Method table must match with the *Total Instruction Hours* of all the modules added to the subject before a subject can be added to the list of subjects.

3.5.4. Answer the remaining questions in the module section.
3.6. In the **Subject Competencies and Objectives** section, identify the knowledge and skill competencies a student is expected to acquire/perform from this subject.

3.7. Click **Save & Return**. The **List of Subjects** page appears.

4. Answer the question about the subject sequence. If you reply “No” you will need to move the subjects into the correct order using the move arrows.

5. Answer the question about entry points. If you reply “Yes” you will have to select which subject has multiple entry points.

6. Click **Save & Next**. If you have indicated in **Program Details** that the program includes a work practicum (off-site), the **Practicum** page appears otherwise the **Program Delivery Information** page appears.
5.10 Enter Practicum Information

ℹ️ Skip this step if the program does not contain a practicum.

(Partial page only)

1. If the Practicum page is not on your screen, click the Practicum link.

2. Answer the practicum questions.

3. Click Save & Next. The Program Delivery Information page appears.
5.11 Complete the Program Delivery Information

1. If the *Program Delivery Information* page is not on your screen, click the *Program Delivery Information* link.

   (Your page may look different)

2. Verify the method of instruction totals. The total instruction hours and the % weight of each method of delivery is calculated automatically from the List of Subjects you completed earlier. If there is an error, return to the *List of Subjects* page and make the edits.

   **Tip:** The Instruction Hours Totals in Mode of Delivery must match the Total Instruction Hours entered in the Program Duration on the Program Details section.

3. If you have an alternate facility location, complete the information.

4. Click **Next**. The *Training Completion Plan* page appears.

5.12 Provide the Training Completion Plan

1. If the *Training Completion Plan* page is not on your screen, click the Training Completion Plan link.

2. Answer the question. If you answer “Yes” a table appears.
2.1. Click then complete the information.

2.2. Click . The Training Completion Plan page appears.

3. Answer any remaining questions that appear then click . The Supporting Documents page appears.

5.13 Add Supporting Documents

1. If the Supporting Documents page is not on your screen, click the Supporting Documents link.

2. Add the supporting documents. See Uploading a Document starting on page 13 for details.

3. Click . The Third Party Assessment page appears.

5.14 Indicate Third Party Assessment

1. If the Third Party Assessment page is not on your screen, click the Third Party Assessment link.
2. Select the assessor from the dropdown list. If the assessor you wish to use is not in the list, click then enter their information.

3. Click .
   - The invitation is emailed to the assessor.
   - A confirmation message appears.

4. Repeat step 2 for all assessors.

5. Click Next. The Summary page appears.
5.15 Review the Summary

1. If the **Summary** page is not on your screen, click the **Summary** link.

2. Review / edit the application if required.
   **To edit a section:** (1) Click **Revise** (2) Make the changes (3) Click **Save**.

3. Click **Check Status**. Any omissions, errors appear in a list.

Before you can submit this application, missing information in the following section(s) must be provided:
- Program Development and Maintenance
- List of Subjects

You must correct/add the missing information before the system will allow you to submit your application.

⚠️ You will not be able to submit your application until the assessments are completed by the third party assessor(s). You can continue with the rest of the application in the interim.
4. Click Back to Campus Summary. The Campus Summary page appears.

**Step 6: Upload Campus Supporting Documents**

1. Click the Supporting Documents link. The Supporting Documents page appears.

2. Add the campus supporting documents (these are different from the ones you added for the program.) See Uploading a Document starting on page 13 for details.

   An asterisk means you must submit it with the application. You will have to submit all the documents in the list eventually.

   For a description of the documents required, see Appendix B: Supporting Documents by Type.

3. Click Back to Organization Summary. The Organization Application Summary page appears.

**Step 7: Upload the Organization Supporting documents**

1. Go back to the Organization Summary.  

2. Click the Supporting Documents link. The Supporting Documents page appears.

3. Upload the Organization supporting documents. (These are different from the Program and Campus supporting documents you added earlier.) See Uploading a Document starting on page 13 for details.

**Step 8: View the Third Party Decision**

1. From your dashboard, locate the Third Party Decision section.

   ![Third Party Decision](image)
2. The decision appears at the top of the section.

3. If there is a problem with the third party assessment, you may have to modify your program information.

You don’t have to do anything after the assessment status is “Meets Requirement”.

**Step 9: Submit the Application**

1. Open your application.

2. Review/edit your application.

3. Click **Submit**.

   If there is missing information, an error will appear at the top of the page.

   ```
   Before you can submit this application, missing information in the following section(s) must be provided:
   - Forecasted Cash Flows
   ```

   If there are no errors, the *Declaration and Consent* page appears.

   ```
   I hereby certify that all information contained in this application and in any attachment is correct.
   Signed by the sole proprietor, any partners for partnerships, one officer for corporations or the campus administrator in all cases.
   ```

4. Read the *Declaration and Consent* then click **I Agree**. The *Application Fees* page appears.
Submitting an Application for a New Campus (not a Campus Purchase)

**Step 10: Pay the Application Fees and Submit the PCC Registration Application**

1. If the **Application Fees** page is not on your screen, click the **Application Fees** link.

   ![Application Fees Table]

   (Your screen may look different.)

2. Review the fees.

3. Make the payment. For details see **Paying a Fee** starting on page 17.

4. Click **Submit**.
   - A confirmation message appears.
   - A notification is emailed to you.
   - The application status updates to “Under Review” and appears in the **Waiting for Response** section.

**Step 11: Post the Financial Security**

If your application is acceptable, you will be requested to submit Financial Security in the form of a Letter of Credit, Surety Bond, or Collateral Bond. You can also submit a combination of types however each type must be submitted separately.

ℹ️ There is a separate section containing more information about Financial Security starting on page 134.
1. From the To-Do section, open the financial security request ID found under the heading Financial Security – Pending Placement. The Financial Security – Summary page appears.

2. Click Add Financial Portfolio. The Select Financial Portfolio page appears.

3. Select the type of financial security.
   - If you are submitting a combination of financial security types, select one now then you will be able to add additional financial security after it is submitted.

4. Click Next. The page that appears is based on the type of financial security you selected.

5. If you selected Letter of credit:
   - 5.1. The Letter of Credit Details page appears.
5.2. Enter the Letter of Credit details.
5.3. Click **Save & Next**.

6. If you selected Surety Bond:
6.1. The **Surety Bond Details** page appears.
6.2. Enter the Surety Bond information.
6.3. Click **Save & Next**.

7. If you selected Collateral Bond:
   - An organization can only have one active collateral bond.
7.1. The **Collateral Bond Details** page appears.
7.2. Select the **Depositor Name**. The page expands.
7.3. Enter the collateral bond **Amount**.
7.4. Click **Save & Next**.
7.5. Upload a copy of a void cheque. For detailed instructions see page 13.
If you have submitted a Collateral Bond:
- You may be notified to send a wire transfer. For instructions see page 139.
- You may be notified to send personal bond. For instructions see page 140.

8. Click the Summary link. The Summary page appears.

9. Review / revise the information.

10. Click . A confirmation message appears.

11. To add another form of financial security repeat steps 1-10 above.

Tip: To see how much financial security you have submitted:

1) Click .
2) Then click the Search Financial Portfolio Request link.
3) Click . A table appears:

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Portfolio Type</th>
<th>Request Type</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSP-8618</td>
<td>Letter of Credit</td>
<td>Letter of Credit Initial Setup</td>
<td>$20,000.00</td>
<td>Under Review</td>
</tr>
<tr>
<td>FSP-8617</td>
<td>Surety Bond</td>
<td>Surety Bond Initial Setup</td>
<td>$20,000.00</td>
<td>Under Review</td>
</tr>
<tr>
<td>FSP-8616</td>
<td>Collateral Bond</td>
<td>Collateral Bond Initial Setup</td>
<td>$20,000.00</td>
<td>Under Review</td>
</tr>
</tbody>
</table>

Step 12: View the Ministry Decision

You will receive an email from the system after the Ministry has reached a decision. See Viewing a Ministry Decision on page 25 for details.
Purchasing a Registered Campus

Introduction

If you are starting a new campus, not purchasing an existing registered campus, see the instructions starting on page 61.

You should contact the Ministry beforehand to provide notice of the pending asset sale.

As a registered private career college, you can register another campus. You must seek program approval of at least one program. There may be instances where a third party program assessment is required depending on the program origin. For example, if the application is for a new program approval, assessments are required.

This section describes the process of initiating a purchase of a registered private career college for submission to the seller for acceptance. For information about Change of Ownership requirements, see Factsheet #7: Change of Ownership.

There is a fee associated with submitting a Campus Registration Application. The fee includes one program approval and a facility inspection of the new campus where vocational training will be delivered.

As part of the registration, you will need to post additional financial security for the new campus.

Registered campus and approved vocational program information including legacy programs, migrated from RICC where blank fields apply including supporting documents, must be updated through a program change request application before a buyer can initiate an asset sale request.

Once the sale is accepted by the seller, the Ministry must approve the sale in principle so that the registered PCC campus and program information can be released to the buyer for registration.

The buyer must complete an application for registration of the purchased campus(es) and an application for program approvals of the programs associated with the purchased campuses.
**Process Overview**

The following diagram outlines an asset sale workflow and where you can find the application in your Dashboard.

1. **Seller sends invitation to the Buyer**
   - Application is in Buyer’s **Waiting for Decision** section
   - Application can be withdrawn

2. **Buyer creates a Campus Application**

3. **Seller Acceptance**
   - Application is in Seller’s **To-Do** section

4. **Ministry reviews the request in principle**
   - Application is in Buyer and Seller’s **Waiting for Response** section
   - Status is “Under Review”
   - Application can be withdrawn

5. **Buyer registers campus**
Step 1: Seller: Send Campus Purchase Invitation to the Buyer

1. Click Campus.

2. Click the Submit Campus Purchase link. The Campus Purchase Invitation page appears.

3. Select the buyer information.

4. Click Send.

Step 2: Buyer: Receive Invitation then Start the Campus Application

1. Click Campus.

2. Click the Submit Campus Purchase link. The Campus Purchase Details.

3. Select the seller information. The Campuses available for Purchase appears.
4. Select the campus(es) you are purchasing. Click to see more information about the campus.

5. Click Save & Next. The Supporting Documents page appears.

6. Upload supporting documents. For details, see Uploading a Document starting on page 13. Also see Appendix B: Supporting Documents by Type.

   Be sure to ask the seller for any supporting documents, s/he may already have from the original campus registration and program approval application process.

7. Click Next. The Campus Purchase Summary page appears.

8. Review the information.

9. Click Submit. The Campus Purchase appears in the Waiting for Response section of your dashboard.

Step 3: Seller Acceptance

1. From your To-do list,

   open the application in the Campus Purchase (Seller) section. The Campus Purchase Application Summary page appears.
2. Click then review the summary.

3. Click Next. The Seller’s Response page appears.

![Seller’s Agreement](image)

4. Select the response.

5. Enter a comment to the buyer and Ministry. If you decline, you must enter a comment.

6. Click Submit. The request moves to the Waiting for Response section.

**Step 4: The Ministry Reviews the Purchase Request**

The Campus Purchase request is in the Waiting for Response section while the ministry reviews the request. You will be notified when the Ministry has reached a decision. See page 25 for more information.

**Step 5: Register the Purchased Campus**

1. Click Campus.

2. Click the Submit New Campus Registration link. The Campus Options page appears.
3. Select “Register a purchased campus”. The screen expands.

4. Click \( \text{Select} \). The \textit{Campus Details} page appears.

5. Complete the information on each page then click \( \text{Save & Next} \) until you get to the Program(s) page.

6. To add a program to the campus:
   6.1. Click \( \text{Add} \). The program name appears in the \textit{Programs Added to the Campus} section.
6.2. Click .

6.3. The **New Program Application Summary** page appears.

6.4. Starting at Program Details, review / update the information in each section. If a third party review is not required, skip that section.

6.5. Before returning to the **Campus Summary** page, click **Check Status** to be sure all information about the program has been completed.

6.6. Click **Back to Campus Summary**.

7. Click **Next**. The **Supporting Document** page appears.

8. Upload all the supporting documents. For details see **Uploading a Document** starting on page 13.

9. Click **Next**.

10. Review the application summary.

11. Click **Submit**. The **Declaration and Consent** page appears.

12. Read the declaration and consent then click **I Agree**. The **Application Fees** page appears.

13. Make payment. See **Paying a Fee** starting on page 17.

14. Click **Submit**. A confirmation message appears. The application is in the **Waiting for Response** section of your Dashboard.

Step 6: **Ministry Review**

You will be notified when the ministry has reached a decision.
Changing Campus Information – General Steps

1. Click Campus.

2. Click the Submit Change Request link. The Search Campus page appears.

3. Open the campus record. The Submit Change Request page appears.

4. Select “Campus Change Request” then click Next. The Campus Details page appears.

5. Scroll to the area requiring changes. If changes are not required on this page, click Save & Next until you get to the page requiring changes.

6. Make the change(s) required.

7. Click Save & Next. The Supporting Documents page appears.

8. Upload the supporting documents listed on the page. See Uploading a Document starting on page 13 for details.

9. Click Next. The Application Summary page appears.

10. Click Show Details.

11. Review the changes. The change appears with the word [Changed] in red print.

12. Depending on the type of change you made you will see a Submit or an Update button.
13. If you see an **Update** button, click it. A confirmation message appears. You are done.

14. If you see a **Submit** button, click it.
   - A confirmation message appears.
   - A notification is emailed to you.
   - The application status changes to “Under Review” and appears in the **Waiting for Response** section.

15. Depending on the change(s) you may be required to pay applicable fees. If a payment page appears, make the payment. For details see page 17.

**If you have changed your campus’ operating name:**
- If you have posted financial security in your operating name versus your legal name, you will have to update the PCC’s financial security posted with the Superintendent.

- You must update the supporting documents uploaded to the Campus Registration application.

- If the organization's operating name is the same at the campus operating name, you must also submit a change organization details application.
**Programs**

**Introduction**

In most cases, a new program approval application must be reviewed by third party program assessors. There may be instances where an assessment is not required depending the program origin. For example, if the application is for a campus to campus program approval and the approved program was assessed less than two years ago, the original program assessment is still valid.

**Process Overview**

The following diagram outlines the new Program Approval Application workflow process and where you can find the application in your Dashboard.

- **Ministry may request more information / revisions**
- **Application is in To-Do section**
- **Status is “incomplete”**
- **Applicant submits Program Approval Application to the Ministry**
- **Ministry reviews the application**
- **Ministry emails the decision**

**Adding a Custom / Third Party Program**

**Step 1: Start the Program Prescreening Application**

1. Click `Program +`

2. Click the **Submit Program Origin Application** link. The **Select Program Origin** page appears.

   - **Select Program Origin**
     - Pre-screening
     - Program Franchise
     - Program Purchased

3. Select “Pre-screening”.

4. Click `Next`. The **Organization Profile** page appears.
Step 2: Complete the Organization Profile

1. If the Organization Profile page is not on the screen click the Organization Profile link.

2. Review the organization information. If changes are required see page 48.

3. Click Next. The Program Information page appears.

Step 3: Complete the Program Information

1. If the Program Information page is not on the screen click the Program Information link.

2. Complete the program information then click Save & Next. The Occupation Information page appears.

Step 4: Complete the Occupation Information

1. If the Occupation Information page is not on the screen click the Occupation Information link.
2. Complete the occupation information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Occupational Classification Code</td>
<td>Enter the 4-digit code then click Add.</td>
</tr>
<tr>
<td></td>
<td>Click Remove to remove the previous NOCC.</td>
</tr>
</tbody>
</table>

3. Click **Save & Next**. The **Supporting Documents** page appears.

**Step 5: Upload Supporting Documents**

1. If the **Supporting Documents** page is not on the screen click the **Supporting Document** link.

2. Upload supporting documents if required. See **Uploading a Document** starting on page 13 for details.

3. Click **Next**. The **Prescreening Application Summary** page appears.

**Step 6: Review / Revise the Application**

1. If the **Prescreening Application Summary** page is not on the screen click the **Summary** link.

2. Click **Show Details**.

3. Review / edit the application if required. **To edit the organization information:** See the details starting on page 48.
To edit the program information: (1) Click Revise (2) Make the changes (3) Click Save (4) Click the Summary link

4. Click Submit. The Declaration and Consent page appears.

5. Read the Declaration and Consent then click I Agree.
   - A confirmation message appears.
   - A notification is emailed to you.

**Step 7: Review the Ministry Decision**

You will receive a decision in your email. You will also see the decision in the Ministry Decision section of your dashboard.

<table>
<thead>
<tr>
<th>Program Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application ID</td>
</tr>
<tr>
<td>PRSA-9130</td>
</tr>
</tbody>
</table>

If the decision result is that you require program approval, continue to Step 8.

**Step 8: Start the Program Application**

1. Click Program.

2. Click the Submit New Program Application link. The Select Program Origin page appears.

3. Select the program origin:
   - Pre-screening application which has received an “Approval Required” decision
   - Campus Copy - program from another registered campus belonging to the PCC

A list of programs appears.

4. Select the program then click Next. The Program Details page appears.
Step 9: Complete Program Information

1. If the Program Details – Program Information page is not on your screen, click the Program Details link.
2. Enter / verify / revise / complete the information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Occupational Classification Code</td>
<td>Enter the 4-digit code then click Add to remove the previous NOCC.</td>
</tr>
<tr>
<td>Language of instruction</td>
<td>▪ This is the language the program will be delivered in.</td>
</tr>
<tr>
<td></td>
<td>▪ If “Other” is selected, a list of Available Languages appears.</td>
</tr>
<tr>
<td></td>
<td>▪ Choose the language then click &gt;. The language selected moves from the Available Languages pane to the Selected Languages pane.</td>
</tr>
<tr>
<td></td>
<td>You can select more than one language however you must upload a copy of the program outline in the language of instruction and have it translated by a certified translator. Your translator must provide an attestation confirming that they have verified the English language program outline to be equivalent to the other language of instruction. Ensure that the translator’s credentials are also uploaded to your application.</td>
</tr>
<tr>
<td>Main Method(s) of Program Delivery</td>
<td>You may select more than one option for example if there is an instructor-led and computer-based component supervised by an instructor as part of the program’s curriculum.</td>
</tr>
</tbody>
</table>

3. Click Save & Next. The Vocation Duration, Enrolment and Fees page appears.

**Step 10: Complete the Vocational Duration, Enrolment and Fees**

- Fees must be in Canadian dollars and should not include provincial or federal taxes.
1. If the **Vocation Duration, Enrolment and Fees** page is not on your screen, click the **Vocation Duration, Enrolment and Fees** link.

2. Complete the program duration and enrolment information.

3. Complete the program fees for the program based on the program duration. Include a detailed breakdown for each fee category that will be charged to students.

   To enter more than one item per fee category, click **Add**. An additional line appears.

4. Click **Save & Next**. The **Admission Requirements** page appears.
Step 11: Complete the Admission Requirements

1. If the **Admission Requirements** page is not on your screen, click the **Admission Requirement** link.

2. Enter / review / revise the program’s admission requirements.

3. Click **Save & Next**. The **Employment Profile** page appears.
Step 12: Complete the Employment Profile

1. If the Employment Profile page is not on your screen, click the Employment Profile link.

2. Complete the Employment Profile section by researching labour market information and industry-based job descriptions of the vocation(s) which the program provides. Your research is to demonstrate the link between the program and labour market demand.

3. Enter the market research:
   3.1. In the Market Research section click Add.
   3.2. Select private career colleges and program titles for colleges that have a similar program in your market area.

   Refer to your labour market research such as labour market studies, or trade and professional publication articles, or statements from placement agencies, and job advertisements.

   3.3. Click Save & Return.
   3.4. To add additional market research repeat step 3.

4. Click Save & Next. The Program Development and Maintenance page appears.
Step 13: Enter the Program Development and Maintenance

1. If the *Program Development* page is not on your screen, click the *Program Development and Maintenance* link.

![Program Development and Maintenance](image)

2. Complete the *Program Development* information:
   2.1. Click *Add*. The *Add Developer* page appears.
   2.2. Enter the developer information.
   2.3. Click *Save & Return*.
   2.4. Answer the remaining questions.

<table>
<thead>
<tr>
<th>Field</th>
<th>Note/Tip</th>
</tr>
</thead>
</table>
| Name of Developer   | The name of the subject matter and/or program design experts (who are different and separate from your third party assessors) that assisted in the development of this program. 
A third party program developer may include a program purchased from another registered private career college, or association (i.e. NACC), or franchisor. |
3. Complete the **Program Maintenance** information. You can enter as many methods and frequency as applicable.

3.1. Click **Add**. The **Program Maintenance Method** page appears.

3.2. Enter the maintenance method and frequency.

Refer to third party assessors as they may make recommendations regarding how to maintain quality assurance of the program.

3.3. Click **Save & Return**.

4. Click **Save & Next**. The **Grading Policies** page appears.

**Step 14: Describe the Grading Policies**

1. If the **Grading Policies** page is not on your screen, click the **Grading Policies** link.
2. Answer the questions.

3. Click \textbf{Save & Next}. The \textit{Resources} page appears.

\textbf{Step 15: Enter the Resources}

1. If the \textit{Resources} page is not on your screen, click the \textit{Resources} link.

2. Enter the facilities and equipment required to deliver the program based on the maximum single class size.
   \begin{itemize}
   \item Specify the hardware / software types and version number if computers are listed as a resource.
   \end{itemize}

3. Click \textbf{Add}. You can enter as many resources as applicable.

4. Click \textbf{Next}. The \textit{List of Subjects} page appears.
Step 16: Complete the List of Subjects

1. If the List of Subjects is not on your screen, click the List of Subjects link.

2. Click Add. The Subject page appears.

3. Enter the subject/module outline information.

4. Enter the method of evaluation:
4.2. Complete the Method of Evaluation for this subject. 

   The Total % Weight must equal 100% before the subject can be added to the List of Subjects.

4.3. Click  

4.4. To add more evaluations, repeat steps 4.1 to 4.3.

5. Enter the method of instruction:

5.1. Enter the number of hours of each type of instruction. The system will compute the % weight automatically.

5.2. If you need to add a method not available in this table: Enter the method and number of hours in the Other textbox line then click .

6. Identify the modules that make up the subject:

6.2. Enter the module information then click **Save & Return**.  
- The total number of instruction hours must equal the total subject length.

6.3. To add another module, repeat steps 6.1 and 6.2.

7. Indicate the program location(s).  
7.1. If “you click “Campus Alternative”, an **Alternate Facility Location** section appears.

7.2. Click **Add**.  The **Alternate Facility Location** page appears.
7.3. Enter the alternative training location information then click **Save & Return**.

8. Answer the question “Does the subject require a final examination of a formal evaluation?”

9. Identify the subject competencies and objectives a student is expected to acquire / perform from this subject in order to achieve the subject's core objectives.

10. Click **Save & Return**. The *List of Subjects* page appears with the added subject.

11. To add another subject, repeat steps 2 to 9.

   - At least one subject must be added to the List of Subjects table. The *List of Subjects* section cannot be marked complete until the Total Instruction Hours entered for each subject matches the Program Duration entered in the *Program Details* section.

12. Once all subjects have been entered, answer the question “Are the subjects taught in the sequence as listed above?”

   If you reply “no”, put the subjects in the correct order. To change the order of the subjects in the table, click arrows in the Move column.

13. Answer the question: “Will the program have multiple points at which a student can enter the program?”

   If you reply “Yes”, the entry point column appears. Click the subject checkboxes when a new student can enter the program.
14. Click **Save & Next**.

**Step 17: Enter Practicum Information**

Skip to the next step if the program does not contain a practicum.

1. If the *Practicum* page is not on your screen, click the *Practicum* link.

2. Answer the practicum questions.

3. Click **Save & Next**. The *Program Delivery Information* page appears.
Step 18: Complete the Program Delivery Information

1. If the Program Delivery Information page is not on your screen, click the Program Delivery Information link.

![Program Delivery Information table]

Based on the subject hours entered for each teaching method, the number of actual instruction hours that a student is required to spend in each scheduled learning setting is calculated by the system along with the % weight of each mode of delivery.

- The Total Instruction Hours entered in the Mode of Delivery Table above should match the Total Instruction Hours provided in the Program Duration section on the Program Details page.

- The Method list in the Mode of Delivery Table above should match the Teaching Methods listed under the Teaching Method Table in the List of Subjects page and the Instruction Hours list in the Mode of Delivery Table should also match the Total Instruction Hours for each Teaching Method entered for all the Subjects provided in the List of Subjects page.

2. If you have an alternate facility location enter the information now.

3. Click Next. The Training Completion Plan page appears.
Step 19: Provide Training Completion Plan

1. If the Training Completion Plan page is not on your screen, click the Training Completion Plan link.

2. Answer the question.

3. If "No" is selected, describe how a training completion by a non-PCC institution has or might be arranged.

4. If “Yes” is selected, the page expands appears.

4.1. Click Add. The Programs with a high degree of suitability for training completion page appears.
4.2. Answer the remaining questions then click **Save & Return**.

5. Click **Save & Next**. The **Supporting Documents** page appears.

**Step 20: Upload Supporting Documents**

1. If the **Supporting Documents** page is not on your screen, click the **Supporting Documents** link.

   (The documents that appear in the list are based on your responses to the questions on previous pages.)

2. Upload the document(s). For details, see **Uploading a Document** starting on page 13.
For a description of the documents required, see Appendix B: Supporting Documents by Type.

3. Click Next. The Third Party Assessment page appears.

Step 21: Third Party Assessment

Introduction

All new Program Approval applications (with the exception of flight training programs) require:

- An Adult Education Expert (AEE) to assess the adult education aspects of a program, and
- A Subject-Matter Expert (SME) to assess the subject matter aspects of a program.
- If the program delivery mode is Distance Education (DE), then a Distance Education Expert (DEE) report is also required.

One assessor can complete all assessment reports (AEE, SME and DEE) if s/he meets the qualifications of all assessor types.

All assessors must meet the qualification requirements outlined in the Superintendent’s Factsheet #3: Third Party Program Assessment available from the Private Career Colleges Branch portal.

The Ministry maintains a roster of third party assessors approved by the Superintendent that may be available to assess a particular program based on the program category.

You can choose to get assessment reports produced by your own Third Party Assessor or by selecting a previously used Assessor.

If a program that leads to vocation in a regulated profession is identified and you have selected to use the assessor(s) identified by the Superintendent, only one assessment report will be required for the program as the assessor is seen to fulfill both SME and AEE roles.

The Superintendent may refuse to approve an assessor who does not meet the requirements noted in Superintendent’s Factsheet #3: Third Party Program or who submits an unsatisfactory assessment report for a program. The application will be deemed incomplete until a satisfactory assessment report is provided.
Workflow

The following diagram outlines the third party assessment workflow process and where you can find the application in your Dashboard.

- APPLICATION is in To-Do section until invitation is sent
- Status is “Draft”
- Revisions can be made

- APPLICATION is in Waiting for Response section
- Status is “Under Review”
- Invitation can be withdrawn

- APPLICATION is in Ministry Decision section

All third party assessment reports must be completed before a program approval application can be submitted.

Step 21.1: Invite the Assessors

1. Contact the assessor beforehand to determine whether s/he is qualified and willing to assess your program. Assessors must be free of any conflict of interest with an applicant and base their assessment on the complete, accurate, and final copy of the program as provided by an applicant. Be sure to ask for their current email address.

2. Make sure your program information is complete before you start this step.
   - Once an assessment report has been completed, you will not be able to make changes to your program. If you need to make changes, you will have to have the program re-assessed.

3. If the Third Party Assessment page is not on your screen, click the Third Party Assessment link.
4. Select the assessor from the dropdown list.

If the assessor is not on the list you can add one:
4.1. Be sure you have the correct email address of the assessor. The email address is required for them to receive the invitation.
4.2. Click Add.

4.3. Add the assessor details then click Save & Return.

5. Click Invite. The system sends an email to the assessor.

6. Repeat steps 3 and 4 for all the assessors required.

➢ All program information is locked during the third party assessment process. You will be able to edit your program once the assessments are completed.

➢ The application status updates to “Under Third Party Review” in the Waiting for Response section.
Assessors will receive a reminder on the 5th and 10th day from the date of the invitation was sent. If an assessor does not respond to your request for assessment within 30 days, the invitation will expire and you will have to re-send the invitation or add another assessor.

**Withdrawing an Assessor**

You can withdraw an assessor at any time. You must withdraw an assessor if s/he has declined to assess your program or if s/he has completed the report with an “Insufficient” status. The assessor needs to be withdrawn in order for you to invite another assessor.

1. Open the application.
2. Click the **Third Party Assessment** link. The **Third Party Assessor(s)** page appears.

![Third Party Assessor(s)](image)

3. Click **Withdraw**. An Invite button appears.

![Action Options](image)

4. Invite a replacement assessor.

**Step 21.2: Receive the Assessor’s Reply to the Invitation**

If the assessor declines the invitation to assess a program, PARIS will notify you by email. If this happens, you must invite another assessor to complete the assessment. An assessor may also decline a request during the assessment process.

Once an assessor accepts the invitation, the status updates to “Under Third Party Review” in the application **Summary** page.

During a review, an assessor can:
- Complete the assessment report online or upload a report.
Make recommendations to a program. If recommendations are made, the program will require changes.

**Step 21.3: Receive the Assessor’s Report**

1. From your dashboard, locate the Third Party Assessment section.

2. The decision appears at the top of the section.

3. If there is a problem with the third party assessment, you may have to modify your program information.

   No action is required once the assessment status is “Meets Requirement”.

**Step 22: Review and Submit the Application**

1. Open your draft program application from the To-Do section.

2. If the Summary page is not on your screen, click the Summary link.

3. Click Show Details. The application expands.

4. Review and revise the application if required.

5. Click Submit. The Declaration and Consent page appears.

6. Read the Declaration and Consent then click I Agree. The Application Fees page appears.

**Step 23: Pay the Application Fee and Submit the PCC Registration Application**

1. If the Application Fees page is not on your screen, click the Application Fees link.
2. Pay the application fees. For details see Paying a Fee starting on page 17.

3. Click Submit.
   - A confirmation message appears.
   - A notification is emailed to you.
   - The application status changes to “Submitted” and is in the Waiting for Response section.

**Step 24: Viewing the Ministry Decision**

You will receive an email from the system after the Ministry has reached a decision. See Viewing a Ministry Decision on page 25 for details.
Adding a Purchased Program (From a PCC or Franchise)

Introduction

A program can be sold by a registered private career college, a person or a franchise. This section covers the steps to be taken regardless of the seller type. This section describes the process of initiating a program purchase or franchising an approved program from a registered private career college or Franchise. (A registered PCC must be identified as franchisor to franchise an approved program.)

There is no fee associated with the program purchase or franchise program initiation however you are subject to the new program approval fee when applying for program approval.

The program buyer must make arrangements with the program seller prior to initiating the process in PARIS.

Once the program sale or program franchise is accepted by the seller, the buyer must then complete an application for program approval and submit it to the Ministry for review. The Ministry must approve the program sale or franchise program in principle so that the seller’s program information is released to the buyer for program approval.

Once the application for program approval is approved by the Ministry, the buyer is allowed to offer the program purchased or franchised from the selling PCC.
Process Overview

Step 1: Seller: Send an Invitation to the Buyer

1. Click **Program**.

2. Click the Send Program Franchise Invitation or Send Program Purchase Invitation link as applicable. The Buyer Information page appears.
3. Indicate if the buyer is a Registered PCC.

4. **If the buyer is a registered PCC:** Enter / select the Operating Name.

5. **If the buyer is not a registered PCC:** Enter the name and email address information.

6. Click Send. A confirmation appears.

**Step 2: Buyer: Receive Invitation then Start the Application**

1. Receive the email invitation.

2. Click Program.  

3. Click the **Submit Program Origin Application** link. The **Select Program Origin** page appears.

   ![Select Program Origin](image)

4. Select “Program Franchise” or “Program Purchased” as applicable.

5. Click Next. The **Seller Information** page appears.

   ![Seller Information](image)

6. Select the Operating Name.

7. Click Select Programs. The **Select Campus** page appears.
8. Select the **Campus Location Name**. The campus address and programs available to purchase or franchise table appears.

A legacy program may have to be updated before it can be purchased or sold. You may have to submit an application for a program change request if the seller wishes to sell this program to a buyer.
9. Select the program(s) you are purchasing or franchising.

10. Click \(\text{Save & Return}\). The program appears in the Programs Selected for Purchase list.

11. Click \(\text{Save & Next}\). The Supporting Documents page appears.

12. Upload the document(s) listed in the Supporting Documents table. For details, see Uploading a Document starting on page 13.

   i The letter of authority/agreement of purchase and sale or franchise agreement must be an executed copy, dated and signed by both buyer and seller.

13. Click \(\text{Next}\). The Program Purchase Summary page appears.

14. Click \(\text{Show Details}\) then review / revise the application if required.

15. Click \(\text{Submit}\).

16. Click \(\text{Exit}\).

   ➢ A notification is emailed to you and the seller.
   ➢ The application appears in the Waiting for Response section with the status of “Pending Seller Acceptance”.
   ➢ If the application is declined by the seller, it appears in the Ministry Decision section with the status of “Declined by Seller”.
   ➢ When the application is accepted by the seller and submitted to the Ministry for acceptance in principle, the application status updates to “Pending Ministry Acceptance in Principle”.

   i The program purchase initiation can be withdrawn before the application is “Pending Ministry Acceptance”.

\[
\begin{array}{|c|c|c|c|c|c|}
\hline
\text{Program Name} & \text{Campus Location Name} & \text{Weeks} & \text{Hours} & \text{Last Third Party Assessment Date} & \text{Action} \\
\hline
\text{Programming for Beginners} & \text{Deb’s Campus 412 Main Lane, Markham, L3R 3M4} & 1 & 40 & \text{Mar 16, 2018} & \text{Remove} \\
\hline
\end{array}
\]
Step 3: Seller: Accept the Invitation

1. From the To-Do section, open the Program Purchase application. The Program Purchase Summary page appears.

2. Click then review the information for accuracy.
   - If the buyer is not a registered PCC, the buyer’s full name, phone number, address, and email address appears instead of the legal and operating name of a PCC.

3. Open the document:
   3.1. Click on the blue file name link.
   3.2. Click . The attachment appears for your review.
   3.3. Close the document.

4. Click . The Seller’s Agreement page appears.
5. Read the disclaimer then select your Response.

6. Enter comments if necessary. The comments appear to the buyer and Ministry. If you decline, you must provide comments.

7. Click Submit.

8. Click Exit
   - A notification is emailed to you and the buyer.
   - If declined, the application appears in the Ministry Decision section with the status of “Purchase Declined by Seller”.
   - If accepted, the application status updates to “Pending Ministry Acceptance in Principle”.

   The Ministry must accept the program sale or franchise program in order to release the program details to buyer. If the Ministry has concerns or questions, the parties will be contacted or the application will be declined with comments. You will have to start another program purchase initiation process.

**Step 4: Review the Ministry's Acceptance of the Program Purchase / Franchise Program**

- The Ministry will review the application including the uploaded letter of authority or agreement of purchase and sale and decide whether to accept or decline the program purchase or franchise program in principle. The Ministry may provide comments and upload additional documents for reference.

- Once the Ministry has accepted the program purchase or franchise program sale, the buyer and seller will receive notification and the application appears on the Ministry Decision section with the status of “Proceed to Program Approval”.
1. From the Ministry Decision section of your dashboard, click the blue application link. The Program Purchase Summary or Franchise Buyer page appears.

2. Review the comments. Review any supporting documents uploaded by the Ministry. To open a document, click on the document file name.

**Step 5: Buyer: If the Buyer is not a PCC: Submit a New Registration for your Organization**

For details see submitting a New Registration Application starting on page 38.

**Step 6: Buyer: If the Buyer is a PCC...Complete the Application for Program Approval of a Purchased Program / Franchised Program**

Once the asset sale is accepted by the Ministry in principle the asset sale the buyer can submit a new program approval application.

1. Click .

2. Click the Submit a New Program Application link. The Select Program Origin page appears.

3. Click “Program Franchise” or “Program Purchase”. The program name appears.
4. Click the select radio button then click **Next**.

5. Click **Add**. The *Program Information* page appears.

6. Complete the blank fields and edit other fields as required. Greyed-out fields cannot be changed.

7. Click **Save & Next**.

8. Repeat Steps 7 and 8 until you get to the *Supporting Documents* page.

**Step 7: Upload Supporting Documents**

1. See *Uploading a Document* starting on page 13 for details.

2. Click **Save & Next**. The *Third Party Assessment* page appears.

**Step 8: Obtain Third Party Program Assessments (if required)**

If you are not required to obtain third party program assessments, skip this step.

1. Select the assessor then click **Invite**.

2. Click **Next**. The *Summary* page appears.

**Step 9: Review and the Application**

1. If the *Summary* is not on your screen, click the *Summary* link.
2. Click Show Details.

3. Review / edit the application if required. 
   To edit a section: (1) Click Revise (2) Make the changes (3) Click Save.

4. Click Submit. A declaration message appears.

5. Read the Declaration and Consent then click I Agree. The Application Fees page appears.

**Step 10: Pay the Application Fee and Submit the PCC Registration Application**

1. Make the payment. For details see Paying a Fee starting on page 17.

2. Click Submit.
   - A confirmation message appears.
   - A notification is emailed to you.
   - The application status changes to “Submitted” and is transferred to the Waiting for Response section.

**Step 11: View the Ministry Decision**

You will receive an email from the system after the Ministry has reached a decision. See Viewing a Ministry Decision on page 25 for details.
Changing Program Information

1. Click **Program**.

2. Click the **Submit Change Request** link. The **Search By** page appears.

3. Enter the search criteria then click **Search**.

4. Select the program by clicking the blue link. The **Select Program** page appears.

![Select Program Page](image)

5. Select “Program Change Request”.

6. Click **Next**. The **Program Information** page appears.

7. Enter/change the information as applicable.

8. Click **Save & Next**.

9. Repeat steps 7 and 8 until you get to the **Supporting Documents** page.

10. Add the supporting documents as required. See **Uploading a Document** starting on page 13 for details.

11. Click the **Third Party Assessment** link then select the third party assessors.

12. You will not be able to submit the change until the assessment reports are completed by the third party assessor(s).

13. Click **Submit**.
Discontinuing a Program

1. Click Program.

2. Click the Submit Change Request link. The Search By page appears.

3. Search for and open the program to be discontinued. The Select Change Request page appears.

4. Select “Discontinue Program”.

5. Click Next. The Discontinue Program page appears.

6. Answer the questions then click Save & Next. The Supporting Documents page appears.

7. Upload supporting documents as required. See Uploading a Document starting on page 13 for details.

8. Click Next. The Summary page appears.

9. Review the information then click Submit.
Financial Security

Introduction

Every applicant for registration must post financial security as a condition of registration. A request is sent to the private career college when it is required to post financial security. You must make the necessary arrangements with your financial institution or insurance company, depending on the type of security you will be posting.

There are three types of financial security that can be posted: (1) Letter of Credit (2) Surety Bond (3) Collateral Bond. If you elect to post a combination of more than one financial security type, the combined types must match the total financial security amount required before you can submit your financial security placement. This transaction will be treated as one package therefore all financial security types provided must be approved for the bond placement process to be completed.

If financial security is not received, two reminders will be sent to the PCC 14 days and 30 days before the deadline. If you do not respond to the final reminder, your PCC Registration application can be rejected and you will be subject to non-refundable fees as stipulated in the Fee Schedule for PCCs available from the Ministry’s Private Career Colleges Branch portal.

There is no fee associated with Bond Placement other than that charged by a financial institution or insurance company to set up your financial security.

Process Overview

The following diagram outlines the Bond Placement workflow and where you can find the application in your Dashboard.

1. Click
Submitting a New Financial Portfolio

1. Click **Financial Security**

2. Click the **Submit New Financial Portfolio** link. The **Submit New Financial Portfolio** page appears.
3. Select the type of financial security.

4. Click Next. The page that appears is based on the type of financial security you selected.

5. If you selected Letter of credit:
   5.1. The Letter of Credit Details page appears.
   5.2. Enter the Letter of Credit details.
   5.3. Click Save & Next.

6. If you selected Surety Bond:
   6.1. The Surety Bond Details page appears.
6.2. Enter the surety bond information.
6.3. Click Save & Next.

7. If you selected Collateral Bond:
7.1. The **Collateral Bond Details** page appears.

7.2. Select the **Depositor Name**. The page expands.
7.3. Scroll down then enter the collateral bond **Amount**.
7.4. Click Save & Next.
7.5. Upload a copy of a void cheque. See **Uploading a Document** starting on page 13 for details.

ℹ️ If you have submitted a Collateral Bond:
- You may be notified to send a wire transfer. For instructions see page 139.
- You may be notified to send personal bond. For instructions see page 140.

8. Click the **Summary** link. The **Summary** page appears.

9. Review / revise the information.

10. Click **Submit**. A confirmation message appears.
Doing a Wire Transfer

You may be sent an email requesting a wire transfer.

1. From the To-Do section, open the application under the heading Financial Portfolio Request – Pending Wire Transfer.

2. Click the Collateral Account Details link.

3. Scroll down to the Wire Transfer Details section.

4. Click . The Wire Transfer Details page appears.

5. Enter the Date and the Amount.

6. Click Save & Return.

7. Click the Supporting Documents link then upload the Wire Transfer Confirmation. For detailed instructions see page 13.

8. Click the Summary link.

9. Click Submit.
Adding a Personal Bond

You may be sent an email requesting a personal bond.

1. From the To-Do section, open the application found under the heading Financial Portfolio Request – Pending Personal Bond Submission.

2. Click the Collateral Account Details link.

3. Scroll down to the Personal Bond Details section.

4. Click Add. The Personal Bond Details page appears.

5. Enter the Effective Date.

6. Click Save & Return.

7. Click the Supporting Documents link then upload the Personal Bond document. For detailed instructions see page 13.

8. Click the Summary link.

9. Click Submit. A confirmation message appears.
Amending your Financial Portfolio

Introduction

You may need to update or replace your financial security posted when:
- You wish to replace your financial security type with another type;
- Your current financial security is expiring;
- The Ministry has received cancellation notice of your financial security;
- You are required to increase your financial security; or
- You are to reduce your financial security.

If you are replacing your financial security with another type, it can take less than 60 days from the time of approval of your cancellation request.

You will receive a system notification 30 days, 14 days and a day before the expiration date. You must have replaced, continued or amended your financial security by the expiration date of your financial security.

Process

1. Click .


3. Select the type of financial security. The screen displays a table showing the existing financial security of that type.

4. Click the blue Portfolio ID link. The Surety Bond Details page appears.
5. **To increase the amount of financial security:**
   5.1. Click **Increase**.
   5.2. Enter the **Amount** and **Date of Issue** (increase).
   5.3. Click **Save & Next**. The **Supporting Documents** page appears.

6. **To change the expiry date of the financial security:**
   6.1. Click **Continuation**.
   6.2. Enter the new expiry date then click **Save & Next**. The **Supporting Documents** page appears.

7. Upload supporting documents as required. See [Uploading a Document](starting on page 13) for details.

8. Click **Next**. The **Summary** page appears.

9. Review / revise the information.

10. Click **Submit**.
Applying / Redeeming a Credit

If the PCC’s financial security posted amount is higher than the outstanding amount, the PCC can apply the entire credit or a portion of the credit to their financial portfolio. Credit can be given when an application is rejected/refused/withdrawn or a financial security decrease as a result of a renewal/change request.

1. From the To-Do list click Financial Security.
2. Expand the Pending Placement section.

3. Open the Request ID number. The Summary page appears.

4. The outstanding amount and the amount of the credit appears at the top of the page and in the Credit Amount section.

   In the above example, there is a $10,000 credit.

5. If the amount of the credit is equal to or MORE than the outstanding balance, you can apply the entire credit or a partial credit.
To apply the entire credit toward the outstanding balance:
(a) Scroll down to the “Do you only want to redeem credit?” section.
(Note: this question only appears if there is enough credit to satisfy an outstanding application.)

(b) Click the “Yes” radio button.
(c) Click Next. The Summary of Financial Security page appears.

(d) Enter the entire credit amount.
(e) Click Redeem Credit. The Credit Amount table updates.

(f) Click Submit. A confirmation message appears.

To apply a partial amount of the credit toward the outstanding balance and place security towards your outstanding amount:

(a) Scroll down to the “Do you only want to redeem credit?” section.
(Note: this question only appears if there is enough credit to satisfy an outstanding application.)
(b) Click the “No” radio button.

(c) Select the type of financial portfolio from the dropdown list.

(d) Click **Next**. The *Financial Portfolio Details* page appears.

(e) Complete the financial portfolio information.

(f) Enter the redemption amount. This can be the full or partial amount of the available credit.

(g) Click **Redeem Credit**. The credit amount appears in the table.

In the above example, $1,000 of the credit was applied leaving a credit of $9,000.
(h) Click **Save & Next**.

(i) Enter information / upload documents as required.

(j) Click **Submit**. A confirmation message appears.

6. **If your credit is LESS than your outstanding balance, you can apply the credit toward the outstanding balance and place security towards your outstanding amount:**

(a) Select the type of financial portfolio from the dropdown list.

(b) Click **Next**. The *Financial Portfolio Details* page appears.

(c) Complete the financial portfolio information.

(d) Enter the redemption amount. This can be the full or partial amount of the available credit.

![Financial Security Credit Amount Details](image)

(e) Click **Redeem Credit**. The credit amount appears in the table.

(f) Click **Save & Next**.

(g) Enter information / upload documents as required.

(h) Click **Submit**. A confirmation message appears.
Introduction

Following a private career college’s registration and/or renewal of registration process, the Ministry issues a Training Completion Assurance Fund (TCAF) premium invoice.

For each year of registration under the Private Career Colleges Act, 2005 (PCCA), PCCs are required to pay TCAF premiums.

PCC receive an invoice detailing how much the TCAF premium is, when the premium is due and how the calculations were made.

There are different types of premiums that a PCC can be billed for:

- Initial Annual Premiums
- Annual Premiums
- Founding Surcharges
- Premium Surcharges
- Levies

TCAF notifications are sent to private career colleges as soon as the private career college is registered or renewed. PCCs have 30 days to pay the invoice in PARIS. If payment is not made within the 30 days, a separate invoice will be mailed from Ontario Shared Services. Your option to make payment through PARIS will no longer be available and your payment will be subject to interest charges.

To review requirements about the Training Completion Assurance Fund, refer to Factsheet #4A - Training Completion Assurance Fund : Financial Security and Factsheet #4B - Training Completion Assurance Fund : Premiums, both are available from the Ministry’s Private Career Colleges Branch portal.
Process Overview

The following diagram outlines the TCAF premium workflow process and where you can find the application in your Dashboard.

Step 1: Review the TCAF Summary

1. In the To-Do section, open the TCAF notice located under the heading TCAF Notice Issued. The TCAF Summary appears.

2. Click Show Details.
3. Open and review the notice:
   3.1. Click View PDF.
   3.2. Click Open.
   3.3. Close the notice

4. Shared Services will send your organization an invoice. Payment is done outside of the PARIS system.
Conditions

Introduction

A condition may be placed on your registration by the review team. A condition could include submitting a document, signing a document, etc.

One condition can include one or more occurrences.

A condition will be closed only when all occurrences are closed.

Viewing New and Outstanding Condition Occurrences

New and outstanding condition occurrences appear in the To-Do section. To view all conditions, see the next section.

1. From the To-Do section click the condition occurrence.

2. Click the blue Occurrence ID link to open the occurrence. The Occurrence Summary page appears.

Viewing All Conditions

1. Click Conditions.

2. Click the Search Conditions link. The Search By page appears.
3. Enter the search criteria then click Search. The search results appear below the search criteria.

<table>
<thead>
<tr>
<th>Condition ID</th>
<th>Condition</th>
<th>Status</th>
<th>Approved Date</th>
<th>Comply by Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON-1036</td>
<td>Compliance Monitor</td>
<td>Active</td>
<td>Aug 15, 2018</td>
<td>Aug 20, 2018</td>
</tr>
</tbody>
</table>

4. Click the blue Condition ID link. The **Condition Summary** or **Occurrence Summary** page appears.

**Viewing All Condition Occurrences**

1. Click **Conditions**.

2. Click the Search Condition Occurrences link. The **Search By** page appears.
3. Enter the search criteria then click **Search**. The search results appear below the search criteria.

![Search Results](image)

4. Click the blue **Occurrence ID** link. The *Occurrence Summary* page appears.
Satisfying a Condition Occurrence

1. Open the condition occurrence. See the previous section.

2. Click on Show Details.

3. Scroll down to the Condition Occurrences table.
In the above example, there are three condition occurrences for the condition CON-1036. Each one has a unique number.

4. Click . The **Occurrence Summary** appears.

Tips:
- The Occurrence ID at the top displays what occurrence you are responding to: In the above example, CON-1036-1 is the first occurrence.
- If you don’t satisfy the condition by the due date the status becomes “overdue”.
- If you satisfy the condition when it is overdue, the submitted date will indicate the date submitted and the word “overdue”. You are emailed a reminder before a condition is due.

5. Click the **Supporting Documents** link from the left navigation menu.

6. Add comments/documentation to show that you have satisfied the condition. For more information on uploading supporting documents see the instructions starting on page 13.
7. Click **Next**. The *Occurrence Summary* page appears.

8. Click **Submit**. A confirmation message appears.

9. Repeat the above steps for each condition occurrence. When all occurrences are satisfied, the condition status changes to “closed”.
Inspections

Introduction

Part of a PCC registration, a new campus registration, or change of location application review process is an inspection of the premises where the vocational program(s) is to be delivered. This inspection is arranged directly with the applicant / campus administrator ahead of time.

While on site and based on the inspection type, PCC Branch Inspectors assigned to the PCC portfolio complete a thorough review and report on the facility. An inspection checklist is completed and the form is signed electronically by the campus administrator to confirm the completion of a site visit by the inspector.

The PCC is emailed when the inspection report is available for their review and action. If the report identifies any compliance issues, directions and timelines, the organization must respond to the compliance issues in PARIS. Failure to satisfy the compliance issues may result in the organization registration, campus registration, or change of location application being rejected or refused.

Compliance inspections are also conducted to assess a registered private career college’s compliance with recordkeeping and maintenance requirements set out by the Act; however, this type of inspection is not scheduled or announced beforehand.

Opening an Inspection Report

Opening an inspection report from the email:
1. You will be emailed a notification if a compliance issue is found during an inspection. Click on the link in the email then log in to PARIS.

2. From the Ministry Decision section, locate the application with the status: “Inspection Closed”.

3. Click View. The Inspection Details page appears.


Opening an inspection report from PARIS:
1. Click Inspection

2. Click the Search Inspection link. The Search By page appears.

3. Click Search. The search results appear below the search criteria.
4. Click the blue Inspection ID link. The **Compliance Inspection Summary** page appears

<table>
<thead>
<tr>
<th>Inspection ID</th>
<th>Inspection Type</th>
<th>Inspection Date</th>
<th>Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>INS-502</td>
<td>Facility inspection</td>
<td>Aug 15, 2018</td>
<td>Starr: Debra</td>
</tr>
<tr>
<td>INS-403</td>
<td>Facility inspection</td>
<td>Jul 27, 2018</td>
<td>Starr: Debra</td>
</tr>
</tbody>
</table>

5. Click ![Show Details](image)

**Responding to Compliance Issues**

You must address all non-compliance issues.

1. Open the issue:
   **Method 1:**
   (1) Open the inspection report (see the previous section).
   The **Compliance Issue(s)** section lists the outstanding compliance issues.
   (2) Click ![Select](image). The **Compliance Issue(s) Details** page appears

   ![Compliance Issue(s) Table](image)

   Method 2:
   (1) Click ![Inspection](image).
   (2) Click the Search Compliance Issue link.
(3) Click Search. The compliance issues appear at the bottom of the page.
(4) Click the blue Compliance Issue ID link. The Compliance Issue(s) Details page appears.

2. Respond to the issue:
   2.1. Enter the Resolution to Compliance Issue.
   2.2. Click Save & Next. The Supporting Documents page appears.
   2.3. You can upload a document to support the issue resolution. See Uploading a Document starting on page 13.
   2.4. Click Next. The Compliance Issue Summary page appears.

3. You can enter a Comment then click Save.

4. When you are finished responding to the inspection report, click Submit. A confirmation message appears.

5. Click Exit.
   ➢ The status of the changed issue updates to “Under Review” (found in the Waiting for Response section.)
Inquiry

Introduction

An inquiry can be submitted to the Ministry at any time. If you want to make an inquiry about a specific application, see page 21.

Submitting a New Inquiry

1. Click Inquiry.

2. Click the New Inquiry link. The Inquiry Information page appears.

3. Select the Inquiry Category from the dropdown list.

4. Select the Inquiry Topic from the dropdown list.

5. If a Sub-category appears, select an option.

6. Click Search FAQ. The list of frequently asked questions associated with your inquiry criteria appears.
7. To read the answer, click on the blue question link. The answer appears below the question. To hide the answer, click on the question link again.

8. If your question has not been answered in the FAQ list:
   8.1. Click Create Inquiry.
8.2. Type your inquiry in the box at the bottom of the page then click **Save & Next**. The *Supporting Documents* page appears.

8.3. Add supporting document(s) if required. See [Uploading a Document](#) starting on page 13 for details.

8.4. Click **Next**. The *Inquiry Summary* page appears.

8.5. Review / revise the inquiry information.

8.6. Click **Submit**.
   - A confirmation message appears.
   - The inquiry appears in your Dashboard’s *Waiting for Response* list with the status of “Under Review”.

---

**Inquiry**

---

**Requestor Information**

- **User Role:** Binding Authority
- **First Name:** Debra
- **Last Name:** X
- **Mailing Address:**
- **Phone Number:** 1111111111
- **Alternate Phone Number:**
- **Email Address:** debrapcc@netvel.net

---

**Inquiry Information**

- **Inquiry Category:** Business Name Approval
- **Inquiry Topic:** General

---

**Inquiry Section - Comments**

-Inquiries:
You will receive an email from the system after the Ministry has reached a decision. See Viewing a Ministry Decision on page 25 for details.

**Withdrawing an Inquiry**

1. From your dashboard, in the *Waiting for Response* section, click the blue *Inquiry ID* link.

   ![Waiting For Response Table](image)

<table>
<thead>
<tr>
<th>Inquiry ID</th>
<th>Initiator</th>
<th>Initiator Role</th>
<th>Submitted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>INQ-963</td>
<td>Xyz, Deb</td>
<td>Binding Authority</td>
<td>Feb 21, 2018</td>
</tr>
</tbody>
</table>

2. Click **Withdraw**. A confirmation message appears.

3. Click **OK**.

**Searching for an Existing Inquiry**

1. Click **Inquiry**.

2. Click the *Search Inquiry* link. The *Search Criteria* page appears.

   ![Search Criteria Form](image)

3. Enter the search parameters. **Tip**: To see all your inquiries, leave the search criteria blank.

5. Click the blue Inquiry ID link to open the inquiry.
Compliance Issues

Introduction

Compliance issues that need to be addressed appear in the To-Do section. Completed compliance issues can be searched for.

Viewing Compliance Issues

1. Click

2. Click the Search Compliance Issue link. The Search By page appears.

3. Enter the search parameters then click Search. The search results appear.

4. Click the Compliance Issue ID link. The Compliance Issue Summary page appears.
Handling a Compliance Issue

1. Open the compliance issue found in the To-Do section. The **Compliance Issue Summary** page appears.

2. Click the **Compliance Issue Details** link. The **Ad hoc Compliance Issue Details** page appears.

3. Review the issue.

4. Enter your resolution in the **Resolution to Compliance Issue** field.

5. Click **Save & Next**. The **Supporting Documents** page appears.

7. Click Next. The Compliance Issue Summary page appears.

8. Click Submit. A confirmation message appears. The issue moves to the Waiting for Response section.
Managing PARIS Users

Updating Your Email Address

You cannot change your email address directly in PARIS. Submit an inquiry to the ministry indicating your new email address. For details on sending an inquiry see page 159.

Updating Your User Information / Password

1. Click the Welcome link. The User Information page appears.

2. Edit the information.
   - If you are changing your password, your new password must be at least 12 characters in length and contain:
     - One UPPERCASE letter, AND
     - At least one lowercase letter, AND
Managing PARIS Users

- At least one number, AND
- At least one special character. ( ! _ @ # $ % ^ & + =)

3. Click Save. A confirmation message appears.

Adding a PARIS User

Binding Authority

1. Click User Management.

2. Click the Manage User link. The User Information page appears.

3. Click Add. The Manage User – Add User page appears.

4. Enter the user information.

5. Scroll down to the User Role section.
6. Select the role(s) the user requires in the system. Each role has access to different parts of PARIS.

<table>
<thead>
<tr>
<th>Function / Role</th>
<th>PCC Employee</th>
<th>PCC Campus Administrator</th>
<th>PCC Consultant</th>
<th>Binding Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Business Name Approval</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Organization</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Program</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Financial Security</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>TCAF</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Conditions</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Inspection</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Inquiry</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Compliance Issue</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>User Management</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

6.1. Select the **Available Role**.

6.2. Click the arrow ➤. The role appears in the list of selected roles.

**To remove a role:** Click the role from the **Selected Roles** section then click ◄.

7. Click **Save & Return**. The new user is sent an email inviting them to log in to PARIS.
Editing / Removing a User

You cannot remove a user, however you can remove all their roles.

1. Click .

2. Click the Manage User link. The User Information page appears.

3. Click . The Manage User – Add User page appears.

4. Edit the information / role as required.

   To remove a user entirely, remove all the roles by clicking .

5. Click .
## Appendix A: Terms and Acronyms

<table>
<thead>
<tr>
<th>Term or Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE</td>
<td>Adult Education Assessor</td>
</tr>
<tr>
<td>AODA, 2005</td>
<td>Accessibility for Ontarians with Disabilities Act, 2005</td>
</tr>
<tr>
<td>Applicant</td>
<td>An individual or corporation that has applied for registration to operate a private career college with the Ministry.</td>
</tr>
<tr>
<td>Bank Order</td>
<td>A bank draft is an ideal guaranteed payment vehicle for all foreign currency transactions. It is guaranteed in case of theft, loss or destruction.</td>
</tr>
<tr>
<td>Binding authority</td>
<td>Someone with a legal right to represent the organization applying to become a PCC.</td>
</tr>
<tr>
<td>Business Name Approval</td>
<td>The process of an Applicant submitting a Business Name Approval application for using a Controlled term (College or Institute) in their Legal / Operating Name to with Ministry of Training, Colleges and Universities, Private Career College Branch.</td>
</tr>
<tr>
<td>Campus Administrator</td>
<td>Responsible for the general management and day-to-day operations of the college, and for ensuring compliance with the PCCA and its regulations.</td>
</tr>
<tr>
<td>Campus ID</td>
<td>Unique User ID required by a PCC to access its campus portfolio.</td>
</tr>
<tr>
<td>Campus Registration</td>
<td>The process of an Applicant submitting an application for registration a new campus and program for a registered Private Career college with Ministry of Training, Colleges and Universities, Private Career College Branch.</td>
</tr>
<tr>
<td>CCPAY</td>
<td>The Credit Card Payment Service is a web-based payment service used by the Government of Ontario to initiate payment requests for goods and/or services ordered by customers via the Internet.</td>
</tr>
<tr>
<td>Certificate of Registration</td>
<td>An official document granting a registered business authority to operate as a registered private career college in Ontario.</td>
</tr>
<tr>
<td>Certified Cheque</td>
<td>A cheque certified by the bank securing funds to be drawn by the sole beneficiary. This type of payment is guaranteed in case of theft, loss or destruction.</td>
</tr>
<tr>
<td>Change Request</td>
<td>The process of an Applicant submitting a change request relating to organization, campus and or program information, to the Ministry of Training, Colleges and Universities, Private Career Colleges Branch.</td>
</tr>
<tr>
<td>CRA</td>
<td>Canada Revenue Agency</td>
</tr>
<tr>
<td>Term or Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Credential</td>
<td>A credential is what might be awarded by a PCC to students who meet their program’s graduation requirements, but it is not a requirement for a PCC to provide one.</td>
</tr>
<tr>
<td>DEE</td>
<td>Distance Education Expert Assessor</td>
</tr>
<tr>
<td>FTUOC</td>
<td>Flight Training AND Unit Operator Certificate</td>
</tr>
<tr>
<td>Inquiry</td>
<td>The process of an Applicant submitting an Inquiry to Ministry of Training, Colleges and Universities, Private Career College Branch.</td>
</tr>
<tr>
<td>International student</td>
<td>A student at a private career college who applied for or received a temporary resident visa as a member of the student class under the Immigration and Refugee Protection Act (Canada).</td>
</tr>
<tr>
<td>KPIs</td>
<td>Key Performance Indicators</td>
</tr>
<tr>
<td>LAT</td>
<td>Licence Appeal Tribunal</td>
</tr>
<tr>
<td>MGCS</td>
<td>Ministry of Government and Consumer Services</td>
</tr>
<tr>
<td>Ministry</td>
<td>Ministry of Training, Colleges and Universities</td>
</tr>
<tr>
<td>MTCU</td>
<td>Ministry of Training, Colleges and Universities</td>
</tr>
<tr>
<td>National Occupational Code</td>
<td>Outlines the employment requirements in order to enter the profession or occupation.</td>
</tr>
<tr>
<td>NOC</td>
<td>National Occupational Classification.</td>
</tr>
<tr>
<td>Orientation</td>
<td>The process of an Applicant completing the Orientation video before they start using the PARIS system to submit applications.</td>
</tr>
<tr>
<td>OSAP</td>
<td>Ontario Student Assistance Program</td>
</tr>
<tr>
<td>PARIS</td>
<td>Program Approval and Registration Information System</td>
</tr>
<tr>
<td>Payment Card</td>
<td>Is a credit, debit, prepaid or stored value card issued by a financial institution to an individual or organization entitling the holder of the card account to use the funds from the issuing bank for the purpose of purchasing goods and/or services.</td>
</tr>
<tr>
<td>PCC</td>
<td>Private Career College</td>
</tr>
<tr>
<td>PCC ID</td>
<td>Unique User ID required by a PCC to access its portfolio</td>
</tr>
<tr>
<td>PCC Registration</td>
<td>The process of submitting an application for registration of Private Career college with Ministry of Training, Colleges and Universities, Private Career College Branch.</td>
</tr>
<tr>
<td>Term or Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>PCCA</td>
<td><em>Private Career Colleges Act, 2005.</em> The PCCA and its regulations are the specific laws that govern the PCC sector in Ontario.</td>
</tr>
<tr>
<td>PCCB</td>
<td>Private Career Colleges Branch</td>
</tr>
<tr>
<td>PDE</td>
<td>Program Design Expert is an individual who assisted in the development of the program and did not assess the program.</td>
</tr>
<tr>
<td>Practicum</td>
<td>Supervised time spent by students at a host employer to gain practical experience in the vocation before they graduate</td>
</tr>
<tr>
<td>Pre-screening</td>
<td>The process of submitting a pre-screening application for registering a program with the Ministry of Training, Colleges and Universities, Private Career College Branch.</td>
</tr>
<tr>
<td>Program Approval</td>
<td>The process of submitting an application to Approve of a new Program for a registered Private Career college with Ministry of Training, Colleges and Universities, Private Career College Branch.</td>
</tr>
<tr>
<td>QPU</td>
<td>The Quality Partnerships Unit reviews financial information.</td>
</tr>
<tr>
<td>Registrant</td>
<td>An individual or corporation who is registered under the PCCA, 2005 to operate a private career college</td>
</tr>
<tr>
<td>Registration Renewal</td>
<td>The process of an Applicant submitting a Renewal application for registration Renewal of Private Career college with Ministry of Training, Colleges and Universities, Private Career College Branch.</td>
</tr>
<tr>
<td>RU</td>
<td>The review of applications for registration, new campus, program approval, and related concerns is the responsibility of the PCCB’s Registration Unit.</td>
</tr>
<tr>
<td>SME</td>
<td>Subject Matter Expert is an individual who assisted in the development of the program and did not assess the program.</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Enforces the PCCA.</td>
</tr>
<tr>
<td>TCAF</td>
<td>Refers to the Training Completion Assurance Fund. It is the process of the Ministry of Training, Colleges and Universities, Private Career Colleges Branch generating a TCAF invoice to a registrant of a PCC and the PCC making the TCAF payment invoice to the Ministry.</td>
</tr>
<tr>
<td>WSIB</td>
<td>Workplace Safety Insurance Board.</td>
</tr>
</tbody>
</table>
### Appendix B: Supporting Documents by Type

#### Organization Supporting Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Business License / Business Names Report</td>
<td>The operating name entered in the business information section is not the same as the legal name. The business classification selected is <strong>Sole Proprietor</strong> or <strong>Partnership</strong>.</td>
</tr>
<tr>
<td>Articles of Incorporation / Corporation Profile Report</td>
<td>The business classification selected is Business <strong>Corporation</strong>.</td>
</tr>
<tr>
<td>Confirmation Letter from Canada Revenue Agency or Letters Patent</td>
<td>The business classification selected in the business information section is <strong>Registered Charity</strong>.</td>
</tr>
<tr>
<td>Partnership Agreement</td>
<td>The business classification selected in the business information section is <strong>Partnership</strong>.</td>
</tr>
<tr>
<td>Franchise Agreement</td>
<td>If “Yes” or both is selected to the question Are you Franchisee or Franchisor?</td>
</tr>
<tr>
<td>Particulars for Applicant(s) i.e. For being employed in a regulated profession, for having a license or registration refused /suspended / revoked / or cancelled, Bankruptcy documents, copy of judgment, for being convicted, etc.</td>
<td>If “Yes” is selected in response to the questions in the Applicant Profile and Reference Form.</td>
</tr>
<tr>
<td>Existing Financial Statements for the most recent year</td>
<td>If “Yes” is selected to the question Has your business been in operation for more than two years?</td>
</tr>
<tr>
<td>Pro-Forma Financial Statements (prepared by a Licensed Public Accountant)</td>
<td>This document is mandatory for all new PCC Registration Applications.</td>
</tr>
<tr>
<td>Business Plan</td>
<td>This document is mandatory for all new PCC Registration Applications.</td>
</tr>
<tr>
<td>General Advertising</td>
<td>This document is mandatory for all new PCC Registration Applications.</td>
</tr>
</tbody>
</table>

#### Campus Supporting Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of adequate General Liability Insurance</td>
<td>This document is mandatory for all new Registration Applications. It can be submitted later in the private career college registration application process once a campus location is confirmed and ready for a facility inspection.</td>
</tr>
<tr>
<td>Fire Inspection Report</td>
<td>This document is mandatory for all new Registration Applications. It can be submitted later in the private career college registration application process once a campus location is confirmed and ready for a facility inspection.</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>This document is mandatory for all new Registration Applications. It can be submitted later in the private career college registration application process once a campus location is confirmed and ready for a facility inspection.</td>
</tr>
</tbody>
</table>
### Supporting Documents by Type

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third-Party Transcript Agreement</td>
<td>This document is mandatory for all new PCC Registration Applications.</td>
</tr>
<tr>
<td>Health Inspection Report</td>
<td>If “Yes” is selected to the question “Will there be a cafeteria on site?”</td>
</tr>
<tr>
<td>Lease Agreement</td>
<td>If “No” is selected to the question “Is the premises owned by the same legal entity as the prospective private career college?” It can be submitted later in the PCC Registration application process once a campus location is confirmed and ready for a facility inspection.</td>
</tr>
<tr>
<td>Student Complaint Procedure and Expulsion Policy</td>
<td>This document is mandatory for all new PCC Registration Applications.</td>
</tr>
<tr>
<td>Sample student contract for vocational program(s)</td>
<td>This document is mandatory for all new PCC Registration Applications.</td>
</tr>
<tr>
<td>Sample of student contract for non-vocational program(s)</td>
<td>Sample of student contract for non-vocational program(s).</td>
</tr>
</tbody>
</table>

### Program Approval Application

The following table identifies the documents you must upload in support of your new program approval application depending on the information you have disclosed in your application.

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample of Credential for Vocational Program</td>
<td>This document is mandatory and should match the answer to the question What type of credential are you providing to students upon completion of the vocational program?</td>
</tr>
<tr>
<td>Labour Market Research including Job Advertisements for the vocation(s) appearing in the last 12 months in your geographic area</td>
<td>This document is mandatory and should match your information provided in the Employment Profile section of the application.</td>
</tr>
<tr>
<td>Letter of Authority / Franchise Agreement</td>
<td>This document is mandatory only if you have purchased / franchised the program from another PCC or third party.</td>
</tr>
<tr>
<td>Evidence of adequate General Liability Insurance for Alternate Training Facility</td>
<td>This document is mandatory if you have indicated that the program includes training that is being delivered at an alternate training location off-campus.</td>
</tr>
<tr>
<td>WSI B Clearance Certificate or General Liability Insurance for Practicum component</td>
<td>This document is mandatory if you have identified the program as one that includes a practicum component.</td>
</tr>
<tr>
<td>Practicum Host Agreements</td>
<td>This document is mandatory if you have identified the program as one that includes a practicum component.</td>
</tr>
<tr>
<td>Verification of Practicum Sites on Host letterhead</td>
<td>This document is mandatory if you have identified the program as one that includes a practicum component.</td>
</tr>
<tr>
<td>Evidence of Accreditation and / or evidence of recognition by Associations</td>
<td>This document is mandatory and should match your information provided to the question Is this an accredited program.</td>
</tr>
<tr>
<td>Student Acknowledgement for Entry to Practice Requirements</td>
<td>This document is mandatory and should match your information provided to the question Is this an accredited program.</td>
</tr>
<tr>
<td>Training Completion Agreement</td>
<td>This document is mandatory if you have entered into an agreement with a private career college to provide training.</td>
</tr>
</tbody>
</table>
### Supporting Documents by Type

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocation Site Specific Inspection Report, if required</td>
<td>This document is mandatory for all new Registration Applications, if the program to be delivered (e.g. Infection Prevention and Control Best Practices for Personal Settings for an Esthetician programs, Massage Therapy, etc.)</td>
</tr>
<tr>
<td>Flight Training Unit Operator Certificate</td>
<td>Applicable to Flight Training Schools only.</td>
</tr>
<tr>
<td>Program outline in other language of instruction and translator’s attestation and credentials</td>
<td>This document is required if you have identified the program’s language of instruction as “Other”</td>
</tr>
</tbody>
</table>

If your campus address is the same as your head office address, you must update the documents listed below to reflect the updated information.

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Business License / Business Names Report</td>
<td>This document is mandatory if the organization’s operating name has changed and this name is not the same the legal name.</td>
</tr>
<tr>
<td>Articles of Incorporation / Corporation Profile Report</td>
<td>This document is mandatory if the organization’s legal name has changed and this name is not the same the operating name.</td>
</tr>
<tr>
<td>Partnership Agreement</td>
<td>This document is mandatory if the organization’s legal name and/or operating name has changed.</td>
</tr>
<tr>
<td>Franchise Agreement</td>
<td>This document is mandatory if the organization’s legal name and/or operating name has changed.</td>
</tr>
<tr>
<td>General Advertising</td>
<td>This document is mandatory if the organization’s legal name and/or operating name has changed.</td>
</tr>
<tr>
<td>Evidence of adequate General Liability Insurance</td>
<td>This document is mandatory for all change of locations.</td>
</tr>
<tr>
<td>Fire Inspection Report</td>
<td>This document is mandatory for all change of locations.</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>This document is mandatory for all change of locations.</td>
</tr>
<tr>
<td>Health Inspection Report</td>
<td>This document is mandatory for all change of locations if there is a cafeteria on site.</td>
</tr>
<tr>
<td>Lease Agreement</td>
<td>This document is mandatory for all change of locations if the new location is leased.</td>
</tr>
<tr>
<td>Student Complaint Procedure and Expulsion Policy</td>
<td>This document is mandatory for all change of locations if your procedure and policy references the private career college’s address.</td>
</tr>
<tr>
<td>Sample student contract for vocational program(s)</td>
<td>This document is mandatory for all change of locations.</td>
</tr>
<tr>
<td>Sample of student contract for non-vocational program(s)</td>
<td>This document is mandatory for all change of locations.</td>
</tr>
</tbody>
</table>
If vocational training is not offered at the head office address, you must update the documents listed below to reflect the updated information:

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of adequate General Liability Insurance</td>
<td>This document is mandatory for all change of locations.</td>
</tr>
</tbody>
</table>