

The Private Vocational Schools Regulations, 1995

being

[Chapter P-26.2 Reg 1](#) (effective December 15, 1995;
subsection 29(1) effective August 31, 1996) as amended by
the *Statutes of Saskatchewan*, [2000, c.50](#).

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

CHAPTER P-26.2 REG 1

The Private Vocational Schools Regulation Act, 1995

Title

1 These regulations may be cited as *The Private Vocational Schools Regulations, 1995*.

Interpretation

2(1) In these regulations:

- (a) **“Act”** means *The Private Vocational Schools Regulation Act, 1995*;
 - (b) **“advertisement”** includes:
 - (i) a catalogue, sales circular and other printed advertisement;
 - (ii) a radio and television advertisement; and
 - (iii) any other advertisement or promotion of a private vocational school or the programs or courses offered by a private vocational school;
 - (c) **“Category I school”** means a private vocational school that offers vocational training to fee-paying students;
 - (d) **“Category II school”** means a private vocational school that offers only vocational training that is contracted for by a sponsor and not by the students enrolled in the private vocational school;
 - (e) **“course”** means a distinct unit of instruction that forms part of a program;
 - (f) **“private vocational school year”** means the period commencing on September 1 in one year and ending on August 31 of the following year;
 - (g) **“program”** means a series of courses that leads to employment in a vocation and that comprises more than 30 hours of instruction;
 - (h) **“sponsor”** means the person who funds a program offered at a Category II school.
- (2) For the purposes of subclause 2(h)(iv) of the Act, **“governed by”** means that the content of the school’s instruction and the qualifications of its instructors are regulated by an Act of the Legislature or Act of the Parliament of Canada.
- (3) For the purposes of clause 2(k) of the Act, **“vocation”** means an occupation included in the most recent edition of the *National Occupational Classifications* published by Employment and Immigration Canada, as amended from time to time, or in any subsequent edition of those Classifications, but does not include the following occupations listed in *National Occupational Classifications*:
- (a) Title Number 3232 - Midwives and Practitioners of Natural Healing;
 - (b) Title Number 5232 - Other Performers;
 - (c) Title Number 6424 - Other Personal Services Occupations.

(4) For the purposes of subclause 4(2)(c)(iii) of the Act, “**is not likely to be insolvent**” means that the applicant is not likely to be insolvent at the time the applicant’s certificate of registration will be issued or renewed.

(5) For the purposes of clause 15(g) of the Act, “**is likely to become an insolvent operator**” means an operator is likely to become an insolvent operator within one week of the date on which the minister considers suspending or cancelling the operator’s certificate of registration.

(6) If a section of these regulations provides that it applies to Category I schools, that section does not apply to Category II schools.

5 Jan 96 cP-26.2 Reg 1 s2.

Exempt schools, institutions

3 For the purposes of subclause 2(h)(viii) of the Act, a school or institution that offers only correspondence courses or home study courses is exempt from the Act.

5 Jan 96 cP-26.2 Reg 1 s3.

Applications for registration or renewal of registration

4(1) An applicant who wishes to obtain a certificate of registration as a Category I school shall provide the minister with the following information respecting the Category I school:

- (a) the proposed requirements students must meet to be enrolled;
- (b) the proposed method of enrolling students;
- (c) an outline of the proposed content of the courses and programs, the proposed texts, books and other instructional materials or equipment to be used;
- (d) the proposed standards and methods of instruction;
- (e) the proposed duration of each course and program;
- (f) the proposed maximum number of students that will be enrolled;
- (g) the proposed maximum number of students per instructor;
- (h) the proposed tuition and registration fees to be charged and the proposed basis on which the fees are to be calculated and paid;
- (i) the proposed texts, books and other instructional material or equipment that students will be required to provide;
- (j) the proposed fees or charges the Category I school will impose for the items mentioned in clause (i) and the proposed basis on which the fees or charges are to be calculated and paid;
- (k) the proposed criteria to be used to evaluate successful completion;
- (l) a business plan that identifies operational projections;
- (m) a copy of the articles of incorporation and the certificate of registration and any annual certificates issued by the Corporations Branch of the Department of Justice.

(2) An applicant who is applying to renew the applicant's certificate of registration as a Category I school shall provide the minister with any changes or additions to the information provided pursuant to subsection (1) since the issuance or last renewal.

(3) An applicant who is required to obtain a certificate of registration as a Category II school or who is applying to renew the applicant's certificate of registration as a Category II school shall provide the minister with the following information respecting the Category II school:

- (a) a copy of the contract between the applicant and the sponsor;
- (b) a copy of any proposal prepared by the applicant and given to the sponsor;
- (c) the proposed number of students to be enrolled.

5 Jan 96 cP-26.2 Reg 1 s4.

Registration and program approval fees

5(1) Every applicant for issuance or renewal of a certificate of registration as a Category I school shall submit with the application a fee of:

- (a) if the Category I school is offering new programs or is revising its curriculum, \$100 for an initial assessment of the new programs or the revisions to the curriculum; and
- (b) \$300 for the first program offered and \$75 for each additional program offered.

(2) Notwithstanding subsection (1), if an operator of a Category I school holds a certificate of registration on the day the Act is proclaimed in force and applies to renew the certificate of registration on or before December 15, 1995, the fee payable by the operator for that renewal is equal to 75% of the fee calculated pursuant to subsection (1).

(3) Every applicant for issuance or renewal of a certificate of registration as a Category II school shall submit with the application a fee of \$150.

(4) Notwithstanding subsection (3), if an operator of a Category II school holds a certificate of registration on the day the Act is proclaimed in force and applies to renew the certificate of registration on or before December 15, 1995, the fee payable by the applicant for that renewal is \$100.

(5) No operator of a Category I school shall offer new programs unless:

- (a) the operator has identified the new programs on the operator's application for issuance or renewal of a certificate of registration as a Category I school and has paid the fee prescribed in subsection (1) for those programs; or
- (b) in the case of new programs to be offered after the issuance or renewal of the certificate of registration, the operator has obtained the minister's written approval to offer the new programs and has paid a fee of \$100 for an initial assessment of the new programs and a further fee of \$75 for each new program to be offered.

5 Jan 96 cP-26.2 Reg 1 s5.

Deadline to submit applications for renewal

6(1) An applicant shall submit an application to renew his or her certificate of registration on or before the August 1 preceding the private vocational school year for which the renewal is sought.

(2) Notwithstanding subsection (1), if an applicant holds a certificate of registration on the day the Act is proclaimed in force, the applicant shall submit his or her application to renew that certificate of registration on or before December 15, 1995.

5 Jan 96 cP-26.2 Reg 1 s6.

Expiry of certificate

7 Unless it is sooner cancelled or suspended pursuant to the Act or it is renewed, a certificate of registration that is issued or renewed after the Act is proclaimed in force expires on the August 31 following the date of its issue or renewal.

5 Jan 96 cP-26.2 Reg 1 s7.

Training completion plan

8(1) For the purposes of clause 4(2)(b) of the Act, an applicant for a certificate of registration as a Category I school must have a training completion plan for each program the applicant proposes to offer.

(2) A training completion plan mentioned in subsection (1) must contain the following items:

(a) a description of the course content and the texts, books and other instructional material or equipment used in the program;

(b) a description of whether and to what degree the program is compatible with a similar program offered by a post-secondary institution that is recognized by the minister;

(c) a plan that is satisfactory to the minister that explains how, if the program ceases for any reason before students have completed the program, either:

(i) students will be compensated for the cessation of the program; or

(ii) students will be able to complete the program with a post-secondary educational institution that is recognized by the minister.

(3) Once the application is approved, an operator of a Category I school, as part of the operator's training completion plan, shall maintain a list showing, for each student enrolled in the program, the student's:

(a) full name;

(b) gender;

(c) date of birth;

(d) residential address and permanent address;

(e) residential telephone number and permanent telephone number; and

(f) educational history prior to enrolment in the program;

(g) status in the program at any relevant time.

(4) Every operator of a Category I school shall update the list maintained pursuant to subsection (3) whenever there is a change in the information contained in the list.

(5) Every operator of a Category I school shall make all of the Category I school's training completion plans and lists available for inspection by the minister.

5 Jan 96 cP-26.2 Reg 1 s8.

Bonds

9(1) Every operator of a Category I school shall maintain in force a bond securing the due performance by the Category I school of student contracts entered into by the Category I school.

(2) An operator shall give the bond required by subsection (1) to the minister.

(3) Every bond required by subsection (1) is to be:

- (a) submitted in Form A of the Appendix;
- (b) provided by a company licensed pursuant to *The Saskatchewan Insurance Act* to transact guarantee insurance;
- (c) made in favour of the minister for the benefit of students;
- (d) based on the greater of:
 - (i) the average number of students enrolled in the school for each month of the previous private vocational school year during which the school was in operation; and
 - (ii) the projected average number of students that will be enrolled in the school for each month of the current private vocational school year during which the school is in operation; and
- (e) maintained in an amount:
 - (i) based on the number of students enrolled or to be enrolled determined pursuant to clause (d); and
 - (ii) determined in accordance with Table 1 of the Appendix.

(4) The bond required by subsection (1) is forfeited if the Category I school fails to immediately pay any amount owing to any student that arises out of:

- (a) a student contract; or
- (b) a requirement imposed pursuant to the Act or these regulations.

(5) Any student who has a claim against a Category I school for failure to pay any amount owing to that student arising out of a student contract or a requirement imposed pursuant to the Act or these regulations may make a claim against the amount payable under the bond required by subsection (1).

(6) If the surety under a bond or the operator of the Category I school disputes a claim made by a student against the bond, the minister may require the student claiming against the bond to obtain a judgment from a court in Saskatchewan before authorizing any payment pursuant to the bond.

(7) Where the aggregate of all claims made against the amount payable under the bond forfeited pursuant to subsection (4) exceeds the amount recovered under the bond, the claimants are to be paid on a proportional basis.

5 Jan 96 cP-26.2 Reg 1 s9.

Advertising

10(1) No operator of a Category I school shall publish or cause to be published any advertisement relating to the Category I school unless the publication of the advertisement has received the prior written approval of the minister.

(2) No operator of a Category I school shall publish or cause to be published any advertisement relating to the Category I school that:

- (a) may tend to mislead the public; or
- (b) subject to section 12, refers to the prices charged by the school for work performed by its students.

(3) Subject to subsection (4), no operator of a Category I school shall publish or cause to be published any advertisement relating to the school that states that the Government of Saskatchewan, the minister, the department or any official of the department has approved:

- (a) the school; or
- (b) any of the programs or courses offered by the school.

(4) Where an operator of a Category I school has a certificate of registration, an advertisement relating to the school may state that fact.

(5) Every operator of a Category I school who publishes or causes to be published any advertisement relating to the school shall ensure that the advertisement clearly sets out the name of the school to which the advertisement relates.

(6) The minister may, after giving the operator of a Category I school an opportunity to be heard:

- (a) prohibit the publication of any advertisement relating to the school; or
- (b) require that deletions or changes be made to any advertisement relating to the school published by the operator.

5 Jan 96 cP-26.2 Reg 1 s10.

Prohibited representations

11 No operator of a Category I school shall:

- (a) guarantee an employment position to any student or prospective student; or
- (b) make a false or misleading statement with respect to the earnings of any person who has completed a program or course at the school.

5 Jan 96 cP-26.2 Reg 1 s11.

Price schedule for public services

12 Every operator of a Category I school whose school offers services to the public shall prepare a price schedule for the services and post that price schedule in a prominent place at the school where members of the public are able to see it.

5 Jan 96 cP-26.2 Reg 1 s12.

Student contract to be given to student

13 Every operator of a Category I school who offers vocational training to fee-paying students shall ensure that every fee-paying student has a fully executed copy of his or her student contract.

5 Jan 96 cP-26.2 Reg 1 s13.

Student registration fees

14(1) An operator of a Category I school may charge a student a registration fee only where:

- (a) the registration fee is stipulated in the student contract; and
 - (b) the registration fee does not exceed the lesser of:
 - (i) \$75; and
 - (ii) 10% of the total tuition fee payable pursuant to the student contract.
- (2) Other than a registration fee imposed pursuant to subsection (1), a student is not required to pay any amount with respect to a program or course more than three months prior to the date that the program or course is to commence.
- (3) Subject to subsection (4), an operator of a Category I school shall credit any registration fee paid by a student against the tuition fee payable pursuant to the student contract once the student commences the program or course contracted for.
- (4) An operator of a Category I school may retain any registration fee charged pursuant to the student contract where:
- (a) the student does not commence a program or course on the date specified in the student contract for commencement for any reason not attributable to the school; and
 - (b) the student does not notify the operator:
 - (i) of the reason for the student's absence; and
 - (ii) of the student's intention to take the program or course despite the student's absence.

5 Jan 96 cP-26.2 Reg 1 s14.

Refund of student fees

15(1) An operator of a Category I school shall immediately refund to a student all amounts paid to the operator pursuant to the student contract where any of the following circumstances occurs:

- (a) at the time the student contract was entered into, the operator did not have a certificate of registration;

- (b) the program or course contracted for was not approved by the minister pursuant to the Act and these regulations;
 - (c) the operator or his or her employees made a false or misleading statement regarding the program or course contracted for, or the nature of the student contract, that induced the student to enter into the student contract.
- (2) Where an operator of a Category I school has failed to fully deliver a program or course contracted for, the minister may require the operator to:
- (a) refund unearned tuition fees paid to the student; or
 - (b) make up the deficiency in the program or course.
- (3) Nothing in this section is to be construed as abrogating or limiting in any way the rights and remedies that a student otherwise has at law with respect to a breach by an operator of a student contract with that student.

5 Jan 96 cP-26.2 Reg 1 s15.

Refunds and retaining fees and other payments

- 16(1)** If a student commences a program or course contracted for and provides written notice to an operator of a Category I school that he or she intends to cease taking the program or course, the operator may retain the applicable proportion, in accordance with subsection (2), of the tuition fee payable for the program or course.
- (2) If, at the time notice is given:
- (a) 20% or less of the hours of instruction for the program or course have been delivered, the operator may retain 25% of the tuition fee payable;
 - (b) more than 20% but 50% or less of the hours of instruction for the program or course have been delivered, the operator may retain 60% of the tuition fee payable; or
 - (c) more than 50% of the hours of instruction for the program or course have been delivered, the operator may retain 100% of the tuition fee payable.
- (3) If a student is absent from a program or course for 10 consecutive days without advising the operator of the Category I school of the reason for the student's absence or of the student's intention to continue the program or course, the operator shall immediately provide written notice to the student that the operator will retain, pursuant to subsection (5), a proportion of the tuition fee payable for the program or course contracted for unless the student, within five days of receipt of the notice:
- (a) continues the program or course; or
 - (b) provides the operator of the Category I school with a notice in writing of his or her intention to continue the course.
- (4) The operator shall send the written notice mentioned in subsection (3) by registered mail addressed to the most recent permanent address that the student has provided to the operator.

- (5) If a written notice is provided to a student pursuant to subsection (4) and the student does not continue with the program or course or does not provide, within five days of receipt of the notice, the Category I school with written notice of his or her intention to continue the program or course, the operator may retain the applicable proportion, in accordance with subsection (6), of the tuition fee payable for the program or course contracted for.
- (6) If, on the tenth consecutive day that a student has been absent from a program or course:
- (a) 20% or less of the hours of instruction for the program or course have been delivered, the operator may retain 25% of the tuition fee payable;
 - (b) more than 20% but 50% or less of the hours of instruction for the program or course have been delivered, the operator may retain 60% of the tuition fee payable; or
 - (c) more than 50% of the hours of instruction for the program or course have been delivered, the operator may retain 100% of the tuition fee payable.
- (7) If part of a tuition fee is retained by an operator of a Category I school:
- (a) pursuant to subsection (1), the operator shall refund the balance of the tuition fee, if any, to the student who paid the tuition fee within 30 days after the notice mentioned in subsection (1) is given;
 - (b) pursuant to subsection (5), the operator shall refund the balance of the tuition fee, if any, to the student who paid the tuition fee within 30 days after the five-day period mentioned in subsection (3) has expired.
- (8) For the purposes of this section, a written notice sent pursuant to subsection (4) is deemed to have been received by a student on the fifth day after it was mailed, unless the student establishes that through no fault of his or her own that it was received at a later date.
- (9) If a student has paid for but not received any texts, books or other instructional material or equipment on the day the operator becomes eligible to retain part of the student's tuition fee pursuant to this section, the operator shall refund to the student the moneys the student has paid for those texts, books and other instructional material and equipment.

5 Jan 96 cP-26.2 Reg 1 s16.

Power to cancel student contract

- 17(1) A student in a Category I school may cancel his or her student contract within 10 days of entering into the student contract if the student has not attended any program or course contracted for in the student contract.
- (2) If a student cancels his or her student contract pursuant to subsection (1), the Category I school shall refund to the student:
- (a) all registration and tuition fees paid by the student pursuant to the student contract; and
 - (b) any moneys that the student has paid for texts, books and other instructional material and equipment and that the student has not received.

5 Jan 96 cP-26.2 Reg 1 s17.

Internal dispute mechanisms

18(1) Every operator of a Category I school shall establish an internal dispute mechanism plan that complies with subsection (2) and provide a copy of the plan to the minister.

- (2) Every internal dispute mechanism plan must identify the following:
- (a) the procedures respecting making and receiving complaints;
 - (b) the officer or employee of the Category I school to whom complaints must be given;
 - (c) the process to be followed when complaints are received;
 - (d) the manner in which each complaint and the resolution of that complaint will be recorded.
- (3) Every operator of a Category I school shall maintain a record of all complaints received and the resolution of those complaints and make that record available to the minister for inspection.

5 Jan 96 cP-26.2 Reg 1 s18.

Mediation

19(1) This section applies only to Category I schools.

- (2) Any mediation pursuant to section 14 of the Act is to be conducted according to this section.
- (3) A student who wishes to have a dispute mediated shall give written notice of that fact to the minister and the operator of the Category I school with whom the student is enrolled.
- (4) In the written notice, the student shall set out the issues the student wishes to have mediated.
- (5) If the minister appoints a mediator, the mediator shall endeavour to assist the parties to settle the issues that are the subject of the mediation.
- (6) Evidence arising from anything said, evidence of anything said or evidence of an admission or communication made in the course of mediation pursuant to this section is not admissible in any action or proceeding, except with the consent of the mediator, the student and the operator.

5 Jan 96 cP-26.2 Reg 1 s19.

Certificates and diplomas

20(1) No operator of a Category I school shall issue a certificate or diploma to a student without obtaining the prior written approval of the minister with respect to the form and content of the certificate or diploma.

- (2) Where a student has successfully completed a program or course and has paid all fees required to be paid to the operator, the operator shall immediately issue to that student:
- (a) any certificate or diploma approved by the minister pursuant to subsection (1); and

(b) the student's transcript of marks evidencing the student's successful completion of the program or course.

5 Jan 96 cP-26.2 Reg 1 s20.

Annual reports

21(1) In this section, "**reporting year**" means the period commencing on July 1 in one year and ending on June 30 of the following year.

(2) Every operator of a Category I school shall, on or before August 1 of each year, prepare and submit to the minister an annual report of the Category I school's operation for the previous reporting year.

(3) The report submitted pursuant to subsection (2) is to contain the following information with respect to each student enrolled in a program or course for the previous reporting year:

(a) the student's:

- (i) full name;
- (ii) gender;
- (iii) date of birth;
- (iv) residential address and permanent address; and
- (v) residential telephone number and permanent telephone number;

(b) the programs or courses enrolled in;

(c) the enrolment date for each program or course;

(d) the completion or discontinuance date for each program or course;

(e) the academic or equivalent qualifications of the student at the time of enrolment for each program or course.

(4) In addition to the information mentioned in subsection (3), the report submitted pursuant to (2) is to contain information respecting the number of students, expressed as percentage of all students in the program, who fall into the following categories:

(a) students who have completed the program or course;

(b) students who have completed all of the programs or courses leading to a diploma or certificate and who have received a diploma or certificate;

(c) mature students who have completed all of the programs or courses leading to a diploma or certificate and who have received a diploma or certificate;

(d) students who have completed the program or course and who are employed in a vacation related to the program or course.

(5) Every operator shall provide the minister:

(a) within 90 days of the end of the school's fiscal year, a copy of the school's financial statements for the previous fiscal year; and

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- (b) any other information, in a form satisfactory to the minister, that the minister may request.
- (6) In clause (4)(c), “**mature student**” means a student who:
 - (a) does not meet the minimum entrance requirement for the program or course; and
 - (b) is at least 19 years of age.

5 Jan 96 cP-26.2 Reg 1 s21.

Record of student services

22 Every operator of a Category I school shall maintain a record of services performed by students for the public as part of the students’ vocational training and make a copy of those records available to the minister at the request of the minister.

5 Jan 96 cP-26.2 Reg 1 s22.

Retention of student records

23(1) Every operator of a Category I school shall keep, with respect to each student, a file of all of his or her exams and assignments for at least two years after the student has completed his or her program or course or has left the program or course.

(2) Where an operator’s certificate of registration expires and is not renewed or the operator ceases to operate or the operator’s certificate of registration is cancelled, the operator shall immediately send to the minister:

- (a) all files and other records held by the operator relating to present and former students; and
- (b) any other information that the minister may request.

5 Jan 96 cP-26.2 Reg 1 s23.

Instructors and examiners

24(1) Every operator of a Category I school shall ensure that each instructor and examiner employed in a program or a course is approved by the minister and:

- (a) possesses a degree from a university recognized by the minister in an area of study directly related to the vocation to be taught and has at least 12 consecutive months of occupational experience in that vocation;
 - (b) is a graduate of an educational institution recognized by the minister in an area directly related to the vocation to be taught and has at least 12 consecutive months of occupational experience in that vocation; or
 - (c) has at least three years of occupational experience in the vocation to be taught.
- (2) The minister may approve the employment of an instructor who does not have the qualifications described in subsection (1) if the minister is satisfied that the person is otherwise qualified to instruct in the vocation to be taught.

(3) No operator of a Category I school shall employ any person who does not have the qualifications or experience prescribed in subsection (1) to be an instructor of a program or course without obtaining the prior written approval of the minister pursuant to subsection (2).

(4) Every operator of a Category I school, with respect to each instructor employed by the private vocational school, shall provide the minister with the following information:

- (a) the instructor's:
 - (i) full name;
 - (ii) residential address; and
 - (iii) residential telephone number;
- (b) the instructor's academic and experiential qualifications, including the name of the educational institution that the instructor attended and the dates of that attendance;
- (c) the name and description of all the programs and courses to be taught by that instructor and any additional duties the instructor may have at the school;
- (d) whether the instructor teaches full time or part time;
- (e) not less than three employment references.

(5) The minister may require an operator of a Category I school to provide verification, to the satisfaction of the minister, of the information provided pursuant to clause (4)(b).

- (6) Every operator of a Category I school shall immediately notify the minister:
- (a) when an instructor:
 - (i) ceases to teach at the school; or
 - (ii) ceases to teach a particular program or course;
 - (b) when the information provided pursuant to subsection (4) changes in any way.

5 Jan 96 cP-26.2 Reg 1 s24.

Premises

25(1) No operator of a Category I school shall provide any program or course unless the premises in which the program or course is to be offered have been approved by the minister.

(2) Every operator of a Category I school shall ensure that the premises, equipment and other facilities used to provide the course, and the manner of using those premises, that equipment and those facilities, comply with all applicable building, fire, health, sanitary and safety laws.

(3) Every operator of a Category I school shall provide the minister with evidence that is satisfactory to the minister of compliance with the laws mentioned in subsection (2).

5 Jan 96 cP-26.2 Reg 1 s25.

Payments to training completions fund

26(1) For the purposes of clause 18(2)(a) of the Act, an operator of a Category I school shall provide the minister with an annual payment of:

- (a) if the operator has held a certificate of registration for less than four years, an amount equal to 0.75% of the average tuition fee approved by the minister for that operator multiplied by:
 - (i) the total enrolment in the private vocational school during the previous private vocational school year; or
 - (ii) if the private vocational school has been in operation for less than one year, the total enrolment estimated by the operator and approved by the minister;
 - (b) if the operator has held a certificate of registration for four or more years but less than eight years, an amount equal to 0.50% of the average tuition fee approved by the minister for that operator multiplied by the total enrolment in the private vocational school during the previous private vocational school year;
 - (c) if the operator has held a certificate of registration for eight or more years but less than 16 years, an amount equal to 0.25% of the average tuition fee approved by the minister for that operator multiplied by the total enrolment in the private vocational school during the previous private vocational school year; or
 - (d) if the operator has held a certificate of registration for 16 or more years, an amount equal to 0.15% of the average tuition fee approved by the minister for that operator multiplied by the total enrolment in the private vocational school during the previous private vocational school year.
- (2) Notwithstanding subsection (1), if an operator of a Category I school holds a certificate of registration on the day the Act is proclaimed in force and applies to renew the certificate of registration on or before December 15, 1995, the annual payment required of the operator at the time of that renewal is two-thirds of the amount that would be payable pursuant to subsection (1).
- (3) An operator of a Category I school shall make the annual payment required by this section:
- (a) at the time the operator applies for issuance or renewal of a certificate; or
 - (b) with the prior written consent of the minister, in quarterly instalments at those times the ministers has consented to.

5 Jan 96 cP-26.2 Reg 1 s26.

Forms

27 The following forms found in the Appendix are prescribed for the purposes of the Act and these regulations:

- (a) Form A is prescribed as the form to be used for the bond required by subsection 9(3) of these regulations;
- (b) Form B is prescribed as the application form for applying for the issuance of a certificate of registration as a Category I school;

- (c) Form C is prescribed as the application form for applying for approval for programs to be offered by a Category I school;
- (d) Form D is prescribed as the certificate of registration to be issued for a Category I school;
- (e) Form E is prescribed as the application form for applying for the issuance of a certificate of registration as a Category II school;
- (f) Form F is prescribed as the certificate of registration to be issued for a Category II school;
- (g) Form G is prescribed as the form for applying for approval to employ an instructor;
- (h) Form H is prescribed as the application form for applying for the renewal of a certificate of registration as a Category I school;
- (i) Form I is prescribed as the application form for applying for the renewal of a certificate of registration as a Category II school.

5 Jan 96 cP-26.2 Reg 1 s27.

28 Repealed. 2000, c.50, s.45.

Repeals

- 29(1)** Saskatchewan Regulations 192/66 are repealed.
- (2) Saskatchewan Regulations 975/68 are repealed.
- (3) *The Private Vocational Schools Advisory Board Regulations* are repealed.
- (4) *The Private Vocational Schools Regulations* are repealed.

5 Jan 96 cP-26.2 Reg 1 s29.

Appendix
FORM A
Guarantee Bond

[*Clauses 9(3)(a) and 27(a)*]

UNDER *THE PRIVATE VOCATIONAL SCHOOLS ,*
REGULATION ACT, 1995 (“the Act”)

KNOW TO ALL BY THESE PRESENTS that _____ (“the Principal”) as operator of a private vocational school under the Act and _____ (“the Surety”) a body corporate licensed pursuant to *The Saskatchewan Insurance Act* to transact guarantee insurance, are jointly and severally bound unto Her Majesty the Queen in right of Saskatchewan represented by the Deputy Minister of Education, Training and Employment for Saskatchewan (“the Obligee”), in the penal sum of _____ (\$ _____ .) dollars of lawful money of Canada, for which payment well and truly to be made, the Principal and the Surety each bind themselves and their respective successors and assigns firmly by these presents.

SEALED with the respective seals of the Principal and the Surety this _____ day of _____, 199____ .

WHEREAS by the Act, and *The Private Vocational Schools Regulations, 1995* (“the regulations”), the Principal is required to provide to the Obligee and maintain in force a bond securing the due performance by the Principal of contracts entered for the provisions of instruction of courses or programs (“student contracts”).

NOW THEREFORE, the conditions of this obligation are such that as long as the Principal shall

- (a) comply with the provisions of the Act and the regulations as amended from time to time,
- (b) perform its student contracts and pay any amounts payable thereunder, and
- (c) satisfy any judgment in favour of a student that has become final rendered by any court of Saskatchewan against it in an action arising out of a student contract or the Act or the regulations,

then the obligation shall be void and of no effect, but otherwise shall be and remain in full force and effect.

PROVIDED that if the Surety shall, at any time, give thirty days’ notice in writing to the Principal and to the Obligee of its intention to put an end to this suretyship, then this Bond shall from and after the last day of such thirty days, cease and determine in respect only of any acts or omissions of the Principal subsequent to such determination, and the Surety shall remain liable for any failure on the part of the Principal to fulfil its obligations under its student contracts and the Act and regulations which were incurred before the date of determination.

PROVIDED FURTHER that the obligation of the Surety shall be with respect only to claims made known to the Obligee or the Surety within one year from the date of the determination of this Bond, whether or not an action has been commenced or a final judgment has been obtained on such claims.

SIGNED, SEALED AND DELIVERED

Surety

Principal

5 Jan 96 cP-26.2 Reg 1 Form A.

FORM B
Private Vocational Schools
[Clause 27(b)]

Application For Registration as a Category I School

School _____

Address _____

President/Owner(s) _____

Principal/Manager in Saskatchewan _____

Telephone _____

FAX _____

Registration Fee

Initial Program Assessment \$100.00

First Program Fee \$300.00

 Program(s) X \$75.00 _____

 Total _____

 Certified Cheque Enclosed _____

Check if the following documents are enclosed:

Bond	_____	Fire Certificate	_____
Promotional Material	_____	Health Certificate	_____
Student Record Format	_____	Student Contract	_____
Graduation Certificate	_____	Business Plan	_____
Instructor Approval	_____	Certification of	_____
Training Completions	_____	Registration	_____
Fund Contribution	_____	(Saskatchewan Justice)	_____

PROGRAM INFORMATION

Completed Program Approval Forms (Form C attached) For Each Program _____
(To Be Approved By Program Support Services)

I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and the regulations under that Act.

Signature of Applicant/Owner(s)

Date of Application

For Department Use Only:

PRIVATE VOCATIONAL SCHOOLS

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Saskatchewan
Education,
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FORM C
Private Vocational Schools
[Clause 27(c)]

Category I
PROGRAM APPROVAL APPLICATION

New program

Revisions to an existing program

1. **Private Vocational School**

School _____ Principal/Manager in
Saskatchewan _____
Address _____ Telephone _____
_____ Fax _____

2. **Program Title (Core)** _____

“Program” means a series of courses that leads to employment in a vocation and that comprises more than 30 hours of instruction.

Program Length

- Total hours _____
- Total weeks _____
- Days per week _____
- Hours per day _____
- Other time (*Not charged to the student; please specify*)
 - _____
 - _____
 - _____

Program Fees

- Tuition _____
- Books/Supplies _____
- Student Fees _____
- Registration Fee _____
- Other Fees (*Please specify*)
 - _____
 - _____
 - _____

3. **Program Option(s)**

A program may offer optional units for specialized study. Each option must be clearly defined as providing additional skills or knowledge to the core program. The total hours of instruction of an option must not exceed 50% of the hours of instruction of the core program. Options must not be dependent on other options. If there are no program options advance to number 4 of this form.

Program Option Title #1 _____

#1 Option Length

- Total hours _____
- Total weeks _____
- Days per week _____
- Hours per day _____

#1 Option Fees

- Total Tuition _____
- Books/Supplies _____
- Other Fees _____

4. **Required Program Information**

Use each of the following items as a heading and prepare statements on separate sheets giving the required program information. Attach the information to the program application form. Use the list on this page to check off items that are attached.

- _____ a) Goals and objectives (*including job title or vocation to which the training leads*)
- _____ b) Instruction standards and methods
- _____ c) Instruction content
- _____ d) Student evaluation criteria for successful completion
- _____ e) Admission methods and requirements (*grade level or equivalent, number of mature admissions, start date, continuous intake*)
- _____ f) Maximum number of students (*in the core program or program option; per instructor*)
- _____ g) Program length (*details of time in classroom, in practical training*)
- _____ h) School policy and rules pertaining to the program
- _____ i) Registration and tuition (*listing cost details and the basis on which the costs are to be calculated and when they are to be paid*)
- _____ j) Equipment, supplies and text books required to be purchased by student (*itemized listing by name and price, and the basis on which the costs are to be calculated and when they are to be paid*)
- _____ k) Instructional texts, materials or equipment used by the instructor or provided for the student by the school (*This list will provide the basis for the on-site evaluation required for final approval of the program.*)

5. **Letters of Support**

- _____ A need is to be demonstrated for the program core and program options by attaching to this form a minimum of three letters of support from potential employers who have reviewed the program and testify to its appropriateness.

6. **Industry or Professional Association Registration**

- _____ If an appropriate industry or professional association exists, attach a letter from the association indicating acceptability of the school's program content.

7. Training Completion Plan

A training completion plan must contain the following items:

- _____ a) a profile of the students to be enrolled in the program;
- _____ b) a description of the course content and the texts, books and other instructional material or equipment used in the program;
- _____ c) a description of whether and to what degree the program is compatible with a similar program offered by another recognized post-secondary institution
- _____ d) a plan that is satisfactory to the minister that explains how, if the program ceases for any reason before students have completed the program, either:
 - i) students will be compensated for the cessation of the program; or
 - ii) students will be able to complete the program with another recognized post-secondary education institution.

Use the above list to check off items that are attached.

8. Program Assessment Fee

An initial program assessment fee of \$100.00 should be enclosed with your Application For Registration as a Category I School.

A fee, for assessment of revisions to an existing program, of \$100.00 is to accompany this form.

9. Other Program Information

Because of the distinctive nature of the program, other program information may be requested.

10. Signatures of Application and Approval in Principle

When duly signed, this document constitutes approval in principle. An on-site evaluation of instructional resources described in Section 4 of this application form is required before final approval is forthcoming. A final approval letter is required before students may be registered or instruction may begin.

I certify that the information provided is correct and I agree to abide by *The Private Vocational Schools Regulation Act, 1995* and *The Private Vocational Schools Regulations, 1995* as they apply to this program.

Signature of Applicant

Signature of Approval in Principle

Date of Application

Date of Approval in Principle

FORM D
Certificate of Registration
[Clause 27(d)]

Saskatchewan
Education,
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Category I

Certificate of Registration

Private Vocational Schools Regulation Act, 1995

No.

Registered Business Name

Name and Location of School

President/Owner(s)

Principal/Manager in Saskatchewan

Address

Vocational or Occupational Training Governed by Registration

The holder of this Certificate and all persons employed in connection with the vocational school are subject to *The Private Vocational Schools Regulation Act, 1995* and all regulations promulgated under the Act.

It is hereby certified that the above vocational school has been registered under *The Private Vocational Schools Regulation Act, 1995* for the year 19__ . This Registration expires on August 31, 199 ____, but is liable to cancellation at any time for violation of any provision of the said Act or regulations.

Account no. _____ Dated at Regina this _____ day

Amount \$ _____ of _____ 199 _____

Director, Institutional Liaison Unit

Minister of Education, Training and Employment



Saskatchewan Education, Training and Employment

FORM E Private Vocational Schools [Clause 27(e)]

Application For Registration as a CATEGORY II School

School _____

Address _____

President/Owner(s) _____

Principal/Manager in Saskatchewan _____

Telephone _____ Fax _____

Check if the following information/documentation is enclosed:

- Certified cheque for Annual School Registration Fee of \$150.00 _____
• A copy of the contract(s) between your operator and the sponsor _____
• A copy of the proposal(s) prepared by the applicant and submitted to the sponsor _____
• The proposed number of students to be enrolled _____

I certify that the information provided is correct and agree to comply with The Private Vocational Schools Regulation Act, 1995 and the regulations under that Act.

Signature of Applicant/Owner(s)

Date of Application

For Department Use Only:

FORM F
Certificate of Registration
[Clause 27(f)]

Saskatchewan
Education,
Training and
Employment



Category II

Certificate of Registration
Private Vocational Schools Regulation Act, 1995

No.

Registered Business Name

Name and Location of School

President/Owner(s)

Principal/Manager in Saskatchewan

Address

Vocational or Occupational Training Governed by Registration

The holder of this Certificate and all persons employed in connection with the vocational school are subject to *The Private Vocational Schools Regulation Act, 1995* and all regulations promulgated under the Act.

It is hereby certified that the above vocational school has been registered under *The Private Vocational Schools Regulation Act, 1995* for the year 19____. This Registration expires on August 31, 199____, but is liable to cancellation at any time for violation of any provision of the said Act or regulations.

Account no. _____ Dated at Regina this _____ day

Amount \$ _____ of _____ 199____

Director, Institutional Liaison Unit

Minister of Education, Training and Employment

PRIVATE VOCATIONAL SCHOOLS

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FORM G
Private Vocational Schools
[Clause 27(g)]

INSTRUCTOR APPROVAL

This form is to be completed by **each applicant applying** to instruct in a private vocational school. The applicant must be approved by Saskatchewan Education, Training and Employment **prior to commencing employment**. Section 24 of *The Private Vocational Schools Regulations, 1995* outlines requirements for instructors of private vocational schools. Saskatchewan Education, Training and Employment approves the eligibility of an instructor based on the minimum criteria regarding education, training, certification, experience and employment. Personal employment reference checks are the responsibility of the school.

APPLICANT'S NAME _____	SCHOOL _____
ADDRESS _____	PRINCIPAL/MANAGER IN SASKATCHEWAN _____
_____	TELEPHONE _____
POSTAL CODE _____	
SOCIAL INSURANCE NUMBER _____	
TELEPHONE _____	INITIAL APPLICATION _____ UPDATE _____

Education/Professional Designation

Institution and Location	Subject/Major	Dates of Attendance	Degree/Diploma/Certificate	Student Number
		From: To:		
		From: To:		
		From: To:		

*** COPIES OF THESE CREDENTIALS MUST BE ENCLOSED WITH THIS APPLICATION ***

Additional Education/Experience

Please list any additional related program and/or education or experience which qualifies the applicant to instruct the program(s)/course(s) listed.

Employment History (If additional room is required please attach on a separate paper). (Begin with most recent employment).

Employer _____ _____	Position _____ _____
Address of Employer _____	From (Mo.) _____ (Yr.) _____ To (Mo.) _____ (Yr.) _____
Telephone _____	Full Time _____ Part Time _____
Name of Supervisor _____	

Employer _____ _____	Position _____ _____
Address of Employer _____	From (Mo.) _____ (Yr.) _____ To (Mo.) _____ (Yr.) _____
Telephone _____	Full Time _____ Part Time _____
Name of Supervisor _____	

Employer _____ _____	Position _____ _____
Address of Employer _____	From (Mo.) _____ (Yr.) _____ To (Mo.) _____ (Yr.) _____
Telephone _____	Full Time _____ Part Time _____
Name of Supervisor _____	

Instructional Experience

Employer _____ _____	Position _____
Address of Employer _____	From (Mo.) _____ (Yr.) _____
Telephone _____	To (Mo.) _____ (Yr.) _____
Name of Supervisor _____	Full Time _____ Part Time _____

Employer _____ _____	Position _____
Address of Employer _____	From (Mo.) _____ (Yr.) _____
Telephone _____	To (Mo.) _____ (Yr.) _____
Name of Supervisor _____	Full Time _____ Part Time _____

Employer _____ _____	Position _____
Address of Employer _____	From (Mo.) _____ (Yr.) _____
Telephone _____	To (Mo.) _____ (Yr.) _____
Name of Supervisor _____	Full Time _____ Part Time _____

Employment References Three employment references are required

Name	Address	Company/Institution Position Held	Bus. Phone Res. Phone
			Bus. Res.
			Bus. Res.
			Bus. Res.

Program(s)/Course(s) to Instruct

Additional Duties (if applicable)

Employment Status Full Time _____ Part Time _____ Contracted _____

Permission is granted to conduct a reference check with former employers listed.

I certify that the information supplied in this application is true and correct.

Applicant's Signature

Date

To Be Completed By The Employer

TO THE MINISTER OF EDUCATION, TRAINING AND EMPLOYMENT:

I expect to employ this applicant to instruct the program(s)/course(s) listed. I have examined this application and am satisfied that the information provided by the applicant is true and correct.

Name of School	Date	President/Owner(s) Principal/Manager in Saskatchewan
----------------	------	---

For Saskatchewan Education, Training and Employment Use Only

_____ is approved to instruct the stated program(s)/course(s).

Official, Institutional Liaison Unit Saskatchewan Education, Training and Employment	Date
---	------



Saskatchewan
Education,
Training and
Employment

FORM H
Private Vocational Schools
[Clause 27(h)]

Application For Renewal Registration as a CATEGORY I School

- School name: _____
 President/Owner: _____
 Proprietors/Directors: _____
 Principal/Manager in Saskatchewan _____
 Address: _____
 City: _____ Postal Code: _____
 Telephone: _____ Fax: _____
 - Initial Registration Date: _____
 Certificate No: _____
 Date of Bond: _____ Bond Renewal Date: _____
 Surety Co: _____ Bond # _____
 Average Monthly Enrolment: _____
 - Registration Fees

Initial Program Assessment	\$ 100
First Program Fee:	\$ 300
_____ Program(s) x \$75	\$ _____
Total	\$ _____
Certified Cheque	\$ _____
 - Fire Certificate (mm/dd/yr): _____
 - Health Certificate (mm/dd/yr): _____
 - Training Completions Fund
 Contribution/Calculations enclosed: _____
 - Fiscal Year End: (mm/dd/yr): _____
 Official Receipt: _____
 Designated Student Loans:
 CSL Y/N _____
 SSL Y/N _____
- Reporting Year: _____ Updated Approval Date: _____

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— 2 —

• Program Information:

Program(s) Name: _____

Program Category: _____

Total Approved Hours: _____ Total Approved Program Weeks: _____

Instruction Hours/Day: _____ Approved Loan Weeks: _____

• Fees:

Tuition Fee: \$ _____

Books/Supplies \$ _____

Exam Fees: \$ _____

Other: \$ _____ (Please provide explanation)

Notes: _____

• Instructor Information:

Last Name, First Name _____

Program(s) to instruct: _____

Status (FT/PT/Contract): _____

Date of Approval: _____ Date of Exit: _____

I certify that the information is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and the regulations under that Act.

President/owner

Date



Saskatchewan
Education,
Training and
Employment

FORM I
Private Vocational Schools
[Clause 27(i)]

Application For Renewal of Registration as a CATEGORY II School

School _____

Address _____

President/Owner(s) _____

Principal/Manager in Saskatchewan _____

Telephone _____ Fax _____

Check if the following information/documentation is enclosed:

- Certified cheque for Annual Renewal Registration Fee of \$150.00 _____
- A copy of the proposal(s) prepared by your operation and
and submitted to the sponsor. _____
- A copy of the contract(s) between your operation and the sponsor _____
- The proposed number of students to be enrolled _____

I certify that the information provided is correct and agree to comply with *The Private Vocational Schools Regulation Act, 1995* and the regulations under that Act.

Signature of Applicant/Owner(s)

Date of Application

For Department Use Only:

5 Jan 96 cP-26.2 Reg 1 Form I.

TABLE 1
Amount of Bond
[Clause 9(3)(e)]

<i>Number of Students</i>	<i>Amount of Bond Required</i>
0 - 99	\$10,000
100 - 199	20,000
200 - 299	30,000
300 - 399	40,000
Over 399	50,000

5 Jan 96 cP-26.2 Reg 1 Table 1.