



APPRENTICESHIP ACCREDITATION

PHASE I

Preliminary Documentation for
Apprenticeship Program Accreditation/Re-accreditation

A Word version of this document will be provided to you at your request.

Training Institution:				
Campus (if applicable):				
Program:				
Level: (check one)	Entry Level	<input type="checkbox"/>	Entry & Advanced-Level <input type="checkbox"/>	
Type: (check one)	Initial Accreditation	<input type="checkbox"/>	Re-accreditation <input type="checkbox"/>	
Delivery Format: (check all that apply)	Day	<input type="checkbox"/>	Evening <input type="checkbox"/>	Distance <input type="checkbox"/>
	Full-Time	<input type="checkbox"/>	Part-Time <input type="checkbox"/>	Other (specify) <input type="checkbox"/>

In accordance with the *Access to Information and Protection of Privacy Act*, personal information belonging to the student (name, etc.) should be redacted from any records.

Additionally, Instructor and Instructor Assistant/Demonstrator credentials should not be included as part of the Phase II document but should be securely sent to the Program Development Specialist (PDS) for accreditation via fax or email. The PDS will inform the remaining accreditation team member(s) verbally whether accreditation standards are being met regarding credentials.

I. The Training Institution

A. General Information

Street Address:
Mailing Address:
Mission Statement:
Name and Position of Campus Administrator/Principal/CEO:
Contact Information of person completing and submitting Phase documents Name: Position Title: Phone Number: Fax Number: Email Address:

B. Branch Campuses and Off-Campus Facilities

Describe all branch campuses and/or off-campus facilities used in connection with the program being evaluated. All facilities must meet fire and health standards and copies of the facilities' Fire and, if applicable, Health and Safety Certificates must be attached.

C. Calendar Entry and/or Student Handbook

Include the college calendar and, if applicable, the student handbook.

The calendar should reference the full scope of training for the program, as well as include a description of the level and duration of courses offered at your training institution.

The following information should be readily available to the student in the calendar and/or the student handbook and must be included in this submission:

- attendance policies
- hours of operation and closing procedures
- code of conduct/disciplinary procedures
- complaint resolution process
- accommodations for students with disabilities

II. Admission and Retention Policies and Standards

Admission records for the program should be readily available for review by the accreditation team during the site visit.

A. Entrance Requirements

Describe the entrance requirements, including education level, required for the program (ie. high school diploma, ABE Certificate, administration of CAAT).

Identify any other admission categories for the program (ie. mature students). Include a description of the assessment process for such students, and note minimal acceptable levels.

B. Policy on Admission with Conditions

If applicable, explain the policy on admitting students with conditions (i.e. non-completion of high school) and state how these conditions are met. Outline the criteria the student must meet to stay in good academic standing. Include a description of the initial assessment and continued academic monitoring.

C. Admission Statistics

Based on the current year's statistics, please provide the approximate percentage of students accepted under each category.

D. Policy Regarding Admission with Advanced Standing, Credit Transfer or Recognition of Prior Learning

Provide the training institution's written policies and procedures for awarding students with course exemptions due to direct transfer and/or recognition of prior learning. For the site visit, ensure students' records contain evidence as to why they were awarded course exemptions.

E. Inclusive Policies and Procedures

If applicable, list the training institution's written policies on equity, diversity and inclusion, including policies on a Respectful Learning Environment and Sexual Harassment. Provide evidence that these and other applicable policies are being implemented.

F. Services to Students

Explain or attach a copy of your written policies on how your training institution provides the following student services:

- i) Admission Guidance Service
- ii) Academic Counseling Services
- iii) Services available to students with disabilities
- iv) Other student services particularly relevant to this program

III. Requirements for Graduation**A. Policy on Program Completion Requirements**

Please provide copies of the following policies:

- Academic requirements to successfully complete the program
- Academic probation
- Expulsion for academic failure
- Repeating courses
- Supplementary examinations

B. Graduation Credential

Attach a voided copy of the graduation credential/diploma awarded to students upon their successful completion of the program.

C. Transcript

Attach a copy of the transcript to this report. If accreditation is being requested for both entry- and advanced-level programs, please provide transcripts for both. Transcripts for the program should be readily available for review by the accreditation team during the site visit.

IV. Apprenticeship Program

Does your program outline differ from the Plan of Training?

Yes No

If you check “Yes”, submit your detailed program outline, including the information noted in the charts below.

If your program outline doesn’t differ from the Plan of Training, use the following charts as your templates to provide a breakdown and details of the program.

A. Program Duration

Hours per week	
Number of weeks	
Total hours per program	

B. Program Layout Chart

Courses		Hours		Credit Value	Total Hours
Course Name	Course Number	Lecture/Theory	Shop/Practical		