



**Department of Advanced Education, Skills and Labour
Apprenticeship and Trades Certification Division**

**APPRENTICESHIP ACCREDITATION
ANNUAL MAINTENANCE REPORT**

Submit to:

Provincial Apprenticeship and Certification Board
c/o Department of Advanced Education, Skills and Labour
Standards & Curriculum Section
P.O. Box 2006
Corner Brook, NL A2H 6J8

Training institutions are required to complete this report for all accredited apprenticeship programs they offer. Submit the completed report to the Provincial Apprenticeship and Certification Board at the above-noted address by the date specified by Department of Advanced Education, Skills and Labour Accreditation Staff.

If concerns were identified during the previous site visit, details on how these concerns have been addressed must be noted in this report.

Failure to submit the completed report to the Board within 30 days of the due date could result in the program accreditation being revoked. Extenuating circumstances which prevent meeting this deadline must be detailed in writing to the Board before the due date.

Training Institution:		
Campus (if applicable):		
Program:		
Level (check one):	Entry Level	Entry & Advanced-Level
Reporting Period:	From	To
Due Date:	Date Submitted:	

Contact Person:

Phone Number:

Please indicate whether there have been changes in any of the following areas. Details of any changes should be explained in full on a separate sheet and attached with your submission.

1. Admission and Retention Policies and Standards

No changes

If there are changes, **attach** details

2. Requirements for Graduation

No changes

If there are changes, **attach** details

3. Instructional Staff (Core Courses)

- If applicable, **attach updated** transcripts from MUN pertaining to the **Post-Secondary Instructor's Certificate program (or equivalent)** for all **current core** instructional staff.
- **Attach a list of all core instructors** in the program during the reporting year, note **all courses taught** by each instructor, and include their **class and shop schedules**.

No staff changes

If there are changes, attach new core instructor credentials (ie. copies of transcripts/certificates/diplomas)

4. Instructional Staff (Related Courses)

- If applicable, **attach updated** transcripts from MUN pertaining to the **Post-Secondary Instructor's Certificate program (or equivalent)** for all **current related** instructional staff
- **Attach a list of all related instructors** in the program during the reporting year, note **all courses taught** by each instructor, and include their **class schedules**

No staff changes

If there are changes, attach new related instructor credentials (ie. copies of transcripts/certificates/diplomas)

5. Instructional Support Staff (demonstrators, instructional assistants)

- **Attach a list of all demonstrators/instructional assistants** in the program during the reporting year, noting **all courses** in which they assist, and include their **class and shop schedules**.

No staff changes

If there are changes, attach new demonstrators/instructional assistants' credentials (ie. copies of transcripts/certificates/diplomas)

10. Please address any concerns cited in the site visit final report. **Be as specific as possible.**