



## CREDENTIAL VALIDATION SERVICE (CVS) TEMPLATE FOR INFORMAL REVIEW

Submit this template via email to [cvs@ocqas.org](mailto:cvs@ocqas.org) for title modifications, program modifications, VLO updates and new program proposals.

Basic Information	
<b>Name (College Contact)</b>	Submitter's name.
<b>Email</b>	Submitter's email.
<b>College</b>	College making the request.

Program Information	
<b>Program Title</b>	Enter current title of the existing program or proposed title of the new program.
<b>Program Credential</b>	Select a credential.
<b>Program MTCU Code</b>	MTCU 5-digit code
<b>APS Number (if applicable)</b>	APS number

Nature of the request (check one)	Complete Sections (check when complete)
<input type="checkbox"/> VLO update	<input type="checkbox"/> <a href="#">A</a>
<input type="checkbox"/> Title modification	<input type="checkbox"/> <a href="#">A</a> <input type="checkbox"/> <a href="#">B</a>
	<b>New Title Proposed:</b> Enter new title only.
	<b>Date of Implementation of New Title:</b> DD-MMM-YYYY
<input type="checkbox"/> Program modification	<input type="checkbox"/> <a href="#">A</a> <input type="checkbox"/> <a href="#">B</a> <input type="checkbox"/> <a href="#">C</a>
	<b>Date of Implementation of Program Modification:</b> DD-MMM-YYYY
<input type="checkbox"/> Informal review of new program**	<input type="checkbox"/> <a href="#">A</a> <input type="checkbox"/> <a href="#">B</a> ( <input type="checkbox"/> <a href="#">C</a> optional)

\*\*Requests for informal review of a new program that require additional context may require completion of all or part of Section C, at CVS request.



## Section A

**Program Purpose:** *The program purpose should align with the proposed title and VLOs.*


### VLO Alignment and Rationale:

<b>MTCU Code:</b> <input type="text" value="Enter MTCU 5 digit code."/> <b>MTCU Title:</b> <input type="text" value="Enter title identified in the Standard or in the APS table (column E)."/>		
<input type="checkbox"/> Program Standard, or <input type="checkbox"/> Program Description		
Base Vocational Learning Outcomes (Validated)	Proposed Vocational Learning Outcomes	Rationale
<p><b>Important!</b> Present current VLOs in their correct numbered order.</p> <p>Example:</p> <ol style="list-style-type: none"> <li>Apply production techniques for film and digital video including basic aspects of interactive storytelling to create productions for a range of audiences</li> </ol>	<p><i>Options and examples:</i></p> <ul style="list-style-type: none"> <li>Use original VLO verbatim, copy as presented.           <ol style="list-style-type: none"> <li>Apply production techniques for film and digital video including basic aspects of interactive storytelling to create productions for a range of audiences.</li> </ol> </li> <li>Propose new VLO that aligns with the base VLO           <ul style="list-style-type: none"> <li>If a proposed VLO aligns with more than one base VLO, include it the first time <b>only</b>, and then insert "Same as new VLO #__" for subsequent entries.               <ol style="list-style-type: none"> <li>Apply multi-camera production techniques to create content for multiple platforms.</li> </ol> </li> </ul> </li> <li>Identify where the VLO content is appearing VLO included in new VLO#3</li> <li>Identify that it will not be used</li> </ul>	<p><i>Options and examples:</i></p> <ul style="list-style-type: none"> <li>For all changes, explain why the proposed VLO <i>differs</i> from the base VLO, or why it has been <i>excluded</i>.</li> <li>No information is required if there are no changes to the VLO. This section can be left blank.</li> <li>VLO was modified to specify multi-camera techniques and to include all productions instead of having a focus on storytelling</li> <li>The new VLO #3 will incorporate film and digital video production</li> </ul>



	<i>VLO will not be used</i>	<i>VLO will not be used because the program will no longer focus on production techniques, a new outcome will be created for this purpose, see new VLO #10.</i>
Enter VLOs this program is mapping to using the current numbers.	Enter Proposed VLO or one of the options above	Enter Rationale
<i>Add rows as required for additional VLOs</i>		
<b>2<sup>nd</sup> MTCU Code (if mapping to 2 codes)</b> <b>MTCU Code:</b> <input type="text" value="Enter MTCU 5 digit code."/> <b>MTCU Title:</b> <input type="text" value="Enter title identified in the Standard or in the APS table (column E)."/> <input type="checkbox"/> <b>Program Standard, or</b> <input type="checkbox"/> <b>Program Description</b>		
Enter VLOs for this program their current order.	Continue to enter proposed VLOs if they are <b>new</b> only, do not repeat above VLOs, refer to them as New VLO#_.	Enter Rationale
<i>Add rows as required for additional VLOs</i>		



## Section B

### Rationale for Title or Program Modification:

### Program Advisory Committee (PAC) and/or College Support: *Provide details of support (e.g., date of PAC meeting when program was endorsed).*

## Section C

### Funding Request: *Will this proposal be sent to the MCU for Funding? (check one)*

- Yes - if yes, please indicate  Full-time or  Part-time  
 No

<b>Admission Requirements:</b>	<b>System level admission requirements</b> <input type="checkbox"/> OSSD or equivalent, mature student status. <input type="checkbox"/> Ontario College Diploma, Ontario College Advanced Diploma, degree or equivalent. <b>Program level admission requirements</b> <div style="background-color: #fff9c4; height: 40px; margin-top: 5px;"></div>
<b>Occupational Areas:</b> <i>Add labour market data, associated NOC codes and employment projections</i>	
<b>Laddering Opportunities:</b> <i>Into the program and upon graduation of the program</i>	

Section C (continued)

**Program Curriculum:**

Semester	Course Code/ Course Title	General Education Course <i>(indicate with an X)</i>	Total Course Hours	Course Description
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				

Add rows as required to complete the program curriculum table

**Total Hours:**

**Semester 1:**

**Semester 3:**

**Semester 5:**

**Semester 7:**

**Semester 2:**

**Semester 4:**

**Semester 6:**

**Semester 8:**



Outcomes	Course Codes (Indicate alignment with an 'X', add columns as required)															
	Insert course codes here															Add columns as required for additional courses
EES8																
EES9																
EES10																
EES11																

EES Skill Categories and Defining skills	The graduate has reliably demonstrated the ability to:
<b>Communication:</b> a) Reading, b) Writing, c) Speaking, d) Listening, e) Presenting, f) Visual literacy.	EES1- communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience
	EES2 - respond to written, spoken, or visual messages in a manner that ensures effective communication
<b>Numeracy</b> a) Understanding and applying mathematical concepts and reasoning, b) Analyzing and using numerical data, c) Conceptualizing	EES3 - execute mathematical operations accurately
<b>Critical Thinking &amp; Problem Solving:</b> a) Analysis, b) Synthesizing, c) Evaluating, d) Decision making, e) Creative and innovative thinking	EES4 - apply a systematic approach to solve problems
	EES5 - use a variety of thinking skills to anticipate and solve problems
<b>Information Management</b> a) Gathering and managing information, b) Selecting and using appropriate tools and technology for a task or a project, c) Computer literacy, d) Internet skills	EES6 - locate, select, organize, and document information using appropriate technology and information systems
	EES7 - analyse, evaluate, and apply relevant information from a variety of sources
<b>Inter-personal:</b> a) Team work, b) Relationship management, c) Conflict resolution, d) Leadership, e) Networking	EES8 - show respect for the diverse opinions, values, belief systems, and contributions of others
	EES9 - interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals
<b>Personal:</b> a) Managing self, b) Managing change and being flexible and adaptable, c) Engaging in reflective practice, d) Demonstrating personal responsibility.	EES10 – manage the use of time and other resources to complete projects
	EES11 - take responsibility for one’s own actions, decisions, and consequences

## Section C (continued)

### Certification/Accreditation:

*Note: There may be titling implications for programs that are not seeking recognition in an area where existing programs have secured recognition.*

#### Mandatory recognition of a regulatory authority exists and is being sought.

*There is a legislative requirement that program graduates must be certified or licensed by a regulatory authority to practice or work in the occupation. Where licensing or certification is **required by legislation** for entry to practice in the profession or trade, the Ministry of Colleges and Universities requires that colleges ensure that their programs will meet the requirements of the regulatory body in order to be approved for funding.*

**Name of regulatory authority:**

**Status** (please select ALL that apply)

- Accreditation or approval by the regulatory authority / designated third party received.

**Date of recognition:**

- The college is working toward accreditation with the regulatory authority/ designated third party.

**Describe current status of application:**

**Expected date of recognition:**

- The regulatory authority does not accredit educational programs directly or through designated third party. Formal acknowledgement (e.g. in its published or legislated registration requirements) that the program graduates will be eligible to write any required certifying or registration exam(s) or that the program is otherwise recognized for the purposes of certifying or registering a graduate is being sought.

**Please submit an acknowledgement and/or evidence from the regulatory authority regarding the status of the recognition.**

#### Voluntary recognition by a regulatory authority exists and is being sought.

*There is a voluntary (i.e. not required by legislation) licensing or certification for entry to practice in the profession or trade. Colleges may choose to have a program accredited or recognized by a voluntary membership organization or association. Graduate eligibility for association recognition or adherence to standards imposed by the body is **a recommendation and not a requirement** for program funding approval by the Ministry of Colleges and Universities.*

**Name of voluntary association:**

**Status** (please select ALL that apply)

- Recognition has been received.

**Date of recognition:**

**Type of recognition** (e.g. accreditation, graduates eligible to write membership exams, etc.):

- The college is working toward recognition.

**Describe current status of application:**

**Expected date of recognition:**

- The association does not recognize educational programs directly or through designated third party. Formal recognition (e.g. in its published requirements) that the program graduates will be eligible to write any required certifying or registration exam(s) or that the program is otherwise recognized for the purposes of certifying or registering a graduate is being sought.

**Please submit an acknowledgement and/or evidence from the regulatory authority or voluntary association regarding the status of the recognition.**

#### Voluntary recognition by a regulatory authority exists and is not being sought.

**Please explain why:**

#### No recognition exists.