



### APPLICATION FORM FOR PROGRAM PROPOSAL

<b>A. Funding Request:</b> This proposal will be sent to the MTCU for Approval for Funding. <input type="checkbox"/> Yes <input type="checkbox"/> No									
<b>B. College Name:</b> Click here to enter College Name									
<b>C. College Contact(s):</b> Person responsible for this proposal.  <table border="0"> <tr> <td><b>Name:</b> Click here to enter text.</td> <td><b>Name:</b> Click here to enter text.</td> </tr> <tr> <td><b>Title:</b> Click here to enter text.</td> <td><b>Title:</b></td> </tr> <tr> <td><b>Telephone:</b> Click here to enter text.</td> <td><b>Telephone:</b></td> </tr> <tr> <td><b>E-mail:</b> Click here to enter text.</td> <td><b>E-mail:</b></td> </tr> </table>		<b>Name:</b> Click here to enter text.	<b>Name:</b> Click here to enter text.	<b>Title:</b> Click here to enter text.	<b>Title:</b>	<b>Telephone:</b> Click here to enter text.	<b>Telephone:</b>	<b>E-mail:</b> Click here to enter text.	<b>E-mail:</b>
<b>Name:</b> Click here to enter text.	<b>Name:</b> Click here to enter text.								
<b>Title:</b> Click here to enter text.	<b>Title:</b>								
<b>Telephone:</b> Click here to enter text.	<b>Telephone:</b>								
<b>E-mail:</b> Click here to enter text.	<b>E-mail:</b>								
<b>D. Proposed Program Title:</b>									
<b>E. Proposed Credential:</b> Please select one (1). <input type="checkbox"/> Local Board Approved Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Ontario College Diploma <input type="checkbox"/> Ontario College Advanced Diploma <input type="checkbox"/> Ontario College Graduate Certificate									
<b>F. Program Maps (Appendix A):</b> Please complete and attach the two (2) Program Maps. <u>Form 1-</u> Vocational Program Learning Outcomes <u>Form 2-</u> Essential Employability Skills Outcomes									
<b>G. Program Description (Appendix B):</b> Please complete and attach the Program Description Form.									
<b>H. Program Curriculum (Appendix C):</b> Please complete and attach the Program Curriculum Form.									
<b>I. Regulatory Status Form (Appendix D):</b> Please complete and attach the Regulatory Status Form.									
<b>J. Date of Submission to CVS:</b> Click here to enter a date.									
<b>FOR CVS USE ONLY</b>									
<b>K. Date of CVS Response:</b> Click here to enter a date.									
<b>L. CVS Validation Decision:</b> <input type="checkbox"/> Proposal Validated. APS Number: Reason: <input type="checkbox"/> Proposal not Validated. Reason:									
<b>M. CVS Signature:</b>									

Send the completed form and required appendices to: [belfer@ocqas.org](mailto:belfer@ocqas.org). For detailed information on how to complete the Application Form for Program Proposal, please refer to the Instructions for Submission of Program Proposal document at [www.ocqas.org](http://www.ocqas.org).



## INTRODUCTION

The process established by the Credentials Validation Service (CVS) is designed to be a streamlined, seamless, effective, and efficient process that will allow colleges to submit and receive validation requests and decisions in a timely manner. The document with the instructions to complete this form (*CVS Instructions for Submission of Program Proposal*) is available to all colleges on the OCQAS website ([www.ocqas.org](http://www.ocqas.org)).



**F. PROGRAM MAPS (APPENDIX A): Form 1 - Vocational Program Learning Outcomes**

<b><u>Provincial Vocational Program Outcomes</u></b> Provincial Program Standard, or Provincial Program Description <i>MTCU code:</i>	<b>Proposed Program Vocational Learning Outcomes</b>	<b>Course Title / Course Code</b>

*Add additional rows as required to complete the mapping exercise.*



**F. PROGRAM MAPS (APPENDIX A): Form 2 – Essential Employability Skills Outcomes**

Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes <i>(As indicated in Appendix A)</i>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Speaking</li> <li>• Listening</li> </ul>	<ul style="list-style-type: none"> <li>• communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience</li> </ul>	
		<ul style="list-style-type: none"> <li>• Presenting</li> <li>• Visual Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• respond to written, spoken, or visual messages in a manner that ensures effective communication</li> </ul>
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>• Understanding and applying mathematical concepts and reasoning</li> <li>• Analysing and using numerical data</li> <li>• Conceptualizing</li> </ul>	<ul style="list-style-type: none"> <li>• execute mathematical operations accurately</li> </ul>	
<b>Critical Thinking &amp; Problem Solving</b>	<ul style="list-style-type: none"> <li>• Analysing</li> </ul>	<ul style="list-style-type: none"> <li>• apply a systematic approach to solve problems</li> </ul>	
		<ul style="list-style-type: none"> <li>• Synthesizing</li> <li>• Evaluating</li> <li>• Decision-making</li> <li>• Creative and innovative thinking</li> </ul>	<ul style="list-style-type: none"> <li>• use a variety of thinking skills to anticipate and solve problems</li> </ul>



Skill Categories	Defining Skills Skill areas to be demonstrated by the graduates	Essential Employability Skills Outcomes The graduate has reliably demonstrated the ability to:	Course Title / Course Codes <i>(As indicated in Appendix A)</i>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Gathering and managing information</li> <li>• Selecting and using appropriate tools and technology for a task or a project</li> <li>• Computer literacy</li> <li>• Internet skills</li> </ul>	<ul style="list-style-type: none"> <li>• locate, select, organize, and document information using appropriate technology and information systems</li> </ul>	
		<ul style="list-style-type: none"> <li>• analyse, evaluate, and apply relevant information from a variety of sources</li> </ul>	
<b>Inter-personal</b>	<ul style="list-style-type: none"> <li>• Team work</li> <li>• Relationship management</li> <li>• Conflict resolution</li> <li>• Leadership</li> <li>• Networking</li> </ul>	<ul style="list-style-type: none"> <li>• show respect for the diverse opinions, values, belief systems, and contributions of others</li> </ul>	
		<ul style="list-style-type: none"> <li>• interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals</li> </ul>	
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Managing self</li> <li>• Managing change and being flexible and adaptable</li> <li>• Engaging in reflective practice</li> <li>• Demonstrating personal responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• manage the use of time and other resources to complete projects</li> </ul>	
		<ul style="list-style-type: none"> <li>• take responsibility for one's own actions, decisions, and consequences</li> </ul>	



## G. PROGRAM DESCRIPTION (APPENDIX B)

### **Program Description**

*Provide a brief description of the program, similar to what might be used as, or found in, advertising or a calendar description.*

### **Laddering Opportunities**

*Provide a brief description of known laddering into and from the proposed program, e.g. certificate to diploma, diploma to degree, apprenticeship to college, diploma to apprenticeship, college to college, diploma to college degree, etc.*

### **Occupational Areas**

*Provide a brief description of where it is anticipated graduates will find employment.*

### **Proposed Program Vocational Learning Outcomes**

*Provide the list of the proposed program vocational learning outcomes. These outcomes should be listed, verbatim as they appear in Appendix A- Form 1.*

***The graduate has reliably demonstrated the ability to:***

### **Admission Requirements**

*Identify the Admission Requirements for the program.*



### H. PROGRAM CURRICULUM (APPENDIX C)

<b>Semester</b>	<b>Course Code/ Course Title</b> <i>(As indicated in Appendix A)</i>	<b>General Education Course</b> <i>(indicate with an X)</i>	<b>Total Course Hours</b>	<b>Course Description</b>

*Add additional rows as required to complete the curriculum chart.*



## I. REGULATORY STATUS FORM (APPENDIX D)

Please complete the following:

*There IS a legislative requirement that program graduates must be certified or licensed by a regulatory authority to practice or work in the occupation*

- Mandatory recognition of a regulatory authority exists and is being sought.**  
(Please refer to Section A below- *Mandatory Regulatory Requirements*)

*There IS or IS NOT a voluntary (i.e., not required by legislation) licensing or certification for entry to practice in the profession or trade.*

- YES  
 NO

- Voluntary recognition of a regulatory authority IS being sought.**  
(Please refer to Section B below- *Recognition by Voluntary Association*)

- Voluntary recognition is NOT being sought\*.**  
Please explain why: [Click here to enter text.](#)

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

### A. MANDATORY REGULATORY REQUIREMENTS





Where licensing or certification is **required by legislation** for entry to practice in the profession or trade, the Ministry of Training, 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.**



## B. RECOGNITION BY VOLUNTARY ASSOCIATION

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 Training, Colleges and Universities.

Name of voluntary association:

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

The college is working toward recognition.

Describe current status of application:

Expected date of recognition:

Recognition has been received.

Date of recognition:

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

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.**