

WHAT'S NEW WITH PCC COMPLIANCE?

Policy Directive #10 Approval of Hairstyling Programs has been in effect since May 1, 2013.

"A PCC offering a program leading to a credential in Hairstyling that was approved before this policy directive came into effect on May 1, 2013 will lose its approval to offer this program and the related credential on May 1, 2014, unless it does the following by November 1, 2013:

- Adopt the current MTCU Private Career College Hairstylist Training Standard;
- Obtain a third party assessment attesting to compliance with the Hairstylist Training Standard; **AND**
- Submit a complete Request for Program Changes application, through the RICC system; **OR**
- For program(s) that are currently NOT entered in the RICC system, a PCC must submit a complete program approval application, by entering the program as a new program in the RICC system."









Going crazy trying to get your Hairstyling Curriculum designed to align with the 2012 Hairstyling Standards and the Superintendent's Policy Directive #10 Approval of Hairstylist Programs for Nov. 1, 2013?

Business Assessment Solutions eSSential Services can help you with:

- Curriculum Design of New and Legacy Programs
- Adult Education Third Party Assessments
- RICC System New Program Entries/Program Changes
- RICC System Training and Coaching
- Esthetician and Hairstyling Subject Specific Standards and Curriculum Design Specialization
- Registration of a New Career Campus
- Inspirational Graduation Addresses

HIGHLIGHT ON **NEW** ESSENTIAL SERVICES TO ASSIST **YOU** WITH NAVIGATING COMPLIANCE

eSSential...

-  **Curriculum Toolkits** – do you require a full curriculum build, customization and entry of your program in the RICC system?
-  **Curriculum Audit** – are you struggling to have your curriculum approved by a third party assessor and need some coaching to achieve a positive assessment?
-  **New Campus Application** – are you adding a new campus and need help with completing the application and attaching the supporting documentation?
-  **Policy Development** – do you need help building your enrollment contract, code of conduct, academic, student expulsion, complaint, or default management policies?
-  **KPI Audit Preparation** – are you an OSAP approved college and need assistance in preparing your student files for submission and audit?
-  **OSAP Audit Response and Alignment** – do you need assistance in responding to and addressing audit findings to ensure ongoing compliance?

CAREER COLLEGE SPOTLIGHT - VERSAILLES ACADEMY OF MAKE-UP ARTS & ESTHETICS

Versailles Academy is registered as a Private Career College under the Private Career Colleges Act, 2005. The school is locally-owned and produces acknowledged graduates in the cosmetic, esthetic and hairstyling fields since 1981.

The school wanted to have their Hairstyling program re-designed with a goal of submission to the Ministry prior to August 1, 2013. Versailles owners, **Rick and Debora MacIntosh** and staff were daunted by the level of work involved, but with the assistance of Business Assessment Solutions, **the deadline was met with 10 days to spare.**

TESTIMONIALS FROM YOUR PEERS

With a keen eye to the importance of delivering top quality products and service for her clients, Jerry's experience, expertise, skills and professionalism are always of the highest standard.

*Tanya Hill
Independent Third Party Assessor*

In the process of working with Jerry we have improved our curriculum and the efficiency in which we operate day to day. As the administrator, I can honestly say that the enrollment at our school increased due to the time saved by having Jerry on board.

*Joanne Vachon
Career School of Hair & Nails*

Jerry is a great mentor and educator! Her phenomenal ability to coach and share her in-depth industry experience salutes her ability to design, develop and facilitate superior training programs and courses. She has a learner-first attitude which makes any program she creates successful.

*Sherisse DaSilva
Owner, Designed to Train*

The program has since received a positive assessment by the independent third party assessor for both the adult education and subject matter expert assessments and has been recommended for Ministry approval.

The program is presently pending for Ministry review.



ESSENTIAL Q&A - NAVIGATING COMPLIANCE

What information is required when submitting a new campus application?

- An up-to-date corporation profile report, if required
- A Master Business Licence, if not a corporation
- An original pro forma financial statement
- Evidence of additional financial security to cover the new location
- Evidence of fire inspection at the location specified in the application
- Evidence of health inspection, if required
- Evidence of adequate liability insurance
- A floor plan of the new facility
- Verification that transcripts meet the requirements of the PCCA and O. Reg. 415/06
- A copy of the student complaint procedure and dismissal policy for the new campus
- A two-page Application for Program Approval for each vocational program to be offered at the new campus, accompanied by the relevant appendices (less information is required than for the initial approval of each program)
- All fees required by the Minister

For more information:

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