



## ONTARIO COLLEGE CREDENTIALS VALIDATION SERVICE

Starting February 1, 2005, the new Ontario College Credentials Validation Service will be operational. This service, created as part of the Self-Regulatory Mechanism for the colleges of applied arts and technology in Ontario, has been in development for the past 2 years. First identified as being required through the *Colleges of Applied Arts and Technology Act, 2002*, the Credentials Validation Service (CVS) has been developed through extensive work and consultation by a joint committee consisting of representatives from the Coordinating Committee of Vice-Presidents, Academic (CCVPA) and from the Colleges Branch, Ministry of Training, Colleges and Universities (MTCU).

The CVS has been established consistent with the Minister of Training, Colleges and Universities' Binding Policy Directive, *Framework for Programs of Instruction*. This service, along with the approval of programs of instruction by the local College Board of Governors, makes up a component of the Self-Regulatory Mechanism for the college system.

The mandate of the CVS is to:

- provide reasonable assurance that all postsecondary programs of instruction leading to one of the Ontario College Credentials (Certificate, Diploma, Advanced Diploma, or Graduate Certificate), regardless of funding source, conform to the Credentials Framework and are consistent with accepted college system nomenclature / program titling principles; and,
- maintain the integrity of the credentials offered by the college system and protect the interests of students and employers who require a reasonable guarantee of consistency and quality in postsecondary programs of instruction offered by colleges of applied arts and technology in Ontario.

The CVS is managed as a subsidiary of the Association of Colleges of Applied Arts and Technology of Ontario (ACAATO). An arms-length, policy-driven Management Board appointed, on recommendation by the CCVPA, by the Committee of Presidents, provides oversight to the CVS to ensure consistency and quality of programming in the college system. Senior staff at ACAATO provides the day-to-day direction to the CVS. The Management Board is made up of Senior Academic Officers, and Curriculum and Instructional Design experts from the Colleges.

The CVS is established to provide timely validation of programs of instruction to the colleges. To this end, the CVS has been designed to operate electronically, with forms being available for completion and submission through a unique page on the ACAATO

website. Colleges will complete and submit the required forms, these will be reviewed and validated by staff at the CVS, and an electronic response will be made to the college. CVS will operate with the dual function of providing support to the colleges through expediting the validation of programs of instruction, and providing reasonable assurances to address the public's need for consistency in the titling, credentialing, and content of programs offered in the college system.

In order to expedite the validation process and create an efficient and effective service, CVS will be a conduit of information between the colleges and the Ministry of Training, Colleges and Universities. In cases where a college has indicated they will be seeking funding approval from MTCU, the CVS will forward all documents, as well as its validation response, to MTCU, to provide a streamlined and seamless process for colleges. In cases where a college indicates it will not be seeking funding approval from MTCU, the response and the documents will be returned to the originating college.

The complete set of forms required by a college to make application for the validation of a program of instruction is available to colleges by following the links to the CVS page on the ACAATO website (either at [www.collegecvvs.on.ca](http://www.collegecvvs.on.ca) or at <http://www.acaato.on.ca/home/ontario/credential.html> ). Here a college will find the forms and detailed instructions to assist with the application for validation. Information is also provided as to how a college can contact CVS staff with specific questions that may arise during the process.

A college may choose to submit programs to the CVS either prior to, or following, submission to their Board of Governors for approval. In the event a college is planning to seek funding approval from MTCU, they must receive both a validation from the CVS and approval by its Board of Governors. There is no requirement or necessity to have these two operations completed in any particular sequence; they both have to be completed prior to seeking approval for funding.

Validation by the CVS will be signified by the assigning of an Approved Program Sequence (APS) number. Once a program has been validated by the CVS, the APS number is assigned and this becomes the "mark" or indication of a program that has been validated. In the rare cases where a program may not be validated, no APS number will be assigned and the documentation will be returned to the originating college with a reason for the non-validation decision.

For further information about the CVS or the Self-Regulatory Mechanism for the colleges of applied arts and technology in Ontario, please contact Tim Klassen at 416-596-8799 ext. 225 or [Klassen@collegecvvs.on.ca](mailto:Klassen@collegecvvs.on.ca)