



Ontario College Quality Assurance Service

Service de l'assurance de la qualité des  
collèges de l'Ontario

## **CREDENTIALS VALIDATION SERVICE (CVS)**

# **INSTRUCTIONS FOR SUBMISSION OF PROGRAM PROPOSAL**

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## 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 required application form (*Application Form for Program Proposal*) is available to all colleges on the OCQAS website ([www.ocqas.org](http://www.ocqas.org)).

It is recognized that colleges will continue to develop program proposals *internally* consistent with the policies and procedures individual colleges have established to guide this process. Once proposals have successfully completed the internal college process, the validation process outlined here will take effect.

The *Application Form for Program Proposal* consists of:

1. Cover Page
2. Appendix A- Program Maps (two parts)
  - a. Form 1- Vocational Program Outcomes
  - b. Form 2- Essential Employability Skills Outcomes
3. Appendix B- Program Description
4. Appendix C- Program Curriculum
5. Appendix D- Regulatory Status Form
  - a. Mandatory Regulatory Requirements
  - b. Recognition by Voluntary Association

What follows here are the detailed instructions on how to complete the application to ensure a complete and comprehensive package is submitted. It is important that regardless of the process for program development and review used internally in a college, any programs being submitted to the CVS for validation **MUST** be submitted using the *Application Form for Program Proposal*. Submitting a complete and comprehensive application will facilitate the process and enable a more timely decision from the CVS. Information submitted in other formats will, in most cases, result in a slowing of the process and a request that colleges re-submit the information on the respective appropriate forms.

**Please note that all of the information included in the application for program validation **MUST** comply with The Credentials Framework as determined by the Minister's Binding Policy Directive (Framework for Programs of Instructions).**



## APPLICATION FORM

### 1. Cover Page

#### **A. Funding Request:**

Indicate the preference of your college with respect to this proposal by selecting one (1) of the options (**YES or NO**) with respect to seeking, or not seeking, approval for funding from the Ministry of Training, Colleges and Universities (MTCU).

#### **B. College Name:**

Insert the name of your college here.

#### **C. College Contact(s):**

This information will be used by the CVS staff to contact the appropriate person(s) at your college with any questions related to the application and also the person(s) to whom the validation decision will be sent.

#### **D. Proposed Program Title:**

Insert the title of the program that is being proposed. Please use the title that the college is requesting as the approved title, and the one that will appear on the graduate's credential. Colleges are reminded that there are established titling guidelines approved, and used, by the college system, and all proposed titles should comply with these titling guidelines. (For titling guidelines, refer to the OCQAS website- *CVS Titling Guidelines*).

#### **E. Proposed Credential:**

Indicate the credential that the college is planning to offer at the successful completion of the program of instruction by selecting one (1) of the appropriate credential listed. Colleges are reminded that all programs of instruction being submitted to MTCU for approval for funding must receive validation from the CVS. As well, all programs of instruction leading to the granting of one of the *Ontario College* credentials, regardless of funding source, must also receive validation from the CVS.



## **2. Program Maps (Appendix A)**

### **F. Program Maps (Form 1 and Form 2):**

There are two program maps that must be completed. One relates to the mapping of the Vocational Program Learning Outcomes (Form 1), expressed at the program level, and the other relates to the Essential Employability Skills Outcomes (Form 2).

#### **Vocational Program Learning Outcomes (Form 1)**

Form 1 has three (3) sections:

i. Provincial Vocational Program Outcomes

The college is asked to map to an existing provincial *program description* or provincial *program standard*.

Select one (1) of the options (**DESCRIPTION or STANDARD**)<sup>1</sup> and insert the matching MTCU code for the program being referenced.

*If a provincial program **standard** exists, the college is to **match** the proposed outcomes and title against the outcomes in the standard.*

*If a provincial program **description** exists that is related or comparative to the college's proposed program, the college is asked to use it as a guide to propose program outcomes in order to demonstrate how the program is similar to or different from the existing one. A college can also map to a lower level outcome of a similar program in order to show that the proposed program is similar in nature and different in content and expectations. This also is an indicator for the MTCU to which family of programs this new one should be associated with if a new funding code needs to be developed.*

ii. Proposed Program Vocational Learning Outcomes

The college is asked to insert their proposed vocational program learning outcomes.

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<sup>1</sup> Electronic copies of the Program Descriptions can be found at [http://caat.edu.gov.on.ca/HTMLpages/ProgramDescriptionsAll\\_Eng.asp](http://caat.edu.gov.on.ca/HTMLpages/ProgramDescriptionsAll_Eng.asp) while electronic copies of the Provincial Program Standards can be found at <http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/index.html>. Please note that these websites are protected. To receive the passwords, please e-mail CVS at [belfer@ocqas.org](mailto:belfer@ocqas.org).



*In some cases, the provincial program descriptions will be outdated and the college can take it upon themselves to update them to meet the current industry expectations.*

iii. Course Title/ Course Code

The college is asked to identify the course titles and/or course codes.

Where a college has developed and assigned college-specific codes, these should be indicated.

Where a college has not developed or assigned college-specific course codes, the course titles should be entered.

*The mapping of courses to the proposed outcomes is to demonstrate that there are sufficient and appropriate courses in the program to ensure that graduates have had opportunities to reliably demonstrate their ability to meet the proposed program outcomes.*

### **Essential Employability Skills Outcomes (Form 2)**

Form 2 has one (1) section:

i. Course Title/ Course Code

The college is asked to identify the course titles and/or course codes (as indicated in Appendix A- Form 1).

Where a college has developed and assigned college-specific codes, these should be indicated. Where a college has not developed or assigned college-specific course codes, the course titles should be entered.

*The mapping of courses to the Essential Employability Skills Outcomes is to demonstrate that there are sufficient and appropriate courses in the program to ensure that graduates have had opportunities to reliably demonstrate their ability to meet the Essential Employability Skills Outcomes (for more information, please refer to the Framework for Programs of Instruction- Appendix B).*

*The Ministry has issued a policy with respect to Essential Employability Skills. Under this policy there is no difference or distinction between the Essential Employability Skills required for any graduate with an Ontario College credential. Program standards developed/reviewed before 2005 contain the old Generic Skills Standards (GSS) and are to be read with the Essential Employability Skills (ESS) in lieu of the GSS.*



### **3. Program Description (Appendix B)**

#### **G. Program Description:**

Appendix B (Program Description) has five (5) sections:

- i. Program Description  
The college is asked to provide a brief description of the program, similar to what might be used as, or found in, advertising or a calendar description.
- ii. Laddering Opportunities  
The college is asked to 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 diploma, diploma to college degree, etc.)
- iii. Occupational Areas where it is anticipated the graduate will find employment  
The college is asked to include some reference to related occupational areas where graduates are expected to find employment.
- iv. Proposed Program Vocational Learning Outcomes  
The college is to provide a list of the **proposed** vocational learning outcomes, expressed at a program level (verbatim as they appear in Appendix A- Form 1).
- v. Admission Requirements  
The college is to identify the Admission Requirements for the program.

### **4. Program Curriculum (Appendix C)**

#### **H. Program Curriculum:**

Appendix C (Program Curriculum) has five (5) sections:

- i. Semester  
The college is asked to identify the semester in which the course will be offered.
- ii. Course Code/ Course Title  
The college is asked to identify the course titles and/or course codes. Where a college has developed and assigned college-specific codes, these



should be indicated. Where a college has not developed or assigned college-specific course codes, the course titles should be entered in this column (same courses as in Appendix A- Form 1).

iii. General Education Course

The college is asked to indicate the courses that are General Education courses. (for more information, please refer to the *Framework for Programs of Instruction- Appendix C*).

iv. Course Hours

The college is asked to identify the total course hours.

v. Course Description

The college is asked to provide a brief description of the course. This description would be a calendar description or such similar descriptor as may be used in advertising the course.

## **5. Regulatory Status Form (Appendix D)**

The role of regulatory colleges and voluntary membership associations in controlling employment in an occupation, trade or profession, conferring professional designations or in developing standards of practice must be clearly identified. It is important for students that information about programs of instruction accurately describes entry-to-practice requirements in a field of study. . (For more information on regulatory bodies, refer to the OCQAS website- *CVS Regulatory Status*).

### **I. Regulatory Status Form:**

Appendix D (Regulatory Status Form) has three (3) sections:

i. Cover Page

The college is asked to select one (1) of the options (**MANDATORY RECOGNITION or VOLUNTARY RECOGNITION**). If voluntary recognition is NOT being sought, the college is asked to provide an explanation.

ii. Mandatory Regulatory Requirements

The college is asked to select ALL options that apply and complete the required fields.

*Where licensing or certification or required by legislation for entry to practice in the profession or trade, the Ministry of Training Colleges and Universities requires that the college ensure that their program will meet the requirements of the regulatory body in order to be approved for*





*funding. Acknowledgment from the regulatory authority regarding the status of the recognition must be submitted to the MTCU.*

iii. Voluntary Requirements

The college is asked to select ALL options that apply and complete the required fields.

*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 not a requirement for program funding approval by the Ministry of Training Colleges and Universities.*

**J. Date of Submission to CVS:**

Please indicate the date on which the application form and the required appendices are sent to the CVS.

**K. Date of CVS Response (for CVS use only):**

The CVS will insert the date here indicating when a decision was made and when a response was sent to the applying college.

**L. CVS Validation Decision (for CVS use only):**

The CVS will indicate its decision in this space. For those applications that are validated, the CVS will insert the relevant Approved Program Sequence (APS) Number. This is a unique identifier assigned to each approved program in the system. A brief explanation of the validation (approved or not) will also be provided in this section.

**M. CVS Signature (for CVS use only):**

The CVS staff that reviewed the application will indicate its signature in this space.



## Distribution of Decision and Documents

Once the program proposal has been validated, the CVS will respond to the applying college with a validation decision letter confirming the validation and an electronic copy of the final *Application Form for Program Proposal*. The CVS will also forward a copy of the validation decision letter to the Colleges Unit, MTCU for their information and records.

In cases where colleges indicate they are planning to seek MTCU approval for funding, the college must forward directly, to the Colleges Unit, the validation decision letter and the final *Application Form for Program Proposal* AND all other required MTCU documents to complete the approval for funding request.

It must be pointed out that MTCU requires different, and additional, information than that required by the CVS: the Board Attestation form, signed by the college president and the Program Delivery Information (PDI) form.