

Ministry of Colleges and
Universities

Ministère des Collèges et Universités

Advanced Education Learner
Supports Division

Division du soutien aux apprenants au
niveau postsecondaire

Private Career Colleges Branch
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MEMORANDUM TO: Registered Private Career Colleges

FROM: Travis Coulter
Superintendent of Private Career Colleges
Director, Private Career Colleges Branch

DATE: March 13, 2020

SUBJECT: **Short Term Alternative Training Measures (COVID-19)**

I am writing to provide private career college owners and operators with important information about the 2019 novel coronavirus (COVID-19).

COVID-19

Since learning of the outbreak of COVID-19, the health and well-being of all Ontarians has been our top priority. As this issue has evolved, we understand that many people are becoming increasingly concerned about their health and well-being during this difficult time.

To provide Ontarians with current information, the Ministry of Health posts up-to-date information about COVID-19 at www.ontario.ca/coronavirus. On this webpage, the Ministry of Health has published [fact sheets](#) in nearly 30 dedicated languages and a [public-facing poster \(also available in French\)](#) for your use. These fact sheets and poster may be distributed as widely as you deem appropriate for your organization.

Ontarians should be confident that the province is working together in close cooperation with its partners and the health care sector to ensure everyone's continued safety and well-being.

I encourage you to share the following websites with your staff and students and to stay informed by regularly reviewing credible sources of information:

Ontario Ministry of Health:
www.ontario.ca/coronavirus

Local Public Health Unit:

<http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>

Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirusinfection.html#a1>

On March 11, 2020, the ministry sent information and materials, including posters and social media content, to all registered private career colleges. I would encourage you to distribute these materials throughout your campus, offices, and to post them on your website.

If a student or staff person of your private career college is diagnosed with COVID-19, please immediately contact your local public health unit for further direction and keep your private career college inspector informed of any necessary actions.

Temporary Alternative Training Measures

Some private career college operators have requested permission to accommodate students by offering classroom programs via online, distance, or other alternative methods of instruction on a temporary basis.

Where local public health officials have advised businesses and institutions to limit the number of people on their premises, I am prepared to consider requests for special, short-term accommodations on a program-by-program basis to allow students to continue their training via alternative methods of instruction.

To facilitate streamlined and timely decisions, I will require an attestation, signed by an individual with authority to bind the private career college, that the private career college has the current capacity to train, evaluate, and support students via alternative methods of instruction without significant loss of program quality. At a minimum, the attestation must include the following:

- a list of all programs that the private career college wishes to deliver by alternative methods of instruction;
- details concerning how the private career college will support its students during their period of accommodation;
- endorsements by a relevant third party (if applicable) that the method proposed is appropriate for the program (e.g. supporting documentation from the Law Society of Ontario for alternative means of delivering paralegal programs); and
- confirmation by the individual signing the attestation of her or his understanding that any approval of an alternative mode of program delivery will expire following notification by local public health officials that there is no continuing risk to students of contracting COVID-19 by attending their private career college.

The appendix to this memo sets out items to consider when preparing attestations.

Any alternative training measures approved by the Superintendent for OSAP-approved students will remain subject to their Performance Requirements. This means that the Approved Institution must be able to display that it is:

1. Monitoring full-time participation of its students (providing students a work load equivalent to 20 hours/week);
2. Monitoring academic progression (i.e. weekly reports); and
3. Adhering to the Active Participation Policy.

Attestations should be sent by email to your private career college inspector. I will review the attestation and respond promptly by email through the inspector. Once you have my approval, you may proceed with your accommodation plan for students.

Suspension of Operations

If a private career college is required to suspend operations entirely, the Superintendent of Private Career Colleges expects the operator to inform their inspector immediately and to ensure that students are adequately supported during the period of suspension. Supports for students should include planning for the resumption of programs following the suspension, ongoing communications and updates concerning the duration of the suspension, and provisions for refunds of training fees should students choose not to continue in programs during or following the suspension.

Thank you for your attention and I look forward to working with you in the best interests of students during this difficult time.

Sincerely,



Travis Coulter
Superintendent of Private Career Colleges
Director, Private Career Colleges Branch

c: Carol Strachan
Assistant Deputy Minister
Advanced Education Learner Supports Division

Appendix

Items to Consider when Preparing Attestations

1. Learning outcomes for the period in question.
2. How information will be communicated (e.g. Zoom, Facebook, skype, youtube, learning management system, etc.).
3. Additional options/modes of communication for students and instructors.
4. Opportunities for additional practice and feedback for students and instructors transitioning to a new learning environment.
5. Flexibility to respond to issues (e.g. deadlines, bad wifi, accessibility, etc.).
6. Academic integrity.
7. Specific requirements of third parties in the case of programs subject to other regulators (e.g. confirmation by the Law Society of Ontario that paralegal programs are suited to alternative modes of delivery).
8. Supports for students who choose not to, or are unable to, continue in programs via an alternative method of instruction.
9. How placements or other “in-person” portions of programs will proceed with reference to an alternative method of instruction.
10. Methods of evaluating students pursuing their training via an alternative method of instruction.
11. Protection of privacy for students and other users.