

Expression of Interest Form

Private Vocational School

Primary Applicant Contact Information

Full Name: _____

Mailing Address: _____

Daytime Telephone: _____ Other Telephone: _____

Email: _____

Other individual(s) who will be associated with the application:

Previous Experience

Has the primary applicant or any individual(s) associated with this application ever been involved in the operation or ownership of a career college? Please explain: _____

If the primary applicant and/or any individual(s) associated with the application have operated a career college in another Canadian jurisdiction, you will be required to reach out to the career college regulator in the respective jurisdiction to attain a completed [External Jurisdictional Assessment Form](#). Your Expression of Interest Application will not be considered until this Form is submitted by the regulator.

Proposed School Information

Proposed School Name: _____

Address: _____

Other Proposed Location(s): _____

Program Information

List the name of the program(s) you wish to offer:

Program 1: _____

Program 2: _____

Program 3: _____

Each program listed above:

comprises more than 50 hours of instructions;

imposes a tuition fee of more than \$1,000;

leads to a certificate or diploma;

will have an on site or blended delivery method (schools offering nothing but online programs are not eligible to apply; see exemptions below); and

enrols fee-paying students.

Labour Market Evidence

Provide labour market evidence to validate the demand for graduates of your proposed program(s). To ensure a comprehensive submission, review and closely follow the instructions outlined in 4.3.5 *Labour Market Relevance* in the [Private Vocational Schools Administration and Policy Manual](#).

For each proposed program, provide a separate attachment that addresses the following:

- Identify what other schools/institutions in Saskatchewan offer the same or a similar program.
- How does the proposed program differ from those currently being delivered in the province?
- Include labour market data that supports the need for the proposed program in Saskatchewan and particularly, if there are other similar programs already being offered.
- What employers in Saskatchewan are targeted for the graduates of the proposed program? What connections have been established with Saskatchewan-based employers thus far? Have the employers indicated they will hire graduates of the proposed programs?

Note: If the ministry invites you to apply after reviewing your Expression of Interest Form, you will be required to resubmit labour market evidence for each proposed program. Note that the evidence provided (if similar to the Expression of Interest submission) may be deemed insufficient upon reviewing your full application.

Exemptions

There are situations in which schools/programs are exempt from registration with the Ministry of Advanced Education. Please click any of the boxes below that may apply to your proposed school and/or program.

The school:

- is a university, a regional college governed by *The Regional Colleges Act* or Saskatchewan Polytechnic
- is governed by provincial or federal legislation
- is operated by a professional organization, where the training or instruction is part of professional requirements or is part of professional development
- is operated or provided by an employer or group of employers for employees or an employer association
- is operated by an employee association for members of the employee association
- does not have a physical presence in Saskatchewan
- is an educational institution located outside Saskatchewan and provides distance or online education to Saskatchewan residents
- only delivers online, correspondence, or home study courses or programs

YES	NO

- only delivers courses or programs that are entirely funded by a sponsor

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The program(s) involve training that leads to employment in the following occupation(s):

YES	NO

31303 (physicians, midwives, and allied health professionals)

32101 (licensed practical nurses)

32200 (traditional Chinese medicine practitioners and acupuncturists)

32209 (other practitioners of natural healing, except manual osteopathy)

41302 (religious leaders)

42204 (religion workers)

55109 (other performers)

65229 (other support occupations in personal service)

72600 (air pilots, flight engineers and flying instructors)

Declaration

I certify that the information provided in this application, and in all other communications relating to this application, is true and correct.

Applicant's Name: _____

Signature of Applicant: _____ Date: _____

Once you complete and sign the form, email it and any associated attachments to pvsinquiry@gov.sk.ca. Once the ministry has reviewed the Expression of Interest Form, a ministry official will be in touch with you to advise of next steps (if applicable) in the application process. If it is determined that you are eligible to submit an application through the Private Vocational School Registry, it does not guarantee approval of the proposed school and program. All proposed training is assessed on the quality of the application within the context of the sector, industry and time of application.