

**CAREER COLLEGES ONTARIO (CCO)  
&  
NATIONAL ASSOCIATION OF CAREER COLLEGES (NACC)**



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[www.nacc.ca](http://www.nacc.ca)

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**APPLICATION FOR MEMBERSHIP**

We hereby apply for membership in Career Colleges Ontario and the National Association of Career Colleges and in so doing, agree to follow and adhere to all By-laws and Code of Ethics which presently exist, or may in the future be provided by both the provincial and national associations.

**SECTION A – Organization Information**

Name of College:

Street Address:

City:

Province:

Postal Code:

Telephone: (     )     )

Cell: (     )     )

Facsimile: (     )     )

General E-mail:

Website:

Twitter:

Facebook:

LinkedIn:

Please include addresses of additional Branch locations on Page 6 (if applicable)

**Please indicate:**

Year of Founding:

Proprietorship    Partnership    Corporation    Provincial    Federal    Public    Private

Name of Owner, Director or Senior Manager:

Email of Owner, Director or Senior Manager:

Name of Official Representative to CCO/NACC (if different from the owner, director or senior manager above):

Email of Official Representative to CCO/NACC:

**SECTION B – PCC Registration Information**

Is your College currently registered as a Private Career College, under the Private Career Colleges Act, 2005? **Yes**                      **No**

**Please indicate:**

Year of Registration:

Has the College been in continuous operation since first registration:    **Yes**                      **No**

Have you ever been refused a license or been served with a cease and desist order by any Professional Association, Province or State?    **Yes**                      **No**

If yes, please explain:

Have you been issued a compliance order, restraining order or financial penalty by the Ministry of Training, Colleges & Universities during the last 12 months?    **Yes**                      **No**

If yes, please explain:

**SECTION C – Staff & Student Information**

Please indicate number of administration staff for your College: Full time Part Time

Please indicate number of instructors for your College: Full time Part Time

Please indicate number of Financial Aid staff for your College: Full time Part Time

Please indicate your annual payroll amount for ALL staff: \$

Number of students graduated or completed during the immediate past 12 months:

Full Time: Part Time: Evening: Home Study:

Estimated Annual Gross Tuition Fees from ALL Registered Courses: \$

**SECTION D – CCO & NACC Services**

Will you be using the CCO Student Transcript Electronic Protection Service (STEPS)? Yes No

Will you be using the CCO Financial Aid Office (FAO) Service? Yes No

If yes please complete the following section.

- 1. Have you been approved to administer CSL? Yes No
- 2. Have you been approved to administer OSL? Yes No
- 3. Do you require training to administer OSAP? Yes No

Would your College be interested in appointing a volunteer to serve on one or more of the Association’s committees? Yes No

If yes, please check all of the areas of interest below.

- 1. Student Outcomes & KPI Committee
- 2. International Student Program Committee
- 3. PCC Act & Regulations Committee
- 4. Third Party Funding Committee
- 5. OSAP Committee
- 6. Awareness Committee
- 7. Membership Committee
- 8. Conference Committee

Name of the person volunteering for the committee(s)

Will you be using the NACC Standardized Curriculum & Examination Services? Yes No

If yes, please check all programs that apply.

- Early Childcare Assistant Personal Support Worker
- Esthetics Pharmacy Assistant

We're excited to have you as a member, please indicate the reason why you wish to join CCO?

**SECTION E - Programs**

Please indicate which training disciplines apply to your College:

- 1. Applied Arts
- 2. Business
- 3. Flight Training
- 4. Health Services
- 5. Human Services
- 6. Information Technology/Electronics
- 7. Other
- 8. Services
- 9. Trades

Please list below all of the certifications and/or accreditation designations that your College currently holds.

**SECTION F – Professional References**

Please provide 3 Professional References complete with their contact information in the table below.

**Name:**

**Company:**

**Telephone:**

**Email:**

**Name:**

**Company:**

**Telephone:**

**Email:**

**Name:**

**Company:**

**Telephone:**

**Email:**

## **SECTION G – Commitment to Quality Assurance**

Please provide a description below of the key components of quality assurance that your College believes relate to educational services.

Please indicate below the measures that your College has in place to assure continuous improvement in the level of quality of its educational services.

- I agree to complete the online Best Practices Checklist (A link will be sent to the email you provided in section A once we have received your application)

**Please attach a copy of each of the following:**

### **SECTION H - Required Documentation**

1. Current Enrolment Contract with Students for vocational programs
2. Current Enrolment Contract with Students for non-vocational programs
3. Signed copy of CCO's Code of Ethics (attached)
4. Student Policies and Procedures Information
5. Curriculum Outline(s) for vocational and non-vocational programs
6. Sample of current Diploma/Certificate
7. Membership Fee (cheque or credit card info)
8. Copy of recent advertisement (brochure, catalogue, print, web page, TV, etc.)

### **Declaration**

"I certify that the information contained in this application form is true and accurate to the best of my knowledge. I understand that the provision of false information could result in denial or suspension or termination of membership in the associations." In making this application, I hereby agree to an inspection of our premises and/or course offerings by a Career Colleges Ontario representative, in accordance with the prescribed by-laws.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

**Signature**

**Title**

**Please List Information on ALL Branch Campuses**

Address:

Telephone :(        )

Facsimile: (        )

E-mail:

Official Representative to Career Colleges Ontario:

Address:

Telephone :(        )

Facsimile: (        )

E-mail:

Official Representative to Career Colleges Ontario:

Address:

Telephone :(        )

Facsimile: (        )

E-mail:

Official Representative to Career Colleges Ontario:

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**For Office Use Only:**

\_\_\_\_\_

**Date Received**

\_\_\_\_\_

**Received by**

\_\_\_\_\_

**Date online survey completed**

\_\_\_\_\_

**Date Approved for Membership**

## CAREER COLLEGES ONTARIO (CCO)

### CODE OF ETHICS

2015/2016

As a proud member of Career Colleges Ontario we pledge to abide by all the provisions laid down to us by the Private Career Colleges Act and the Ontario Ministry of Training, Colleges and Universities. Further, we commit to provide students with a high standard of training in a professional, caring and trustworthy learning environment. Accordingly, we pledge to adhere to the following:

To demonstrate financial, legal and ethical accountability.

To ensure that the institution, through its representatives, or advertising and promotional material does not make any inaccurate, misleading or exaggerated claims.

To determine to the best of our ability that the student is fully informed and has made an appropriate choice of training program.

To ensure each student is advised in writing, at the time of registration, details of the entire cost of their course of instruction including all text books and related equipment and to inform each applicant how payment of fees is to be made.

To inform the student of program objectives, content, resources, evaluation and methodology used in training.

To fully inform the students regarding their rights and obligations related to Student Financial Assistance.

To ensure that students receive a properly signed copy of their enrolment form together with a copy of the refund and withdrawal policy as it pertains to the Private Career College Act in the Province of Ontario.

To maintain safe facilities, and to comply with all civic and provincial regulations pertaining to fire, health and safety.

To provide adequate and up to date equipment to meet the needs of the program.

To maintain open communication between the administration and the students.

To assess and report on the student's progress on a regular basis.

To provide employment counselling and advice to all students enrolled in a career program.

To issue to the student a certificate or diploma on successful completion of training and fulfilment of student obligations to the College.

CCO and its members are committed to student satisfaction. Failure to adhere to the Code of Ethics may result in suspension of membership with CCO.

College Name

First & Last Name

Date

I have read, understand and agree to the terms of the CCO Code of Ethics





**CCO FEE STRUCTURE TABLE 2015 - 2016**

(For Colleges with more than one location please calculate your annual gross revenue from all campus locations)

Column 1	Column 2
Annual gross revenue from all registered vocational programs	Membership Fee
\$0.00 - \$250,000.00	<b>\$757.50</b>
\$250,001.00 - \$375,000.00	<b>\$883.75</b>
\$375,001.00 - \$500,000.00	<b>\$1,200.00</b>
\$500,001.00 - \$625,000.00	<b>\$1,515.00</b>
\$625,001.00 - \$750,000.00	<b>\$1,830.75</b>
\$750,001.00 - \$875,000.00	<b>\$2,146.25</b>
\$875,001.00 - \$1,000,000.00	<b>\$2,462.00</b>
\$1,000,001.00 - \$1,250,000.00	<b>\$2,777.50</b>
\$1,250,001.00 - \$1,500,000.00	<b>\$3,408.75</b>
\$1,500,001.00 - \$1,750,000.00	<b>\$4,040.00</b>
\$1,750,001.00 - \$2,000,000.00	<b>\$4,671.25</b>
\$2,000,001.00 - \$2,250,000.00	<b>\$5,302.50</b>
\$2,250,001.00 - \$2,500,000.00	<b>\$5,933.25</b>
\$2,500,001.00 - \$2,750,000.00	<b>\$6,565.00</b>
\$2,750,001.00 - \$3,000,000.00	<b>\$7,196.25</b>
\$3,000,001.00 - \$3,250,000.00	<b>\$7,827.50</b>
\$3,250,001.00 - \$3,500,000.00	<b>\$8,458.75</b>
\$3,500,001.00 - \$3,750,000.00	<b>\$9,064.75</b>
\$3,750,001.00 - \$4,000,000.00	<b>\$9,721.25</b>
\$4,000,001.00 - \$4,250,000.00	<b>\$10,352.50</b>
\$4,250,001.00 - \$4,500,000.00	<b>\$10,983.75</b>
\$4,500,001.00 - \$4,750,000.00	<b>\$11,615.00</b>
\$4,750,001.00 - \$5,000,000.00	<b>\$12,246.75</b>
\$5,000,001.00 - \$7,500,000.00	<b>\$12,877.50</b>
\$7,500,001.00 - \$10,000,000.00	<b>\$19,190.00</b>
\$10,000,001.00 - \$15,000,000.00	<b>\$25,502.50</b>

Note: Annual Gross Revenue is based on your Colleges most recent audited financial statement