



APPRENTICESHIP ACCREDITATION

Phase I

**Preliminary Documentation
for
Apprenticeship Program Accreditation**

[Insert Name of Program and Educational Agency]

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I. THE EDUCATIONAL AGENCY**A. General Information**

Campus Location of Program Being Evaluated: **[INSERT RESPONSE]**
(please include street address)

Mailing Address: **[INSERT RESPONSE]**

Mission Statement: **[INSERT RESPONSE]**

Name and Title of Chief Executive Officer: **[INSERT RESPONSE]**

Name, phone number, fax, e-mail address
and official position of contact person responsible
for submitting completed questionnaire: **[INSERT RESPONSE]**

B. Apprenticeship Program

i) Type of Accreditation Requested (check applicable box)

- initial
 re-accreditation

ii) Type

- entry level
 entry and advanced level

iii) Delivery Format

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> day | <input type="checkbox"/> full-time |
| <input type="checkbox"/> evening | <input type="checkbox"/> part-time |
| <input type="checkbox"/> distance | <input type="checkbox"/> other (specify |
- _____
- _____

C. Branch Campuses and Off-Campus Facilities

Describe all branch campuses and/or off-campus facilities used in connection with the program(s) being evaluated. Please note that all facilities used in connection with the program must meet fire and health standards. Please attach a copy of the facilities' Fire and, if applicable, Health and Safety Certificates

[INSERT RESPONSE]

D. *Calendar

Please include a copy of the college calendar. The calendar entry should reflect the full scope of study for that particular trade. For example, if you are offering entry level welding courses, the calendar description must reference the full scope of training for this trade, ie. 5400 hrs., as well as a description of the level and duration of courses available at your institution.

[INSERT RESPONSE]

E. *Student Handbook

Please include a copy of the Student Handbook, if applicable

* Please note that the Calendar and/or Student Handbook must inform students of the following:

- Attendance policies
- Admission policies
- Hours of operation and closing procedures
- Code of conduct/disciplinary procedures
- Compliant resolution process
- Policy of accommodating students with disabilities

II. ADMISSION AND RETENTION POLICIES AND STANDARDS

The institution should be prepared to provide admission records and transcripts for examination by the visiting team, as requested by the Team Chairperson.

A. Entrance Requirements

Define entrance requirements into the program. Please include the education level required for entrance into the program.

[INSERT RESPONSE]

B. Other Admission Categories

Identify other admission categories (eg. Mature students). Include a description of the assessment process for such students, indicating minimal acceptable levels. Describe any supports in place to ensure mature student retention.

[INSERT RESPONSE]

C. Policy on Admission with Conditions

Explain the policy on admitting students with conditions and state how these conditions are met. Outline the criteria the student must meet to stay in good academic standing. Include a description of the initial assessment and continued academic monitoring.

[INSERT RESPONSE]

D. Admission Statistics

Based on the current year's statistics, give the approximate percentage of students accepted under each category.

[INSERT RESPONSE]

E. Policy Regarding Admission with Advanced Standing and Credit Transfer

Describe the general policy and methods of the apprenticeship unit regarding admission with advanced standing, including any requirements or agreements for transfer entry. Describe procedures for evaluating, accepting, and documenting transfer credits, including prior learning assessment.

[INSERT RESPONSE]

F. Policy on Designated Groups

Provide policy, if any, on increasing participation of designated groups. Please describe any programs that encourages participation of designated groups.

[INSERT RESPONSE]

G. Services to Students**(i) Admission Guidance Service**

Describe guidance services rendered to students of this program on admission.

[INSERT RESPONSE]

(ii) Remedial Programs and Academic Counseling Services

Describe remedial programs and academic counseling services available to students of this program.

[INSERT RESPONSE]

(iii) Services Available to Students with Disabilities.

Describe any services available to apprenticeship students with disabilities.

[INSERT RESPONSE]

(iv) Other Student Services

Describe any other services particularly relevant to the apprenticeship program(s).

[INSERT RESPONSE]

III. REQUIREMENTS FOR GRADUATION

The educational agency should be prepared to provide transcripts for examination by the visiting team, as requested by the team leader.

A. Policy on Program Completion Requirements

- (i) Provide a copy of the policy on the academic requirements to successfully complete the program.
- (ii) Provide a copy of the policy on academic probation.
- (iii) Provide a copy of the policy on expulsion for academic failure.
- (iv) Provide a copy of the policy on repeating courses.
- (v) Provide a copy of the policy on supplementary examinations.

[INSERT RESPONSE]

B. Graduation Credential

Please include a voided copy of the graduation credential and transcript awarded to students who successfully completed the program for which accreditation is being sought.

[INSERT RESPONSE]

