

**Government of Newfoundland and Labrador
Department of Advanced Education and Skills**

Apprenticeship and Trades Certification Division



**APPRENTICESHIP ACCREDITATION
ANNUAL MAINTENANCE REPORT**

Submit to:

Provincial Apprenticeship and Certification Board
c/o Department of Advanced Education and Skills
Standards & Curriculum Section
P.O. Box 2006
Noton Building Annex
Corner Brook, NL A2H 6J8

Educational agencies are required to complete this report for all accredited apprenticeship programs offered at their institution. The report is to be submitted to the Provincial Apprenticeship and Certification Board at the above-noted address by the date specified by Department of Advanced Education and Skills Accreditation Staff.

If concerns were identified during the previous site visit, details on how these concerns have been addressed must be noted in this report.

*Failure to submit the completed report to the Board within **30 days** of the due date could result in the program accreditation being revoked. Extenuating circumstances which prevent you meeting this deadline should be detailed in writing to the Board before the due date.*

Educational Agency: _____

Campus (if applicable): _____

Program: _____ **Entry-Level** **Entry/Advanced-Level**

Reporting Period: _____, 20____ to _____, 20____

Due Date: _____, 20____ **Date Submitted:** _____

Contact Person: _____

Phone Number: _____

Please indicate whether there have been changes in any of the following areas. Details of any changes should be explained, in full, on a separate sheet and attached with your submission.

1. Admission and Retention Policies and Standards

No changes

Details of changes attached

2. Requirements for Graduation

No changes

Details of changes attached

3. Instructional Staff (Core Courses)

No changes

Details of changes and Instructor credentials
attached (i.e. certificates/diplomas)

4. Instructional Staff (Related Courses)

No changes

Details of changes and Instructor credentials
attached (i.e. certificates/diplomas)

5. Instructional Support Staff (demonstrators, shop assistants)

No changes

Details of changes and Instructor credentials
attached (i.e. certificates)

6. Faculty Evaluation

No changes

Details of changes attached

7. Educational Facilities and Equipment

No changes

Details of changes attached

8. Course Portfolios

If the Plans of Training were revised since your most recent site visit or your most recent report, you are required to submit documentation (sample course portfolio) on how these changes were implemented.

No changes

Details of changes attached

9. Student Enrollment and Completion (Please provide the following information):

Enrollment Date (Month/Year) _____ / _____

Number of students enrolled in the program _____

Completion Date (Month/Year) _____ / _____

Number of students that have completed the program _____

Number of students still enrolled _____

Number of students that did not complete the program _____

1) Number due to academic reasons _____

2) Number due to other reasons _____

