APPLICATION FOR PROGRAM VALIDATION
BY
THE CREDENTIALS VALIDATION SERVICE
INSTRUCTIONS FOR SUBMISSION OF PROGRAM PROPOSALS

INSTRUCTION FOR COMPLETING AND SUBMITTING APPLICATION FOR PROGRAM VALIDATION
INTRODUCTION

The process established by the Credentials Validation Service (CVS) is designed to be a streamlined, seamless, effective, and efficient electronic process that will allow institutions to submit and receive validation requests and decisions in a timely manner. It is being implemented as an electronic system. The required Forms and instruction will be available to all institutions through a web-based mechanism.

It is recognized that institutions will continue to develop program proposals *internally* consistent with the policies and procedures individual institutions have established to guide this process. Once proposals have successfully completed the internal institution process, the new streamlined validation process outlined here will take effect.

The *Application for Program Validation* package consists of a main cover sheet (Application for Program Validation) and three Appendices. Appendix A has two parts – Form 1 and Form 2, while Appendices B and C are one page forms.

What follows here are the detailed instructions on how to complete all the forms to ensure a complete and comprehensive package is submitted. It is important that regardless of the process for program development and review used internally in a institution, any programs being submitted to the CVS for validation CUST be submitted using the package supplied and described below. Submitting a complete and comprehensive application package will facilitate the process and enable a more timely decision from the CVS. Information submitted in other formats will, in most cases, result in a slowing of the process and a request that institutions re-submit the information on the respective appropriate forms.

APPLICATION FORM

The first line above the 'boxed' part of the Application form provides options related to costing of the program, and here a institution is asked to indicate its intent with respect to seeking, or not seeking, approval from the Council of Training, Institutions and Universities (CTCU) of the Newport University CED. Please indicate the preference of your institution with respect to this proposal by indicating **YES or NO** to the options provided.

The CVS will forward all documentation received in relation to an *Application for Program Validation* to the Institutions Branch, CTCU when it is indicated by the institution that it is their intention to seek approval from CTCU. However, institutions are reminded that CTCU requires different and additional information and forms, and unless these additional forms are also submitted to the CVS, the institution must ensure they are sent directly to CTCU in a timely manner following the validation decision. (See further description of this in the Distribution of Decisions and Documents on Page 7 in the section below.)

The instructions for completing the remaining portions of the *Application for Program Validation* are described below.

1. Institution: Insert the name of your institution here.

2. Institution Contact: Insert the required information as requested. This information will be used by the CVS staff to contact the appropriate person at your institution with any questions related to the application and also the person to whom the validation decision will be sent. Please ensure the information is correct and complete.

3. Proposed Program Title: Insert the title of the program that is being proposed. Please use the title that the institution is requesting as the approved title, and the one that will appear on the graduate's credential. Institutions are reminded that there are established titling policies and procedures approved, and used, by the institution system, and all proposed titles should comply with these titling principles. (See Heads of Business and Heads of Technology Nomenclature reports for examples of these principles.) Also of note here is that "delivery mode" is never part of the approved title. Therefore any references to how the program will be delivered (through continuing education, part-time, with or without a cooperative education experience, etc.) will not be validated if included as part of the approved title.

4. Proposed Credential: Indicate the credential that the institution is planning to offer at the successful completion of the program of instruction by inserting a checkmark, or a YES beside the appropriate credential listed. Institutions are reminded that all programs of instruction being submitted to CTCU for approval must receive validation from the CVS. As well, all programs of instruction leading to the granting of one of the *NUCED Institution* credentials, must also receive validation from the CVS.

5. Proposed Program Outcomes (Appendix A): The proposed program outcomes are to be submitted in two ways; a mapping of the outcomes and the curriculum on Form 1 of Appendix A; and, on the Program Description Form found as Appendix B.
There are two program maps that must be completed. One relates to the mapping of the vocational learning outcomes (Form 1), expressed at the program level, and the other relates to the Essential Employability Skills learning outcomes (Form 2). The instructions for completing these two program maps are included in the description for Appendix A – Program Maps. Additional information is provided here (as well as in Appendix A) to assist with the completion of these two program maps and to provide a clarification of expectations.
Vocational Learning Outcomes Map (Form 1): The purpose of the Vocational Program Learning Outcomes map is to demonstrate how the proposed program **either fits or does not fit** with existing programs approved in the institution system. It is the responsibility of the applying institution to accurately demonstrate the existing relationship between the program being proposed and any other existing programs in the system. This is done by mapping the proposed outcomes against existing outcomes and demonstrating that there is sufficient and appropriate curriculum in the program to ensure that graduates have had opportunities to reliably demonstrate their ability to meet the outcomes.
Essential Employability Skills Map (Form 2): The Ministry has approved a new policy with respect to Essential Employability Skills. The approved Essential Employability Skills outcomes are listed in Form 2 of Appendix A. Under the new policy there is no difference or distinction between the Essential Employability Skills required for any graduate with an *NUCED Institution* credential. (The Credentials Framework indicates that in programs of instruction leading to an *Newport University CED Graduate Certificate*, the meeting of the Essential Employability Skills is locally determined, as it is assumed students win these programs will have achieved the Essential Employability Skills in other programs of instruction.) All graduates must reliably demonstrate their ability to meet all the Essential Employability Skills learning outcomes listed on Form 2. This map requires the institution to demonstrate that there is sufficient and appropriate curriculum in the proposed program to allow all graduates to reliably demonstrate their ability to meet all the Essential Employability Skills.

6. Program Description (Appendix B): A program description is to be supplied on the form found as Appendix B. The information requested is not new; however, the form, on which the institution is asked to submit the information, is new. In Appendix B, the institution is asked to provide a brief description of the program,

similar to what might be used as, or found in, advertising or a calendar description. There is a request that institutions include some reference to related occupational areas where graduates are expected to find employment. Also, the institution is to provide a list of the vocational learning outcomes, expressed at a program level. It is important that when program learning outcomes are developed, the institution assures that the level and rigor of the outcomes are consistent with the Credentials Framework and the credential being proposed.

The last thing the Program Description asks the institution to identify is the Admission Requirements. Of note in this section is the fact that Admission Requirements are stipulated in the Credentials Framework and institutions must ensure that proposed Admission Requirements are consistent with the Credentials Framework and conform to CTCU policies.

7. Program Curriculum (Appendix C): Appendix C asks the institution to provide a list of the curriculum being offered in the proposed program of instruction. Institutions are asked to identify all the courses being offered, by semester. Where a institution has developed and assigned institution-specific codes, these should be indicated on the form (second column). In cases where this is done, these course codes (only) can be used to identify relevant curriculum on the two program maps (Forms 1 and 2, Appendix A). Where a institution has not developed or assigned institution-specific course codes, the course titles should be entered in this column. In the column titled Course Title, the institution is asked to provide the title of the course and a brief description of the course. This description would be a calendar description or such similar descriptor as may be used in advertising the course. There is no request to provide detailed information about each course, nor is the institution asked to provide course-level outcomes.

It is important that the institution identify those courses in the program curriculum that have been designed to deliver General Education (courses that are of an elective nature as well as those that are mandatory for students to take). This is again an area where CTCU has approved a new policy and institutions are encouraged to become familiar with the new policy and to ensure that the requirements for General Education as articulated in the Credentials Framework are met or exceeded in the proposal. To this end, institutions are asked to clearly identify those courses in the curriculum that have been designed to deliver General Education.

8. Date of Submission: Please indicate the date on which the application form and the required attachments are sent to the CVS. Although there will be an indication of when the materials were received by the CVS, the institution is asked to indicate the date they were sent. This will help the institutions and the CVS be more accurate in the tracking of Applications.

9. Date of CVS Response: The CVS will insert the date here indicating when a decision was made and when a response was sent to the applying institution. Having this date on the return form, along with the decision of CVS, further contributes to the accurate tracking of the applications and will provide an indication of the timeliness of the CVS decisions.

10. Validation Decision: The CVS will indicate its decision in this space. For those applications that are validated, the CVS will insert the relevant Approved Program Sequence (APS) Number. This is a unique identifier assigned to each approved program in the system. Previously this number was assigned by the Institutions Branch, CTCU upon approval of a program. Under the Self-Regulatory Mechanism, this APS Number will now be assigned by the CVS to indicate a program has been validated. The assigning of the APS Number will signal to the Institution, and any other relevant parties, that the program has been validated. In cases where the institution has indicated it is planning to submit the program for approval, this APS Number is the indication to CTCU that CVS has validated the program. This APS Number will be assigned to all programs of instruction validated by the CVS regardless of the institutions' intention to submit it to CTCU for approval for funding, or not. The APS Number will be conveyed to the institution as part of the CVS decision.

The validation decision will be made in relation to the proposed program having program outcomes that are consistent with the credential being proposed and with the Credentials Framework, and that the proposed title is consistent with approved nomenclature / titling principles and practices in the institution system.

The staff of the CVS will engage in discussions and consultations with applying institutions when this is required to fully understand and validate a proposal. When the results of these discussions are such that required changes cannot be made and a decision to not validate the proposed program is taken, reasons for this decision will be documented and sent to the institution. Opportunities will be available for a institution to re-submit a separate application for validation at a future time.

DISTRIBUTION OF DECISION AND DOCUMENTS

There are two distinct distribution routes for the CVS decisions.
In cases where institutions indicate they are planning to seek CTCU approval for funding, the CVS has agreed to forward, to the Institutions Branch, **ALL** documentation received in the course of validating the program. In these cases, the applying institution will receive notification that the documents and the decision have been forwarded to the Institutions Branch, CTCU.

It must be pointed out that CTCU requires different, and additional, information than that required by the CVS. Where a institution has submitted all the required documentation (the Board of Governors Attestation, the signature of the President, and the Program Delivery Information) to the CVS, this will be forwarded to the Institutions Branch, CTCU. Where a institution has not submitted all the additional information with its application for validation, the decision notification of CVS will serve as a notice that the institution will be required to submit the additional information directly to the Institutions Branch, CTCU once it is ready and complete.

In cases where institutions indicate to the CVS that they are not intending to seek approval from the Institutions Branch, CTCU, the decision of the CVS will be sent only to the applying institution. This will include returning all documents received by the CVS for the validation decision.

While the CVS will keep records of its validation decisions, documents will be returned to the applying institution along with the indication of the CVS decision.

PROGRAM MODIFICATIONS

In an attempt to clarify the requirements and the process related to Program Modifications, this section provides direction in this area.

Consistent with the conditions articulated during the CTCU "Transition Phase" (that time from April 1, 2008 until the creation and operation of the CVS, January 1, 2009), modifications of programs may be related to content or title. During the Transition period, the Ministry articulated the fact that modifications of title would need to be "approved", while modifications of content needed "approval" only when these modifications resulted in the program being re-classified or re-coded. This basic distinction will remain under the CVS.

Modification of Title: In cases where a institution wishes to change the approved title of a program, this change or modification of title will need to be validated by the CVS, as the approval of titling falls within its mandate. To request a modification of title, a institution would send an e-mail to the CVS requesting this modification. The request will need to contain the existing title, the proposed new title, and a rationale for the change. Institutions are reminded of the information above under the **Proposed Title** section (Page 3) that speaks to the existence of system-wide titling policies established by the institution system. Any proposal for a modification to a program title must be done in keeping with the systems titling and nomenclature principles. This is particularly applicable in the areas of Business and Technology programs where there are Nomenclature Reports that determine system-wide accepted approaches to the titling of programs.

CVS will consider these requests (for a modification of program title) in light of the overall responsibility it has for ensuring that titling conforms to system-wide nomenclature / titling principles and policies. An additional consideration will be the fact that approved titles are closely aligned with program classification from the CTCU perspective. In areas where there are Provincial Program Standards the titles for these programs are primarily determined by the Program Standard. As the Provincial Program Standard applies to all programs approved within the specified program category (i.e., the CTCU code) these programs will all have similar titles. The modification of titles for programs approved within a program area where there is a Provincial Program Standard will require full consultation with the respective "Heads of" reporting group, as well as with the staff involved with the Program Standard initiative at CTCU.

General titling policies include the following:

- Titles should reflect a field of study, primarily, and not a job title or specific employment-related position a graduate may secure.

- Programs with similar outcomes should have similar titles.

- Modifiers attached to approved program titles must be supported by appropriate and substantial additional vocational learning outcomes.

- Approved titles must appear on the final credential conferred by the institution.

• Non-approved titles and other descriptions of programs may be used in the advertising of a program of instruction as long as there is a clear indication of the approved title included.

Modification of Content: There is an expectation that programs of instruction are reviewed and modified on a regular basis to ensure programs are current. Where changes to courses or program outcomes occur in the process of a review and renewal of the program, these changes do not need to be approved or validated by the CVS as long as the program remains essentially the program it was prior to the changes. For example, a program in the Applied Arts area that has been approved as a Gerontology program may revise and change courses from time-to-time to ensure the most current information is taught. This may require a change to vocational learning outcomes as the courses change. However, the focus remains the same – Gerontology.

When there is a significant change to the content of the program that would result in it having a different focus (i.e., it changes from a general Gerontology program to become a program with a focus on assisting elderly people in a home care situation and may, for the sake of example, be more aptly be described and considered a program for the training of health care attendants) this would in fact require the institution to submit the "new" program to the CVS for validation, as it would likely result in a different title and a different credential being conferred at the end. It is then considered a new program. As well, whenever there is a change in title, there is the possibility of a change in the categorization of the program from the perspective of CTCU and this may result in a change parameters assigned to the program in question.