

# Program Eligibility Declaration (PED) Job Aid (B.C. Private Institutions)

## Purpose

This is a reference guide for B.C. private institutions completing the Program Eligibility Declaration (PED) form. It provides guidance for each question on the PED form to assist you to complete the PED form.

## Program Eligibility Declaration

All programs must meet the Program Eligibility criteria identified in the StudentAid BC Policy Manual to be eligible for SABC funding.

The eligibility of programs delivered by B.C. Private institutions is assessed annually using the PED form. A PED form is required every program year (August 1 to July 31). You must retain a copy of the PED forms at your institution for verification purposes.

Once your program is approved for the program year, students will be able to select the program on their SABC financial assistance application.

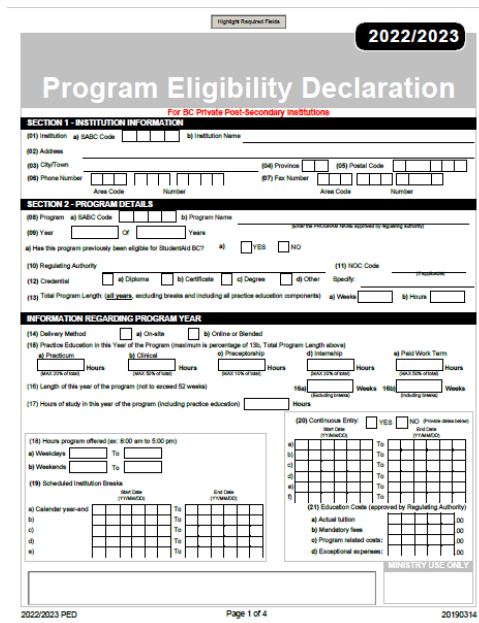
**Where can I find the PED form?**

You will find the PED form on the Institution Officials page of the [StudentAid BC website](https://www.studentaidbc.ca) under the Designation forms section.

## Instructions for completing the Program Eligibility Declaration

When completing the form:

- Ensure all PED forms use the following naming convention.
  - Program Code
  - Year of Program
  - Program year
  - Name of institution or legal entity  
i.e., *PDL8 1 of 2 20202021 Anywhere College*
- Ensure all program changes have been reported to your regulator and approved. Unprocessed adjustments delay the PED completion process.
- Complete all sections of the form.
- Use complete dates in the YY/MM/DD format.
- Use the PED form for the appropriate program year; program years begin on August 1 and end on July 31.



- Do not make modifications to the form. Modified or altered forms will not be processed.
- Use whole numbers for all numeric values (hours, costs, number of weeks, academic credits, etc.) e.g., 25.5 hours must be entered as 26 hours.
- Specify dates for all holidays or breaks. The December to January break must be reported as a *Calendar Year-End* break in the *Scheduled Institution Breaks* of the *Information Regarding Program Year* section.
- Align the tuition amounts reported on each PED form with what will be charged to a student enrolled in the study periods listed on the PED form.
- Report programs longer than 52 weeks on multiple PED forms broken down into years (each year must be at least 12 weeks in length). Each PED form must have study period start and end dates (see the *Continuous entry* question in the *Information regarding program year* section) that align with how a student will apply for student financial assistance.

## Section 1 - Institution Information

### Question 1 Institution Code and Name

#### a) Institution Code

If your program is located at **only one location**, enter its Institution Code here

If your program is located at **multiple locations**, enter “xxxx” here, and list all Institution Codes in S3 Q41 the program is offered at

#### b) Institution Name

If your program is located at **only one location**, enter its name here

If your program is located at **multiple locations**, enter its Legal Entity name here

### Question 2-7 Institution Address and Contact Information

If your program is located at **only one location**, enter the address, phone number, and fax number

If your program is located at **multiple locations**, do not enter address, phone number, or fax number

## Section 2 – Program Details

### Question 8 Program

#### a) SABC Code

This code should remain constant from year to year. Please see the instructions in the *Program Codes* section of this administration manual if a new code is required for a new program.

#### b) Program name

The name provided on the form must match the program name approved by PTIB, ICBC, ITA or DQAB/DAA. If the program name indicated on the form does not match the regulating authority program name, the program will not be eligible for SABC funding until the issue is resolved.

### *Question 9 Year*

If the program is greater than 52 weeks, submit one PED for each year of the program. Ensure that each PED is a minimum of 12 weeks in length and does not exceed 52 weeks.

### *Question 10 Regulating Authority*

Provide the name of the Regulating Authority which accredited or designated the program:

- Degree Quality Assessment Board/Degree Authorization Act (DQAB/DAA)
- Private Training Institutions Branch (PTIB)
- Insurance Corporation of British Columbia (ICBC) for driving institutions only
- Industry Training Authority (ITA) or
- Your own enabling Act

If your institution has received certification from other external bodies do not include those.

### *Question 11 NOC Code*

Provide the National Occupational Code for the program, which is available from the regulating authority, if applicable.

### *Question 12 Credential*

Provide the credential that the student will earn upon completion of the program. If *Other* is selected enter the type of credential in the space provided.

### Question 13 Program length

Provide the total length of the program including all years in the program both in

- a) weeks, and
- b) hours.

Programs that are 52 weeks in length or less should be submitted in one PED.

For programs that are longer than 52 weeks, submit a PED for each SABC program year (August 1 to July 31), with a length no longer than 52 weeks.

Include all types of WIL (e.g., practicum, clinical placement, preceptorships, and paid work terms).

Do not include institution breaks that occur between intakes.

For example, if your program has 40 weeks of in-institution instruction (20 hours per week) followed by 25 weeks of clinical placement (30 hours per week), then the total number of weeks is 65 weeks, and the total number of hours is 1550. Two forms are required for completion - one for each year of the program.

### Question 14 Delivery method

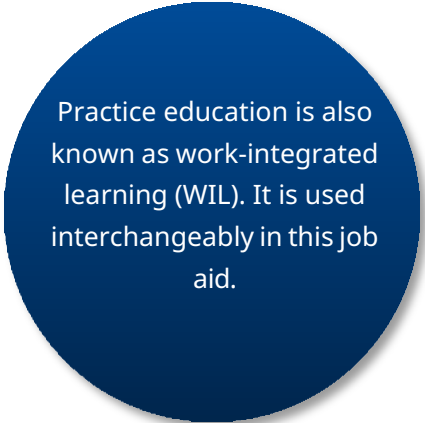
Identify the delivery method of the program that is being reported on the PED form.

**If the program is being offered at a 100% course load on-site**, please answer *On-site* to this question. If the program is also offered online or blended (partially on-site and partially online), you can indicate as such in Question 11 in the *Declaration* Section of this form. Online programs may require a Confirmation of Distance Education Eligibility (CODEE).

If the program is **only** being offered online or blended (partially on-site and partially online), please answer *Online or Blended*. Online or blended programs may require a Confirmation of Distance Education Eligibility (CODEE).

### Question 15 Practice Education in this Year of the Program

Identify the number of hours in each type of WIL for this year of the program. Enter zero hours for a type of WIL that is not included in this year of the program. Each type of WIL must not exceed the maximum percentage of the total program allowed as described in the StudentAid BC Policy Manual. If your WIL exceed the limits as described in the StudentAid BC Policy Manual and are approved by your regulator, please provide additional details in *Question 41 – Additional Information*.



Practice education is also known as work-integrated learning (WIL). It is used interchangeably in this job aid.

Calculate the percentage by dividing the WIL hours by the total number of hours in the program (*Total Program Length*).

For example, if the year of the program includes 25 weeks of clinical placement with 30 hours per week for a total of 750 hours, divide this by 1550 hours. The result is 48 percent, which is less than the 50 percent maximum allowed.

*Question 16 Length of this year of the program*

Identify the length of this year of the program (in weeks);

- a) Total length of the program without breaks, and
- b) Total length of the program with breaks (include only those breaks that occur within the intake).

The maximum length for any year of a program is 52 weeks including breaks. For programs with multiple start and end dates, choose the longest scheduled break when counting the weeks including breaks.

Example for counting weeks:

Start Date: September 1, 2019

End Date: December 20, 2019

Scheduled Institution Breaks: October 7, 2019, to October 11, 2019

Weeks (excluding breaks) = 15 weeks

Weeks (including breaks) = 16 weeks

*Question 17 Hours of study for this program year (including practice education)*

Identify the number of hours of study for this year of the program. Include all hours for all types of WIL terms. Do not include time for institution breaks.

*Question 18 Hours program offered*

Identify the hours during which this year of the program is offered by the institution (hours when the doors are open to students), for both:

- a) weekdays (Monday through Friday) extending into the evening (if offered) and,
- b) weekends (Saturday and Sunday)

**Question 19 Scheduled institution breaks**

Identify each of the scheduled breaks that occur during all intakes for that program year (August 1 to July 31). If there will be more than five breaks, include this information in the *Additional Information* text box on the last page of this form

Remember that each institution break cannot be more than two weeks, except for the calendar year-end break (December to January) which can be three weeks long. Do not include break dates that are prior to or after the study period.

For example, if the program dates are September 7, 2020 – April 23, 2021, and the institution has the following breaks:

December 23, 2020 – January 6, 2021 (calendar year end)

February 22 – 26, 2021 (spring break)

You would enter:

	Start Date (YY/MM/DD)							End Date (YY/MM/DD)					
a) Calendar year-end	2	0	1	2	2	3	To	2	1	0	1	0	6
b)	2	1	0	2	2	2	To	2	1	0	2	2	6
c)							To						
d)							To						

**Question 20 Continuous entry**

**IS MY PROGRAM CONTINUOUS ENTRY?**

Continuous entry is a flexible option for students to enter a program at multiple points during a program year. All continuous entry programs must have a set duration of weeks in which the program must be completed.

If you select *NO* to *Continuous Entry*, no Appendix 3 – Institution and Program Information will be required for students who select their study period start and end dates listed on the PED.

If you want your students to apply semester-by-semester or apply for a single quarter/term that is a minimum of 12 weeks in duration, select 'YES' for continuous entry and document this in the *Additional Information* section at the end of the PED form. You must report your full program year intakes on the PED form; the PED form does not support partial program declarations.

Identify if there will be continuous entry into the program or not.

- If selecting *YES* to continuous entry, do not submit any dates in Section 2 question

20. Students will be asked to submit their study start and end dates. Your institution will then confirm those dates by completing an Appendix 3 – Institution and Program Information form.

- If selecting *NO* to continuous entry and the program is offered at **only one location** provide start and end dates of each intake for the program in Section 2 question 20.
- If selecting *NO* to continuous entry and the program is offered at **multiple locations**, provide the start and end dates of each intake of the program at each location in Section 3, Question 41 *Additional Information*.

For multi-year programs, start and end dates must fall in the current program year in the same format as the year one PED form. If you have no intake planned for the current program year, please leave this field blank and make a note in *Additional Information* section at the end of the PED form.

(20) Continuous Entry:  YES  NO *(Provide dates below)*

	Start Date (YYMMDD)					To	End Date (YYMMDD)						
a)	1	7	0	9	0	3	To	1	8	0	4	2	5
b)						To							
c)						To							
d)						To							
e)						To							
f)						To							

Selecting *NO* will allow students to select from the dates listed here while completing their application. These dates must reflect the full program length.

**Question 21 Education cost**

Identify the education costs for this year of the program. Report the costs that have been approved by the appropriate regulating authority. Refer to the StudentAid BC Policy Manual (Section 2.4 Program Costs) and StudentAid BC Administration Manual (Section 1.2.6 Program Costs) for more details on Education Costs.

(21) Education Costs (approved by Regulating Authority)

a) Actual tuition						.00
b) Mandatory fees						.00
c) Program related costs:						.00
d) Exceptional expenses:						.00

The costs listed here will be used on the SABC application for students if Continuous Entry is *NO*, and their start and end dates are listed.

**Section 3 - Declaration**

For this section mark the appropriate box for each question.

**Question 1 The program is offered onsite at a full-time (100 percent) course load**

Refer to the program eligibility chapter of the StudentAid BC Policy Manual for a full definition of 100 percent onsite full-time.

*Question 2 The program is at the post-secondary level*

Requires that all students must be graduates from a secondary institution (or equivalent) and/or must be minimum age 19 prior to the start of classes.

*Question 3 A formal post-secondary credential will be issued by the institution*

Graduated students must receive certification in their field of study. Certificates of Completion are not acceptable as credentials.

*Question 4 The program, in its current format, is approved by the appropriate regulating authority*

Approval from the recognized accrediting body must be obtained prior to applying for SABC designation. Information on this form must match what has already been approved by the appropriate regulatory authority.

*Question 5 The program is at least 12 weeks in length*

The program must provide a minimum of 240 instructional hours (except for aviation programs). The program must be at least 12 weeks when taken full-time (100 percent course load). Statutory holidays or institution breaks must not be included when responding to this statement.

*Question 8 Is this a vocational/technical program?*

Include only hours of instructor led classes and lab hours where an instructor is present.

*Question 9 If this is a program for academic credit*

Only institutions with credits recognized by the [BC Council on Admissions and Transfer](#) can consider themselves academic in this context.

*Question 10 The published minimum entrance requirements are 19 years of age prior to the start of the study period and/or graduation from grade 12 (or equivalent)*

This refers to an admissions policy published in the institution's calendar, brochures, on its website or in the media. Accepting students into a program without having established this minimum may result in the program being declared ineligible for SABC funding.

*Question 11 Will this program be offered via distance education, online, blended, or other non-traditional forms of delivery?*

This is the opportunity to declare that the program you wish to be eligible is also offered via online or blended. A CODEE may be required after a student applies to this specific type of program if the program has not already been approved for online or blended



learning delivery.

Students in academic programs delivered through online or blended learning must complete a minimum of nine credits in four months (60 percent of a full course load) to qualify for SABC funding, as outlined in their current contract with the institution. You may contact the Institution and Program Designation Team by email at [Designat@gov.bc.ca](mailto:Designat@gov.bc.ca) for further clarification.

*Question 13 If a partnership, the second institution is designated/accredited for StudentAid BC purposes*

The second institution must be accredited by PTIB, DQAB, or another recognized accrediting body, and be designated by SABC.

- a. You must enter the name of the other institution on the form in the space provided.

### **Practicum (unpaid)**

If the program does not have a practicum, select *N/A*, and do not answer the questions in this section.

*Question 14 The practicum component is a mandatory requirement to obtain the credential*  
Practicum activities must be part of the program that leads to the credential and must be related to the student's field of study. If the practicum is not required to receive the credential, it is not eligible for SABC funding.

*Question 17 The students are supervised and evaluated by the practicum host*

All monitoring done by the practicum host, including attendance and evaluations, must be documented, and submitted to the you and forms part of the student's final grade. The student must be supervised and evaluated by a qualified practitioner.

*Question 18 The students will be monitored by the instructor/institution*

You are responsible for monitoring the student regularly, preferably once per week but not less than once every two weeks.

Students are required to follow SABC attendance/course load policy while on their practicum. All monitoring done by the institution, including attendance and evaluations, must be documented, and kept in the student administration file at the institution.

### **Clinical placement (unpaid)**

If the program does not have a clinical placement, select *N/A*, and do not answer the questions in this section.

*Question 19 The clinical placement component is a mandatory requirement to obtain the credential*

Clinical placement activity must be part of the program that leads to the credential. The placement experience must be related to the student's field of study. If the placement is not required to receive the credential, it is not eligible for SABC funding.

*Question 22 The instructor/student ratio is 1:12 or less*

This question is for information purposes only and is determined by your regulator.

*Question 23 The clinical placement is in a real-life setting under the immediate supervision of a fully qualified individual*

This question is for information purposes only and is determined by your regulator.

*Question 24 The students will be monitored by the instructor/institution*

This question is for information purposes only and is determined by your regulator.

### **Preceptorship (Unpaid)**

If the program does not have a preceptorship, select *N/A*, and do not answer the questions in this section.

*Question 25 The preceptorship component is a mandatory requirement to obtain the credential*

The preceptorship activity must be part of the program that leads to the credential. The preceptorship experience must be related to the student's field of study. If the preceptorship is not required to receive the credential, it is not eligible for SABC funding.

*Question 28 The preceptorship is in a 'real-life' setting under the immediate supervision of a fully qualified individual*

This question is for information purposes only and is determined by your regulator.

*Question 29 The students will be monitored by the instructor/institution*

This question is for information purposes only and is determined by your regulator.

### **Pre-accreditation Internship (Unpaid)**

If the program does not have a pre-accreditation internship/externship, select *N/A*, and do

not answer the questions for this section.

*Question 30 The internship/externship component is a mandatory requirement to obtain the credential*

The pre-accreditation internship or externship activity must be part of the program that leads to the credential. The experience must be related to the student's field of study. If the internship or externship is not required to receive the credential, it is not eligible for SABC funding.

*Question 33 The internship or externship is in a 'real-life' setting under the immediate supervision of a fully qualified individual*

This question is for information purposes only and is determined by your regulator.

*Question 34 The students will be monitored by the instructor/institution*

This question is for information purposes only.

### **Paid work term (co-op education)**

If the program does not have a paid work term, select *N/A*, and do not answer the questions for this section.

*Question 35 Students will be paid at competitive rates for work performed*

This question is for information purposes only and is determined by your regulator.

*Question 37 Work assignments are related to the field of study and employer evaluations will be part of the institution records*

This question is for information purposes only and is determined by your regulator.

*Question 38 Students' progress and performance will be monitored by the institution in the form of onsite visits*

This question is for information purposes only and is determined by your regulator.

### **Practice Education**

*Question 39 Total Combined Practice Education*

The total combined practice education must not exceed 50 percent of the total program hours. You can request special dispensation from this restriction on an individual program basis and where governing bodies have different requirements. This request must be submitted to SABC for evaluation.

For SABC funding purposes, practice education components can be combined during the

duration of a course of study.

If you have answered *NO* to any of the questions in the practicum, clinical placement, preceptorship, internship/externship, or paid work term sections, the program does NOT qualify SABC funding.

### **Declaration signature**

To ensure the PED can be processed by the Ministry it must include:

- The name and signature of an institution official, and
- The date of completion

Please note that electronic signatures are acceptable if it aligns with an authorized institution official (such as a manager/director, a financial aid officer, or an eligibility/enrolment officer as defined on your designation agreement).

### **Additional Information Provided by Institution**

If you have any other information about the program to help the Ministry determine or confirm that it is eligible for SABC funding purposes, then note it in the space provided.

Please use this space to provide the full address of any learning site locations where this program (or this year of a multi-year program) will be delivered other than the main campus of the institution, as well as any program information that may vary by location (e.g., Program Dates, Education Costs)