



How to Submit PED forms and PED changes for institutions with multiple locations

1 Purpose

This job aid provides instructions for BC Private institutions with multiple locations on how to batch and submit Program Eligibility Declaration (PED) forms for programs delivered at multiple locations. This job aid cover three processes:

- ✓ [Submitting PED for new Program Year \(Creating the PED Batch\)](#)
- ✓ [Submitting additional PED Forms / submitting less than 4 PED Forms](#)
- ✓ [Submitting changes to existing PED Forms](#)

2 Background/context

Each year institutions must submit PED forms for all programs for the upcoming Program Year (programs starting August 1st to July 31st). Institutions with multiple locations must batch their PED forms using Adobe Acrobat software to combine individual PED form PDFs into one PDF document.

Please review the processes and steps below before submitting your PED forms to ensure the timely processing of your submission. If you have any questions, please contact the Institution and Program Designation Team by email at designat@gov.bc.ca.

- Programs offered at multiple locations are submitted using a single PED form for each year of each program.
- PED forms can be submitted in a single batch, regardless of the number of PED forms.
- The batching process can be completed on both free and paid versions of Adobe Acrobat and on computers using both Windows and Mac operating systems.

3 PED form submission procedures

Select the appropriate PED form submission process based on the number of PED forms your institution is submitting and whether this is a new submission, an additional submission, or an edit to an existing submission.

New Submissions

- For institutions with four or more PED forms to submit, use the process outlined in section 3.1, *Submitting PEDs for new Program Year*.
- For institutions with less than 4 PED forms to submit, use the process outlined in section 3.2, *Additional PEDs or the submission of less than 4 PEDs* process.

Changes and additions

- For additional PED forms, use the process outlined in section 3.2, *Submitting additional PEDs / submitting less than 4 PEDs*.
- To submit changes to PED forms after your initial submission, use the process outlined in section 3.3, *Submitting changes to existing PEDs*.

3.1 Submitting PED forms for new Program Year (Creating the PED form Batch)

Programs offered at all your locations must be submitted using one batch. Each year of each program will have a single PED form, and each PED form will list the locations where each program is delivered.

Creating and submitting a PED form batch in one PDF file:

The batching process can be completed using Adobe Acrobat software (free or paid version) and either Windows or Mac OS. This process creates a file in the "Portfolio" format. Ensure that you retain each PED form individually before batching. This will allow you to locate PED forms should you need to amend individual programs in the future.

1. Select all the PED forms to be batched.
2. Right-Click on the selected PED forms; select "Combine Files in Acrobat"
3. If the bottom of the screen indicates "Acrobat does not support the conversion of one or more of your files to PDF", you will need to change your settings.
 - Click "Options"
 - Ensure that "Save as PDF Portfolio" is **checked**.

- Ensure that “Convert all files to PDF when creating a portfolio” is **NOT checked**. - Click “OK”
 - Select all the PED forms.
4. Click the blue “Combine” button at the top right of the screen.
 5. Click “Save As” and name the batched PDF document using the following format:

 PED Batch 2020 2021 [Legal Entity Name]

 e.g., PED Batch 2020 2021 Vancouver Education Ltd.
 6. Right click, and choose “send to”
 7. Select “Compressed ZIP folder”; this will generate a .zip folder containing your PED form batch
 8. Open Windows File Explorer (any folder on your desktop)
 - a. Click the “View” tab
 - b. Ensure “File Name Extensions” is checked off
 - c. Right click the .zip folder
 - d. Click “Rename”
 - e. Change the .zip at the end of the file’s name to .txt
 9. Email the .txt batched PDF to designat@gov.bc.ca with the following subject line:

 New PED Batch 2020 2021 [Legal Entity Name]

 e.g., New PED Batch 2020 2021 Vancouver Education Ltd.
 10. Retain the PED form Batch for your records. You will need it to submit any new programs or program changes.

3.2 Submitting additional PED forms / submitting less than 4 PED forms

If you have less than four programs offered at your institution locations, or you need to submit an additional PED form for the upcoming program year, use the following process.

1. Once PED forms(s) are completed, save and name all PED forms individually, using the following format:

[program code] [year of program] 2020 2021 [Legal Entity Name]

e.g., PHB7 1 of 2 2020 2021 Vancouver Education Ltd.

2. Email the new PED form(s) to designat@gov.bc.ca with the following **subject line**:

Updated PED(s) 2020 2021 [Legal Entity Name]

e.g., Updated PED(s) 2020 2021 Vancouver Education Ltd.

with the following in the **body** of the email: [new program codes] added

e.g., PHY8, JHR8, XIW7 added

3. Retain the new PED form(s) files for your records. You will need them to submit any program changes.

3.3 Submitting changes to existing PED forms

Use this process when you wish to make a change to a program for which you have already submitted a PED form.

1. Locate the individual PED form(s) file you wish to update and change each, as necessary.
2. Email the updated PED(s) to designat@gov.bc.ca with the following **subject**:

Updated PED(s) 2020 2021 [Legal Entity Name]

e.g., Updated PED(s) 2020 2021 Vancouver Education Ltd.

and the following in the **body** of the email:

[program codes affected]: [changed field] changed

e.g. PHY7, UAN8, GUR7: intake dates changed

PHY7, UAN8: tuition changed

3. Retain the updated PED form(s) for your files. You will need it to submit any program changes.