

Fanshawe College

## FIRST: Fanshawe Innovation, Research, Scholarship, Teaching

---

Documentation (Approvals etc...)

Special Events Planning

---

2014

### FANS 01309 - Special Events Planning CVS Application

Fanshawe College

Follow this and additional works at: [https://first.fanshawec.ca/  
cae\\_tourismhospitalityculinary\\_specialeventsplanning\\_documentation](https://first.fanshawec.ca/cae_tourismhospitalityculinary_specialeventsplanning_documentation)

---

Special Events Planning  
ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY  
CREDENTIALS VALIDATION SERVICE  
APPLICATION FOR PROGRAM VALIDATION

This proposal will be sent to MTCU for Approval for Funding     Yes     No

1. College: Fanshawe College
2. College contact person responsible for this proposal: Name: Kathy Butler Title: Professor Telephone: 519 452-4289 Electronic mail: kbutler@fanshawec.ca
3. Proposed Program Title: Special Events Planning
4. Proposed Credential: (please indicate below) Local Board Approved Certificate <input type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Ontario College Diploma <input checked="" type="checkbox"/> Ontario College Advanced Diploma <input type="checkbox"/> Ontario College Graduate Certificate <input type="checkbox"/>
5. Proposed Program Outcomes: Please complete and attach the two Program Maps (Appendix A - Form 1 and Form 2)
6. Proposed Program Description: Please complete and attach the Program Description Form (Appendix B)
7. Proposed Program Curriculum: Please complete and attach the Program Curriculum Form (Appendix C)
8. Proposed Program Certification/Accreditation: Please complete and attach the Regulatory Status Form (Appendix D)
9. Date of Submission: May 1, 2014
10. Date of CVS Response: May 1, 2014

## Special Events Planning

### 11. Validation Decision:

Proposal Validated (APS Number: FANS 01309)

---

Signed on behalf of CVS: Tim Klassen

Send the completed form and required appendices to: [klassen@ocqas.org](mailto:klassen@ocqas.org). For detailed information on how to complete the Application for Program Validation, please refer to the Application Instructions document. For any additional information contact: The Ontario College Quality Assurance Service, 20 Bay Street, Suite 1600, Toronto, ON M5J 2N8; or by telephone at (647) 258-7682.

## Special Events Planning

### ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY

#### CREDENTIALS VALIDATION SERVICE

#### APPENDIX A - PROGRAM MAPS

#### (Vocational Program Outcomes & Essential Employability Skills Outcomes)

##### Vocational Program Learning Outcomes:

Form 1 (attached) is provided to assist you in mapping your proposed program vocational learning outcomes against existing vocational outcomes found in either Provincial Program Standards or in Provincial Program Descriptions. When completing this form, please be sure to include the MTCU code (where applicable) for the program category being referenced.

Where there is a relevant Provincial Program Standard, the approved Vocational Learning Outcomes must appear in the first column, followed by your proposed program vocational learning outcomes.

Where there are no Provincial Program Standards, the first column will contain program outcomes from the Provincial Program Description. Again, your proposed program vocational learning outcomes will be added in the middle column.

**NOTE:** *Both these types of documents can be obtained from staff at the CVS or at the Colleges Unit, MTCU. Electronic copies of the Program Descriptions can be found at <http://caat.edu.gov.on.ca/HTMLpages/Programs> while electronic copies of the Provincial Program Standards can be found at <http://www.edu.gov.on.ca/eng/general/progstan/index>*

If there are no such programs in the province, this information will be provided in the left column. The proposed vocational program outcomes must be written in the middle column.

The last column will contain a list of the relevant curriculum proposed in your program to address the outcome in a manner that ensures the graduate will have reliably demonstrated the required skill or ability. Course numbers or course codes, corresponding to those provided in your list of courses (Appendix C), are sufficient in this column.

## Special Events Planning

### Essential Employability Skills Outcomes:

A mapping of the Essential Employability Skills (EES) will be done on Form 2 (attached).

The instructions / requirements for this map are the same as for the Vocational Program Map. The first three columns contain the approved skill categories, the defining skills, and the EES learning outcomes. The last column will contain the proposed curriculum (as listed in Appendix C) that will ensure the meeting of these outcomes.

Special Events Planning  
**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY**  
**CREDENTIALS VALIDATION SERVICE**

**APPENDIX A - PROGRAM MAPS**

**Form 1 - Vocational Program Outcomes**

<b>PROVINCIAL PROGRAM STANDARD  VOCATIONAL LEARNING OUTCOMES /  PROVINCIAL PROGRAM DESCRIPTION  OUTCOMES MTCU CODE: 52205</b>	<b>PROPOSED PROGRAM VOCATIONAL  LEARNING OUTCOMES</b>	<b>PROPOSED PROGRAM CURRICULUM  (COURSE NAME &amp; NUMBER)  ADDRESSING THE OUTCOME  (From Appendix C)</b>
Plan a destination travel and tourism portfolio with an evaluative component using the current tourism and event industry computer software.	Plan an event portfolio with an evaluative component using the current tourism and event industry process and computer software	COMP-1332 Information Management HOSP XXXX Logistics HOSP XXXX Décor HOSP XXXX Proposal Bid Writing/Contracts HOSP XXXX Introduction to Event Planning HOSP XXXX Event Planning II HOSP XXXX Event Planning Systems HOSP XXXX Project Planning /Field Study
Apply contemporary business administration skills including accounting, finance and cost control techniques to the operation of events and destination tourism planning.	Apply contemporary business administration skills including accounting, finance and cost control techniques to the operation of events planning.	COMP-1332 Information Management BUSI 1068 Effective Meetings & Presentations FDMG XXXX Elements of Food Service HOSP XXXX Introduction to Event Planning HOSP XXXX Field Research Study COMM 3041 Communication Studies ACCT XXXX Accounting for Event Planning HOSP XXXX Logistics HOSP XXXXX Beverages, Wines & Spirits HOPS XXXX Event Planning II HOTL 3008 Finance HOSP Project Management/Field Study
Develop an assessment plan for a special event incorporating key performance indicators.	Develop an assessment plan for a special event incorporating key performance indicators.	MKTG 1059 – Marketing for Hospitality HOSP XXXX – Introduction to Event Planning HOSP XXXX Logistics HOSP XXXX Strategic Communication & Crisis HOSP XXXX Event Planning II HOTL 3008 Finance HOSP XXXX Event Planning

### Special Events Planning

		HOSP XXXX Project Management/Field Study
Identify and plan for the distinctions between public and private sector roles and collaboration in the development of destination tourism and/or other special events.	Identify and plan for the distinctions between public and private sector roles and collaboration in the development of meetings and/or special events.	TOUR 1005 – Tourism Industry Intro HOSP XXXX – Introduction to Management HOSP XXXX – Field Research Study HOSP XXXX – Proposal/Bid Writing & Contracts LAW XXXX – Risk Management/Law & Security HOSP XXXX – Green Events & Sustainability HOSP XXXX – Project Planning /Field Study
Apply knowledge of food and beverage service to the planning of special events.	Apply knowledge of food and beverage service to the planning of special events.	FDMG XXXX – Elements of Food Service HOSP XXXX - Introduction to Event Planning HOSP XXXX – Field Research Study HOSP XXXX – Logistics HOSP XXXX – Vendor Relationship HOSP XXXX – Décor HOSP XXXX -Proposal Bid/Writing/Contracts HOSP XXXX -Event Planning II HOSP XXXX -Multi Cultural Management HOSP XXXX -Project Management/Field Study
Develop a special event business plan including relevant costs, expected revenue and economic impact.	Develop a special event business plan including relevant costs, expected revenue and economic impact	TOUR 1005 – Tourism Industry Intro FDMG 1039 – Dining for Professional Success FDMG XXXX – Elements of Food Service HOSP XXXX – Introduction to Event Planning ACCT XXXX – Accounting for Event Planning
Support the provision of healthy, safe, and well-maintained events and tourism environments and substantiate the risk, liability and security needs of participants.	Support the provision of healthy, safe, and well-maintained events and tourism environments and substantiate the risk, liability and security needs of participants.	FDMG XXXX – Elements of Food Service HOSP XXXX – Introduction to Event Planning t HOSP XXXX – Field Research Study HOSP XXXX – Logistics HOSP XXXX -Event Planning II HOTL 3008 – Finance
Apply knowledge of the various tourism industry sectors and their necessary interactions, both with each other and with government and other regulating bodies, in the provision of tourism products and services.	Apply knowledge of the various tourism industry sectors and their necessary interactions, both with each other and with government and other regulating bodies, in the provision of tourism products and services.	TOUR 1005 – Tourism Industry Intro TOUR 1003 – Customer Sales & Service FDMG XXXX – Elements of Food Service HOSP XXXX – Introduction to Event Planning
Apply human resources and leadership knowledge and skills, including managing the performance and	Apply human resources and leadership knowledge and skills, including managing the	DEVL 1034 – Career Strategies HOSP XXXX – Field Research Studies HOSP XXXX – Logistics

### Special Events Planning

<p>development of staff and volunteers, to contribute to the management of a special event and/or destination tourism enterprise, and toward on-going personal and professional development.</p>	<p>performance and development of staff and volunteers, to contribute to the management of a special event and/or destination tourism enterprise, and toward on-going personal and professional development.</p>	<p>HOSP XXXX – Strategic Communications &amp; Crisis Management            LAW XXXX – Risk Management/Law &amp; Security            HOSP XXXX Multicultural Management            HOSP XXXX Green Events &amp; Sustainability            HOSP XXXX Project Planning /Field Study</p>
<p>Contribute to marketing effectiveness to promote successful operation of events and tourism enterprises.</p>	<p>Contribute to marketing effectiveness to promote successful operation of events and tourism enterprises.</p>	<p>TOUR 1005 – Tourism Industry Intro            TOUR 1003 – Customer Sales &amp; Service            MKTG 1059 – Marketing for Hospitality            ACCT XXXX – Accounting for Events Planning            HOSP XXXX – Multicultural Management            HOSP XXXX – Green Events &amp; Sustainability            HOSP XXXX – Project Planning /Field Study</p>
<p>Create, plan and implement programs and activities that respond to identified needs and interests and maximize the delivery of personal, social, economic, and environmental benefits.</p>	<p>Create, plan and implement programs and activities that respond to identified needs and interests and maximize the delivery of personal, social, economic, and environmental benefits.</p>	<p>TOUR 1003 Customer Sales &amp; Service            MKTG 1059 – Marketing for Hospitality            HOSP XXXX – Proposals/Bid Writing/Contracts            HOSP XXXX Event Planning II            HOSP XXXX Multicultural Management            HOSP XXXX Green Events &amp; Sustainability            HOSP XXXX 5001 Hospitality Human Resources            HOSP XXXX Project Planning /Field Study</p>



Special Events Planning  
**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY  
CREDENTIALS VALIDATION SERVICE**

**APPENDIX B - PROGRAM DESCRIPTION**

**PROGRAM DESCRIPTION:** (including occupational areas where it is anticipated graduates will find employment)

Special Events Planning is a 2 year diploma program designed to attract individuals interested in a professional career in Special Events Planning. The SEPP will deliver a comprehensive program designed to deliver an in-depth experience designed by industry professionals. The outcomes are in the details, allowing each student to be exposed to the vast types of special events, from social events, corporate meetings, conventions to large sporting events. Students will develop business skills, critical thinking, and planning and assessment skills. This program will deliver current trends and technologies in the event industry, including software applications, food, environmental and business trends.

Fanshawe College is geographically positioned to expose students to the extensive Event Management industry, as London is home to a state of the art Convention Center, The Western Fair District, Hotels, Budweiser Gardens and the many sports events that are hosted annually. Students will visit these venues and network with industry professionals.

The Canadian meetings industry contributes more than \$32.3 billion per year in direct spending to Canada's economy (MPI). With more than 600,000 meetings each year (MPI), there are various employment opportunities in the event industry including: hotels, convention centres, private clubs, corporations, catering companies, destination management companies (DMC's), marketing firms, meeting planning companies, events, festivals, tourism bureaus, and suppliers.

**VOCATIONAL PROGRAM LEARNING OUTCOMES:** (vocational program learning outcomes must be consistent with the requirements of the Credentials Framework for the proposed credential)

***The graduate has reliably demonstrated the ability to:***

1. Plan an event portfolio with an evaluative component using the current tourism and event industry process and computer software
2. Apply contemporary business administration skills including accounting, finance and cost control techniques to the operation of events and destination tourism planning
3. Develop an assessment plan for a special event incorporating key performance indicators.
4. Identify and plan for the distinctions between public and private sector roles and collaboration in the development of destination tourism and/or other special events.
5. Apply knowledge of food and beverage service to the planning of special events.
6. Develop a special event business plan including relevant costs, expected revenue and economic impact
7. Support the provision of healthy, safe, and well-maintained events and tourism environments and substantiate the risk, liability and security needs of participants.
8. Apply knowledge of the various tourism industry sectors and their necessary

## Special Events Planning

interactions, both with each other and with government and other regulating bodies, in the provision of tourism products and services.

9. Apply human resources and leadership knowledge and skills, including managing the performance and development of staff and volunteers, to contribute to the management of a special event and/or destination tourism enterprise, and toward on-going personal and professional development.
10. Contribute to marketing effectiveness to promote successful operation of events and tourism enterprises.
11. Create, plan and implement programs and activities that respond to identified needs and interests and maximize the delivery of personal, social, economic, and environmental benefits.

### **ADMISSION REQUIREMENTS:**

OSSD with courses from the College (C), University (U), University/College (M), or Open (O) stream WITH:

- Any Grade 12 English (C) or (U)

- Mathematics\* ONE OF:

- Any Grade 12 Mathematics (C) or (U)

- Any Grade 11 Mathematics (C), (U), or (M)

(Note: a minimum final grade of 60 required for any Grade 11 Mathematics course)

**OR**

Academic and Career Entrance Certificate (ACE)

**OR**

Ontario High School Equivalency Certificate (GED) AND:

- Mathematics\* ONE OF:

- Any Grade 12 Mathematics (C) or (U)

- Any Grade 11 Mathematics (C), (U), or (M)

(Note: a minimum final grade of 60 required for any Grade 11 Mathematics course)

**OR**

Mature Applicant with standing in the required courses and grade stated above

### **Note:**

- \*Applicants who lack the required Mathematics may still gain eligibility for admission by completing appropriate prior upgrading.

### **English Language Requirements**

Applicants whose first language is not English will be required to demonstrate proficiency in English by one of the following methods:

- A Grade 12 College Stream or University Stream English credit from an Ontario Secondary School, or equivalent, depending on the program's Admission Requirements
- Test of English as a Foreign Language (TOEFL) test with a minimum score of 550 for the paper-based test (PBT), 213 for the computer-based test (CBT), and 79 for the

### Special Events Planning

Internet-based test (iBT), with test results within the last two years

- International English Language Testing System (IELTS) test with an overall score of 6.0 with no score less than 5.5 in any of the four bands, with test results within the last two years
- Canadian Academic English Language (CAEL) test with an overall score of 60 with no score less than 50 in any of the four bands, with test results within the last two years
- An English Language Evaluation (ELE) at Fanshawe College with a minimum score of 70% in all sections of the test, with test results within the last two years.

## Special Events Planning

### ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY CREDENTIALS VALIDATION SERVICE

#### APPENDIX C - PROGRAM CURRICULUM

Semester	Course Code*	Course Title (and brief course description)
1	TOUR 1005	<b>Tourism Industry-Introduction.</b> The hospitality industry is without a doubt one of the strongest, fastest growing industries today. This course is an introduction to that industry and how Tourism affects us all. The students will gain an appreciation for where our industry has come from and what the future has in store. They will also recognize the numerous career opportunities available to them in such areas as Fast Food, Hotels, Luxury Cruise Lines, Resorts, Institutions, Casinos and many more.
1	TOUR 1003	<b>Customer Sales &amp; Service-</b> The growth of the travel field has created a very competitive industry in which strong selling skills are vital, and heightened consumer awareness has created a need for consistently superior service. This course provides the student with the techniques needed to assure satisfied customers.
1	MKTG 1059	<b>Marketing for Tourism &amp; Hospitality</b> The purpose of this course is to provide tourism, hospitality and club management students with an understanding of the basic concepts and processes of marketing. This developmental procedure will involve customer identification and analysis, product analysis, market research and analysis, and promotional development and analysis, with the end result equating to positive sales growth and ultimately profit.
1	FDMG 1039	<b>Dining for Professional Success</b> - Enjoy the tastes, sounds and aromas as you dine each week. This exploration of culture and customs in various national dining practices is designed to create an awareness of and develop sensitivity to different cultural behaviors and customs, especially for students traveling outside their own country or who will be dealing with people of other countries or cultures. Students will explore the influence of culture, religion, geography and history on dining practices around the world.
1	DEVL 1034	<b>Career Strategies</b> - This course will define the necessary tools and skills to implement a successful career strategy and plan, from self-evaluation to the procurement of suitable employment. Students will be introduced to the many diversities of the Tourism Sector with special emphasis on marketing oneself into an appropriate career. Students will explore their aptitudes and strengths and learn how transferable skills lead to success in their chosen profession. This course will augment the work placement process.
1	COMP 1332	<b>Information Management</b> - This course provides an introduction to computer applications in relation to general business practices. Topics include an overview of information technology using computers and printers, file management, and utilizing the Internet for research. Specific applications include Microsoft OneNote, Word, Excel and PowerPoint. The contents of lessons and projects simulate situations encountered in general business processes.
1	WRIT 1042	<b>Reason &amp; Writing 1</b> - This course will introduce tourism and hospitality students to essential principles of reading, writing, and reasoning at the postsecondary level. Students will identify, summarize, analyze, and evaluate multiple short readings and write persuasive response essays to develop their vocabulary, comprehension, grammar, and critical thinking. This course will also introduce students to selected issues and terms in tourism and hospitality.

## Special Events Planning

<b>1</b>	<b>GEN ED</b>	<b>General Education</b>
<b>2</b>	<b>BUSI 1068</b>	<b>Effective Meetings &amp; Presentations</b> Students will gain confidence in the use of their presentation skills in individual and group settings. Students will develop competence in the use of PowerPoint for presentations as well as knowledge for professional protocol in business meetings.
<b>2</b>	<b>FDMG XXXX</b>	<b>Elements of Food Service</b> Food service is a vital element of any event. The student will be able to work with the effects of onsite or off site catering, seasonal availability and dietary and religious restrictions. Students will look at the influences of ethnic menus and regional North American cooking.
<b>2</b>	<b>HOSP XXXX</b>	<b>Introduction to Event Planning</b> An introductory course on the basic of event planning including small meetings and social functions. Students will gain an overview of the event industry, associations and designations. Students will discuss various types of events, and the approach to planning a successful event and core competencies of event planners.
<b>2</b>	<b>HOSP XXXX</b>	<b>Field Research Study</b> - The concepts of meeting/conference venues will be examined. Students will attend in-depth site visits to various local facilities including, hotels, convention centers, and sporting/concert venues. Students will attend in-depth site visits to significant local venues and apply to case/customer/event profiles.
<b>2</b>	<b>COMM 3041</b>	<b>Communication</b> - This course develops students' professional communication skills (both oral and written) for the hospitality and tourism industry. Students produce a variety of documents appropriate for their workplaces, including e-mails, letters and reports. Tone, format, organization, and word choice are critical factors in these documents. Students incorporate research, critical thinking, and summarizing, documenting, and oral presentations. They also address various communication challenges in a diverse workplace. A computer lab is used for writing assignments in a simulated work environment.
<b>2</b>	<b>ACCT XXXX</b>	<b>Accounting for Event Planning</b> – An introduction to accounting, utilizing an accounting software program. Students will learn to manage sales, accounts payable, accounts receivable, payroll, and monthly account reconciliation. The student will apply their accounting and software skills using a real-world scenario to maintain a complete accounting of a given company's financial activity.
<b>2</b>	<b>GEN ED</b>	<b>General Education</b>
<b>3</b>	<b>HOSP XXXX</b>	<b>Logistics</b> - A successful event requires detailed planning involving logistics/ Students will continue to develop their event planning skills focusing on the logistics element of event management such as: site selection, audio visual, food and beverage, staffing, transportation and security.
<b>3</b>	<b>HOSP XXXX</b>	<b>Vendor Relationship Management</b> In Event Planning vendor relationships are a critical element to executing a successful event. Event Managers assume the responsibility for managing the vendor relationship. Participants will have the opportunity to examine best practices, performance evaluation, and communication techniques when selecting and working with a third party vendor.
<b>3</b>	<b>HOSP XXXX</b>	<b>Décor</b> - Creating the right ambience can make or break an event. Students will explore the use of china, glass, silver, linens, chair covers, draping, lighting, floral arrangements and techniques to compliment the event. Students will assess the event goals and create a design that matches the client requirements.
<b>3</b>	<b>HOSP XXXX</b>	<b>Proposal/Bid Writing &amp; Contracts</b> Responding to industry expectations the event manager is responsible for bidding on new business and proposing their services to potential clients and partners. This course will introduce the student to the methods and principles utilized to create a professional proposal and bid.

## Special Events Planning

		Students will compose well researched professional business proposals/bids and contracts.
3	HOSP XXXX	<b>Beverages, Wines &amp; Spirits</b> - Clients look to Event Planners for recommendations for the vast choice of beer, liqueurs, wines and mocktails. Students will assess the client's requirements and practice beverage recommendations for a variety of functions. The student will be provided with the opportunity to determine staffing levels, quantity of beverages required, and costing of beverage service.
3	HOSP XXXX	<b>Strategic Communication &amp; Crisis Management</b> - Students will be prepared for professional practices in real-world situations in business, public relations and the media. The course is based on investigating present-day workplace standards of behaviour in the corporate, political and non-profit sectors. Students will be required to discuss and present research findings in class.
3	HOSP XXXX	<b>Event Planning II</b> - An advanced course of professional event management such as conventions, festivals, weddings and major sporting events. Students will explore the key elements of event planning including needs assessment, design, execution and evaluation. Students will be given the opportunity to practice collaboration skills, and perform tasks relating to the event management planning process.
3	GEN ED	<b>General Education</b>
4	HOTL 3008	<b>Finance</b> - This course will acquaint the student with the use of Windows Excel to prepare financial electronic worksheets for decision making, cost control, sales analysis and budget development. The spreadsheets developed in this course can be used as part of the Hospitality Management Project.
4	LAW XXXX	<b>Risk Management/Law &amp; Security</b> The course introduces the student to the Canadian legal system and specific regulations including that impact the Event Planning. Emphasis will be in the areas of contracts, law, insurance, and permits and risk management practices.
4	HOSP XXXX	<b>Multicultural Management</b> - Explore cultures/customs, ceremonies, traditions, dietary requirements, communication skills for managing in a multi-cultural environment. Students will explore opportunities and discuss ethical dilemmas relating to different practices, traditions and cultural adherences.
4	HOSP XXXX	<b>Green Events &amp; Sustainability</b> - Today's event management professional endeavors to give back to their communities through green and sustainable initiatives. After a review of the event management process students will be introduced to green strategies and sustainable practices. Students will be given the opportunity to plan an environmentally friendly event.
4	HOSP XXXX	<b>Event Planning Systems</b> -The organization of any event is essential in selling, tracking details and billing for an event. There are many systems available that can assist in managing this data. Students will be exposed and operate a variety of systems including a Sales/Catering system that will manage contacts, contracts, Event Orders, billing, and floor plans.
4	HOSP 5001	<b>Hospitality Human Resources Management</b> - The emphasis of this course is to explore the intricacies of the Human Resources Department of a hospitality enterprise, in particular the various acts and legislation governing employers and employees in the province of Ontario. Students will also have an opportunity to explore their own personal management style. Through problem based learning and real life case studies you will explore the avenues to take when handling the numerous demands placed upon supervisors and managers and learn methods of achieving results through responsible supervision and management. We will focus on the importance of employee engagement this course and how positive, progressive management techniques can ensure success at every level of the organization
4	HOSP XXXX	<b>Project Planning/Field Study</b> - This course involves a "familiarization trip" of an international event location. Students will explore and create a detailed

### Special Events Planning

		proposal of an event based upon the customer requirements and familiarization trip. Students will have an opportunity to apply, develop and demonstrate event research, needs assessment, site selection, pricing, and accommodations, for an assigned event. Students are required to submit a final project outlining specific components of a detailed event plan that integrates their knowledge of event planning and execution.
--	--	---

**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY  
CREDENTIALS VALIDATION SERVICE  
APPENDIX D – REGULATORY STATUS FORM  
MANDATORY REGULATORY REQUIREMENTS**

Where licensing or certification is **required by legislation** for entry to practice in the profession or trade, the Ministry of Training, Colleges and Universities requires that colleges ensure that their programs will meet the requirements of the regulatory body in order to be approved for funding.

- There is a legislative requirement that program graduates must be certified or licensed by a regulatory authority to practice or work in the occupation.

Name of regulatory authority \_\_\_\_\_

- (A\*)** The program has been accredited or approved by the regulatory authority or its identified third party?

**OR**

- (B\*)** The college is working toward accreditation with the regulatory authority.

Status of application and expected date of achievement \_\_\_\_\_

- (C\*)** If the regulatory authority does not accredit educational programs directly or by an identified third party, has it formally acknowledged (e.g. in its published or legislated registration requirements) that the program graduates will be eligible to write any required certifying or registration exam or that the program is otherwise recognized for the purposes of certifying or registering a graduate?

**\*Please submit an acknowledgement and/or evidence from the regulatory authority to support (a) or (b) or (c) above.**

## Special Events Planning

### VOLUNTARY REQUIREMENTS

Colleges may choose to have a program accredited or recognized by a voluntary membership organization or association. Graduate eligibility for association recognition or adherence to standards imposed by the body is **not a requirement** for program funding approval by the Ministry of Training, Colleges and Universities.

Recognition of the program by a voluntary professional body:

Is being sought:      Name of professional body: \_\_\_\_\_

The college is working toward recognition.  
Status of application and expected date of achievement: \_\_\_\_\_

Recognition has been received.  
Type of recognition (e.g. accreditation, graduates eligible to write membership exams, etc.): \_\_\_\_\_

★ **Please submit an acknowledgement and/or evidence from the voluntary association that recognition has been received.**

**Recognition is not being sought** (*please note there may be titling implications for programs that are not compliant in an area where other existing programs are*).