Private Vocational Schools

Registration Guide – New School & Program Applications

January 2026

Saskatchewan

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Introduction

This document outlines the process for submitting an online application for a new private vocational school and program in Saskatchewan.

For a registered private vocational school in Saskatchewan intending to submit an application for a new program only, follow the Registration Guide – New Program.

Pre-Registration

i. Submit an Expression of Interest

To become a private vocational school and offer vocational programs in Saskatchewan, an Expression of Interest Form and Labour Market Evidence Form must first be submitted to the Ministry of Advanced Education by email to pvsinquiry@gov.sk.ca. Once the forms are received, the ministry will review the information and determine if the school/program(s) qualify for registration pursuant to *The Private Vocational Schools Regulation Act, 1995* and its regulations. Applicants will be advised of next steps as applicable.

ii. Business Registration with Information Services Corporation (ISC), Corporate Registry

After the ministry determines that the applicant is eligible to register a new school and program(s), applicants will need to first register the school (considered a private business) with Information Services Corporation (ISC) to obtain a Certificate of Incorporation or Registration. For more information, please review the step by step process required to Register a Business or Incorporate with ISC.

Contact ISC at:
Information Services Corporation, Corporate Registry
1301 1st Avenue
REGINA SK S4R 8H2

Phone: 1-866-275-4721
Email: corporateregistry@isc.ca

Registration – Phase One

Preparing for Application Submission

Applicants are encouraged to review the registration process below. Several documents will need to be prepared in advance as they will be required as uploads during the online application process.

Some documents may take time to complete/obtain, so applicants are encouraged to prepare them well in advance to avoid delays when completing the application in the Private Vocational School Registry (PVSR).

Overview of the Online Application Process

Steps required to start phase one of the online application process:

- ☐ Go to the PVSR website and log into the portal.
- ☐ Select preference for notification regarding applications and other related matters.
- ☐ Select representative authorized to view and update related financial information.

  Note: Existing representatives may add new representatives in the PVSR, as follows:

  - ☐ Select "Maintain Representative" in the top right corner of the screen.
  - ☐ Select "Add a New Representative" on the Representative screen and complete the "Create a New Representative" form.
- ☐ Select the ***Get started*** icon and select from the dropdown service options (e.g., create a new school application, update my school information, or upload a refund calculator etc.).
  Note: Choosing the option to ***Create a New School Application*** *will automatically include a* ***New Program Application****.*
- ☐ Select applicable school year for the selected service option.

Once the above steps are completed, the actual registration can be initiated by providing the required information related to the proposed school and program in the order outlined below. Please note that there are areas in the registration where specific documents are required for upload/attachment (marked as).

In the online application process, applicants will be able to save the work for later and/or make changes before making a final submission. Ensure you provide detailed, clear and concise responses to questions, as well as relevant documents where applicable. Once a submission has been made, the application will be locked for review by the ministry. Applicants will be notified if additional information is required.

For further information when completing an application, please refer to the Private Vocational Schools Administration and Policy Manual.

Navigation note: Use the 'next' and 'previous' buttons at the bottom of each screen to navigate through the pages. This will ensure that all sections of the school application will be fully completed. It is ***not recommended*** to use the wizard at the top of the screen.

1. Business Update

1.1. Business Information – The business/corporate name and number provided at the time of registering the business' Saskatchewan Organization Account is automatically linked to PVSR. The business name may be different from the school's name.

1.2. Business Address Registered with Information Services Corporation (ISC)–. The business address registered with ISC is automatically linked to the PVSR. The business address may be different from the address where programs are delivered (campus address).

1.3. Business Classification – This entails information about the business type (e.g., corporation, franchise, etc.), the business' fiscal year end and registered owner's name.

1.4. Business/School Documents

a. Business Plan Outline describes what to include in the Business Plan.
b. Indicate whether the school is operating or has previously operated in another jurisdiction in Canada. If applicable, an External Jurisdiction Assessment Form must be completed by the career college regulator from that jurisdiction as a form of evidence of the school's compliance with that jurisdiction's regulatory requirements. The career college regulator will provide the completed form to the ministry via email at pvsinquiry@gov.sk.ca.

2. Applicant Profile

For each sole proprietor; partner in a partnership; director in a corporation, provide a signed copy of the Applicant Profile Form.

3. Campus

Describe the physical location where school programs will be delivered (school name and address).

4. Administration

Provide the following:

- Student Handbook
- Dispute Resolution Policy
- Admissions Policy
- Attendance Policy
- Student Enrolment Contract

Please ensure that all required information is included in the policy, as found in the Private Vocational Schools Administration and Policy Manual. Each section has the option to either upload a copy of the corresponding policy, or type it in the text box provided. Each portion of the *Administration* page needs to be completed in full, even if the information has been provided elsewhere in the application.

School Closure Dates

The school must provide the school closure dates where no classes will be held during the academic school year (e.g., statutory holidays, vacation, other school closures). Please check Saskatchewan Public Holidays and Canada Public Holidays for a list of statutory holidays. Please note, if a statutory holiday falls on a weekend, the school will need to report which weekday (Friday or Monday) it will be observed, if applicable.

5. Program

5.1. Programs

This section will require you to provide detailed information in text boxes and document uploads regarding each proposed program to be offered in the academic school year as outlined below:

a. **Program Identification** – Provide accurate information about the program name, delivery method(s), proposed credential(s) and total program hours. This information will link to other sections of the application.

b. **Admission Requirement** – Provide the credential(s) and/or skills a student must have to qualify for entrance into the program. Admission requirements must be appropriate for the occupation and enable students to meet the learning objectives of the program. Furthermore, specify any admission requirements set by a regulatory or accrediting body, if applicable.

c. **Learning Outcomes** – Each program must include competencies a student must learn and demonstrate by the end of the program (e.g., competencies necessary for employment in the vocation).

d. **Work Placement/Practicum Requirements** – Specify if this is mandatory to graduate from the program and explain what the work placement/practicum entails. Later in the application, a course outline for the mandatory work placement/practicum will be required and must include the following:
   i. learning objectives;
   ii. student evaluation criteria; and
   iii. clearly specified roles and responsibilities for the school, student and practicum supervisor.

   Note: Qualifications for supervisors overseeing a student's work placement/practicum should align with instructor requirements.

e. **Program/Curriculum Review** – Include information that describes how your proposed program will be reviewed to ensure course materials are current and the training is relevant in the labour market. Indicate the school's policy for conducting regular program reviews.

5.2. Courses

a. **List of courses** – All courses taught in a program must be provided. Each course requires a course outline, which includes but is not limited to learning objectives, student evaluation criteria and schedule of activities.

5.3. Learning Resources and Other Fees

Excluding tuition and registration fees, all fees related to learning resources (e.g., textbooks, materials, kit, equipment, etc.) are captured in this section. The learning resources fees and tuition and registration fees, will form part of the student enrolment contract(s) later in the application.

a. **List of Fees** – Select from the dropdown options for learning resources (e.g., textbooks, equipment, etc.) and provide the name/description of the resource, fee amount and purchase option (mandatory purchase from school or not).

5.4. Program Option(s)

Schools occasionally deliver a single program in different ways (onsite, online, blended, part-time, full-time). In the PVSR, they are referred to as *program options*. Each program option requires information as follows:

a. **Delivery Method(s)** – Delivery method may be onsite, blended or online. Note: This information is linked to the program delivery methods identified at the beginning of the application.

   A new school (never registered in SK) is **not eligible** to deliver a program that is **fully online**. To be eligible to register a fully online program, a school must already offer a registered onsite and/or blended program(s) for at least 18 months or have graduated at least one class of students.

   If the delivery method is blended (combination of online and onsite delivery), provide the details about the online learning method (e.g. synchronous, asynchronous).

b. **Student Enrolment Contract –** A student may enter into up to two enrolment contracts for each program option (e.g., if the program is six months, there will be one student enrolment contract. If the program is two years, there will be two student enrolment contracts). Student enrolment contracts must be approved by the ministry. Ensure all student enrolment contracts adhere to the requirements outlined in the Student Enrolment Contract Required Information document.
   Provide the student enrolment contract that the school will use to enrol students in the program option selected and provide the corresponding information (for each student enrolment contract) as requested in the application:

   i. credential type (Certificate, Diploma) a student will be awarded at the completion of the enrolment contract;

ii. start and end date for the student enrolment contract;
iii. program hours for each student enrolment contract;
iv. breakdown of program hours: theory, clinical practicum, lab, and onsite/off-site practicum/work placement/floor hours;
v. breakdown of onsite versus online hours;
vi. program length (hours per day, days per week, number of weeks); and
vii. full-time, part-time or flexible hours.

c. **Fees for Enrolment Contract** – This includes tuition (domestic and/or international), non-refundable registration fee and learning resources and other fees. Note: Only provide the fees for international students if school has International Student Program designation from the ministry.

   Click the "Manage Learning Resources Fees" button to select the fees for textbooks, materials, kit, and equipment as they pertain to the specific enrolment contract. To add additional fees in the pop-up window, scroll down to the bottom of the window and select the three (3) dot button ⋮. Select '+ add row', and add fees as needed. Click the "*Copy program fees into contract"* button to update the summary of contract fees in the program contract.

   If contract extension fees exist for the program, please provide an explanation in the text box provided.

d. **Courses for Enrolment Contract** – Select courses to be taught during the term of each enrolment contract.

5.5. Instructor Requirements

Provide preliminary information for instructors who will be teaching in the program which includes:

a. minimum qualification required for instructors;
b. student to instructor ratio;
c. instructor training in how to effectively teach adult learners; and,
d. professional development opportunities for instructors.

Once school and program applications have been submitted to the ministry for review, an Application for Registration of Instructor or Examiner for each instructor must be submitted for ministry approval.

5.6. Student Related Information

The following information relating to students must be provided:

a. **Student Evaluation** – Explain how students will be assessed to ensure they meet the learning outcomes for the program including but not limited to the scoring system and passing marks. Provide a sample transcript and credential for the proposed program.

b. **Student Supports** – Explain what services and supports are available to students during their studies (e.g., counseling, mental health supports, accommodation for disabilities, workshops on study skills, time-management, resume writing, job searches, student loans etc.).

c. **Student Feedback** – The ministry requires schools to provide students with an opportunity to formally share their experiences about the school, program and instructors. Include sample survey(s)/questionnaire(s) that will be provided to students during and/or following their studies.

5.7. Required Documents

Provide the following additional documents to help the ministry in its review process:

a. **Industry Review** – Provide details about any regulatory, accrediting and/or professional body, Act(s)/regulation(s) in the Province of Saskatchewan or the Government of Canada related to the program.

For each proposed program, provide three Industry Review Forms which must be completed by a professional association, regulatory/accrediting body and/or prospective hiring employer.

b. **Labour Market Evidence –** Complete the Labour Market Evidence Form to demonstrate that the proposed program aligns with Saskatchewan's labour market needs. Closely follow the instructions in the form to ensure comprehensive submission.

c. **Training Completion Plan –** Provide Training Completion Plan Form in the event the school is unable to deliver the program to completion as intended.

d. **Advertising –** Provide a sample of the school's advertisement for the proposed program (if applicable).

6. Online and/or Blended Program (as applicable)

Schools planning to deliver a blended or fully online program (note eligibility in 5.4 above), will be required to elaborate on the following areas:

a. **Student Requirements** – A school must ensure that students who are enrolled into online/blended programs have the necessary skills and abilities to use the related technology.

b. **Technology Requirements** – A school must ensure there is appropriate infrastructure, data security/recovery strategies, and access to e-learning resources for online programs.

c. **Instructor Requirements** – A school must ensure instructors possess the qualifications and experience required to use online technology and teach students in online courses.

Other Requirements – Explain how examinations will be delivered, exam misconduct management, and how online programs will be evaluated for effectiveness.

Note: Ministry officials will arrange a virtual meeting for a demonstration (walk through) of the school's proposed learning management system and technology.

7. Submit Application

The applicant must select all the checkboxes to certify that the information provided in the application is correct, acknowledge that the registration fees are not refundable, and understand the application expiry date. The applicant's name and date must be entered before selecting the submit icon. This provides the ministry permission to contact individuals who have provided Industry Reviews for the proposed program(s) in the application.

Registration – Phase Two

8. Registration Fee

Once the ministry receives the application, an invoice for the registration fee will be issued to the applicant. Once payment is submitted by the applicant, the ministry will begin its review of the application. The ministry will contact the applicant through the PVSR to ask questions or request additional information.

9. Facility and Financial Information

The ministry will request further documentation related to the school's infrastructure, financial resources, and business sustainability, as follows:

9.1. Financial Information

Training Completions Fund (TCF) Contribution – When the application is nearing approval, the school will be required to pay its Training Completions Fund. All schools pay into the fund annually (administered by the ministry), which is used to assist students in the unlikely event of a school closure. The amount is based on tuition revenues reported in the school's most recent financial statements or in the case of a new school, the projected tuition revenue provided in the school's business plan.

Financial Security – Every year, each school must have in place financial security (e.g., bond), which acts as a form of insurance that is used to assist students in the unlikely event of a school closure. To demonstrate that a bond has been posted, the school may complete the Guarantee Bond Template or have the bonding company provide the relevant documentation to the ministry.

9.2. Inspection of Facilities

To ensure the safety of the school facility, some or all of the following inspection reports may be required:

- Fire Inspection
- Health Inspection
- Building Inspection

The ministry will also contact the school operator to conduct an onsite school visit/inspection prior to approving the application.

10. Registration Decision

When the ministry is satisfied that all registration requirements have been met, the ministry will issue a letter confirming program registration, at which time the school may begin advertising the program (Note: advertisements must be approved by the ministry) and enrolling students.