



Licensed Institutions Statutory Declaration

Protected A (when completed)

Advanced Education – Application for Vocational Training License

The personal information collected through this Licenced Institutions Statutory Declaration is for the purpose of validating information submitted by a vocational school to obtain a Career Training Licence under the *Private Vocational Training Act*. This collection is authorized by section 33(c) of the [Freedom of Information and Protection of Privacy \(FOIP\) Act](#). For questions about the collection of personal information, contact the Private Career Colleges Branch at 780-427-5609, by email at PCC.branch@gov.ab.ca, or mail to Advanced Education c/o Private Career Colleges Branch, 20th Floor, Commerce Place, 10155 – 102 Street, Edmonton, AB, T5J 4L5.

As the responsible authority of the institution applying for licensing, please confirm each item by marking the corresponding box and sign below.

- I have reviewed the criteria for licensing exemption and confirm that, to the best of my knowledge, this program is not exempt from licensing.
- I have confirmed whether a regulatory or professional body sets standards for this occupation. If applicable, I have attached a letter of approval/letter of recognition from the regulatory or professional body with this application submission.
- I have completed and included the following with my application:
 - Program information form
 - Three (3) curriculum relevance review forms by industry subject matter experts
 - Labour market demand report
 - Program admission requirements document
 - Sample of the credential to be awarded
 - Instructor qualifications form
 - Application fee

CANADA

PROVINCE OF ALBERTA

TO WIT:

I, _____, of _____ in the
(name) (city/town)

province of Alberta, Canada, do solemnly declare as follows:

- The information provided in all steps of this application are complete and accurate.
- The campus premises where the institution will deliver licensed programming complies with all applicable municipal bylaws, zoning, fire, health, safety and building requirements.
- The legal entity applying for this licence has the necessary financial resources to effectively deliver the proposed career training program.
- I understand that my application may be refused should it be determined during the application review that information provided is incomplete or false.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature of responsible authority

Name – please print

Title

Legal Entity o/a Institution Name

DECLARED BEFORE ME in the _____ of
_____, in the province of
_____, this _____ day of _____,
20_____.

(Signature – Commissioner of Oaths)

A Commissioner for Oaths for the Province of _____