



New Institutions Statutory Declaration

Protected A (when completed)

Advanced Education – Application for Vocational Training Licence

The personal information collected through this New 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 received Program Approval based on Step 1 of the application process, which included the following documentation:
 - Program information form
 - Three (3) curriculum relevance review forms by industry subject matter experts (if required)
 - Labour market demand report
 - Program admission requirements document
 - Sample of the credential to be awarded
 - Instructor qualifications form
 - Application fee

- I have attached the below documents as a part of this Step 2 of the application process:
 - New Institution Information Form
 - Copy of the municipal occupancy permit
 - If applicable, signed health inspection permit
 - Copy of your legal entity's corporate registration
 - 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.

<p>_____ Signature of responsible authority</p> <p>_____ Name – please print</p> <p>_____ Title</p> <p>_____ Legal Entity o/a Institution Name</p>	<p>DECLARED BEFORE ME in the _____ of _____, in the province of _____, this _____ day of _____, 20____.</p>
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(Signature – Commissioner of Oaths)

A Commissioner for Oaths for the Province of _____