



Application for Program Approval Checklist

This checklist will help you keep track of the components of your program application. Please ensure that you have gathered all the components before submitting your application.

Before you Start:

- Check and see if your proposed program has a regulatory or professional body who sets standards for the occupation. You can look this up here: <https://www.alberta.ca/regulatory-bodies#jumplinks-3>

All Institutions: Your application should include:

- Completed Program Information Form
- Three (3) Curriculum Reviews, completed by industry subject matter experts (note: if your proposed program requires regulatory or professional body approval, these reviews are not required)
- Labour Market Demand Review
- Program Admissions Requirement Document. (note: if your proposed program requires regulatory or professional body approval, please submit the admission requirements required by the regulatory body)
- Sample of the Credential to be Awarded
- Instructor Qualifications Agreement

Existing Institutions

If you already have a licensed program, make sure you also:

- Include the signed Checklist and Statutory Declaration
- Pay the application fee

When you have completed all the above components of your New Program Application, please submit them in one email to: PCC.branch@gov.ab.ca. If possible, combine all documents into a single PDF.