

Private Providers Policy & Procedure

ACAT's Private Providers Policy and Procedures was developed in order facilitate the commencement of transfer credit negotiation between private providers of adult learning and members of the Alberta Transfer System. This policy is neither mandatory nor regulatory; however, the completion of a “*Private Providers Fact Questionnaire*” and subsequent “*Fact Sheet*” will assist receiving institutions in determining whether or not to enter into transfer negotiations with the private provider.

Stage 1: *Private Providers Questionnaire*

- ✦ The private provider contacts the ACAT Secretariat indicating their interest in negotiating transfer credit with a member of the Alberta Transfer System.
- ✦ ACAT Secretariat sends the provider the Private Providers Policy and Procedure document and a “Private Providers Questionnaire”.
- ✦ Upon receipt of the completed questionnaire and supporting documentation, ACAT will review the documents and may seek further information and may request a meeting with officers of the private provider.

Stage 2: *Private Providers Fact Sheet*

- ✦ From the “*Questionnaire*”, ACAT will prepare a draft copy of the “*Private Providers Fact Sheet*” and send to the provider for comment
- ✦ Once the “*Fact Sheet*” has been finalized, the ACAT Secretariat will make it available to all members of the Alberta Transfer System via its secure web site

For the purpose of the Private Providers Policy, the following definitions apply:

Alberta Transfer System

- ✦ Those institutions which are members of the Alberta Council on Admissions and Transfer and whose transfer agreements are included in the Alberta Transfer Guide, both online and printed.

Alberta Based Private Not for Profit Institution (not-for-profit)

- ✦ An institution controlled or managed by a body most of whose members are not selected by a public authority, that is not established for the purpose of distributing profits to individual directors, employees, owners or shareholders. These institutions operate exclusively for social, educational, professional, religious, health, charitable or any other not-for-profit purpose.

Private Providers Questionnaire

Please provide the following information to the ACAT Secretariat.

1. Governance, Incorporation

- ◆ Method of incorporation (e.g. Societies Act, Private Bill, legislative authority in Alberta)
- ◆ Date of incorporation in Alberta
- ◆ Incorporation history
- ◆ Governance structure
- ◆ Institutional or program accreditation or licensing status

2. History

Give a brief history of the institution in Alberta, including

3. Academic Policies

Provide a copy of the latest institutional published calendar, and other relevant documents, highlighting the following:

- ◆ Statement of academic freedom for students and staff
- ◆ Student rights and responsibilities
- ◆ Policies or procedures pertaining to the awarding of transfer credit
- ◆ Published admission, continuation and graduation policies and the capacity to ensure that academic records of students are secure.

4. Physical Plant

- ◆ Describe the main Alberta campus facilities: laboratories, classrooms, technology and specialized equipment.
- ◆ Include the number, descriptions and addresses of any other sites in Alberta
- ◆ Include the number, descriptions and addresses of sites outside of Alberta

5. Faculty and Staff

Using the attachment on page 3, provide information on all instructional staff for each program.

6. Information Systems and Services

What information services and learning resources does your institution have to support the academic programs for students and faculty (e.g., library, computing facilities).

7. Transfer Agreements or Arrangements

Provide the following:

- ◆ The number of students admitted to your institution within the last year that had previously attended another post-secondary institution.

- ◆ List any course or program for which your institution is seeking transferability. If these courses or programs are similar to, or are modeled after an ACAT-member institution, name the institution.

8. Enrolments

Using the attachment on page 4, indicate the recent enrolments (headcount) for your institution. Complete for each course/program.

9. Appropriate Documentation of Student Achievement

Provide a “sample” transcript or academic record with the student name deleted. If your institution has other campuses or branches with different transcripts, provide a “sample” of these as well.

10. Financial Stability

Provide indication of your institution’s financial stability, such as financial statements or proof of bonding.

Other information or supporting materials may be attached to the questionnaire at the discretion of the institution.

Alberta Council on Admissions and Transfer

Question 5 – Faculty & Staff: Instructional Staff by Program

(Reproduce as required)

Program Name:

Instructor credential level required:

Please indicate:

Diploma

Bachelor's

Master's

Doctorate

of individuals (head count):

Total Instructional Staff:

Continuing Staff

:# Temporary Staff:

Credentials of Continuing Staff:

Diploma

Bachelor's

Master's

Doctorate

Credentials of Temporary Staff:

Diploma

Bachelor's

Master's

Doctorate
