

		Private Career College Board
1	Statute	Established under Section 26 of the <i>Private Career Colleges Regulation Act</i> .
2	Purpose	The Private Career College Board is established to hear an appeal of the Minister's decision to suspend or cancel a registered program or certificate of registration to operate a private career college, or a decision to refuse to register a program.
3	Functions	<p>Where the Minister decides to suspend or cancel a registered program or certificate of registration, the person to whom the registration or program relates may appeal the decision to the Board by filing with the Secretary to the Board, within fifteen days of receipt of the notice of cancellation or suspension, a notice of appeal in the form prescribed by the regulations. s. 31(1)</p> <p>Where the Minister has received all or partial application requirements for a program or registration and decides to refuse to register, the person to whom the registration relates may appeal the decision in the manner set out in subsection (1). s. 31(2)</p> <p>After hearing representation from the private career college and the department, the Board shall confirm, vary or set aside the decision of the Minister. s. 31(4)</p>
4	Composition	<p>The Governor in Council shall appoint a Private Career College Board consisting of such number of persons as the Governor in Council determines. s. 26</p> <p>The Board shall choose a member of the Board to be the Chair of the Board. s. 28(1)</p> <p>The Minister may designate two persons in the Department to assist the Board in carrying out its duties. s. 29(1)</p> <p>The Minister may designate one of the persons referred to in subsection (1) as Secretary of the Board. s. 29(2)</p>
5	Formal Qualifications	None specified in legislation.
6	Work Experience & Requirements	Applicants must possess good decision-making ability and good communication skills. Experience participating in hearings/appeals, or knowledge of private career colleges, would be considered as assets.
7	Skills Required	<p>Applicants should have demonstrated the following in their work, volunteer, or other life experiences:</p> <ul style="list-style-type: none"> • respect for the essential dignity of all persons, regardless of their circumstances, and commitment to diversity and employment equity; • ability to apply a broad perspective on issues, and work with a team to listen to others, constructively solve problems, make objective and fair decisions, and reach consensus in a timely manner; • ability to deal professionally with confidential and sensitive information; • ability to communicate effectively and write clear and concise board reports; • ability to commit required time and effort, and if necessary, travel; • peer/community recognition of high ethical standards and integrity in professional and personal interactions; • preference will be given to applicants with previous involvement/experience in matters related to the board's function, for example, activities where one would acquire an understanding of related issues, interests, practice, policy, legislation, and collective agreements and/or former client of program or service; this preference will not be in violation of code of conduct and conflict of interest practices; <p>In addition to the above noted criteria, any head or chair of an adjudicative board should have a proven ability, preferably as a board or meeting chairperson, in leading groups to constructively solve problems and bring about fair and consensus-based decisions.</p>

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8	Statutory Nomination Requirements	None specified in legislation.
9	Traditional Nomination Requirements	Where possible and appropriate, members should be drawn from several different regions of the Province and should include members of traditionally under-represented groups: racially visible persons, persons with disabilities, aboriginal persons, and women.
10	Remuneration	Each member of the Board shall be paid such reasonable and necessary expenses incurred in carrying out that member's duties as the Minister determines. s. 30(3)
11	Anticipated Time Commitments	The appointee must be able to devote two days to complete an appeal.
12	Term of Appointment	Each member of the Board holds office during the term, not exceeding three years, prescribed in that person's appointment and, subject to subsection (2), may be re-appointed. s. 27(1) Where a person has served two consecutive terms, that person may not be re-appointed until three years after that person's last term of office expires. s. 27(2)
13	Other Notes	