



THE REGISTRATION PROCESS

Registration of training organizations under the *Private Occupational Training Act*

Before embarking on the registration process, a training organization needs to first determine if the training program(s) that they will be offering is/are required to be registered under the *Private Occupational Training Act*.

To determine if a program needs to be registered, we look to section 1 of the *Act* i.e. an occupational training program is a program that is intended to enhance a person's employability in an occupation or improve their ability to carry on a present occupation or a future occupation.

If you intend to charge tuition and the program(s) that you will be offering is/are 21 hours or more and meet(s) the definition above, then you will need to register your training organization under the *Private Occupational Training Act*.

**Exemptions include training organizations that only provide training for their employees or members of an employee's or an employer's association and online or correspondence training.*

If your training organization needs to be registered, the following steps apply:

- STEP 1 Complete and submit an Application for Registration form. When completing the form please refer to the **CHECKLIST – Information and documents to accompany the *Registration Application*** and include all information on that list. When completing the application form, it is essential that you indicate the maximum class size and tuition fees that will be charged for each training program. This information will be used to determine the amount of security that you will be required to provide. You will be advised of the amount.
- STEP 2 Apply for a surety bond or letter of credit. The text for a surety bond is provided by the Department. It sometimes takes 4 to 6 weeks to receive a surety bond or letter of credit. Security provided will be held for two years.
- STEP 3 The Department will conduct a pre-opening inspection, and if everything is found to be satisfactory, a Certificate of Registration will be issued.

Please forward applications to the Private Occupational Training, Department of Post-Secondary Education, Training and Labour, P.O. Box 6000, Fredericton, NB E3B 5H1. If you have any questions regarding the registration process please call the Unit at (506) 444-5781.