

Pursuant to Section 12 of the Act

1 Site and information:

Name of College:		Name of Program(s):	
College Official:			
Position:		Phone #:	
Email Address:			
Effective Date: <i>(dd/mm/yyyy)</i>		Site Location:	

2 Details for Site:

Give a brief description of the site:

- a) Is this site intended to be permanent? Yes No If no, for how long: _____
(dd/mm/yyyy) - (dd/mm/yyyy)
- b) Measured floor plans of training facilities (buildings, yards, etc.) attached? Yes No
- c) Copy of the lease, letter of permissions attached? Yes No
- d) Copy of satisfactory Fire Marshal's inspection report attached? Yes No
- e) Date of the fire inspection? _____
(dd/mm/yyyy)
- f) Copy of the Health and/or Sanitation inspection report attached? Yes No N/A
- g) Classroom and equipment list attached? Yes No

3 Payment Information:

The application fee is \$250.00 and must be **made payable to Minister of Finance**.

When a completed application is submitted and the facility is prepared, the college will be contacted to arrange for the Director's Inspection. Written confirmation of approval from the Division is required before programs can be offered or delivered.

I **certify** that the information given on this form is complete and accurate.

Name (please print): _____

Signature: _____ Date: _____

(dd/mm/yyyy)

4 Return the form:

By Email: pccforms@novascotia.ca
By Fax: (902) 424-6656

By Mail: Department of Labour and Advanced Education
Private Career Colleges Division
PO Box 697
Halifax, Nova Scotia
B3J 2T7

Questions? Call 902-424-5636