

PROGRAM ACCEPTANCE POLICY

Effective June 2021

Program	Tuition	Books	Please Note:
Heavy Equipment Operator – 22 Weeks	\$15,550.00	\$600.00	If you do not have a Class 03 or 01, you will be required to pay \$130.00 to the Department of Motor Registration in order to get a permit for a commercial license
Mobile Crane Operator – 25 Weeks	\$15,550.00	\$760.00	

PROCEDURE

You are required to complete and submit items 1 – 5 below to be eligible for acceptance; **incomplete applications/documentation will NOT be processed.** You are only eligible for acceptance once **ALL documents (1-5) are submitted to the College.** Once you have met the eligibility requirements for acceptance and a seat is available, an acceptance letter will be mailed to you. Upon acceptance, you can turn down entrance into that program on 2 separate occasions and move ahead to a future program. Once you have turned down acceptance into a program twice, **you will have to reapply** to that program (*your application will not be kept on file*). Required documents below:

1. Complete the **Application Form** (on reverse)
2. Enclose a copy of your **Official High School Transcript**, ABE or GED showing you have graduated. If you are currently completing high school, submit your current grade 11 or 12 marks. To apply as a mature student (19 years or older without successfully completing high school), you must complete a CAAT Assessment (Level B) for Grade 10 or higher equivalency. Please call the College to arrange a time.
3. Submit a **\$45.00 Application Processing Fee**. Payable by cash, cheque or money order/bank draft. Debit or credit is accepted (*Non-refundable*).
4. Submit a copy of your valid **Class 05 Newfoundland Driver's License**
The Class 05 must be valid for a minimum of one year. If you have an out of province license, it must be transferred to a Newfoundland license, before you are eligible for acceptance.
5. Complete the **Medical** and **Consent Form** and **return the ORIGINAL copy to the College**. Medical is to be completed by a physician.

NOTE: If you are an applicant with a documented Learning Disability, please submit documentation along with your application.

FUNDING

- For participants seeking funding through Immigration, Population Growth and Skills, we recommend you contact your local office as soon as possible as funding application submission dates are put in place. IPGS offices have procedures in place for assessing clients for approval for training & funding.
- To obtain information about student loans, you can visit the following online sites www.gov.nl.ca/education/studentaid/ or <https://www.csnpe-nslsc.canada.ca/>, or contact the College.
- If you are, or will be, employed in the Mobile Crane or Heavy Equipment industry before the start of the program you are applying for, please contact the College or the Department of Immigration, Population Growth and Skills, Apprenticeship & Trades Certification Division (www.gov.nl.ca/ipgs/lmda/apprenticeship/) to see if you are eligible for provincial funding.

Personal Information

Name: _____ Phone: _____
First /Middle/ Last

Address: _____ Message: _____
Box /Street Address

Town /Province/ Country _____ Postal Code /Zip _____
 Cell: _____

Email: _____ Fax: _____

***Optional:** Are you a son/daughter of a Local 904 member? Yes No Name of Member: _____

Program You may check more than one. If so, please indicate which program would be your first choice.

Heavy Equipment Operator 22-Week Program Mobile Crane Operator 25-Week Program

Educational Background Please check the appropriate response

Are you a(n):
Applicant with a documented Learning Disability? Yes No
 Currently Completing High School.....Yes No Grade: _____
 High School Graduate.....Yes No
 ABE/GED Graduate.....Yes No
 Mature Student.....Yes No

Note: A Mature Student is someone 19 years or older with no high school transcript.

Do you hold a valid Newfoundland Class 05 License for a minimum of one year? Yes No

I hereby certify that all information on this application is accurate and complete.

Signature: _____ Date: _____

****For Office Use Only****

- Current High School Marks _____
- Grade 12 Transcript _____
- ABE / GED / CAAT _____
- Processing Fee (\$45) _____
- Medical or 03/01 _____
- Medical Consent Form _____
- NL Driver's License _____

Eligible Date of Acceptance: _____

Notes

