

## PROGRAM ACCEPTANCE POLICY

Effective June 2018

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 not 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.

## FUNDING

- For participants seeking funding through Advanced Education, Skills and Labour, we recommend you contact your local office as soon as possible as funding application submission dates are put in place. AESL 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.aesl.nl.ca/studentaid](http://www.aesl.nl.ca/studentaid) or [www.canlearn.ca](http://www.canlearn.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 Advanced Education, Skills and Labour, Apprenticeship & Trades Certification Division ([www.aesl.gov.nl.ca/app](http://www.aesl.gov.nl.ca/app)) to see if you are eligible for provincial funding.



Operating Engineers College

Exit 35, 319-361 Salmonier Line, P.O. Box 389, Holyrood, NL A0A 2R0
Phone: (709) 229-6464 Toll Free: (888) 229-6468 Fax: (709) 229-6469
website: www.oecollege.ca email: oec@oecollege.ca

Personal Information

Name: First /Middle/ Last

Phone:

Address: Box /Street Address

Message:

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):

- 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

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