

PROGRAM ACCEPTANCE POLICY

Effective March 2026

Program	Tuition	Books	Program	Tuition	Books
Heavy Equipment Operator – 22 Weeks	\$17,882.00	\$600.00	Mobile Crane Operator – 25 Weeks	\$17,882.00	\$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. Once accepted, an **\$80** non-refundable confirmation fee is to be paid within two weeks of receipt of your Letter of Acceptance. The fee is **required** to hold your seat in the program. If not paid, you will lose your seat for that program. 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. Submit a **Driver's Abstract**.
6. Complete the **Medical** and **Consent Form** and **return the ORIGINAL copy to the College**. Medical is to be completed by a physician (**Submit only when requested by the College – upon acceptance**).

NOTE: If you are an applicant with a documented Learning Disability, please submit documentation along with your application. If you do not have a Class 03 or 01, you will be required to pay \$130 to Motor Registration to get a permit for a commercial license before starting the field portion.

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: _____ Are you a member of Local 904? Yes No
First /Middle/ Last

Address: _____
Box /Street Address Town /Province/ Country Postal Code /Zip

Email: _____

Phone: _____ Cell: _____ Fax: _____

***Optional:** Are you a son/daughter of an IUOE, Local 904 member? Yes No

Name of Member: _____ Registration #: _____

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 If yes, attach documentation.

Currently Completing High School.....Yes No Grade: _____

High School Graduate.....Yes No

ABE/GED Graduate.....Yes No

Mature Student.....Yes No **Note:** 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 _____
- ABE / GED / CAAT _____
- Grade 12 Transcript _____
- Processing Fee (\$45) _____
- NL Driver's License _____
- Driver's Abstract _____
- Medical or 03/01 _____
- Medical Consent Form _____

Eligible Date of Acceptance: _____

Notes

