

Application for Type 1 Post-secondary to Secondary Level Course Credit

For Type 1 application, Post-secondary to Secondary Level Course Credits will be awarded if the course or program has been approved through the application process. The application must be made by the entity that is providing the instruction to the Ministry of Education, Office of the Registrar.

Application is submitted by:

Post-secondary Institution/Entity:									
Contact Name:					Phone:				
					Email:				
Street/P.O. Box									
Town/City				Province			Postal Code		

Post-secondary Course Information:

Course Name:					Number of Post-secondary Hours:				
Course Number:					Language of Instruction:				
Course Description: Attach a complete course outline					Area of Study:				

Describe the administration of the course that will ensure sufficient involvement of a certified teacher in the instruction and assessment of the course, so that a secondary level credit can be recognized.

Describe the anticipated format of delivery (e.g., face to face in the secondary school, face to face at the post-secondary institution or other entity, distance education, blended) and the anticipated availability of the course (e.g., one school, several schools around the province, several schools in close proximity, widely available).

Department Head/Dean

Signature

Day	Month	Year

Shelley Lowes

Signature

Registrar, Ministry of Education

Day	Month	Year

Executive Director or Designate
Student Achievement and Supports Branch,
Ministry of Education

Signature

Day	Month	Year

Office of Registrar Use Only:		Approved:							
SDS Course Name:									
SDS Course Code:									
		Date:	Day		Month		Year		
	Type 1A:	Post-secondary course covers the content of the secondary course.							
	Type 1B:	Post-secondary course is in the same field, but covers different content than the corresponding provincial secondary course.							
	Type 1C:	Post-secondary course is unrelated to any corresponding provincial secondary level course.							