

**9486-120 Street , Surrey V3V 4B9 [info@acecollegecanada.com](mailto:info@acecollegecanada.com) 604-603-2231**

**ACE Community College is interim designated by the Private Training Institutions Branch**

STUDENT INFORMATION										
Last Name					First Name & Middle Name					
Usual First Name					Personal Education Number (if available)					
Mailing Address										
Mailing Address in Canada (if available and different from above)										
Student Telephone Number					Student Email Address					
International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No					If you are an international student: Citizenship: _____					
Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No										
If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No										
<b>Date of Birth:</b>										<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
	Y	Y	Y	Y	M	M	D	D		
Voluntary Disclosure										
<b>*You may voluntarily provide the personal information listed below:</b>										
Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit? <input type="checkbox"/> Yes <input type="checkbox"/> No										
If you answered "Yes", please indicate if you are: <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit										
Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis? <input type="checkbox"/> Yes <input type="checkbox"/> No										

**PROGRAM INFORMATION**

**ELECTRICIAN COMMON CORE – LEVEL 1**

Program Title

300

8 weeks

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

Diploma

Certificate

Program Delivery Method (select all that apply)

In-class

Distance

Combined

Language of Instruction:

English

Required course materials and technological resources not provided by the institution (if applicable):

**PROGRAM ADMISSION REQUIREMENTS**

Prior to acceptance, applicants must successfully complete the admissions interview and must be a sponsored apprentice registered with ITA prior to starting the program and writing the ITA-BC Certification Exam.

**PROGRAM OUTLINE**

**Brief Course Description**

Electrician common core-Level 1 program is designed to prepare apprentices to upgrade their knowledge and skill that they gathered by working with Electrical contractors for short period of time involved in residential electrical work. Students work and learn in the classroom and laboratory to access and utilize resource materials. Using this learning, the students then follow appropriate procedures for installing and maintaining electrical equipment.

In B.C., an individual can become certified as a Construction Electrician by completing the Construction Electrician (Electrician) program.

This Electrician common core-Level 1 program provides adults who have work experience or employer sponsorship with an opportunity to gain the knowledge and skills needed to attain Electrician common core-Level 1 apprenticeship ticket.

**Course Prerequisites**

Prior to acceptance, applicants must successfully complete the admissions interview and must be a sponsored apprentice registered with ITA prior to starting the program and writing the ITA-BC Certification Exam.

**Learning Objectives\***

The aim of this program is to provide learners with the necessary skills and aptitude required to advance their career as an electrical apprentice in various settings: residential, commercial, and other electrical contractors. Students will learn all of the general area competencies required for work-based training and Level 1, understand the apprentice pathway to certification, and be prepared to write the ITA exam for Electrician common core-Level 1 program at the conclusion of the technical training.

**Required course materials\***

**LIST OF LEARNING MATERIAL/ INSTRUCTIONAL SUPPORT MATERIAL**

**Required Reference Material**

- 1) [Electrician Apprenticeship Program: Level 1: Harmonized \(2018\) – Print Edition - Two \(2\) Binder Set.](#)
  - a. *AUTHOR: ITA*
  - b. *PUBLISHER: Queen's Printer*
  
- 2) [C22.1-18 Canadian Electrical Code, Part I \(24th edition\), Safety Standard for Electrical Installations](#)
  - a. *AUTHOR: CSA Group*

b. *PUBLISHER: CSA Group*

3) **Level1 – Electrician Common Core Exercise Book**

a. *AUTHOR: ACE Community College*

b. *PUBLISHER: ACE Community College*

4) **Level1 – Electrician Common Core Lab Book**

a. *AUTHOR: ACE Community College*

b. *PUBLISHER: ACE Community College*

**Reference Books ( Optional )**

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1) **Delmar's Standard Textbook of Electricity, 7th Edition**

*AUTHOR: Stephen L. Herman –*

*PUBLISHER: Nelson Canada*

2) **Applications of Electrical Construction**

*AUTHORS: Robert Clidero and Kenneth Sharpe*

*PUBLISHER: Irwin*

3) **Electricians Guide To AC Motor Control**

*AUTHORS: Richard Cox*

*PUBLISHER: COXCO (2017)*

4) **AC Fundamentals**

*AUTHORS: Duff and Herman*

*PUBLISHER: Delmar*

5) **DC Fundamentals**

*AUTHORS: Loper and Tedson*

*PUBLISHER: Delmar*

6) **Electrical Wiring – Residential**

*AUTHORS: Mullin and Fraser*

*PUBLISHER: Nelson Canada*

7) **Practical Problems In Mathematics For Electricians**

*AUTHORS: Herman*

*PUBLISHER: Delmar*

8) **Ugly's Electrical References 2017**

*AUTHORS: Ed Hart*

*PUBLISHER: J&B*

9. **Basic Electricity (2Nd Ed) Schaum's Outline**

*AUTHORS: Gussow*

*PUBLISHER: Mcg*

10. **Basic Mathematics For Electricity & Electronics (Schaum's)**

*AUTHORS: Beiser*

*PUBLISHER: Mhr*

**Course Duration**

Total program hours	300 hours
Total program length Full time	8 weeks

The campus determines the start date for this program and how frequently the program is delivered will depend on enrolments. Students may only enter the program in the introductory phase as the program is cohort-based.

On campus courses are scheduled Monday to Friday, with students expected to attend all sessions, which are 7.5 hours in length. Specific class hours and schedule will be provided by the campus at the time of enrolment. In B.C., students normally write the Interprovincial exam during the final week of the last technical training session. The ITA is responsible for tracking technical training session completions in ITA Direct Access and administers the IP Red Seal exam. To

qualify to write the IP exam, the student must have successfully completed all of the technical training sessions for the registered electrician trade.

**Homework Hours**

Homework expectation is a minimum of five hours per week to support the course learning.

**Delivery Methods**

Indicate how the course is delivered:

- In-class instruction
- Distance education
- Combined delivery (both in-class and distance)

**Teaching Methods\***

Course delivery is instructor led that combines theory lectures with laboratory demonstrations and practical laboratory engagement.

- In-class lecture including demonstrations
- Focused course activities
- PowerPoint Presentations as applicable
- Application based exercises

**Method(s) of Student Evaluation\***

Self-test quizzes are used as a means of validating the student's module progress. Students are best to use these self-test quizzes as a means in identifying their strengths and the areas they can improve upon. Areas of difficulty are best addressed in seeking additional assistance. A quiz (campus tests ) is included in the course grade which is taken upon completion of each module. The tests carries a weight of 60%, 40% Participation equals the final course grade. A minimum of 70% is required to pass each test.

Final ITA exam is also taken on the last day

A final grade of 70% is required to pass this course.

**Completion Requiremen\***

70% average upon successful completion of all courses and re Attested workplace hours.

**WORK EXPERIENCE (if applicable)**

Electrical Industry strongly recommends that apprentices considering attending Level 1 Construction Electrician technical training have at least one year of

work-based training as an electrical apprentice before beginning their in-school technical training. This is not a requirement but a recommendation

#### REGULATORY REQUIREMENTS (if applicable)

Individuals who wish to begin an apprenticeship in this program must register with ITA along with their sponsor. Application forms for all programs are available from the ITA website. Online registration is also available for most programs through the ITA website.

#### PROGRAM COSTS

STUDENT ASSESMENT FEE	\$ 100
STUDENT APPLICATION FEE	\$250
TUTION	\$3494
BOOKS AND SUPPLIES	\$464.97
FEE	\$30
TAXES	\$216.94
<b>TOTAL PROGRAM COSTS</b>	<b>\$4555.92</b>

#### PAYMENT TERMS

Method of payment:  Cash  Cheque  Credit Card  Other: \_\_\_\_\_

#### REFUND POLICY

ACE Community College (ACC) tuition and fee refund policy is subject to the minimum requirements set out herein.

1. A student may be entitled to a refund of tuition fees in the event that:

1.1. The student provides written notice to the institution that he or she is withdrawing from the program; or

1.2. The institution provides written notice to the student advising that the student has been dismissed from the program.

2. The written notice of withdrawal or dismissal may be delivered in any manner provided that a receipt or other verification is available that indicates the date on which the notice is delivered.

3. The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

4. The refund to which a student is entitled is calculated on the total tuition fees due under the contract. Where total tuition fees have not yet been collected, the institution is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

5. If the institution has received fees in excess of the amount it is entitled to under the student contract, the excess amount must be refunded.

6. Refund policy for students:

6.1 Refunds before the program of study begins:

6.1.1. If written notice of withdrawal is received by the institution within 7 days after the contract is made, and before the commencement of the period of instruction specified in the contract, the institution may retain 5% of the total tuition and fees due under the contract to a maximum of \$250.

6.1.2. If written notice of withdrawal is received by the institution 30 days or more before the commencement of the period of instruction specified in the contract and more than 7 days after the contract was made, the institution may retain 10% of total tuition only due under the contract to a maximum of \$1000.

6.1.3. If written notice of withdrawal is received by the institution less than 30 days before the commencement of the period of instruction specified in the contract, and more than 7 days after the contract was made, the institution may retain 30% of the total tuition only, due under the contract to a maximum of \$1500.

7. Refunds after the program of study starts:

7.1. If written notice of withdrawal is received by the institution or a student is dismissed up to and including 10% of the period of instruction specified in the contract has elapsed, the institution may retain 40% of the tuition due under the contract upto a maximim of \$2000.

7.2. If written notice of withdrawal is received by the institution, or a student is dismissed where more than 10% and up to and including 30% of the period of instruction specified in the contract has elapsed, the institution may retain 65% of the tuition due under the contract upto a maximum of \$3000.

7.3. If a student withdraws or is dismissed where more than 30% of the period of instruction specified in the contract has elapsed, no refund will be made.

7.4. If a student does not want or accept a refund, they may choose to apply the remaining portion of tuition and other unused fees paid to ACC to any other courses/ programs offered by ACC within 1 year of the date the contract is signed.

8. Where a student did not meet the institutional and/or program specific minimum requirements for admission through no misrepresentation or fault of their own, the institution must refund all tuition and fees paid under the contract, less the applicable non-refundable student application or registration fee.

9. Where a student withdraws or is dismissed from their program, they are entitled to 100% refund of any as-yet to be received consumables that have been pre-paid.

10. Where a student withdraws or is dismissed from their program after receiving technical equipment from the institution free of charge:

10.1. The student must return the equipment unopened or as issued within 14 calendar days; and

10.2. If the student fails to return the equipment as set out above, the institution may deduct the reasonable cost of the equipment from any amount to be refunded to the student.

11. Refunds owed to students must be paid within 30 days of the institution receiving written notification of withdrawal and all required supporting documentation, or within 30 days of an institution's written notice of dismissal.

12. Where the delivery of the program of study is through home study or distance education, refunds must be based on the percent of the program of study completed at the rates as set out in Section 6.1.

#### International Students:

1. An international student is a person who is not a Canadian citizen, permanent resident or who has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.

2. If an international student's Study Permit application has not been completed by the start date identified in the institution's Letter of Acceptance and the student so notifies the institution, at the request of the student, the institution may issue a second Letter of Acceptance for a later

start date. In such a circumstance, the institution may charge the student an additional \$200 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should a student fail to so advise the institution, the institution's refund policy for students will apply.

3. An institution may retain the lesser of 10% of the total fees due under the contract or \$400 for international students who are denied Study Permit authorization from Citizenship and Immigration Canada. Students denied a Study Permit must provide the institution with a copy of the denial letter prior to the program start date as set out in the institution's most recently issued Letter of Acceptance. Should a student fail to advise the institution, or choose to withdraw for other reasons, the refund policy set out in Section 7 above will apply. Refunds owed to students must be paid within 30 days of the institutions receiving a copy of the Study Permit denial letter.

**PRIVATE TRAINING INSTITUTIONS BRANCH**

Tel. (604) 569-0033 or 1-800-661-7441

Fax. (778) 945-0606

[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)

[PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

**STUDENT DECLARATION**

I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between ACE COMMUNITY COLLEGE and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed

Signature of Parent or Legal Guardian	Date Signed
<b>INSTITUTION SIGNATURE</b>	
Signature of Institution Representative	Date Signed