

Ace Community College
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 Email: admissions@acecollegecanada.com
www.acecollegecanada.com



Ace Community College is designated by the Private Training Institutions Branch (PTIB)
 and the Industry Training Authority (ITA)

STUDENT INFORMATION

Last Name		First Name & Middle Name	
Usual First Name		Personal Education Number (if available)	
Mailing Address			
Mailing Address in Canada (if 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			
Date of Birth:		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
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Voluntary Disclosure

***You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Indigenous person, that is, First Nations, Métis, or Inuit? Yes No

If you answered "Yes", please indicate if you are: First Nations Métis 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? Yes No

PROGRAM INFORMATION

Program Title **ELECTRICIAN COMMON CORE – LEVEL 1**

300	8		
Hours of Instruction During Contract Term	Program Duration in Weeks	Contract Start Date	Contract End Date
Credential Issued on Graduation	<input type="checkbox"/> Diploma	<input checked="" type="checkbox"/> Certificate	
Program Delivery Method (select all that apply)	<input checked="" type="checkbox"/> In-class	<input type="checkbox"/> Distance	<input type="checkbox"/> Combined
Language of Instruction:	English		

REQUIRED COURSE MATERIALS

- **C22.1-18 Canadian Electrical Code, Part I (24th edition), Safety Standard for Electrical Installations**
Author: CSA Group Publisher: CSA Group
- **Electrician Apprenticeship Program: Level 1: Harmonized (2018) – Print Edition - Two (2) Binder Set**
Author: ITA Publisher: Queen’s Printer
- **Level 1 – Electrician Common Core Exercise Book (online resource)**
Author: ACE Community College Publisher: ACE Community College
- **Level 1 – Electrician Common Core Lab Book (online resource)**
Author: ACE Community College Publisher: ACE Community College

OPTIONAL RECOMMENDED READING

Delmar's Standard Textbook of Electricity, 7th Edition <i>Author: Stephen L. Herman – Publisher: Nelson Canada</i>	Electrical Wiring – Residential <i>Author: Mullin and Fraser Publisher: Nelson Canada</i>
Applications of Electrical Construction <i>Author: Robert Clidero and Kenneth Sharpe Publisher: Irwin</i>	Practical Problems In Mathematics For Electricians <i>Author: Herman Publisher: Delmar</i>
Electricians Guide To AC Motor Control <i>Author: Richard Cox Publisher: COXCO (2017)</i>	Ugly's Electrical References 2017 <i>Author: Ed Hart Publisher: J&B</i>
AC Fundamentals <i>Author: Duff and Herman Publisher: Delmar</i>	Basic Electricity (2nd Edition) Schaum's Outline <i>Author: Gussow Publisher: MCG</i>
DC Fundamentals <i>Author: Loper and Tedson Publisher: Delmar</i>	Basic Mathematics For Electricity & Electronics (Schaum's) <i>Author: Beiser Publisher: MHR</i>

PROGRAM ADMISSION REQUIREMENTS – MAY NOT BE WAIVED BY THE STUDENT OR THE INSTITUTION

Prior to acceptance, applicants must successfully complete an admissions interview, successfully pass the Ace Community College entrance English test (reading, writing, speaking and listening) with a minimum 70% mark, and must be a sponsored apprentice registered with ITA prior to starting the program and writing the ITA-BC Certification Exam.

PROGRAM OUTLINE

Course Duration and Schedule

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 Inter-Provincial (IP) exam during the final week of the last technical training session. The Industry Training Authority (ITA) is responsible for tracking technical training session completions in ITA Direct Access and administers the IP exam. To qualify to write the IP exam, students must have successfully completed all of the technical training sessions for the registered electrician trade.

Brief Course Description

The Electrician Common Core Level 1 program is designed to prepare apprentices to upgrade the knowledge and skills that they have acquired by working with Electrical contractors over a short period of time involved in residential electrical work. Students will work and learn in the classroom and laboratory to access and utilize resource materials. Using this learning, the students will 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 the Electrician Common Core Level 1 apprenticeship ticket.

Learning Objectives

The aim of this program is to provide learners with the necessary skills and aptitude required to advance their careers as electrical apprentices 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 the Electrician Common Core Level 1 program at the conclusion of the technical training.

Teaching Methods

Course delivery is instructor-led and 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

Homework Hours

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

Methods of Student Evaluation

Self-test quizzes are used as a means of validating the students' module progress. Students should use these self-test quizzes as a means of identifying their strengths and the areas they can improve on. Areas of difficulty are best addressed by seeking additional assistance. Tests are included in the overall course grade and are taken upon the completion of each module. The tests carry a weight of 60% and are added to a participation mark weighted at 40% to equal the final course grade out of 100%. A minimum of 70% is required to pass each test. A final ITA exam is also taken on the last day. A final grade of 70% is required to pass this exam.

Completion Requirements

70% average upon successful completion of all course and attested workplace hours.

STATEMENT OF STUDENT RIGHTS

Ace Community College is certified with the [Private Training Institutions Branch](#) (PTIB) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enrol at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated **fairly** and **respectfully** by the institution.

You have the right to a **student enrolment contract** that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIB or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's **dispute resolution process** and to be **protected against retaliation** for making a complaint.

You have the right to make a **claim** to PTIB for a **tuition refund** if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.

You must file the claim within **one year** of completing, being dismissed or withdrawing from your program.

For more information about PTIB and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

WORK EXPERIENCE (If applicable)

The 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.

<https://www.itabc.ca/overview/discover-apprenticeship-programs>

PROGRAM COSTS

Tuition	\$3494	
Application fee	\$250	
Assessment fee	\$100	
Books and Supplies	\$464.97	
Other fees	\$30	
Taxes	\$216.94	
TOTAL PROGRAM COSTS	\$4555.92	

PAYMENT TERMS

Method of payment: Cash Cheque Credit Card Other: _____

Institutions may include a payment plan here.

TUITION REFUND POLICY

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

- The student provides written notice to the institution that the student is withdrawing from the program or, the institution provides written notice to the student advising that the student has been dismissed from the program.
- The written notice of withdrawal or dismissal must include an effective date.
- 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 the student may be required to make up for monies due under the contract.

- Where a student withdraws or is dismissed from their program after receiving tools and/or technical equipment from the institution free of charge, the student must return the tools and/or technical equipment unopened or as-issued within 14 calendar days. If the student fails to return the tools and/or technical equipment within 14 calendar days, or the student does not return the tools and/or technical equipment unopened or as-issued, the institution may deduct the reasonable cost of the tools and/or technical equipment from any amount to be refunded to the student.

Circumstances when Refund Payable	Amount of Refund
Before program start date , institution receives a notice of withdrawal (applies to all students)	
<ul style="list-style-type: none"> • No later than seven days after student signed the enrolment contract, and • Before the program start date. 	100% tuition and all related fees , other than application fee. Related fees include: administrative fees, application fees, assessment fees, and fees charged for textbooks or other course materials.
<ul style="list-style-type: none"> • At least 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 10% of tuition, to a maximum of \$1,000. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • More than seven days after the student and institution signed the enrolment contract, and • Less than 30 days before the later of: <ol style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance (international students) b) The program start date in the enrolment contract. 	Institution may retain up to 20% of tuition, to a maximum of \$1,300. Institution must refund fees paid for course materials if not provided to the student.
After program start date , institution provides a notice of dismissal or receives a notice of withdrawal (applies to all students, except those enrolled in a program delivered solely by distance education)	
<ul style="list-style-type: none"> • After the program start date, and up to and including 10% of instruction hours have been provided. 	Institution may retain up to 30% of tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> • After the program start date, and after more than 10%, but before 30% of instruction hours, have been provided. 	Institution may retain up to 50% of tuition. Institution must refund fees paid for course materials if not provided to the student.
Student does not attend program – “no-show” (applies to all students except those enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> • Student does not attend the first 30% of the program. 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.

Institution receives a refusal of study permit (applies to international students requiring a study permit):	
<ul style="list-style-type: none"> Before 30% of instruction hours would have been provided, had the student started the program on the later of the following: <ul style="list-style-type: none"> a) The program start date in the most recent Letter of Acceptance b) The program start date in the enrolment contract Student has not requested additional Letter(s) of Acceptance. 	100% tuition and all related fees, other than application fee.
After the program start date, student withdraws or is dismissed (applies to students enrolled in a program delivered solely by distance education):	
<ul style="list-style-type: none"> Student completed up to 30% of the program. 	<p>Institution may retain up to 30% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	<p>Institution may retain up to 50% of the tuition.</p> <p>Institution must refund fees paid for course materials if not provided to the student.</p>
Student enrolled in a program without having met the admission requirements for the program	
<ul style="list-style-type: none"> If the student did not misrepresent the student's knowledge or skills when applying for admission and the registrar orders the institution to refund tuition and fees. 	100% tuition and all related fees, including application fees
Circumstances when Refund Payable	Amount of Refund
Institution does not provide a work experience	
<ul style="list-style-type: none"> The institution fails to provide the work experience within 30 days of the contract end date, unless the registrar determines the institution was prevented from doing so by circumstances beyond its control. 	100% tuition and all related fees, other than application fees

Institution must pay the tuition or fee refund **within 30 days** after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal, or the date on which the first 30% of the hours of instruction are provided (no-show).

International Students:

- 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.
- If an international student's Study Permit has not been issued 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 \$200.00 administrative fee and retain the balance of the prepaid tuition fees pending the outcome of the Study Permit application. Should the student fail to advise the institution, the institution's tuition refund policy will apply.

PRIVATE TRAINING INSTITUTIONS BRANCH

This institution is certified by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training. Certified institutions must comply with regulatory requirements relating to, among other things, student enrolment contracts, tuition refunds and instructor qualifications. For more information about PTIB, go to www.privatetraininginstitutions.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.

SCHOOL POLICY INFORMATION

It is the student's responsibility to read and understand the ACE Community College policy information. The following policies can be reviewed in detail at this link: <https://acecollegecanada.com/our-policies/>

- Academic Transcript
- Accessibility and Special Accommodation
- Archived Student Records
- Class Cancellation
- Course Cancellation
- Dispute Resolution
- Grade Appeal
- Employment Preparation and Assistance
- Leave of Absence
- Attendance
- Health and Safety
- Payment Method
- Prior Learning Assessment and Transfer Credit
- Privacy
- Program Changes and Deferrals
- Respectful Behaviour
- Student Withdrawal and Dismissal
- Tuition and Refund
- Workplace Bullying and Harassment
- Sexual Violence
- Statement of Student Rights

STUDENT DECLARATION

I consent to the Institution sharing my personal information with the Ministry of Advanced Education and Skills 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, Policy and Institution Certification, Private Training Institutions Branch, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education and Skills 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

INSTITUTION SIGNATURE

Signature of Institution Representative

Date Signed