

Ace Community College
 Unit 101-102 9486 120th Street, Surrey, B.C. V3V 4B9
 Phone: 604-603-ACE1 (2231)
 Email: admissions@acecollegecanada.com
www.acecollegecanada.com



The application is currently in process. No enrollments, advertisements, or marketing will be entertained until this program is approved by the Private Training Institutions Branch (PTIB) of the Ministry of Post-Secondary Education and Future Skills.

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:		If you are an international student:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		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: **Electric Vehicle (EV) Charging Technician Program**

180		6			
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

- **Electric Vehicle (EV) Charging Technician Program E-book**
Author: ACE Community College

RECOMMENDED RESOURCES

- **Code of Practice for Electric Vehicle Charging Equipment Installation** by The Institution of Engineering and Technology
- **A Practical Guide to Solar Photovoltaic Systems for Technicians Sizing, Installation and Maintenance** by Jean Paul Louineau
- **Hybrid & Electric Vehicles: A Beginner's Guide** by Marshall Fox
- **Building an Electric Vehicle** by Ken Watkins
- **Light Duty Hybrid and Electric Vehicles** by Dr Quarto

REFERENCE BOOKS (OPTIONAL)

- **How to Diagnose and Repair Automotive Electrical Systems** by Tracy Martin

Admission Requirement

Applicants must successfully complete an admissions interview and entrance assessments with a minimum score of 20/40 in the English Assessment and a minimum score of 20/40 in the Math Assessment (with a minimum composite score of 40/80).

Domestic Students:

Domestic students who can provide a Canadian transcript showing completion of English 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the English Entrance Assessment.

Domestic students who can provide a Canadian transcript showing completion of Math 10, 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the Math Entrance Assessment.

International Students:

International students can meet the Math Entrance Assessment requirement by providing an equivalent to Canadian High School Math 10, 11 or 12 with a passing grade of 'C'. The credential must be evaluated and verified.

PROGRAM OUTLINE

Course Duration and Schedule

Total program hours 180 hours

Total program length Full-time 6 weeks

The campus determines the start date for this program. 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 6 (six) hours in length. Specific class hours and schedule will be provided by the campus at the time of enrolment.

Brief Course Description

The Electric Vehicle (EV) Charging Technician Program is designed to equip individuals with the skills needed to install, maintain, and repair electric vehicle charging infrastructure. The program covers crucial topics such as electrical safety practices, understanding charging station components, interpreting electrical diagrams, and adhering to relevant codes and regulations.

Participants receive comprehensive hands-on training, learning to configure charging stations, troubleshoot common issues, and perform routine maintenance tasks. They also gain expertise in assessing site suitability, selecting appropriate charging equipment, and ensuring compatibility with various electric vehicle models.

The program places significant emphasis on customer service skills, enabling students to effectively communicate with clients, address inquiries, and provide technical support. Students engage in practical experiences through lab exercises, simulations, and fieldwork, preparing them for real-world challenges in the dynamic EV industry.

By the end of the program, graduates will possess the knowledge, skills, and confidence needed to install, service, and support EV charging infrastructure. They will be well-prepared to contribute to the advancement of sustainable transportation solutions and meet the increasing demand for EV charging services.

Learning Objectives

Understanding of Electric Vehicle Technology: Participants will gain a comprehensive understanding of electric vehicle technology, including different types of electric vehicles, components of EV charging systems, and how they operate.

- **Electrical Safety Practices:** Students will learn best practices for electrical safety, including proper handling of electrical equipment, adherence to safety protocols, and mitigation of potential hazards during installation and maintenance.
- **Installation Techniques:** Participants will develop proficiency in installing various types of EV charging stations, including residential, commercial, and public charging infrastructure. This includes knowledge of mounting, wiring, and configuring charging units.
- **Compliance and Regulations:** Students will become familiar with local and national regulations and standards governing EV charging infrastructure installation, ensuring compliance with relevant codes and requirements.
- **Troubleshooting and Maintenance:** The program will equip participants with skills to identify and troubleshoot common issues with EV charging stations, as well as perform routine maintenance tasks to ensure optimal performance and longevity of the equipment.
- **Customer Interaction and Communication:** Participants will learn effective communication techniques for interacting with clients, providing guidance on EV charging solutions, and addressing customer concerns or questions.

Career Occupation

- **Installing Charging Stations:** Set up electric vehicle (EV) charging stations in diverse locations, including residential, commercial, and public settings.
- **Configuring Equipment:** Ensure proper setup and configuration of charging stations to meet operational requirements.
- **Maintaining Stations:** Perform regular maintenance and repairs to keep EV charging infrastructure functioning optimally.
- **Site Assessment:** Evaluate locations to determine suitability for EV charging installations.
- **Equipment Selection:** Choose appropriate charging equipment based on the needs of the site and vehicle compatibility.
- **Technical Support:** Provide troubleshooting and technical assistance to address any issues with the charging stations.
- **Customer Interaction:** Communicate effectively with clients to resolve inquiries and provide service support.

Teaching Methods

Course delivery is instructor-led and combines theory lectures with shop demonstrations and practical shop engagement.

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

Homework Hours

Homework expectation is a minimum of one to three hours per day to support the course learning.

Methods of Student Evaluation

- Weekly on-campus tests
- Final exam at end of course

Completion Requirements

- Successful completion of all on-campus tests with a minimum of 50% overall average.
- Successfully passing final exam with a minimum of 50% overall average.
- Successful completion of Confined spaces, ladder safety and WHMIS training which will be completed during the program

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 enroll 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>.

REGULATORY REQUIREMENTS (If applicable)

Applicants must successfully complete the admissions interview and entrance assessments with a minimum score of 20/40 in the English Assessment and a minimum score of 20/40 in the Math Assessment (with a minimum composite score of 40/80).

Domestic Students:

Domestic students who can provide a Canadian transcript showing completion of English 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the English Entrance Assessment.

Domestic students who can provide a Canadian transcript showing completion of Math 10, 11 or 12 (or equivalent) with a passing grade of 'C', will be exempt from having to write the Math Entrance Assessment.

International Students:

International students can meet the Math Entrance Assessment requirement by providing an equivalent to Canadian High School Math 10, 11 or 12 with a passing grade of 'C'. The credential must be evaluated and verified.

PROGRAM COSTS		
	Domestic Students	International Students
Tuition	3925	3925
Application Fee	250	250
Administrative Fee	100	200
Testing/Assessment Fee	250	250
Textbooks Fee	Nil	Nil
Materials Fee	200	200
Other Fee	250	250
Taxes	248.75	253.75
Total	5223.75	5328.75

TUITION REFUND POLICY
<p>A student may be entitled to a refund of tuition fees in the event that:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>

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"> The program start date in the most recent Letter of Acceptance (international students) 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"> The program start date in the most recent Letter of Acceptance (international students) 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"> 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.
<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: <ol style="list-style-type: none"> The program start date in the most recent Letter of Acceptance 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. 	Institution may retain up to 30% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
<ul style="list-style-type: none"> Student completed more than 30% but less than 50% of the program (based on evaluation provided to student). 	Institution may retain up to 50% of the tuition. Institution must refund fees paid for course materials if not provided to the student.
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/>

<ul style="list-style-type: none"> • Academic Transcript • Accessibility and Special Accommodation • Archived Student Records • Class Cancellation • Course Cancellation • Dispute Resolution • Grade Appeal 	<ul style="list-style-type: none"> • Employment Preparation and Assistance • Leave of Absence • Attendance • Health and Safety • Payment Method • Prior Learning Assessment and Transfer Credit 	<ul style="list-style-type: none"> • Privacy • Program Changes and Deferrals • Respectful Behaviour • Student Withdrawal and Dismissal • Tuition and Refund • Workplace Bullying and Harassment • Sexual Violence • Statement of Student Rights
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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