

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:	<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
	Y	Y	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	Y	Y	
	Y	Y	
	M	M	
	D	D	

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: **Professional Certification Program for PV(Solar) Associate**

40	1 week		
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 checked="" type="checkbox"/> Combined
Language of Instruction	English		
Training Provider:	<input type="checkbox"/> NABCEP	<input type="checkbox"/> CSA	

REQUIRED COURSE MATERIALS

- **Professional Certification Program for PV (Solar) Associate E-book**
Author: ACE Community College

RECOMMENDED RESOURCES

- **Photovoltaics: Design and Installation Manual** by Solar Energy International (SEI)
- **Solar PV Basics** by Sean White
- **Photovoltaic Design and Installation for Dummies** by Ryan Mayfield

REFERENCE BOOKS (OPTIONAL)

- **Solar PV Engineering and Installation** by Sean White

PROGRAM OUTLINE

Course Duration and Schedule

Total program hours	40 hours
Total program length Full-time	1 weeks

Brief Course Description

The Professional Certification Program for PV (Solar) Associate course provides a thorough grounding in photovoltaic (PV) systems, preparing participants for a successful career in the solar industry. The course covers all essential aspects, including system design, installation, maintenance, and professional practices. Participants learn about both grid-interactive and standalone PV systems, with a focus on performance reliability, structural attachments, and system sustainability.

Training includes in-depth design instruction, such as system configuration, load analysis, and software sizing tools. Participants gain skills in selecting electrical materials, understanding interconnections, and applying grounding techniques, while also addressing site-specific factors like rooftop conditions.

Installation training involves practical skills in site planning, array layout, and the use of power tools. It covers reading electrical diagrams, preparing permits, and commissioning key components like inverters and charge controllers.

Maintenance training focuses on routine tasks, system performance monitoring, and troubleshooting. The course also emphasizes safety protocols, regulatory standards, and professional ethics.

A crucial component of the program is the sales and economics of PV systems, teaching participants to communicate benefits and address customer queries.

Learning Objectives

- **Applications of PV systems:** Participants learn about grid and standalone PV systems, solar products, economic benefits, performance reliability, system balance, and environmental impacts.
- **Sales and Economics:** Learn to discuss energy independence, environmental issues, technology, system sizing, demand charges, customer profiles, warranty limits, and maintenance costs with clients.
- **Design:** Comprehend PV system configuration, Load analysis, Software sizing tools, Electrical Material and point of interconnections in PV design, Grounding and bonding elements, Rooftop conditions etc.
- **Installation:** Acquire skills in site planning, array layout, tool usage, electrical diagrams, permits, racking systems, component commissioning, and codes (CEC, NEC, IEEE).
- **Maintenance and Operations:** Acquire knowledge of routine maintenance tasks for PV systems. Understand operational considerations such as monitoring system performance and troubleshooting common issues.
- **Professional Practices:** Learn about ethical considerations, customer communication skills, and the importance of professional conduct in the PV industry.

Career Occupation*

- **PV Service Technician:** Provides maintenance and repair services for photovoltaic systems.
- **PV Salesperson:** Sells solar energy systems and educates customers about solar technology.
- **Business Development Associate:** Develops business opportunities and partnerships in the solar industry.
- **Solar PV Installer:** Installs and configures solar photovoltaic systems.
- **Solar Design Technician:** Designs solar energy systems based on client needs and site assessments.
- **Solar Sales Consultant:** Advises clients on solar solutions and manages the sales process.
- **PV System Inspector:** Inspects and assesses the performance and safety of installed photovoltaic systems.

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

- Final exam at end of course

Completion Requirements

- Successful completion of all the assignments/ exam with a minimum of 50% overall average.

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)

No Prerequisites are required.

PROGRAM COSTS

Domestic Students		
Tuition	999	
Application Fee	250	
Testing/Assessment Fee	250	
Materials Fee	200	
NABCEP Exam Fee	250	
Taxes	97.75	
Total	2046.45	

International Students		
Tuition	999	
Application Fee	250	
Testing/Assessment Fee	250	
Materials Fee	200	
Other Fee	250	
Taxes	97.45	
Total	2046.45	

TUITION REFUND POLICY

A student may be entitled to a refund of tuition fees if:

- 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: <ul style="list-style-type: none"> a) 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: <ul style="list-style-type: none"> a) 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: <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. 	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
---	---	---

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