# Proposal Template: Program Recording

Use this template to for recording of apprenticeship programs as approved by the Apprenticeship Delivery and Industry Support Services unit. Creating the record facilitates student aid designation.

Institutions should ensure that submission content is concise.

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| **SECTION A: PROPOSAL INFORMATION** |

1. *Fill in the table below:*

|  |  |
| --- | --- |
| **Institution** |  |
| **Program/specialization name** |  |
| **Credential awarded** |  |
| **Proposed effective date of record** |  |

| **Criteria** |
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| 1. **Program Description** *(answer the following questions):* |
| 1. Stipulate which designated trade and which periods of training the recording covers. |
| 1. List the location sites of the approval. |
| 1. List any conditions (e.g. restricted duration of approval). |
| 1. Describe evidence of AIT approval (e.g. attach AIT memo or related documentation). |
| **Reviewer’s Comment:** |

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| **SECTION B: DATA REQUIREMENTS** |

| **Criteria** |
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| 1. Specify the appropriate CIP code (as proposed on PAPRS record). |
| 1. Describe the proposed load and FLE (as proposed on PAPRS record). |
| 1. List other Alberta PSIs offering this apprenticeship training. |
| 1. Provide a rationale for load/FLEs by comparing with other AIT training offered at your institution and by comparing with other PSIs offering similar AIT training. |
| **Reviewer’s Comment:** |

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| **RECOMMENDATION (FOR DEPARTMENT USE)** |
| **Recommendation(s):** |
| **Rationale for Recommendation:** |
| **Reviewer(s):** |
| **Date Completed:** |