

WSIB Sponsorship Terms for Private Career Colleges and Private Schools

When the WSIB agrees to sponsor a worker as a student at a private education and/or training institution (the "Institution"), the Institution must agree, as a condition of accepting WSIB funds, to the following terms and conditions:

1. The Institution is registered with the Ministry of Training, Colleges and Universities (MTCU) (for private career colleges) or the Ministry of Education (MEDU) (for private schools) and is in good standing in respect of the specific location for which each Agreement form was signed.
2. WSIB-sponsored vocational programs are approved by MTCU, and the vocational program instructors meet MTCU requirements.
3. Instructors at an Institution offering second language, basic or essential skills, and/or academic upgrading training programs have the appropriate qualifications and/or credentials to provide instruction in those programs.
4. The Institution notifies the WSIB as soon as possible, and in any case within two (2) business days, of any temporary or permanent business interruption that may reasonably affect the Institution's ability to provide services to WSIB-sponsored students.
5. The Institution notifies the WSIB of any material change, such as a change of the Institution's business and/or legal name, a change of its address, or a change of ownership, within five (5) business days of the change.
6. The Institution offers programs which reflect the WSIB's Work Transition Plan Policy, particularly with respect to program length and cost restrictions. Any exceptions must be approved by WSIB in advance and in writing.
7. The Institution provides the WSIB with verbal and written reports on a WSIB-sponsored student, as requested and at no additional cost, and shall retain sufficient documentation in the Institution's student file to substantiate the content of the reports.
8. The Institution notifies the WSIB as soon as possible and in any case within one (1) business day, of any incident or threat involving a WSIB-sponsored student.
9. The Institution has a complaint procedure in place, provides a copy of this procedure to the WSIB-sponsored student on the first day of program study, retains documentation of any complaint in the student's file, and cooperates during any WSIB complaint investigation.

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- 10.** The Institution has policies and practices in place consistent with the Freedom of Information and Protection of Privacy Act (FIPPA) and/or the Personal Information Protection and Electronics Documents Act (PIPEDA).
- 11.** The Institution complies with accessibility standards in accordance with provincial legislation, regulations and guidelines.
- 12.** The Institution complies with all other laws and regulations applicable to it, including those pertaining to health and safety.
- 13.** The Institution holds appropriate insurance coverage.
- 14.** For any individual WSIB-sponsored student the Institution provides a written breakdown of its fees, and bills WSIB only for those programs, services and fees that have been approved in a WSIB Sponsorship Letter.
- 15.** For any individual WSIB-sponsored student the Institution invoices on a monthly basis using the WSIB web-based service provider for the Provider Billing Approval System (PBAS).
- 16.** The Institution has policies on admissions, fees and refunds, and these apply to WSIB-sponsored students except where otherwise required in these Terms.
- 17.** The Institution offers its programs to diverse students and adult learners from the general public. The Institution does not make reference to the WSIB in its marketing materials.
- 18.** The Institution does not send unsolicited marketing products to, nor in any other way solicit business from, WSIB employees.

For additional information about any of the above Terms and how to comply, please see the *Guidelines: WSIB Sponsorship Terms for Private Career Colleges and Private Schools*. The *Guidelines* are available by emailing sponsorshipterms@wsib.on.ca. Please indicate "Request for Guidelines" as the subject line.