### Process D | New Institution Program Approval

#### - Ministry of Education -
- Schedules review every 5-7 years, in coordination with TEP’s external review where possible

#### - TEP -
- Completes BC TEP Regulatory Review – Evidence Indicators Self-Study
- Establishes PAT from pre-approved pools in consultation with TEP
- Hosts on-site visit
- Corrects any factual errors within 10 business days
- May respond to PAT report within 15 business days
- Provided opportunity to address BCTC at next meeting

#### - TEPARC -
- Selects Chair
- Undergoes site-visit orientation
- Reviews BC TEP Regulatory Review – Evidence Indicators Self-Study
- Completes on-site visit (1-2 days), including interviews with internal and external stakeholders
- Drafts report of findings with recommendation regarding approval. Draft report sent to TEP within 15 business days
- Finalizes report within 10 business days or receiving any corrections
- Finalized report sent to TEP and posted internally for BCTC members to review
- Chair or designate presents final report to BCTC at next meeting

#### - PAT -
- Continues to Meet Approval Standards
- Conditionally Meets Approval Standards
- Does Not Meet Approval Standards

#### - BCTC -
- BCTC informs Institution in writing. Rationale for decision is provided
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- BCTC monitors implementation of conditions
- Non-compliance in meeting conditions may initiate an Exceptional Concerns Protocol
- BCTC communicates decision in public

#### - BCTC Decisions -
- BCTC communicates decision in public
- Director of Certification is notified of all program approvals
- TEP provided 15 business days to respond before BCTC suspends or revokes program approval
- Institution may request that BCTC reconsider decision within 40 business days
- BCTC’s decision may be subject to judicial review

- BCTC reviews final PAT report in-private at next meeting

- BCTC provides opportunity to address BCTC at next meeting

- BCTC Decisions -