### Process E | Exceptional Concerns Protocol

#### - Ministry of Education -
- Executive Director, Legislation, Policy & Governance conducts a preliminary assessment with a TEP and brings serious concerns to the attention of the BCTC Chair or Vice-Chair

#### - BCTC -
- The Chair, in consultation with the Executive Director, Legislation, Policy & Governance determines:
  - No further action required
  - Further action required
- -Refer to TEPARC
- TEPARC conducts whatever investigations it deems appropriate
- Consults with TEP on the matter, which may include potential solutions. The TEP may include the ABCDE Chair in the process
- BCTC makes decision regarding TEP’s ability to meet Standards
- Reports findings and recommendations to the BCTC

#### - TEPARC -
- TEPARC requests that the TEP provide additional information as required
- TEPARC may revise report to BCTC to include any new information from the TEP
- BCTC reviews revised TEPARC report and decides on approval or the necessity of a site visit
- BCTC communicates decision in public

#### - BCTC Decisions -
- Continues to Meet Approval Standards
- Conditionally Meets Approval Standards
- More Information Required
- Does Not Meet Approval Standards
- BCTC makes decision regarding TEP’s ability to meet Standards
- Director of Certification is notified of all program approvals
- Institution may request that BCTC reconsider decision within 40 business days
- Following suspension the TEP may be re-approved if:
  - Reasons for suspension are addressed in accordance with any written directions made by BCTC
  - The TEP applies for re-approval in writing
- Following revocation the TEP may be re-approved through the New Institution Program Approval Process when the reasons for revocation have been addressed in accordance with any written directions made by the BCTC
- BCTC’s decision may be subject to judicial review
- Institution may request that BCTC reconsider decision within 40 business days
- BCTC communicates decision in public
- Director of Certification is notified of all program approvals