



Admission Policy

CAA Industry Training Program

Admission Policy

Name of Policy

May 1, 2003

Implementation Date

Industry Training Program Manager

Position(s) Responsible

July 19, 2011

Date of Last Revision

August 29, 2011

Education Committee Approval

Policy:

CAA Industry Training Program is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education and career goals. The admission criteria cannot be waived by either the school or the applicant.

Procedure:

A limited number of CAA courses and programs have no pre-requisites and can be entered directly.

Other CAA courses and programs have technical and/or general pre-requisites which must be met by applicants prior to admission. Once applicants have these pre-requisites, admission takes place on a "first come, first served" basis. This means that applicants are admitted in the order of the dates on which CAA receives all required admission documentation from the student.

Some limited capacity programs admit students on a "selective" basis. This means that applicants must meet specific educational and general pre-requisites and are then evaluated to assess their potential for success in the program. The applicants judged to be best qualified for success in the program are then admitted.

During the on-line registration process, the following items are made available and require review by the student:

1. PCTIA Student Contract or Alberta Student Enrolment Contract (province-dependent)
2. CAA Liability Release Waiver
3. All Student Policies
 - a. Grade Appeal Policy



Admission Policy

- b. Dismissal Policy
- c. Admissions Policy
- d. Privacy Policy
- e. Attendance Policy
- f. Tuition Refund & Cancellation Policy

Before proceeding to payment, students are required to confirm that they have read and understood the above documents. They are also informed that they will be required to sign both the Student Contract and Liability Release Waiver at course commencement.

Relevant course materials are shipped to the students as soon as possible after the registration is processed.

Field Travel Skills

All students participating in courses that have a field component must meet the minimum fitness and competency criteria for the specific program they are entering. Students who do not meet the minimum fitness and skill competencies for safety and effective field travel will be asked to leave.

Prior Learning Assessment Recognition (PLAR)

For students who do not meet the minimum prerequisites listed but who feel that through their prior learning, training, and experience they meet the skill and competencies that are contained within the prerequisites can apply through the CAA's Prior Learning Assessment process.

Forms for all programs are available on-line or from the CAA offices.