

References:	PRO BOARD CRITERIA: PA1, TA2, TA6	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy regarding the minimum and maximum course class size.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, evaluators, proctors and registrars to be familiar with this guideline to ensure safe and consistent instruction and evaluation of all courses delivered by the Academy. It is the responsibility of the Academy to ensure that this policy is adhered to at all times to ensure the safety of candidates during course instruction and evaluation.

2.0 PROCEDURES

- 2.1. Minimum and maximum class sizes may vary from course to course and will be based on the following criteria:
 - 2.1.1. Candidate safety
 - 2.1.2. Availability of resources, equipment and facilities
 - 2.1.3. Complexity of curriculum
 - 2.1.4. Financial viability, tuitions for programs will be based on a cost recovery model which includes development and delivery.
- 2.2. As a general rule, minimum class size will be eight (8) candidates and maximum class size will be 16 candidates.
- 2.3. Not less than three (3) weeks prior to the course date a course may be cancelled due to the minimum class size requirement not being met.
- 2.4. In the event a course is cancelled, candidates that had registered will be notified and transferred to the next available course date. No transfer fee will apply.
- 2.5. At the discretion of the Academy the minimum class size requirements may be waived.
- 2.6. If registration for a course exceeds the maximum class size, a candidate waiting list will be established. The Academy will schedule an additional course and evaluation date and will notify candidates on the waiting list of the new course date.



Karen Fry
Academy Director

December 22, 2017

Date