Post-Secondary Program - APPROVALS

Provider and Programs Registry System (PAPRS) - PSI Users

Publish Date: **June 2018**

Version: **1.0**

Classification: Protected A

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Classification: Protected A

INTRODUCTION

Provider and Program Registry System (PAPRS) provides line-of-business functionality and common registry services. The registry represents Provider and Program key data that is captured and utilized by multiple Ministries, Branches within those Ministries, Post-Secondary Institutions, and Private Career Colleges. Managing the capture, administration and use of data is considered a key function of PAPRS. Therefore, PAPRS is comprised of six line-of-business modules, a Registry for common data consumption and multiple integrations to consumer applications.

To simplify, the system is referred to as **PAPRS** and Post-Secondary Programs are referred to as **PSP** for the remainder of this document.

Note

PAPRS functionality for Post-Secondary Programs (PSP) is contained in the **Approvals** area of PAPRS.

Overview

This reference document reviews the components of the **Approval** section of the **PAPRS** application. The following topics we be addressed in this document:

- Accessing and navigating the PAPRS system
- Dashboard
- Search
- Proposals
  - Searching program proposals
  - New program / specialization proposal
  - Change proposals
  - Specialization load change proposal
  - Templates
- Institutions
  - Search for your institutions record
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  - Institution contact and location details
- Activation and funding details
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  - Viewing activation and funding
- Adding and editing administrative codes
- Brokering
- Reporting

GETTING STARTED

Accessing the PAPRS system

PAPRS is a web based application accessible using most common web browsers. The recommended browser for accessing the PAPRS system is Microsoft's Internet Explorer, 9 or higher.

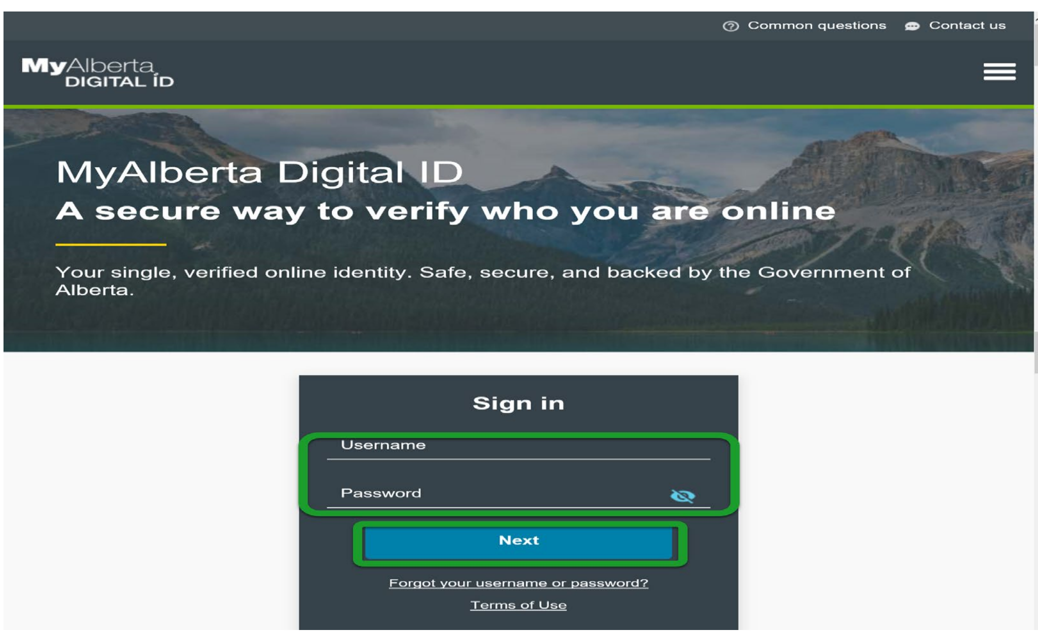
Access to PAPRS is controlled by a security system called the **MyAlberta Digital ID** (**MADI**). You can log in to MADI using a MADI user name and password. If you do not already have a MADI account, please contact the **PSI Help Desk**:

> **Post-Secondary Institution Help Desk**
> **Toll Free Phone:** 310-0000
> **Phone:** 780 427-5318 (*option 6*)
> **Fax:** 780 427-1179
> **Email:** psihelpdesk@gov.ab.ca

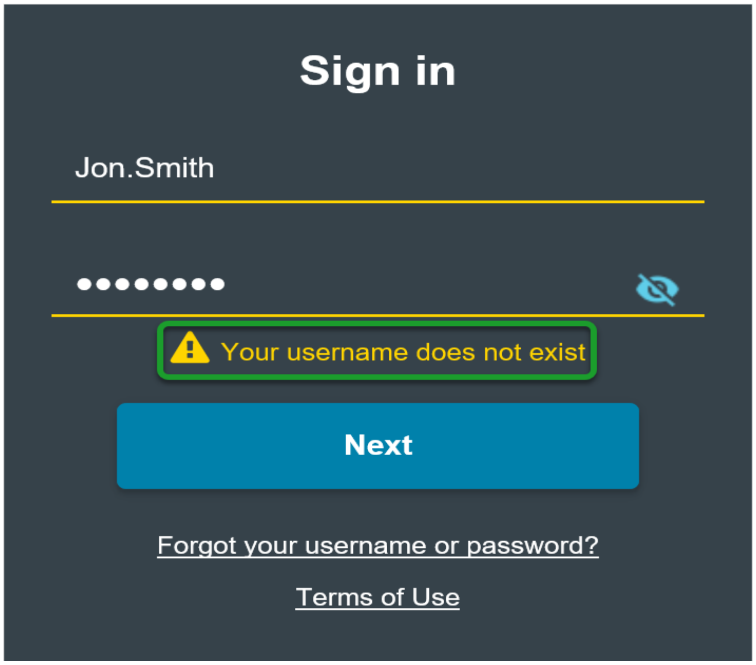
Follow these steps to access the PAPRS site

1. Open an internet browser window.
2. Enter this address, https://paprs.ae.alberta.ca/ into the address bar.

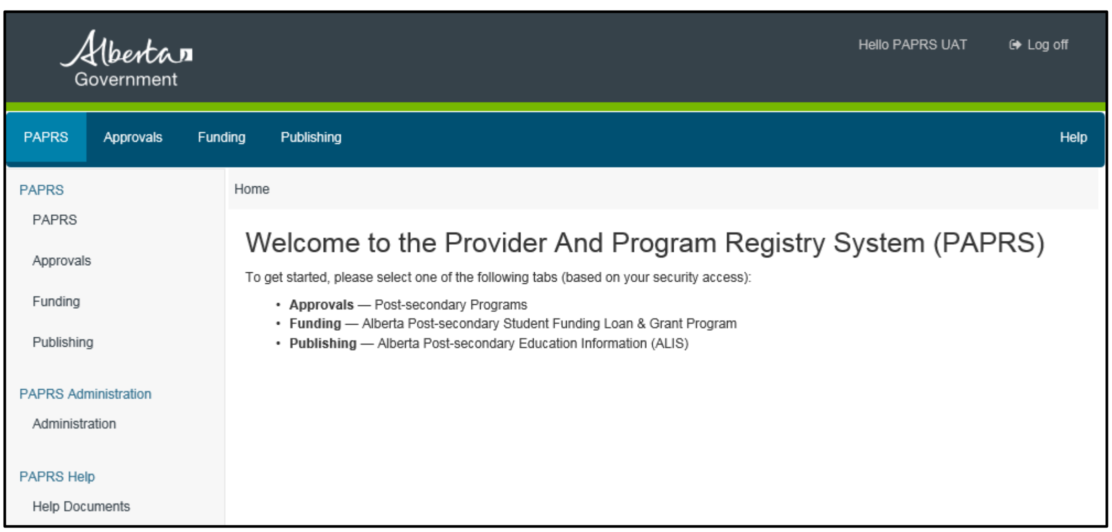
   The **MADI Login** screen displays.
3. Enter your **Username** and **Password** in the appropriate fields.
4. Click the **Next** button.



Note If you enter an incorrect **Username** and **Password** combination, you will be presented with a message asking you to re-enter the correct information.



Once you have successfully logged in, the main page of the PAPRS site is displayed:



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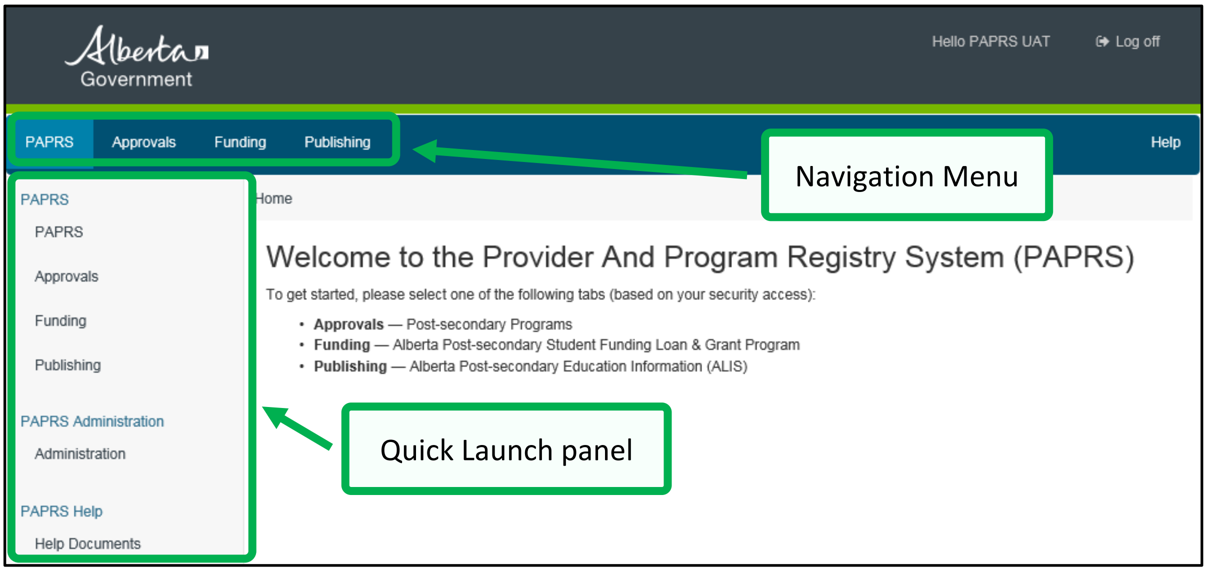
Navigating the PAPRS System

The first screen you are presented with, after login, is the **PAPRS Home Page.** From this screen you have access to the **Navigation Menu** and **Quick Launch** panel.



- **Navigation Menu** – Provides access to the sub-sections of the **PAPRS** application, which includes **Approvals**, **Funding** and **Publishing**.
- **Quick Launch panel** – Contains contextual navigation features (different options are displayed depending on the screen displayed).

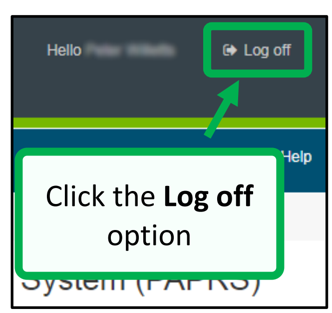
Signing-Out of PAPRS

After completing a session with the PAPRS application, sign-out to ensure your user account has been properly logged off.

Perform the following steps to sign-out of the PAPRS application:

1. Click the **Log off** option, next to your name in the top right corner of any PAPRS screen.

   Once you are logged off the system, you can close the web browser window.



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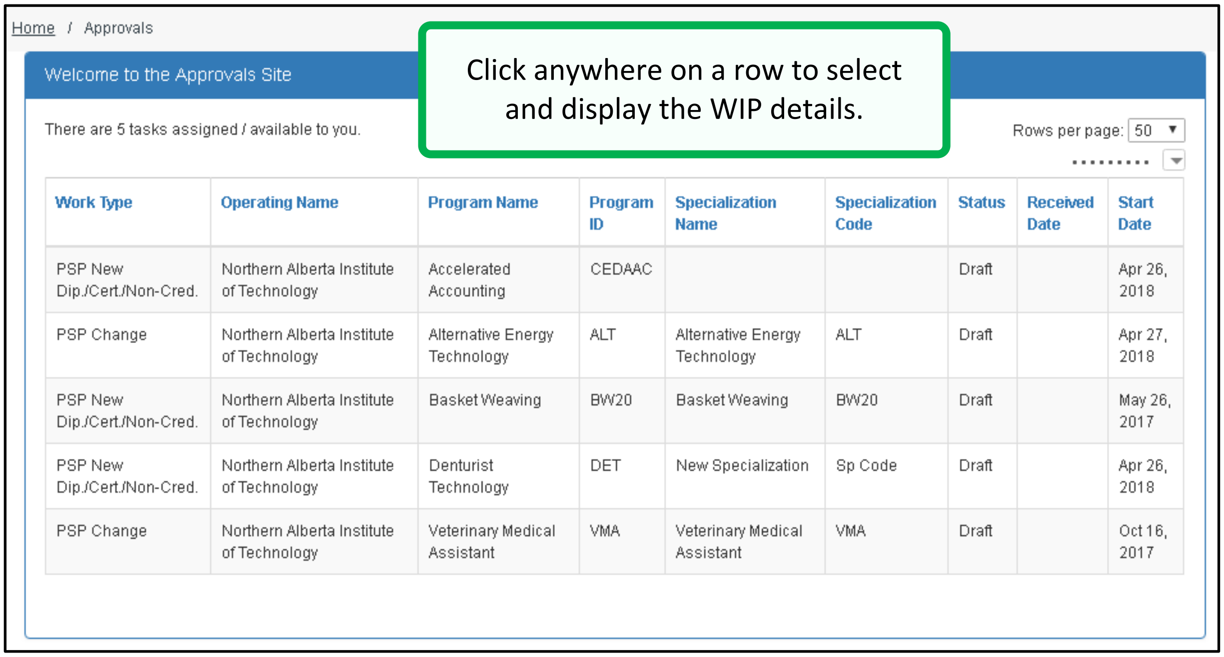
Dashboard

The **Approvals Dashboard** allows you to quickly view and navigate to any **work-in-progress** (**WIP**) associated with your institution.



Work Type	Operating Name	Program Name	Program ID	Specialization Name	Specialization Code	Status	Received Date	Start Date
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Accelerated Accounting	CEDAAC			Draft		Apr 26, 2018
PSP Change	Northern Alberta Institute of Technology	Alternative Energy Technology	ALT	Alternative Energy Technology	ALT	Draft		Apr 27, 2018
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Basket Weaving	BW20	Basket Weaving	BW20	Draft		May 26, 2017
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Denturist Technology	DET	New Specialization	Sp Code	Draft		Apr 26, 2018
PSP Change	Northern Alberta Institute of Technology	Veterinary Medical Assistant	VMA	Veterinary Medical Assistant	VMA	Draft		Oct 16, 2017

Alter the number of results displayed on each page by selecting a number from the drop-down list, just above the results grid on the right side of the screen. The columns in the grid are sortable by clicking the column header.

Once you have identified a record you would like to work on, click anywhere on the row to select it and display the WIP details screen.

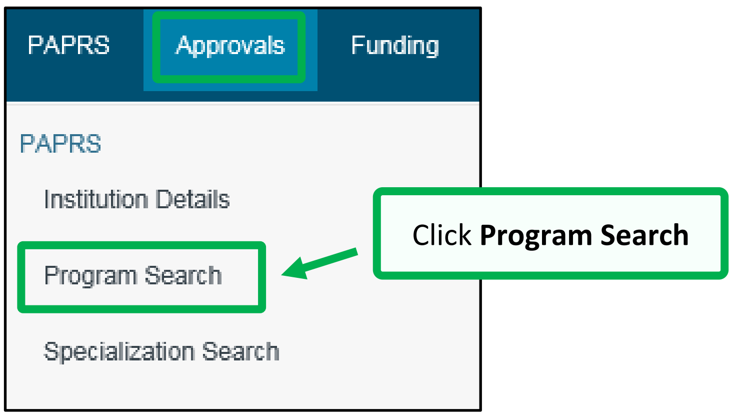
SEARCH

Program Search

The **Program Search** screen provides users with a list of search criteria broken down by organizational and functional data. The organizational data is ***common*** to all business areas while the functional data is ***specific*** to individual business areas.

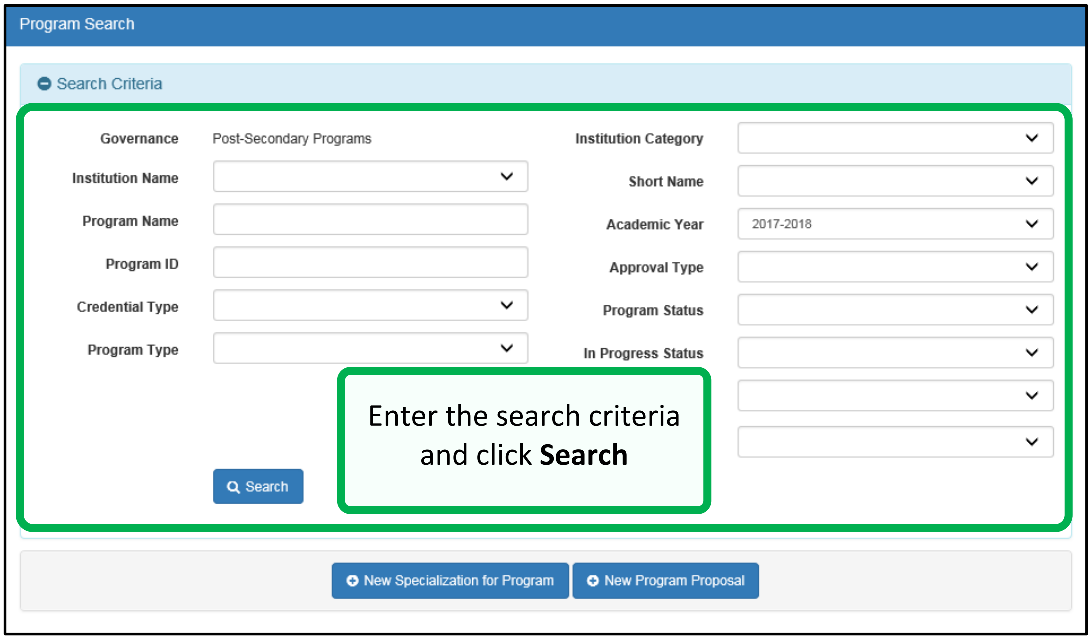
Perform the following steps to execute a Program Search within Approvals:

1. Click the **Program Search** in the quick launch area on the left side of the screen.



The screen refreshes to display the **Program Search** page.

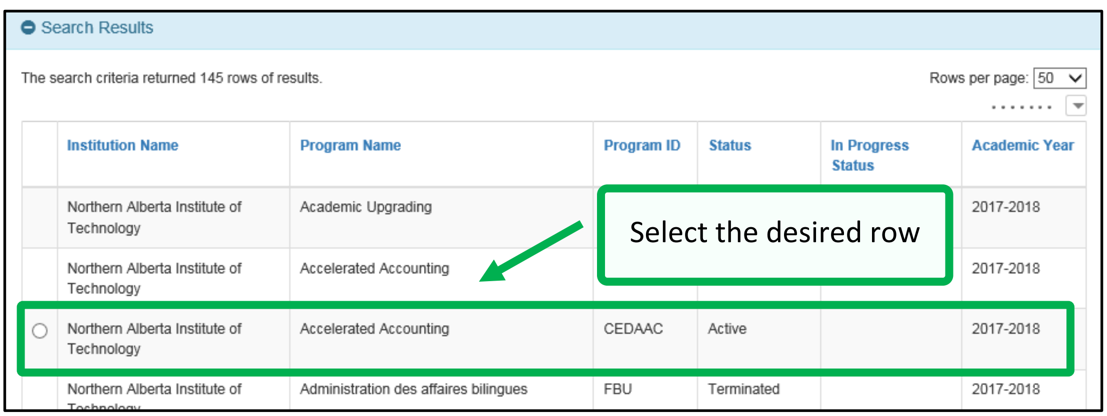
2. Enter your search criteria into the appropriate fields and/or select the desired option(s) from the drop-down lists.



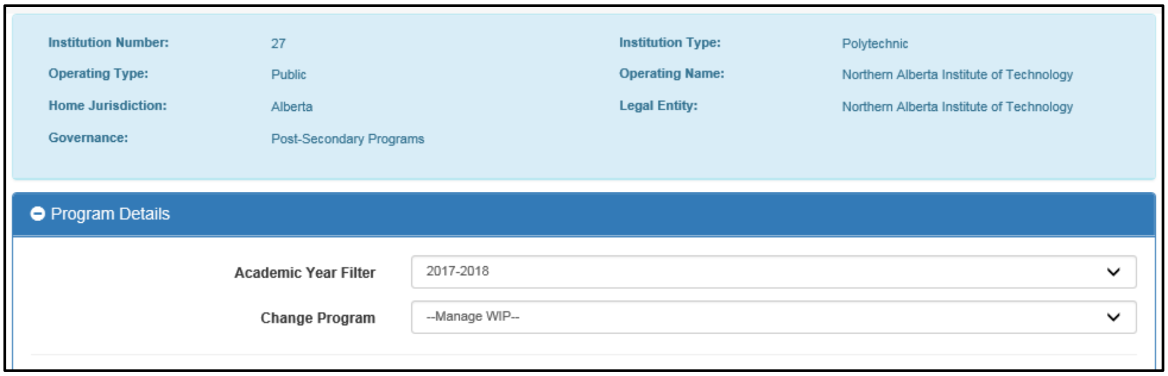
3. Click the **Search** button.

   The screen refreshes to display the search results at the bottom of the page.

4. Click anywhere on a row to select and open the **Program Details** screen.



The screen refreshes to display the **Program Details** page for the selected program.

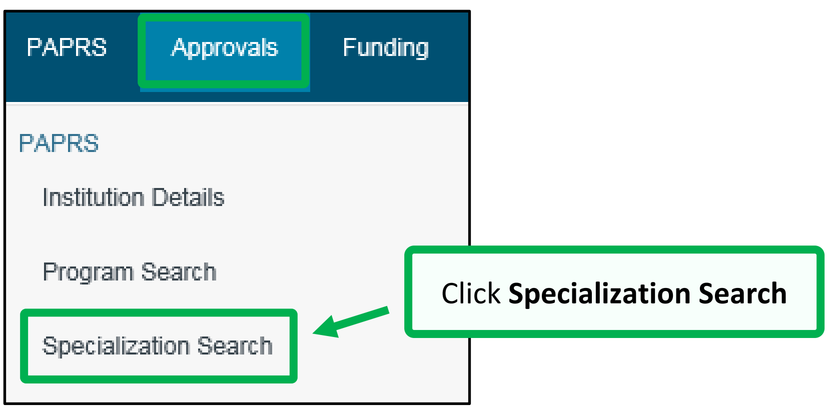


Specialization Search

PAPRS allows you to search specializations using the **Specialization Search** function.

Perform the following steps to execute a Specialization Search:

1. Click **Specialization Search** in the quick launch area on the left side of the **screen**.



The screen refreshes to display the **Specialization Search** page.

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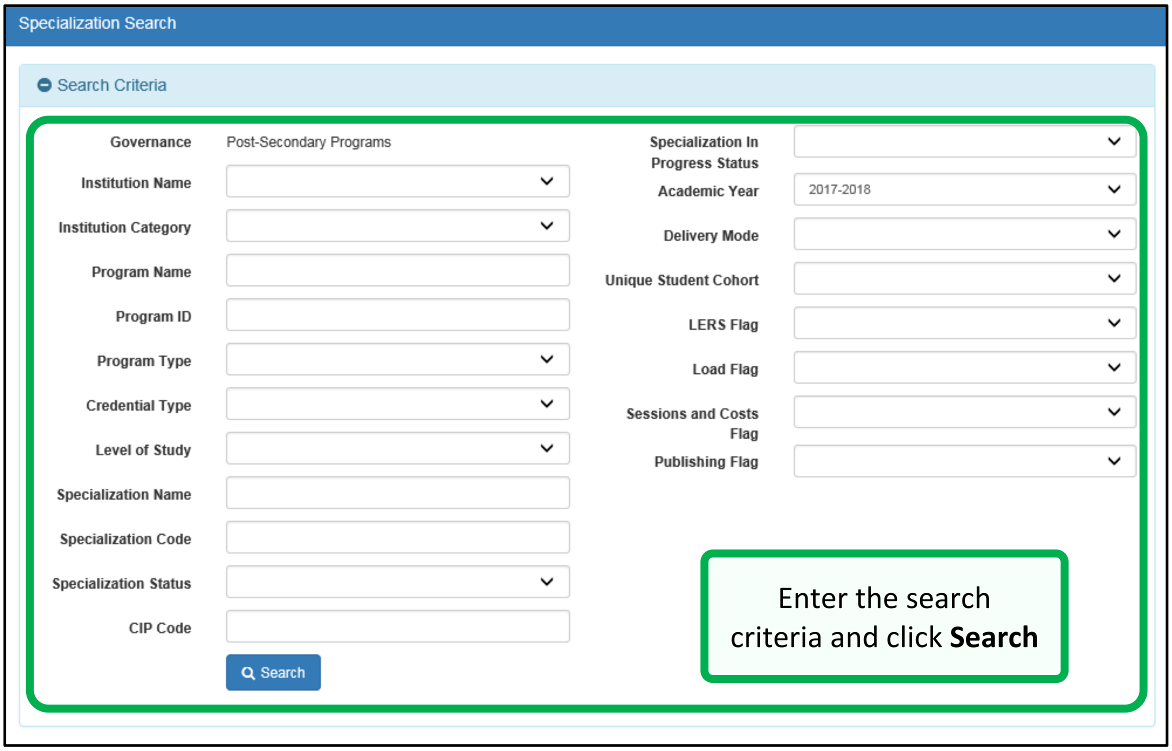
2. Enter your search criteria into the appropriate fields and/or select the desired option(s) from the drop-down lists.

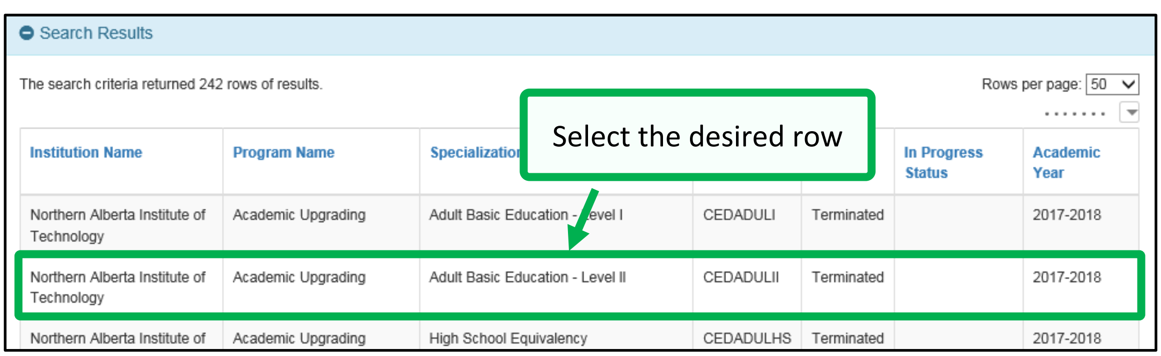
Note The **Academic Year** drop-down list defaults to the current academic year.



3. Click the **Search** button.

   The screen refreshes to display the search results.

4. Click anywhere on a specialization row to select and open the **Specialization Details** screen.



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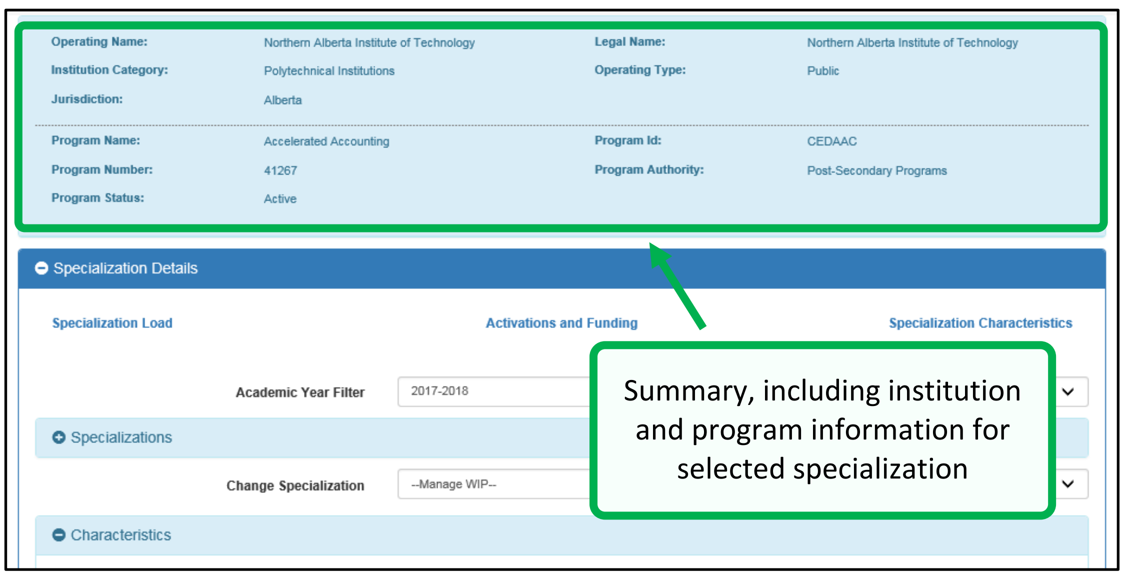
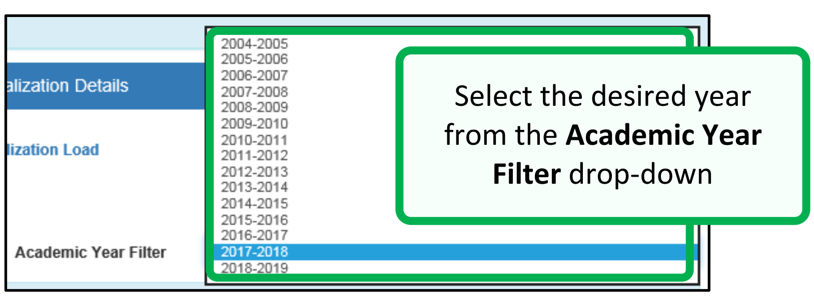
Note: Click on the numbers below the specialization table to view additional listed specializations - if the search results have multiple specializations - to navigate to other pages.

The screen refreshes to display the **Specialization Summary and Details page** for the specialization selected.



5. Select a different academic year by clicking the **Academic Year Filter** drop-down under the **Specialization Details** section of the page (*if required*) and click the desired year.



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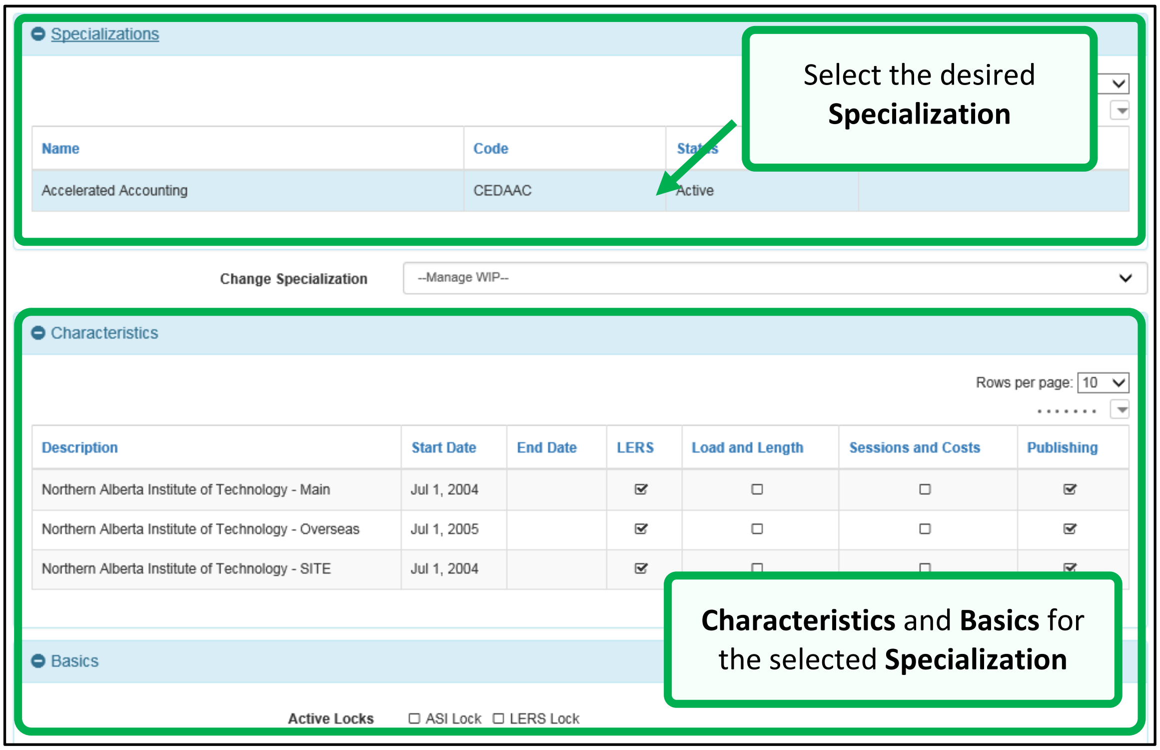
Note: Click the page indicators to view additional listings from the listing for the **Academic Year** specified - if required.

6. Click the **Plus** icon (+) to expand the **Specialization** section.
7. Click anywhere on the desired row to select a **Specialization**.

   The **Characteristics** and **Basics** sections are displayed, below the **Characteristics** section.



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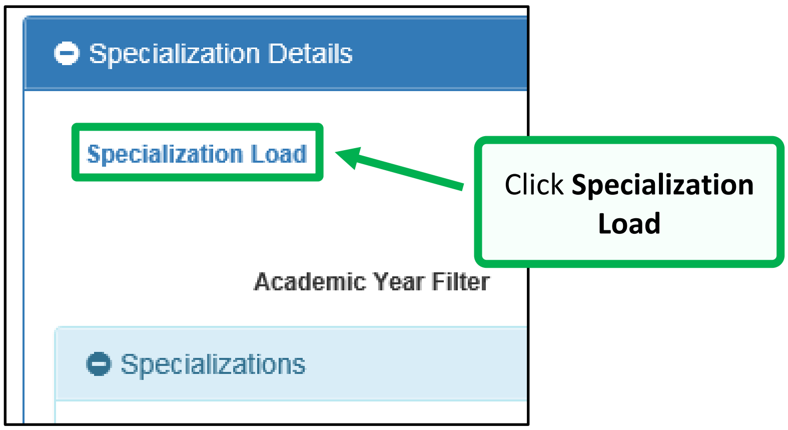
Viewing Specialization Load

Perform the following steps to view the Specialization Load page:

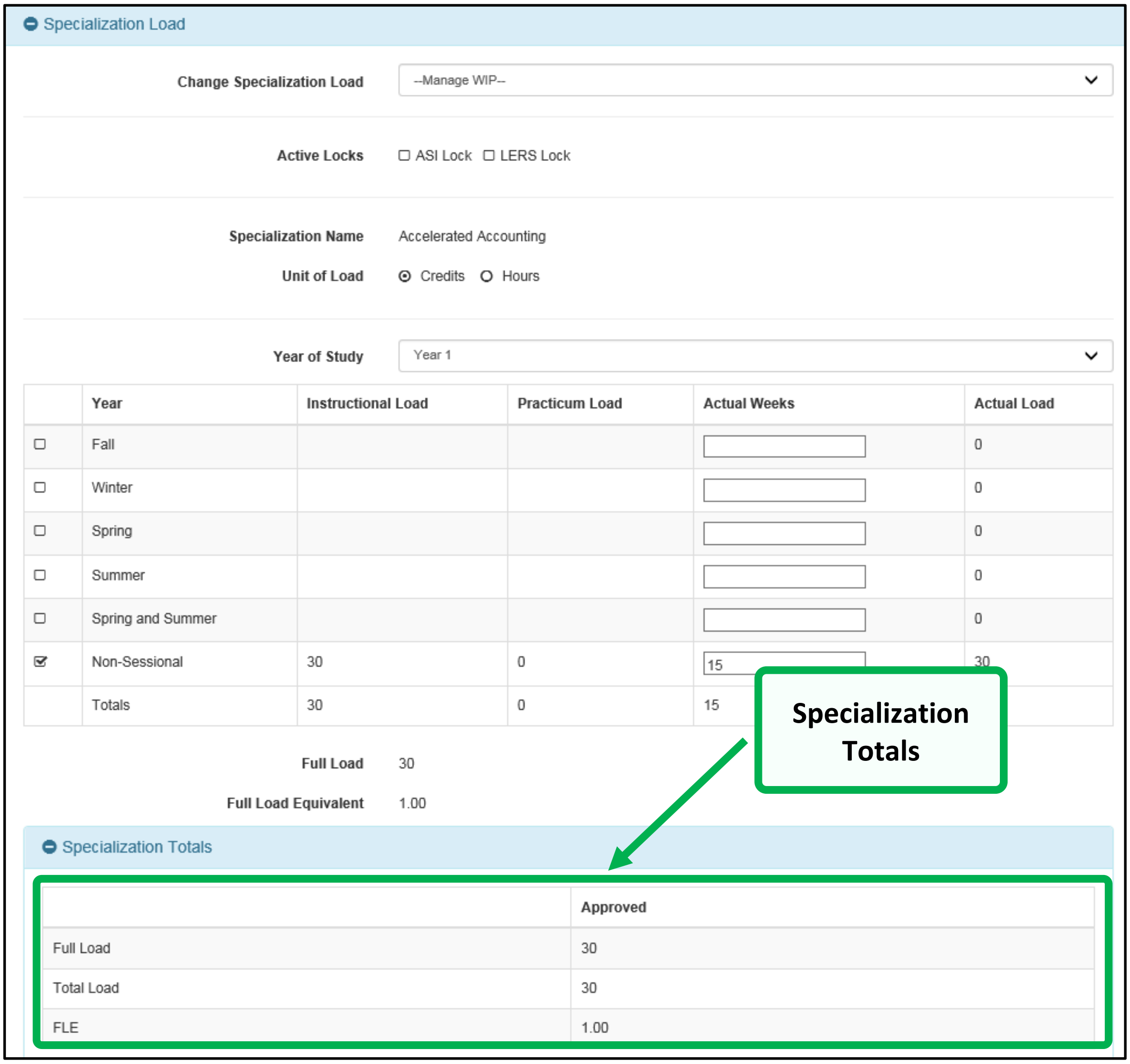
1. Search for the desired **Specialization Detail** record.

   See the **Specialization Search** section of this guide for details on how to perform the search.

2. Click the **Specialization Load** link to access the specialization load totals.



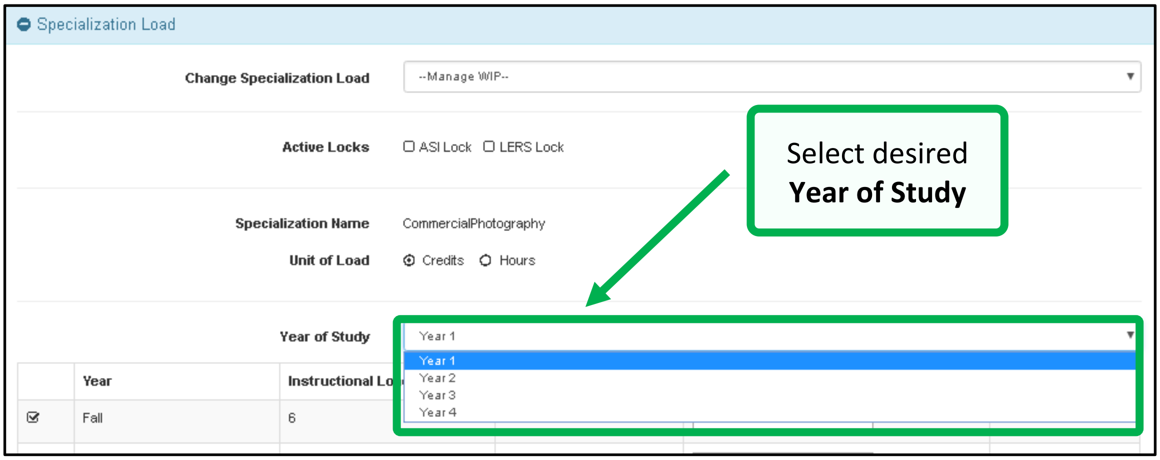
The screen refreshes to display the **Specialization Load Details** page with load totals.



3. Scroll down the page to view the **Specialization Totals** section.

Note By default, the first year of study is shown.

4. Select the desired year from the **Year of Study** drop-down to view **Specialization Load** information for that year.



The screen refreshes to display the **Specialization Load** information.

PROPOSALS

This section explores the functions available for **Creating a Program Proposal.**

The Post-Secondary Programs branch provides institutions with guidance on how to prepare **Program Proposals**, as well as general information on processes for *Program Proposal Reviews* and *Load Calculations*.

Proposals are created to gain Ministerial approval for the following:

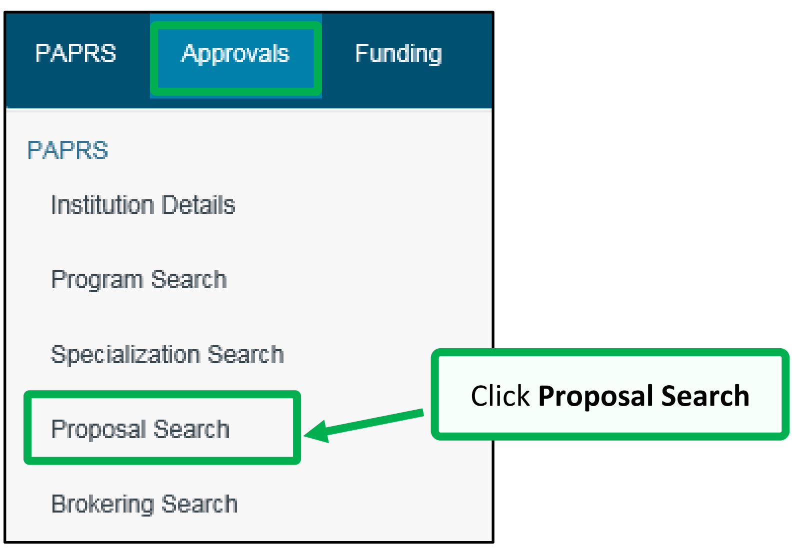
- New programs and specializations
- Suspension, reactivation or termination of a program or specialization
- Change to a program or specialization name
- Change to full load equivalent, or curriculum changes resulting in an actual load or full load change.

Searching Program Proposals

Perform the following steps to execute a Program Proposals Search.

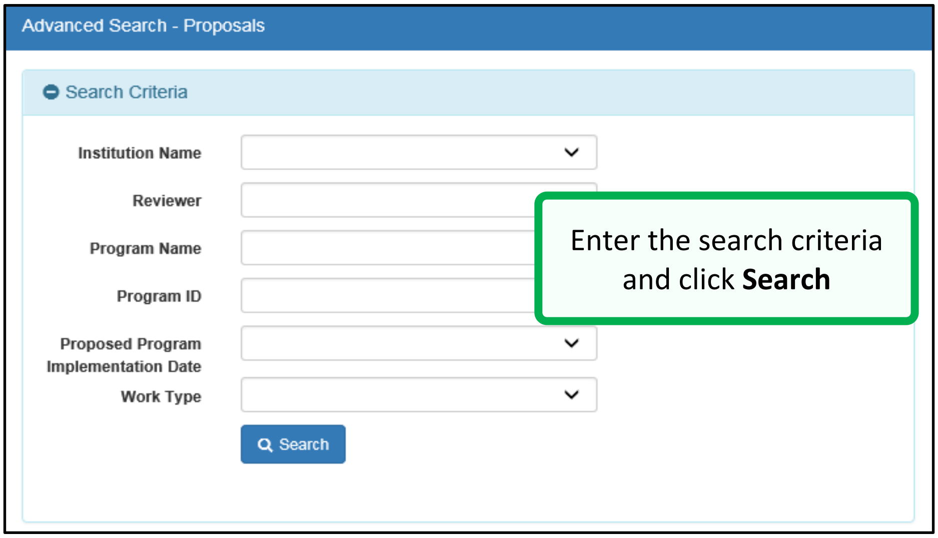
From the **Approvals** home page -

1. Click **Proposal Search** in the quick launch area on the left side of the screen.



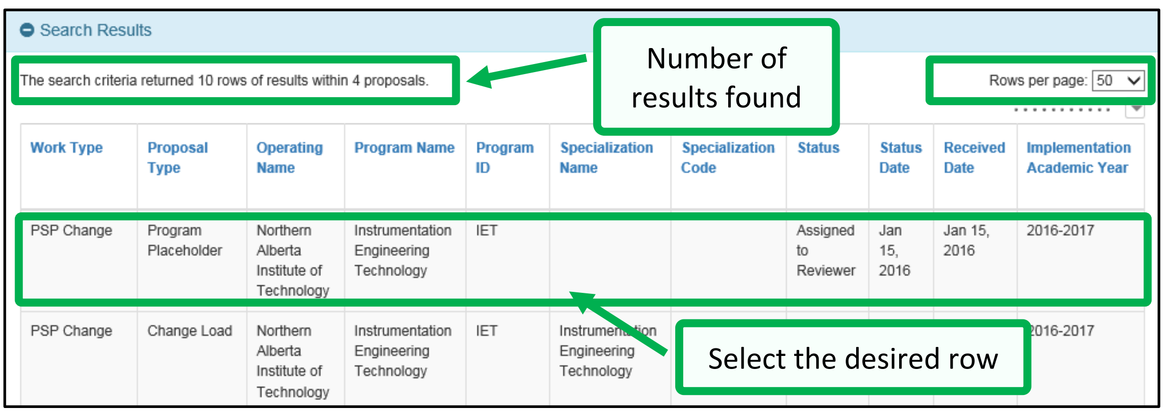
The screen refreshes to display the **Advanced Search - Proposals** page.

2. Enter your search criteria specifying an **Institution Name** or **Reviewer** to activate search.



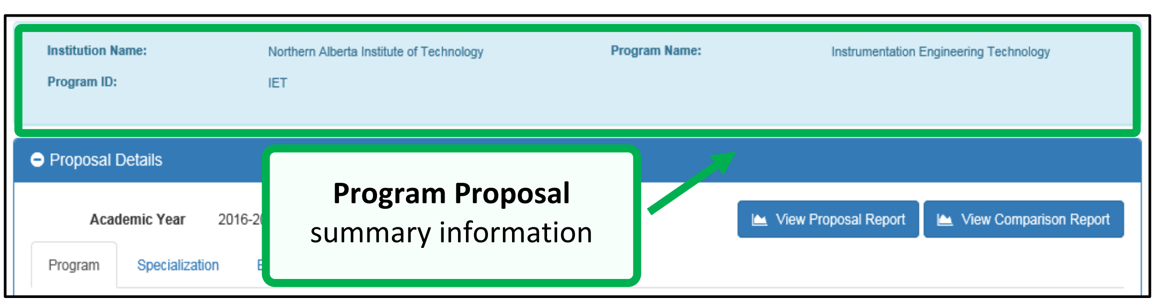
3. Click the **Search** button.

   The screen refreshes to display the search results at the bottom of the page.



4. Click anywhere on a row to select and display a program proposal.

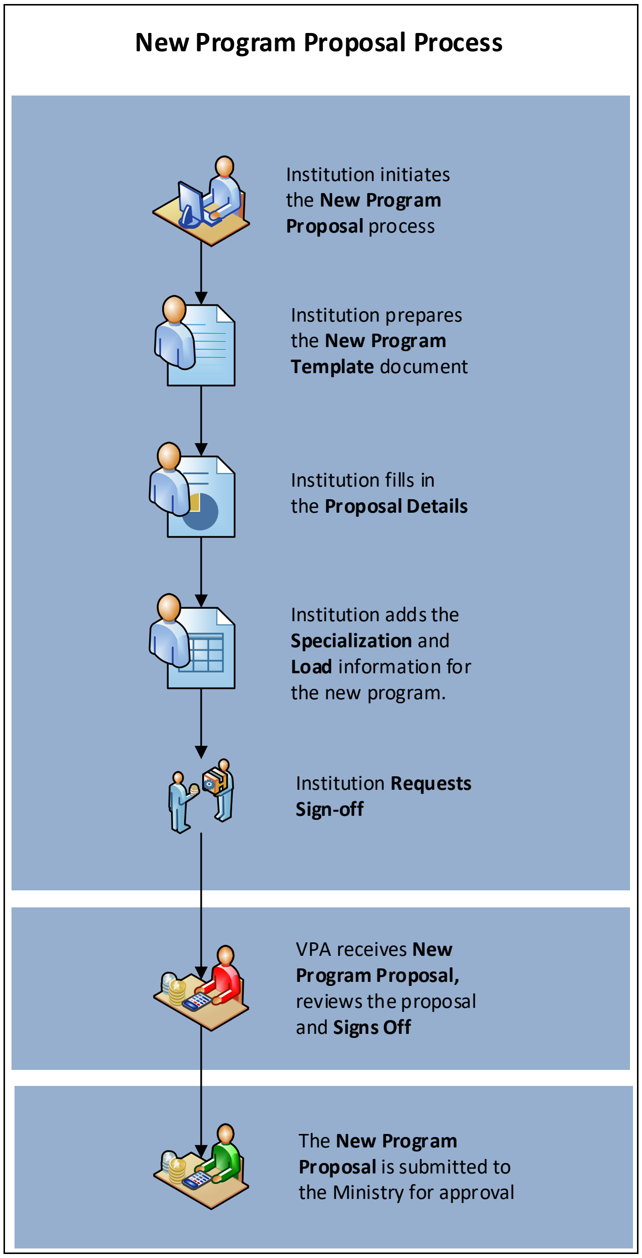
   The screen refreshes to display the **Proposal Detail** page for the program selected. The top section of the page lists summary information for the **Program Proposal**.



New Program Proposal

The **New Program Proposal** allows institutions to propose new programs that they wish to have reviewed and approved. In the following section, describes the **New Program Proposal** process.

New Program Proposal Process



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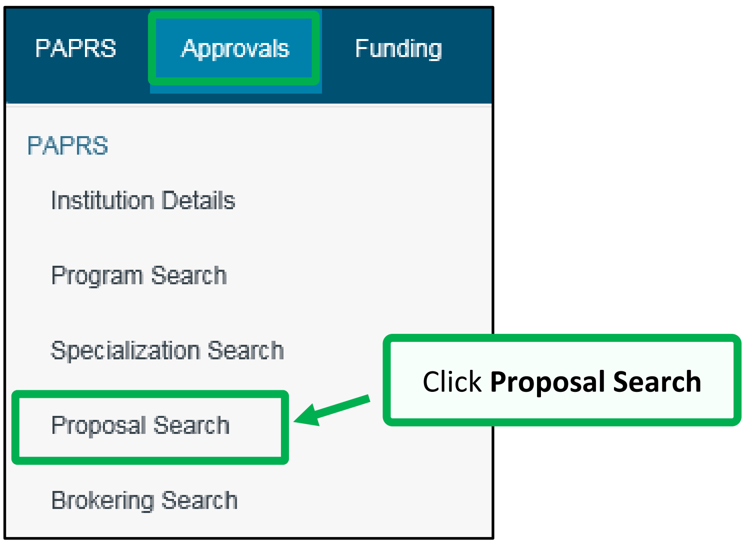
Creating a New Program Proposal

The creating a **New Program Proposal** process allows your institution to submit a new program proposal for approval by the Ministry.

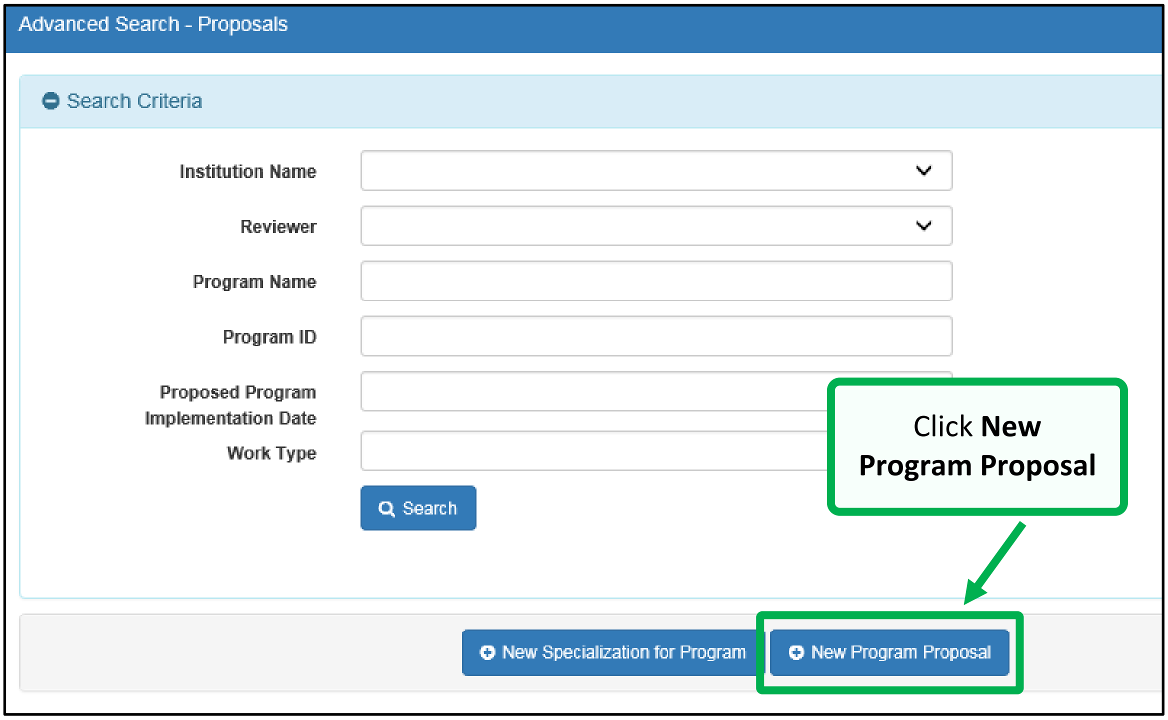
Note: This is the same workflow process when proposing a new specialization within an approved program.

Perform the following steps to creating a New Program Proposal.

1. Click **Proposal Search -** in the quick launch area on the left side of the window.



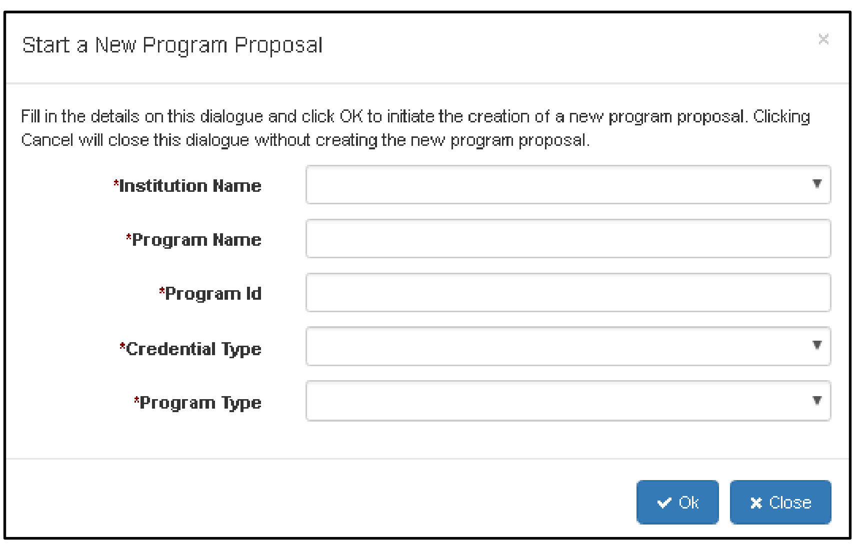
The screen refreshes to display the **Advanced Search - Proposals** screen.



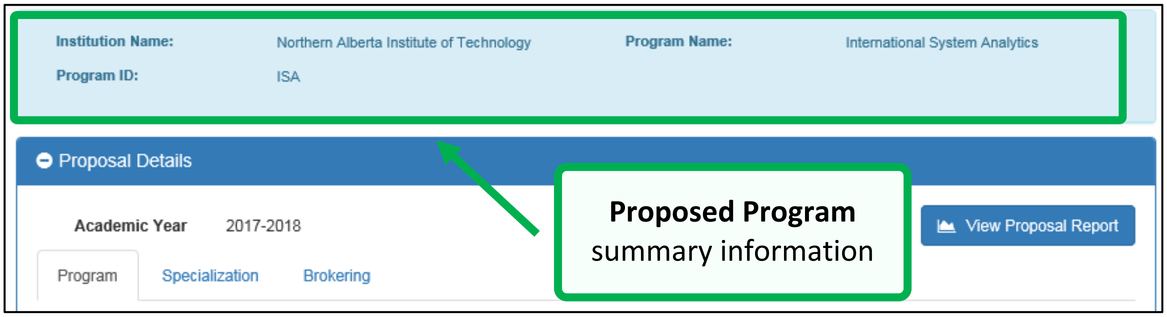
2. Click the **New Program Proposal** button to initiate the process.

   The **Start a New Program Proposal** popup window is displayed.

3. Enter the required information (*all fields are mandatory*).
4. Click the **OK** button.



The screen refreshes to display the **Proposal Details** page. Details of the proposed program are displayed in the summary section at the top of the page.

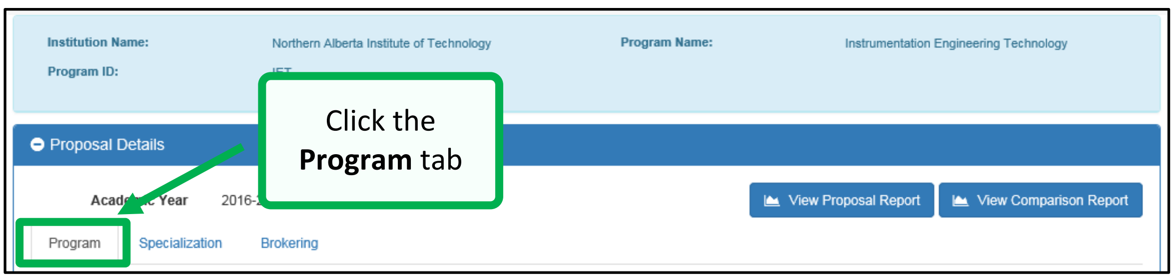


Completing the Program Proposal Details

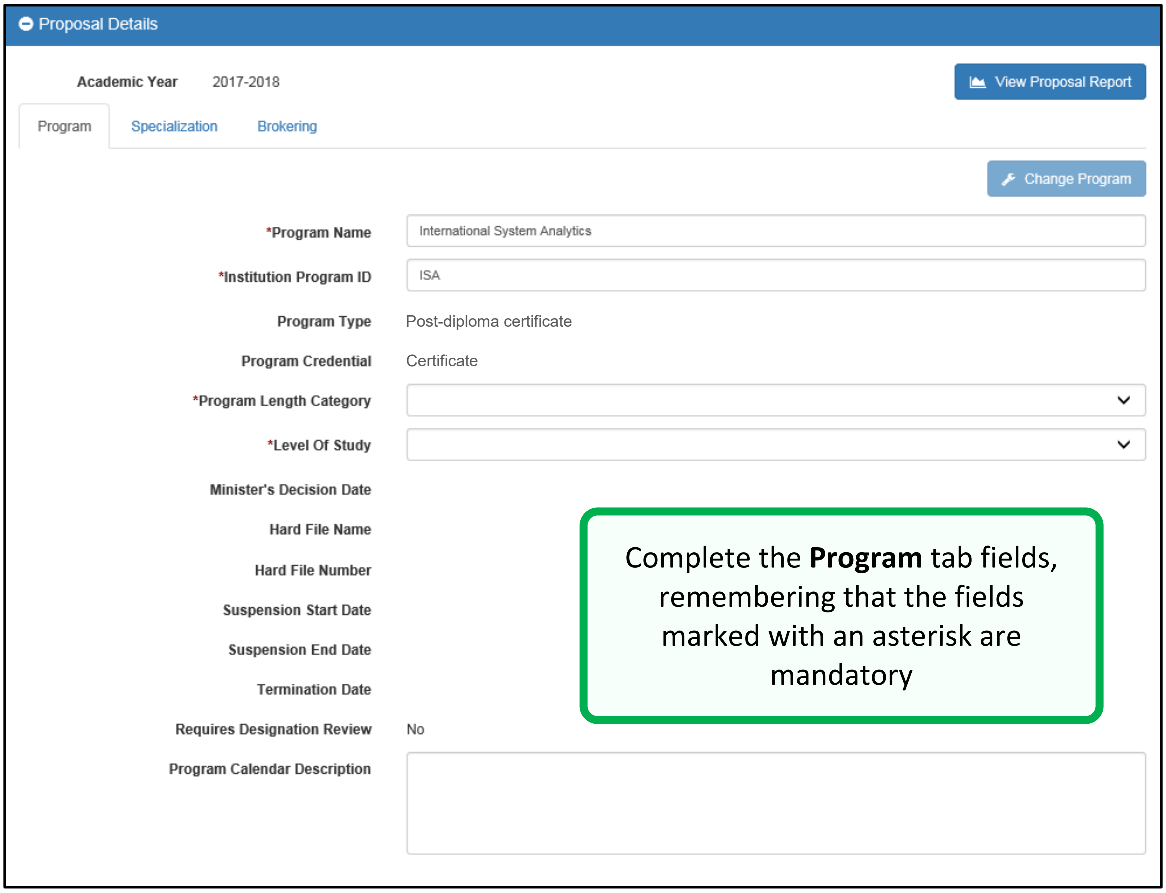
Perform the following steps to complete the Program Proposal Details:

From the **Proposal Details** screen for your **New Program Proposal** (*see previous sections*).

1. Click the **Program** tab, near the top of the page.



2. Complete the **Program** tab fields by entering the desired information for the new program proposal. Fields marked with a red asterisk are mandatory.

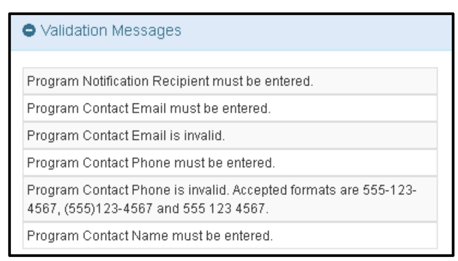


3. Scroll to the bottom of the page and click the **Update Proposal** button to commit your inputted dates.

   The system checks the submitted information and, if necessary, displays validation messages at the bottom of the screen.

4. Scroll to the bottom of the page to view the **Validation Messages** section.

   The exceptions listed in the **Validation Messages** section must be corrected before PAPRS allows you to move forward in the program proposal process.



Note As a minimum, at least one specialization for the new program must be entered to proceed with the proposal process.

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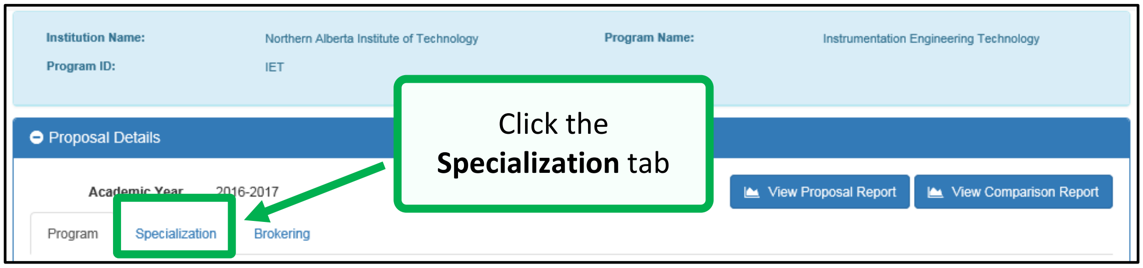
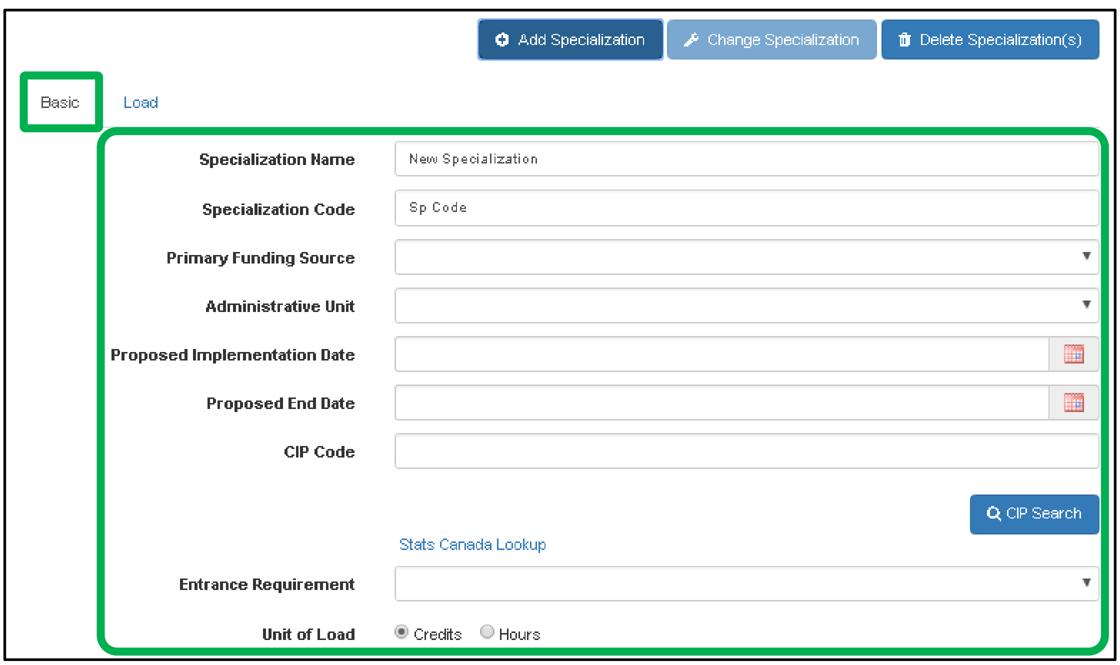
5. Scroll to the top of the page and click the **Specialization** tab.



The form refreshes to display the **Specialization** tab form.

6. Click the **Add Specialization** button.
7. Complete the **Basic** section of the form for the **Specialization** by entering the desired information for the specialization of the new proposed program. Fields marked with a red asterisk are mandatory.



Note

For the **CIP Code** field, if you require additional information for entering the appropriate code, click the **Stats Canada Lookup** link provided to reference the Statistics Canada website to access their lookup service. Once you have referenced the Statistics Canada site, return to the form to select the appropriate **CIP Code** for the specialization being completed. Click the **Search** button to access the search form.

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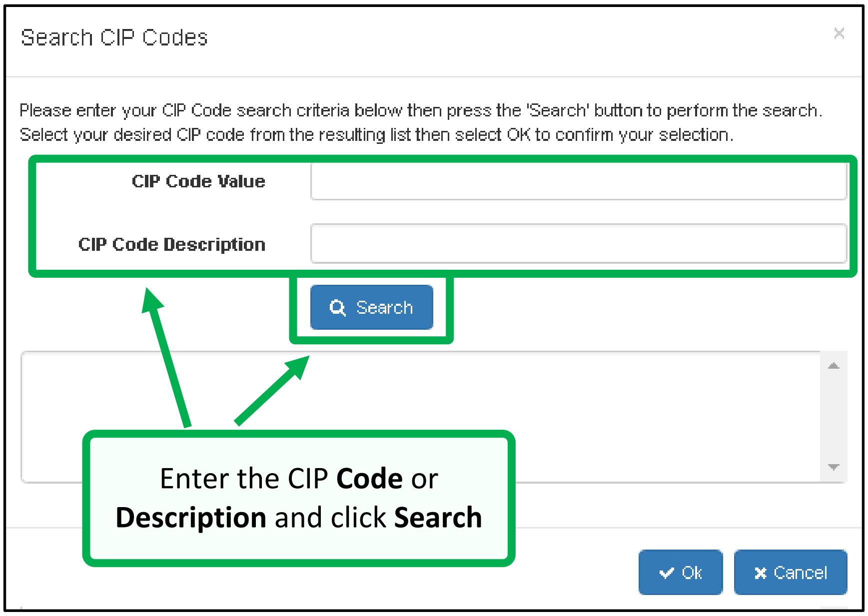
The **Search CIP Code** popup window is displayed.

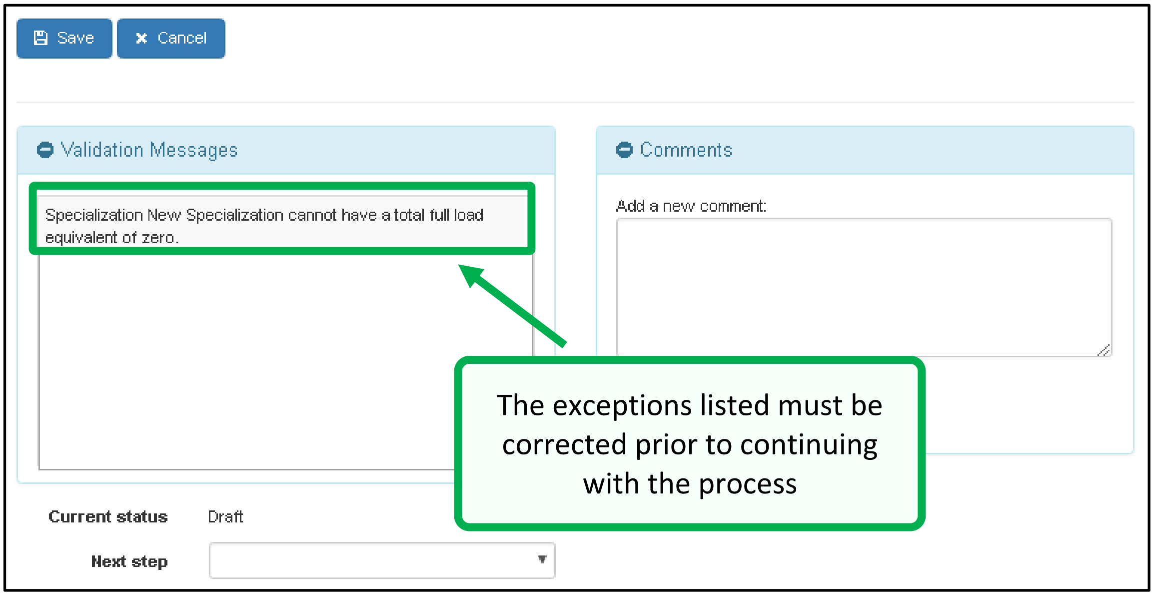


8. Enter a keyword in the **CIP Code Value** or the **CIP Code Description** and click **Search**.
9. Select the row from the listing results and then click **OK** to confirm the selection.

   The form refreshes to display the **CIP Code** field populated with the selected code.

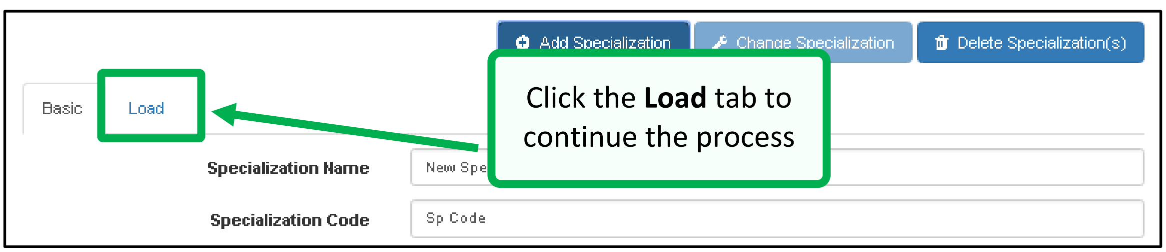
10. Complete the remaining **Basic** information for the specialization and click **Save**.

The **Validation Messages** section (*at the bottom of the page*) indicates any missing information for the current stage of the proposal.

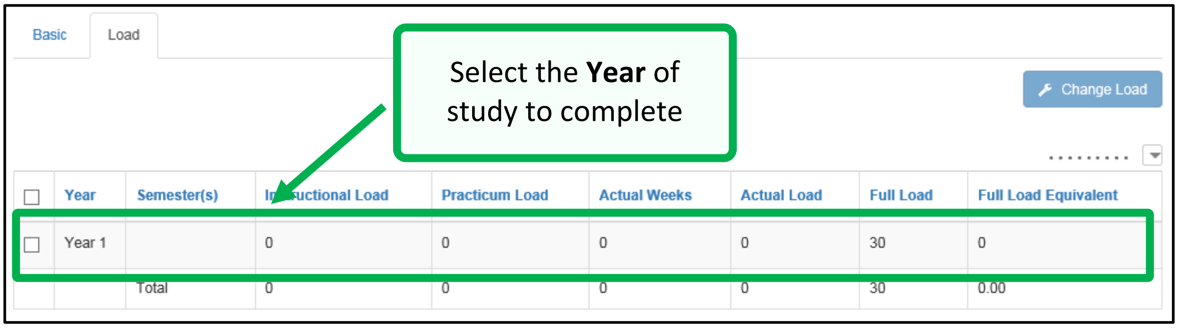


The **Load** information for the **Specialization** must now be entered.

11. Scroll to the top of the **Basic** form and click the **Load** tab.

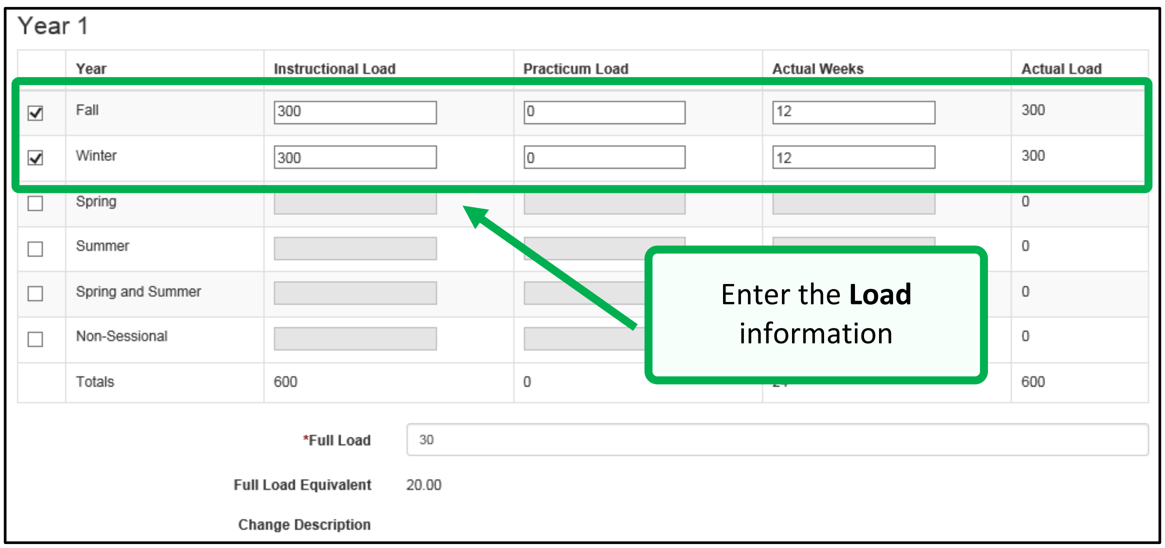


The screen refreshes to display the **Load** form for the new specialization.



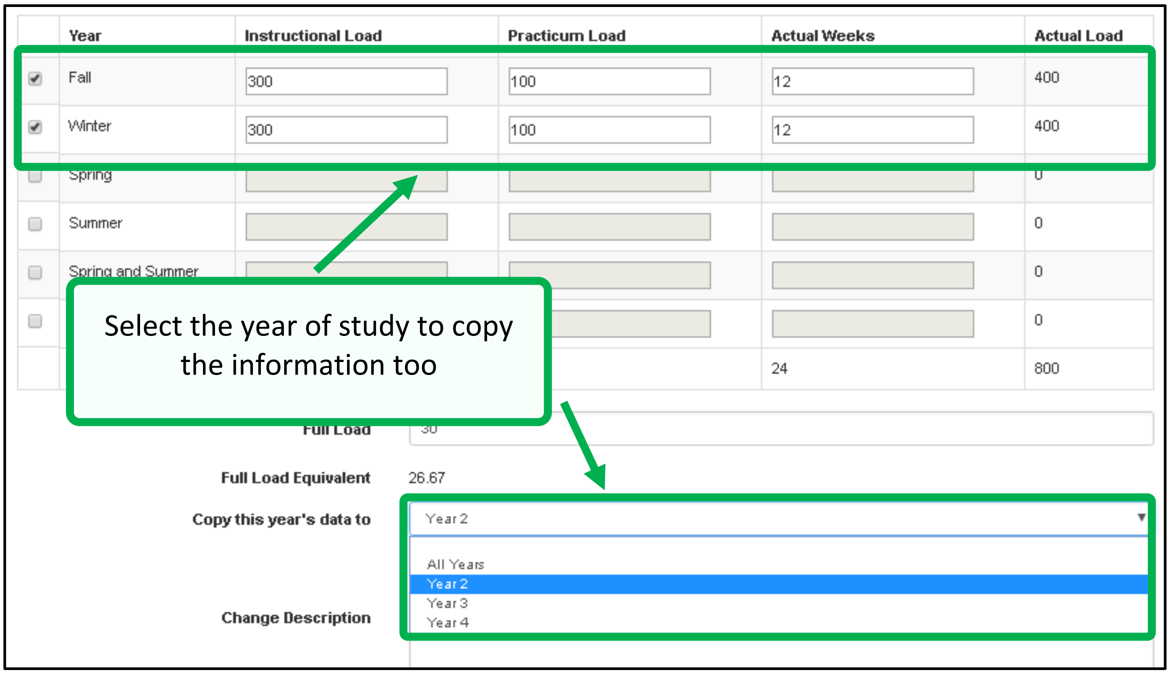
12. Select the **Year** of study to complete by click on the row.

The **Load** form refreshes to display an entry form for the **Year** selected.



13. Enter the load information for the selected year. Ensure that you check the checkbox for each session of the year, to complete the accompanying load information.
14. Click the **Save** button (at the bottom of the **Load** form) to commit your changes for the selected year of study.

Information must be entered for every year of study of the specialization in order to continue with the proposal process. If the information for following year of study is the same as the previous year, you can choose to copy the information from one year to the other. Located just below the form for the selected year, select from **Copy this year's data** drop-down list the year of study you wish to copy the information to.



15. Click the **Copy** button (*optional*).

16. Click the **Save** button - once you have completed the information for each year of study.

    If you wish to add another specialization to the program proposal, click the **Add Specialization** button at the top of the page and repeat the above steps. If not, continue to the next step.

17. Complete the steps presented in the **Adding and Completing a Template** section of this document, before returning to this section and proceeding to *step 18*.

18. Scroll to the bottom of the page to view the **Validation Messages** section and ensure that there is no messages indicating missing information.

19. Select **Request Sign-off** from the **Next Step** drop-down list and click the **Update and Submit** button.

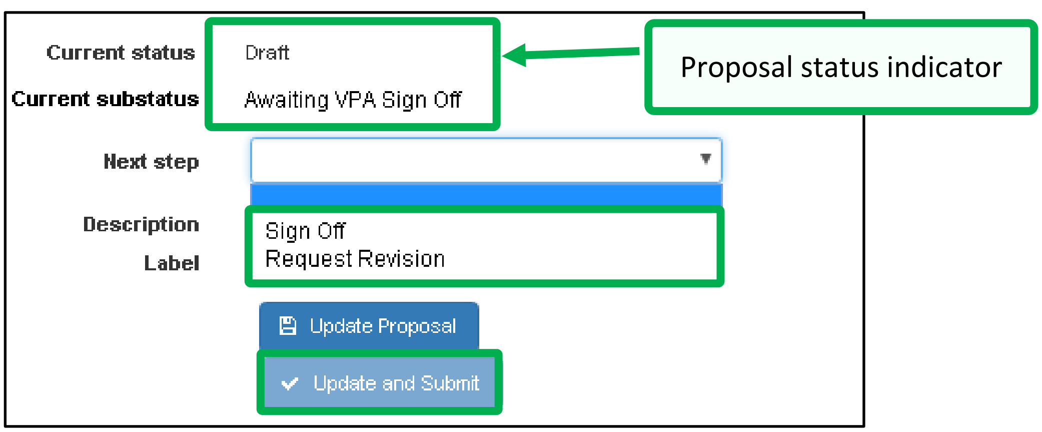
Program Proposal VPA Sign Off

Sign off of the **New Program Proposal** must be obtained in order for the proposal to be submitted to the Post-Secondary Programs branch for their review and approval.

Perform the following steps to complete the sign off by VPA for a Program Proposal

With the desired **Program Proposal Details** open -

1. Review the information provided for its accuracy.
2. Scroll to the bottom of the **Proposal Details** page and from the **Next Step** drop-down list select **Sign Off** to continue the proposal process (or **Request Revision** to return it to the previous step).
3. Click the **Update and Submit** button to continue.

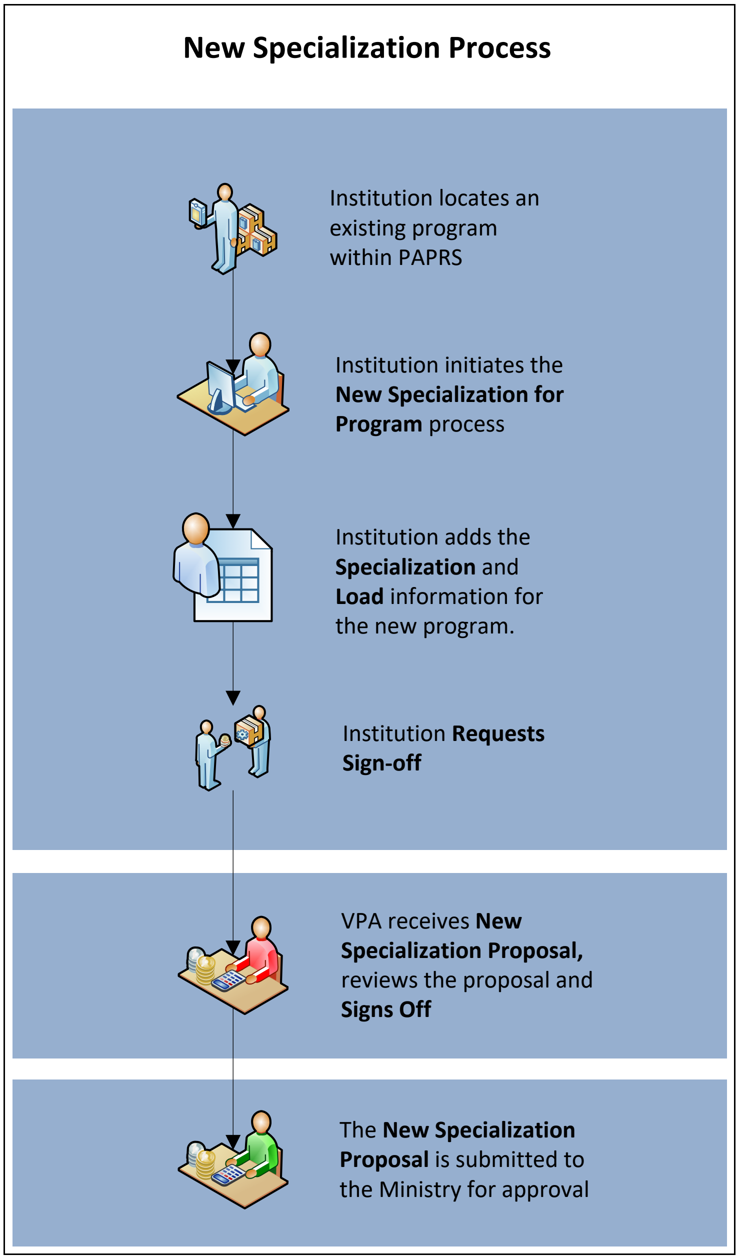


The **Current Status** value updates to indicating the proposal is *With Ministry* and is *Waiting to be assigned*.

New Specialization Proposal

The **New Specialization Proposal** allows the institution to add a new specialization to an approved and active program. In the following section, we present the **New Specialization Proposal** process.

New Specialization Proposal Process



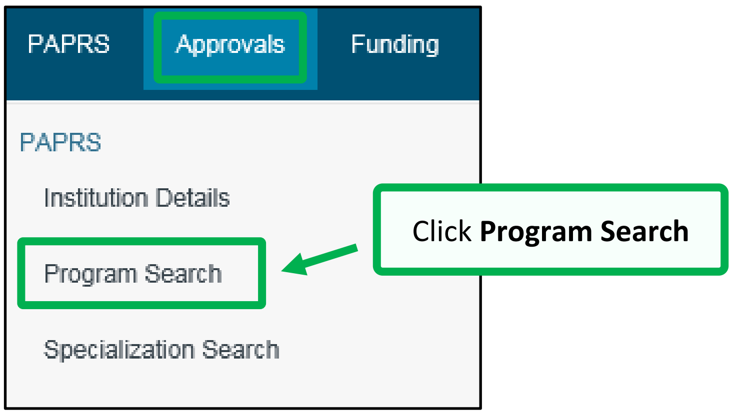
Classification: Protected A

Adding a Specialization to an Active Program

Perform the following steps to add a specialization to an Active Program.

From the **Approvals** home page -

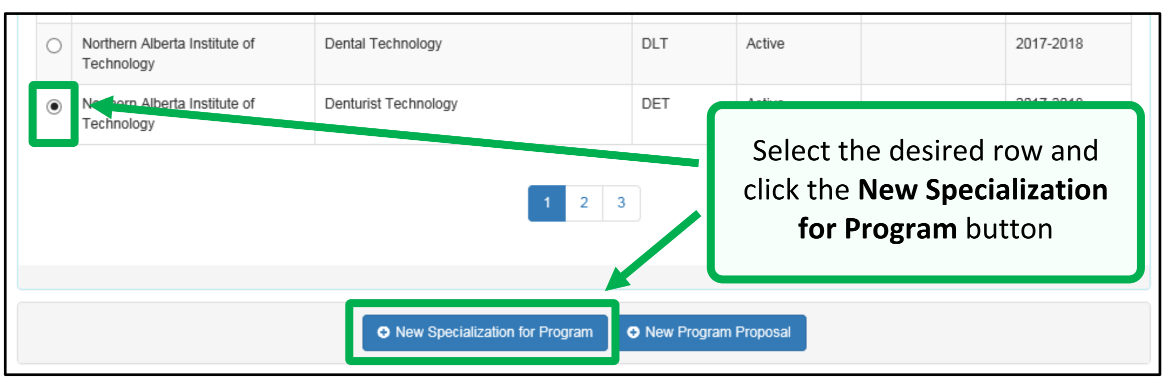
1. Click **Program Search** - in the quick launch area on the left side of the window.



2. Perform a search for the desired program you wish to add a specialization to.

   Please see the section in this document, **Program Search** for more information on searching for a program.

3. Click the radio button in the right column of the desired program row.
4. Click the **New Specialization for Program** button

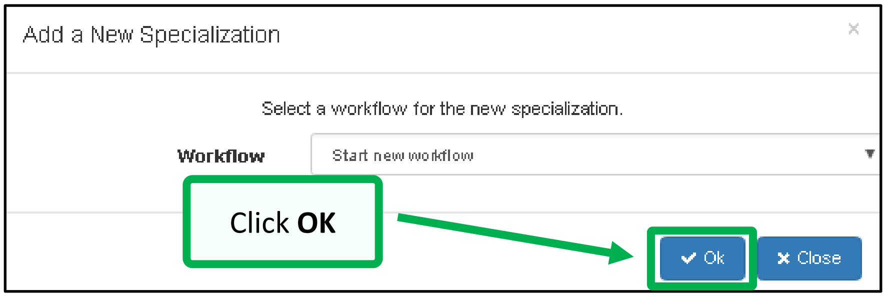


Note

The **New Specialization for Program** button is only be available for a program record with the **Program Status** marked as *Active* and **In Progress Status** as *blank*.

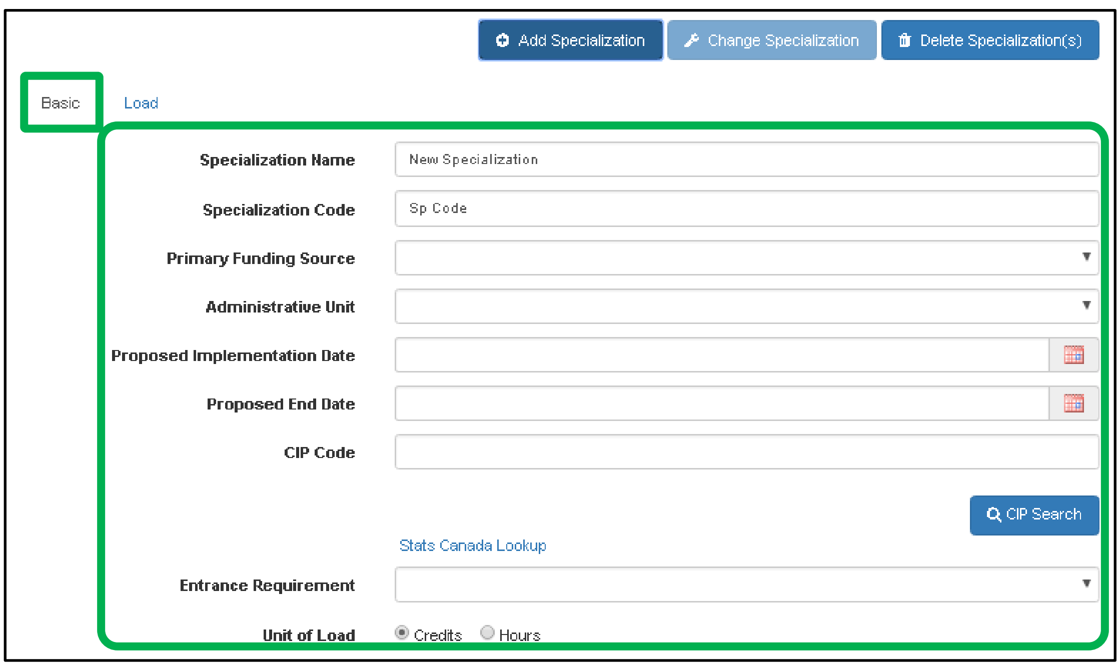
The **Add a New Specialization** popup window is displayed

5. Click the **OK** button to continue with the proposal process.



The screen refreshes to display the **Proposal Details** page with the **Specialization** tab active.

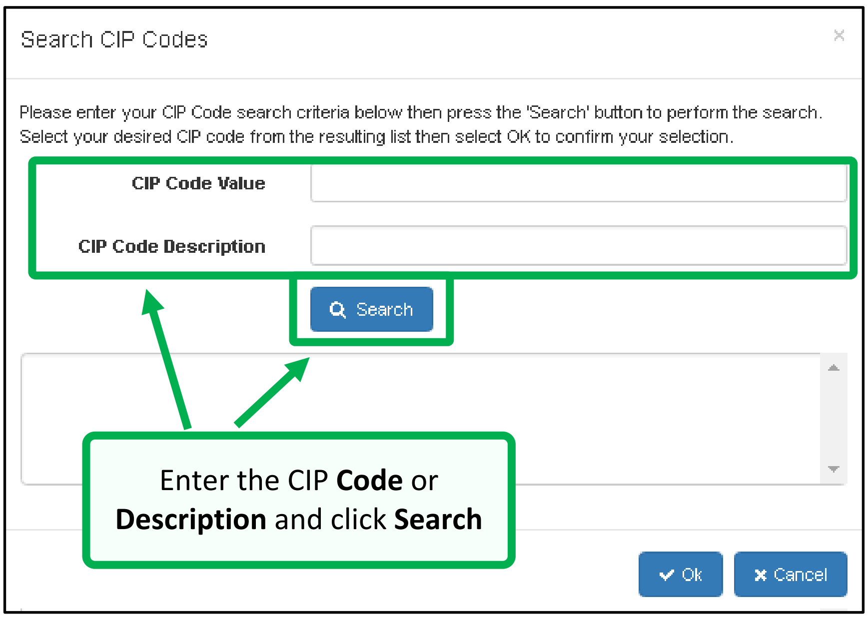
6. Click the **Specialization** tab, followed by the **Add Specialization** button.
7. Complete the **Basic** section of the form for the **Specialization** by entering the information for the new specialization. Fields marked with a red asterisk are mandatory.



Note For the **CIP Code** field, if you require additional information for entering the appropriate code, click on **Stats Canada Lookup** link provided to reference the Statistics Canada website to access their lookup service. Once you have referenced the Statistics Canada site, return to the form to select the appropriate **CIP Code** for the specialization being completed. Click the **Search** button to access the search form.

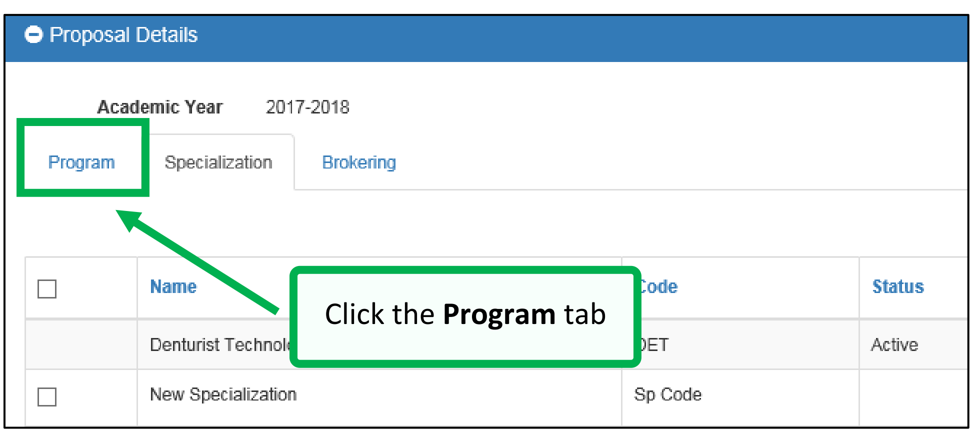
The **Search CIP Code** popup window is displayed.

8. Enter a keyword in the **CIP Code Value** or the **CIP Code Description** and click **Search**.
9. Select the row from the listing results and then click **OK** to confirm the selection.



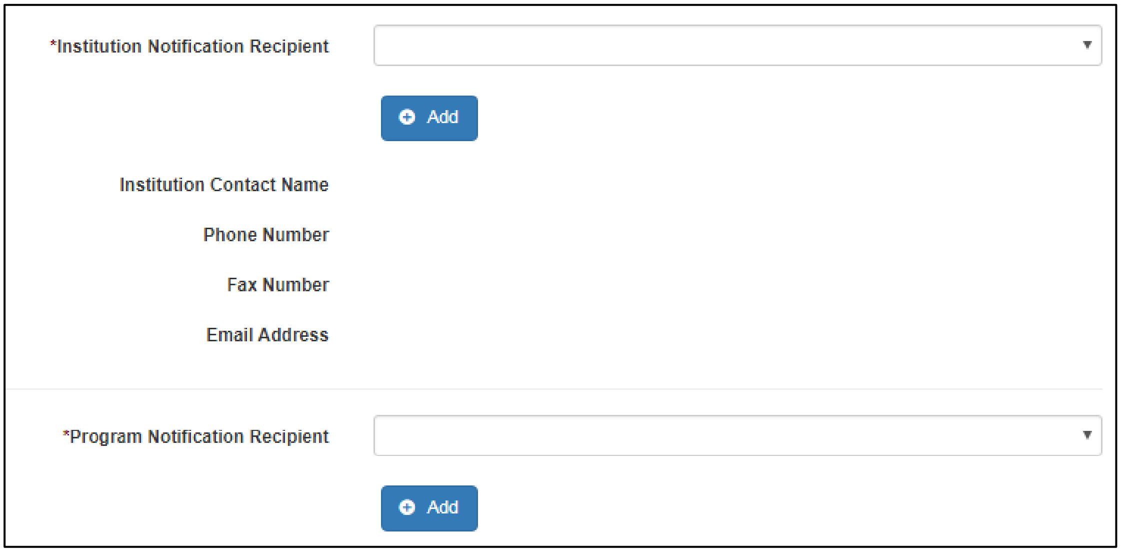
The form refreshes to display the **CIP Code** field populated with the selected code.

10. Click the **Program** tab (*top of the **Proposal Details** page*).



Classification: Protected A

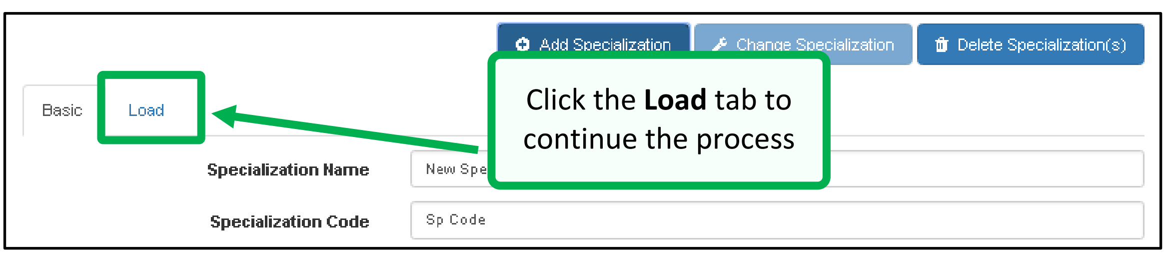
11. Select the information required from the **Institution Notification Recipient** and **Program Notification Recipient** dropdown lists, under the **Program** tab.



Note

To add a new **Notification Recipient** simply click the appropriate **Add** button and complete the displayed fields. The **Area Code** field requires a 3-digit number, for example 780.

12. Scroll to the bottom of the page and click the **Update Proposal** button to save your changes.
13. Click the **Specialization** tab and enter the remaining information on the **Basic** tab for the **Specialization**.
14. Click the **Load** tab.

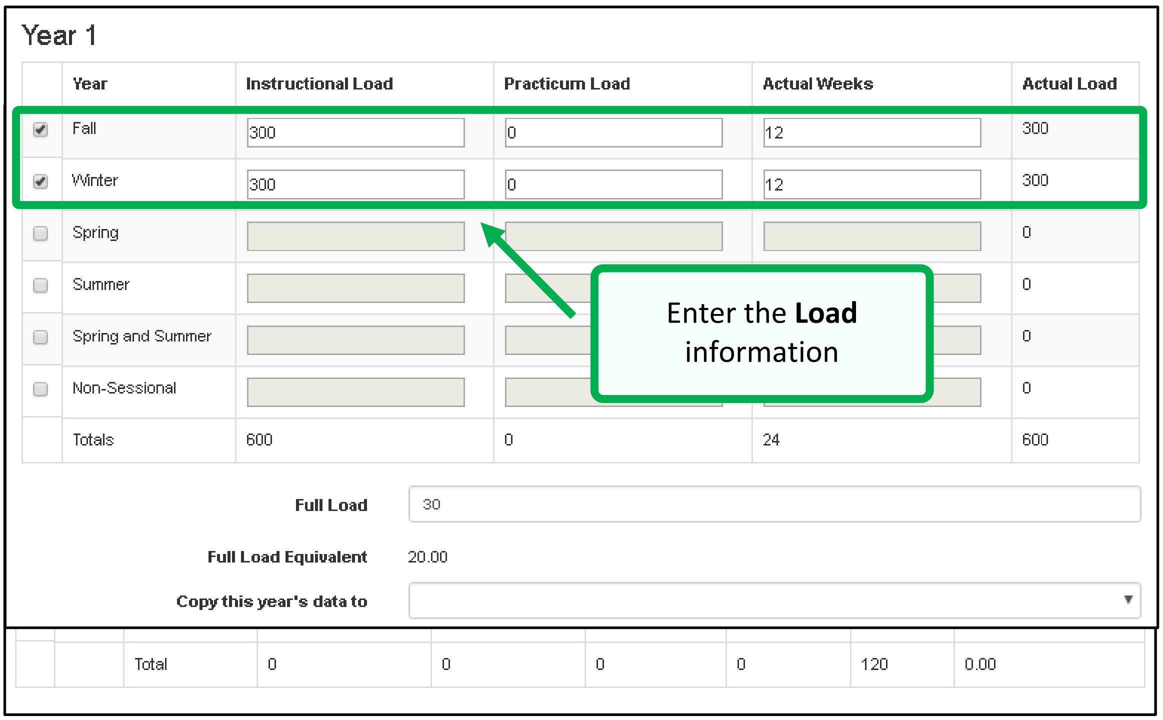


The screen refreshes to display the **Load** form for the new specialization.

15. Select the **Year** of study to complete.

    The **Load** form refreshes to display an entry form for the **Year** selected.

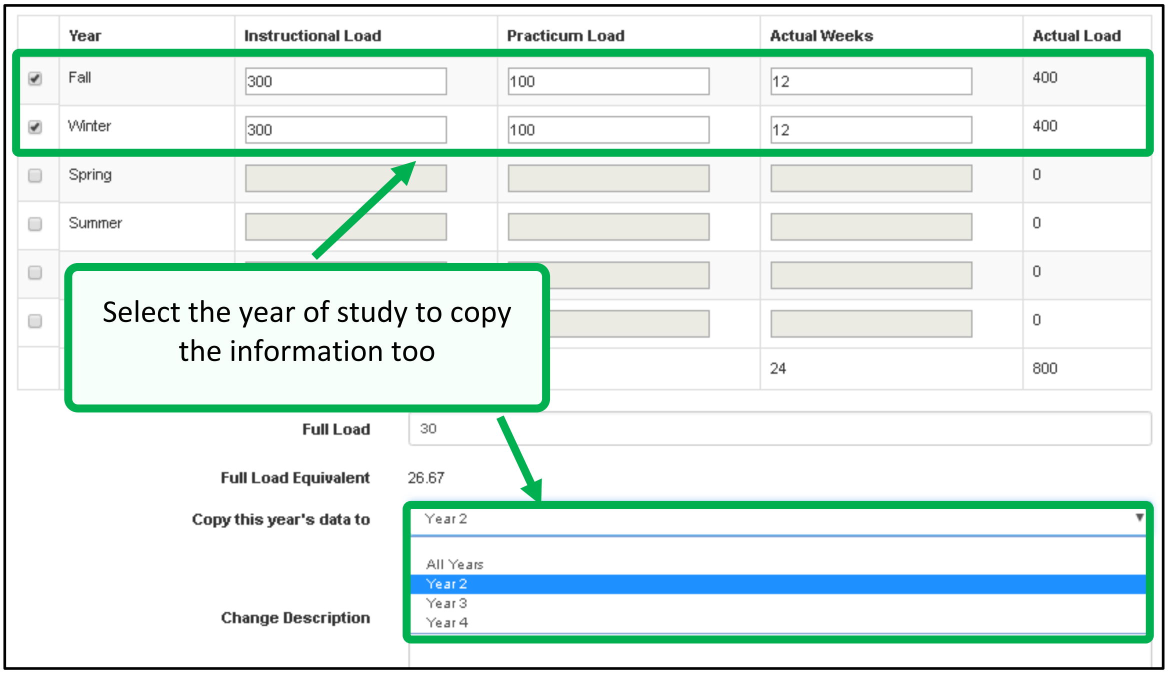
16. Enter the load information for the selected year. Ensure that you check the checkbox for each session of the year, to complete the accompanying load information.



17. Click the **Save** button (*at the bottom of the **Load** form*) to commit your changes for the selected year of study.

Note

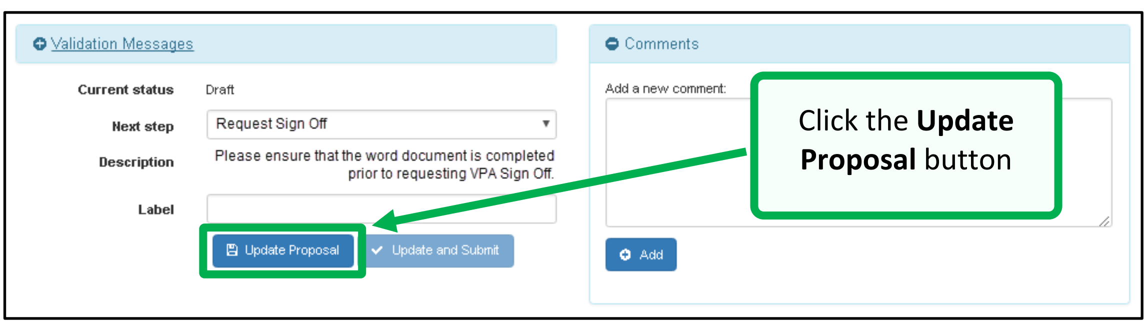
Information must be entered for every year of study of the specialization in order to continue with the proposal process. If the information for following year of study is the same as the previous year, you can choose to copy the information from one year to the other. Located just below the form for the selected year, select from **Copy this year's data** drop-down list the year of study you wish to copy the information to.



18. Click the **Copy** button (*optional*).
19. Click the **Save** button - once you have completed the information for each year of study.

If you wish to add another specialization to the program proposal, click the **Add Specialization** button at the top of the page and repeat the above steps. If not, continue to the next step.

20. Scroll to the bottom of the page to view the **Validation Messages** section and ensure that there are no messages indicating missing information.



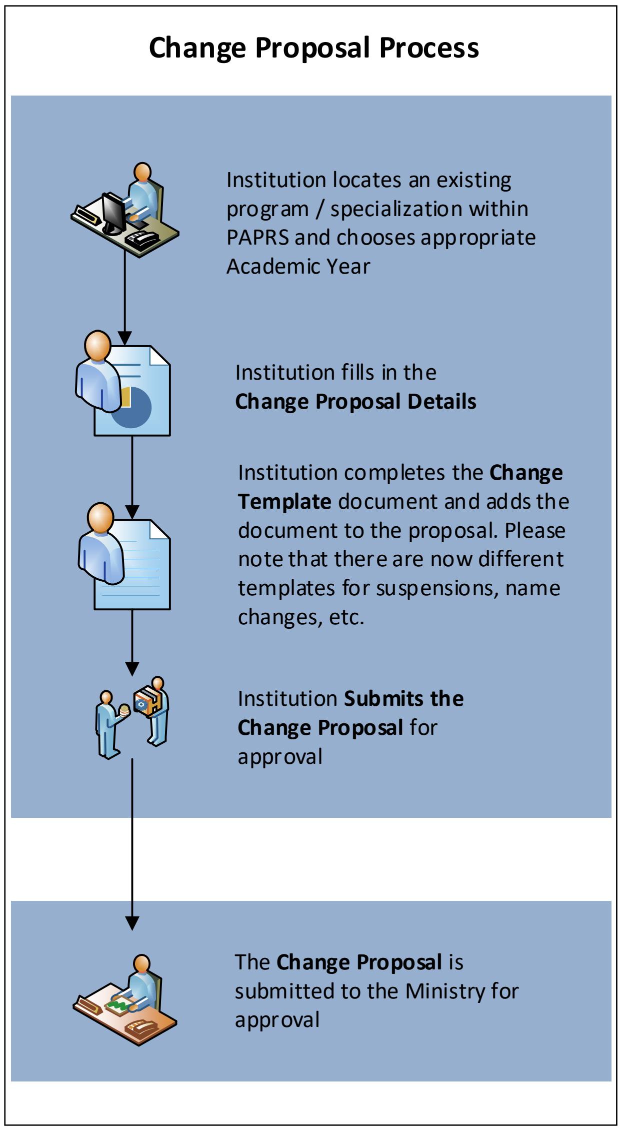
21. Click the **Update Proposal** button.
22. Complete the steps presented in the [Updating a Template](#) section of this document.

Change Proposals

A. The **Program Change Proposal** allows institutions to request changes to a program they offer such as **Name Change**, **Suspension, Re-Activation** and **Termination**.

B. The **Specialization Change Proposal** allows the institution to request changes to a specialization they offer such as **Details Change, Load Change, Suspension, Re-Activation** and **Termination**.

Change Proposal Process

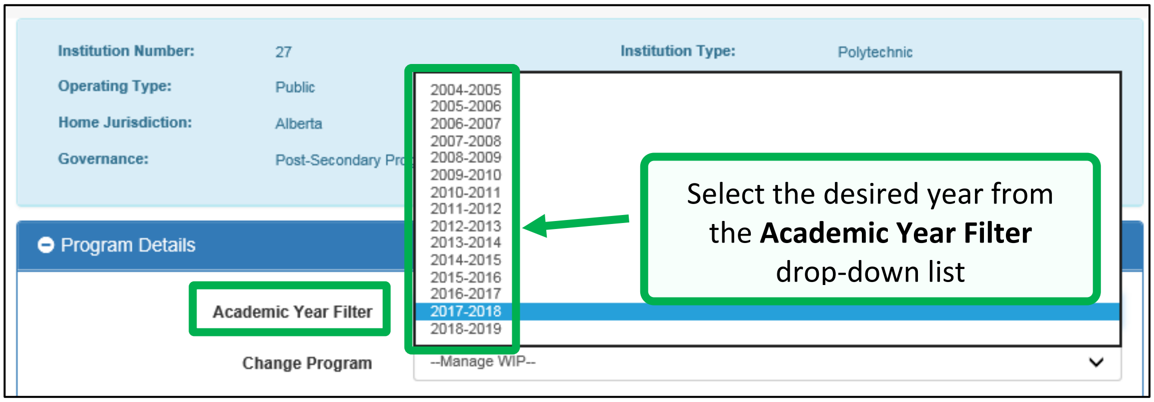


Initiating the Change Proposal

The first step of the **Change Proposal** process is initiating the proposal.

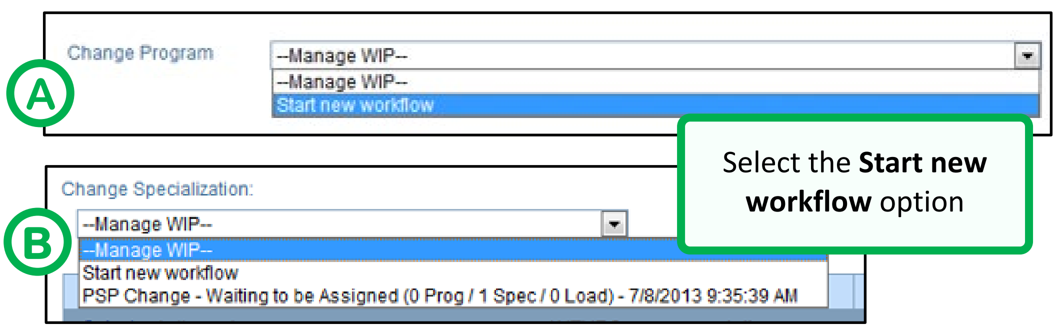
Perform the following steps to initiate a Change Proposal:

1. Open the record to be changed.
2. Click the **Academic Year Filter** drop-down list and select the year you wish to work with.



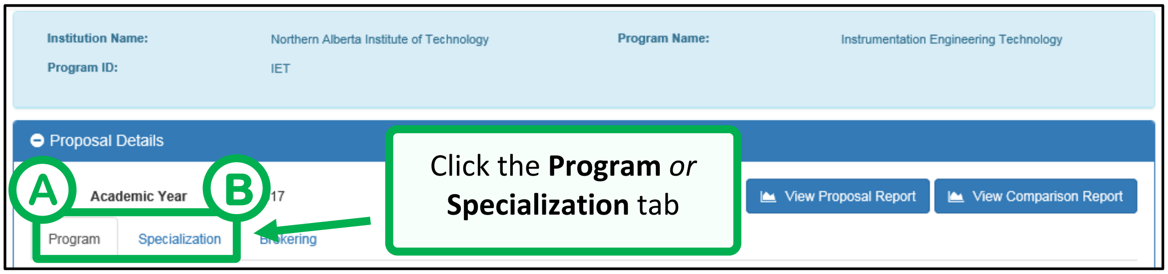
Note By default the current **Academic Year** is selected when this screen loads unless the current academic year is locked, then it defaults to the following year.

3. Select the **Start new workflow** option from the **Change Program** or **Change Specialization** drop-down list - just below the **Academic Year Filter** drop-down list.

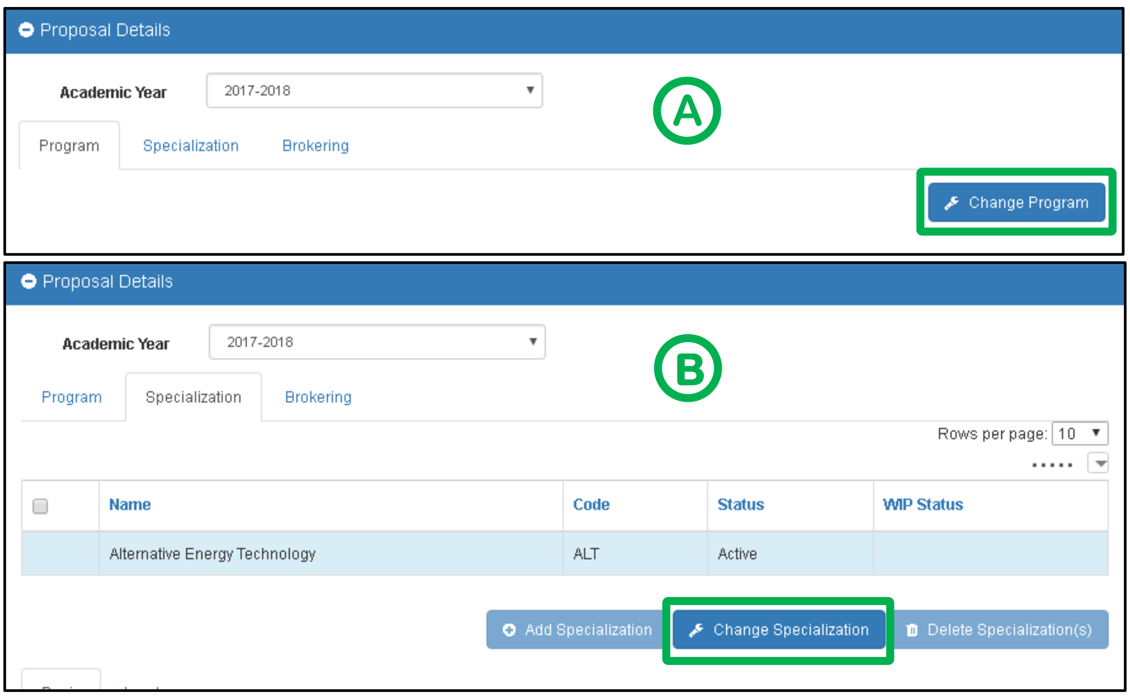


The screen refreshes to display the **Proposal Details** page.

4. Click the **Program** or **Specialization** tab.



5. Click the **Change Program** or the **Change Specialization** button.

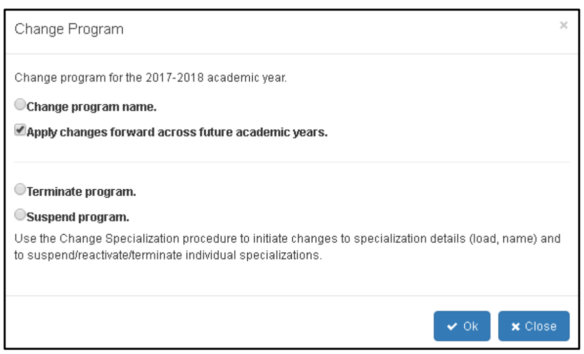


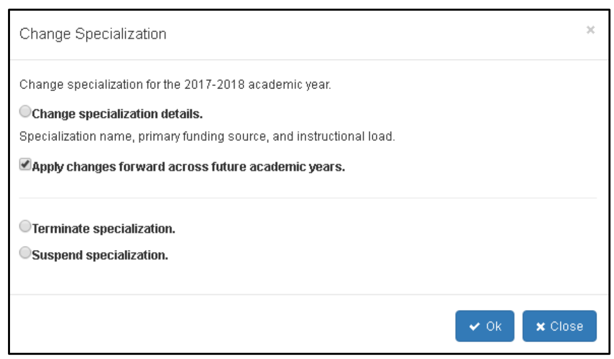
Note The **Change Program** button is found in the top right corner of the tab, the **Change Specialization** button is found in the bottom right corner of the tab.

The **Change Program** *or* **Change Specialization** pop up window is displayed.

6. Select the one of the following:

A - Change Programs	**B - Change Specializations**
Change program name	Change specialization details
Terminate Program	Terminate Specialization
Suspend Program	Suspend Specialization
Re-Activate Program	Re-Activate Specialization





Note By default, the **Apply changes forward across future academic years** is selected. If this option is not required, then uncheck it and the changes being requested are only be applied to the current selected academic year.

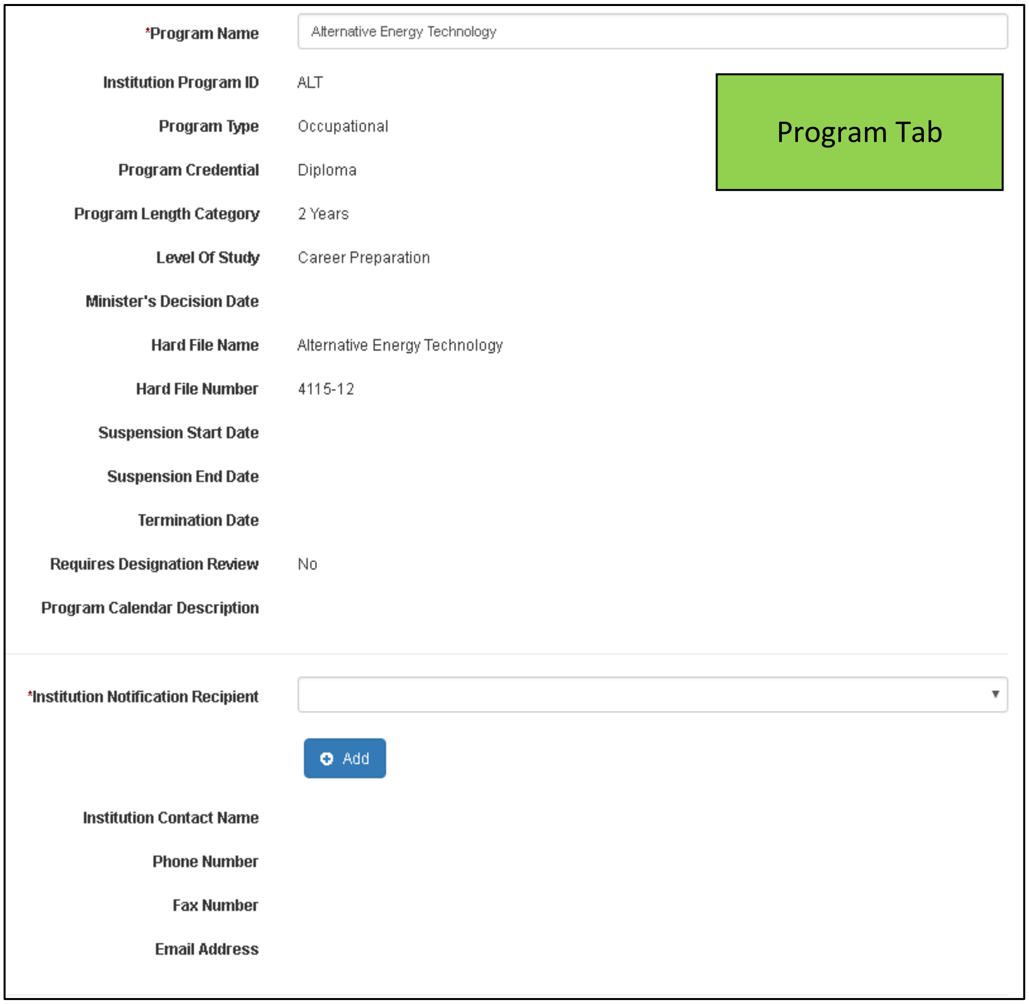
7. Click the **OK** button to continue - once you have made your selections.

   The screen refreshes to display the **Proposal Details** page.

8. Complete the required fields, entering the desired changes on the **Program** and **Specialization** tabs - as necessary.

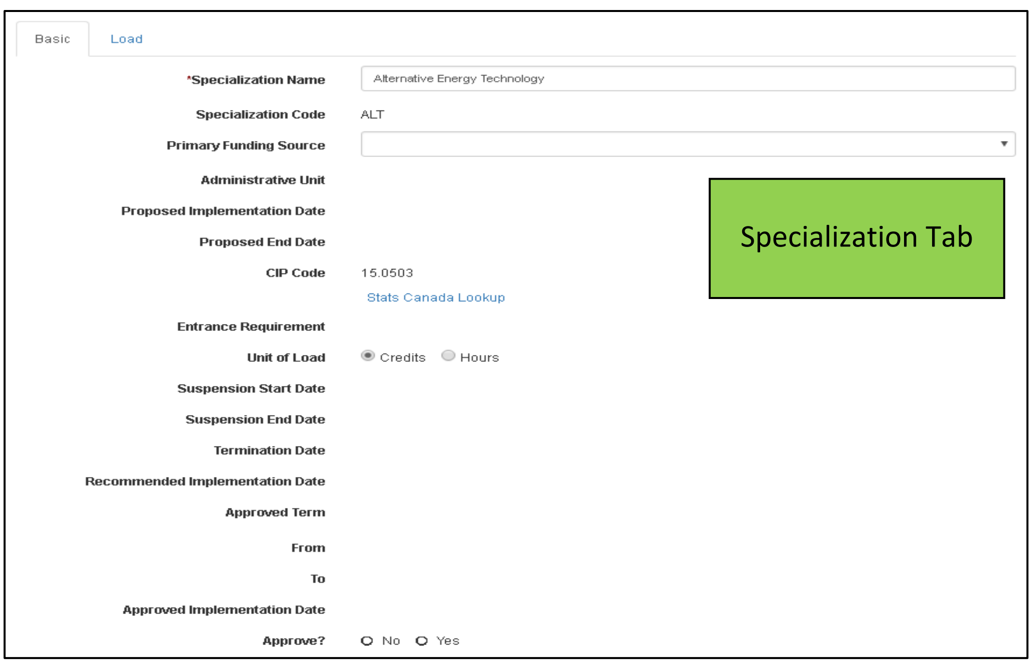
Note All fields marked with a red asterisk are mandatory.

Classification: Protected A



Program Tab

*Program Name	Alternative Energy Technology
Institution Program ID	ALT
Program Type	Occupational
Program Credential	Diploma
Program Length Category	2 Years
Level Of Study	Career Preparation
Minister's Decision Date	
Hard File Name	Alternative Energy Technology
Hard File Number	4115-12
Suspension Start Date	
Suspension End Date	
Termination Date	
Requires Designation Review	No
Program Calendar Description	
*Institution Notification Recipient	
	Add
Institution Contact Name	
Phone Number	
Fax Number	
Email Address	

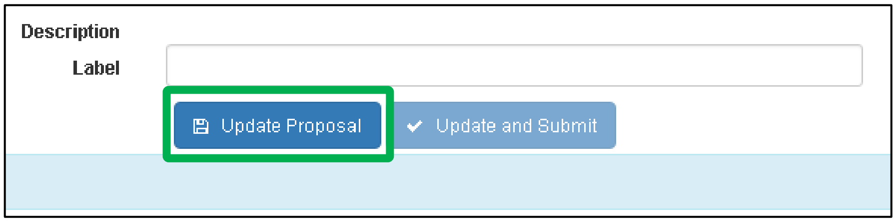


Basic Load

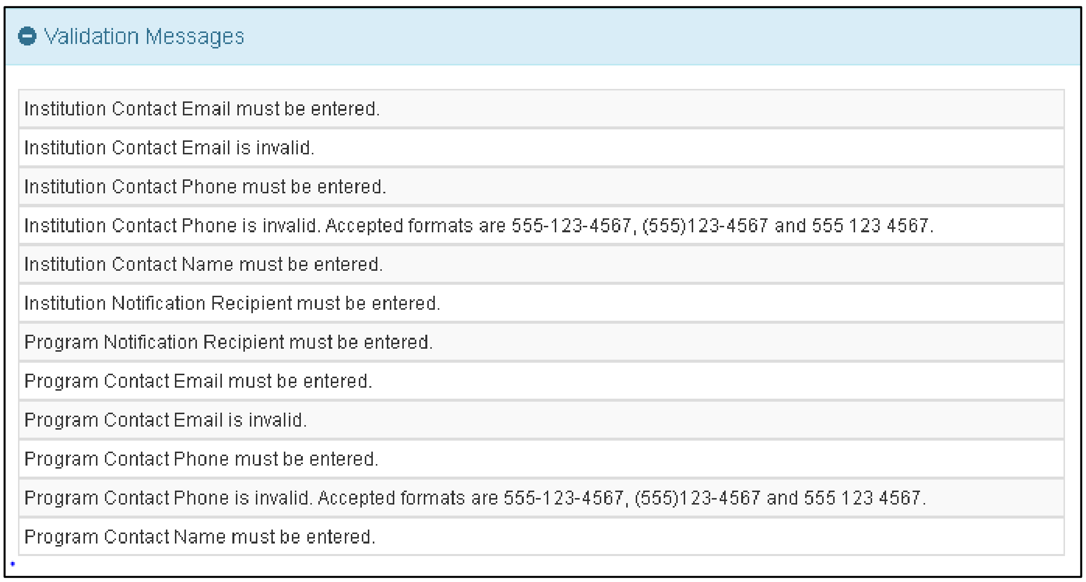
Specialization Tab

*Specialization Name	Alternative Energy Technology
Specialization Code	ALT
Primary Funding Source	
Administrative Unit	
Proposed Implementation Date	
Proposed End Date	
CIP Code	15.0503 Stats Canada Lookup
Entrance Requirement	
Unit of Load	Credits Hours
Suspension Start Date	
Suspension End Date	
Termination Date	
Recommended Implementation Date	
Approved Term	
From	
To	
Approved Implementation Date	
Approve?	No Yes

9. Scroll to the bottom half of the page and click the **Update Proposal** button to commit your changes.



10. Review the **Validation Messages** section of the page - at the bottom of the **Proposal Details** page. If there are any messages indicated in that section, complete the necessary sections of the **Program** and / or **Specialization** tabs, to satisfy the conditions.



You are unable to proceed in the process until all messages in the **Validation Messages** section have been addressed.

11. Continue to the **Adding and Completing the Change Template** section to complete the change proposal process.

    Once the **Change Proposal** has been initiated, the appropriate **Change Template** must be added to the proposal with the necessary information included.

12. Complete the steps presented in the [Adding and Completing a Template](#) section of this document, before returning to the next section (*below*), **Submitting the Change Proposal**.

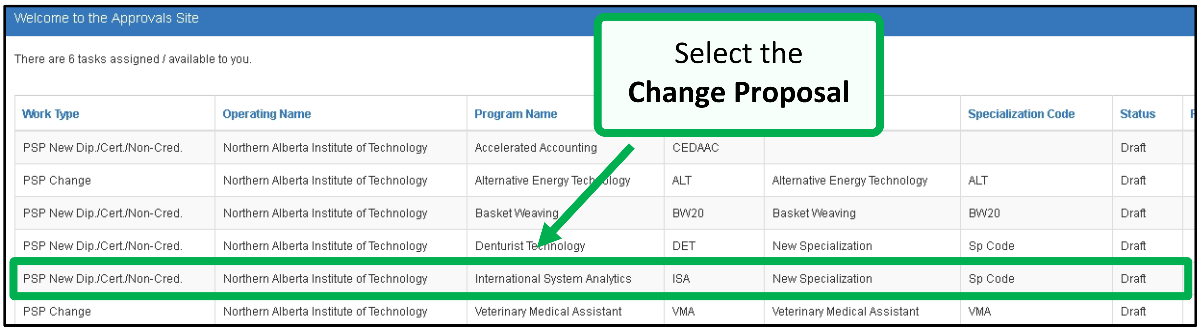
Classification: Protected A

Submitting the Change Proposal

Once you have completed updating the program details and have finalized the change template document, the **Change Proposal** can be submitted for approval.

Perform the following steps to submit the Change Proposal.

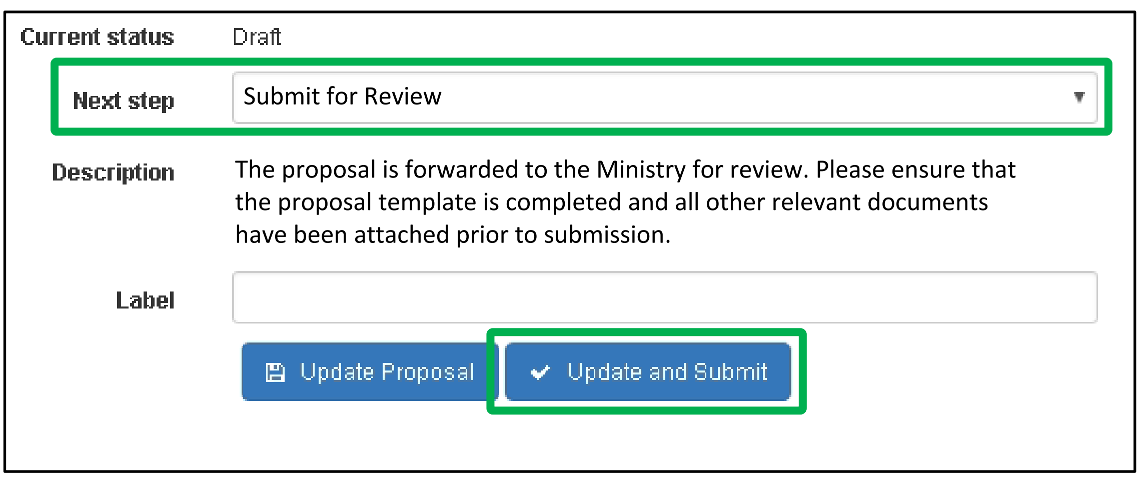
1. Select the **Change Proposal** you wish to submit from the listing on the **Approvals** home page by clicking the desired row.



Work Type	Operating Name	Program Name			Specialization Code	Status
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Accelerated Accounting	CEDAAC			Draft
PSP Change	Northern Alberta Institute of Technology	Alternative Energy Technology	ALT	Alternative Energy Technology	ALT	Draft
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Basket Weaving	BW20	Basket Weaving	BW20	Draft
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Denturist Technology	DET	New Specialization	Sp Code	Draft
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	International System Analytics	ISA	New Specialization	Sp Code	Draft
PSP Change	Northern Alberta Institute of Technology	Veterinary Medical Assistant	VMA	Veterinary Medical Assistant	VMA	Draft

The screen refreshes to display the **Proposal Details** page.

2. Scroll to the bottom of the page and select the **Submit for Review** option, from the **Next step** drop-down list.
3. Click the **Update and Submit** button to complete the submission.

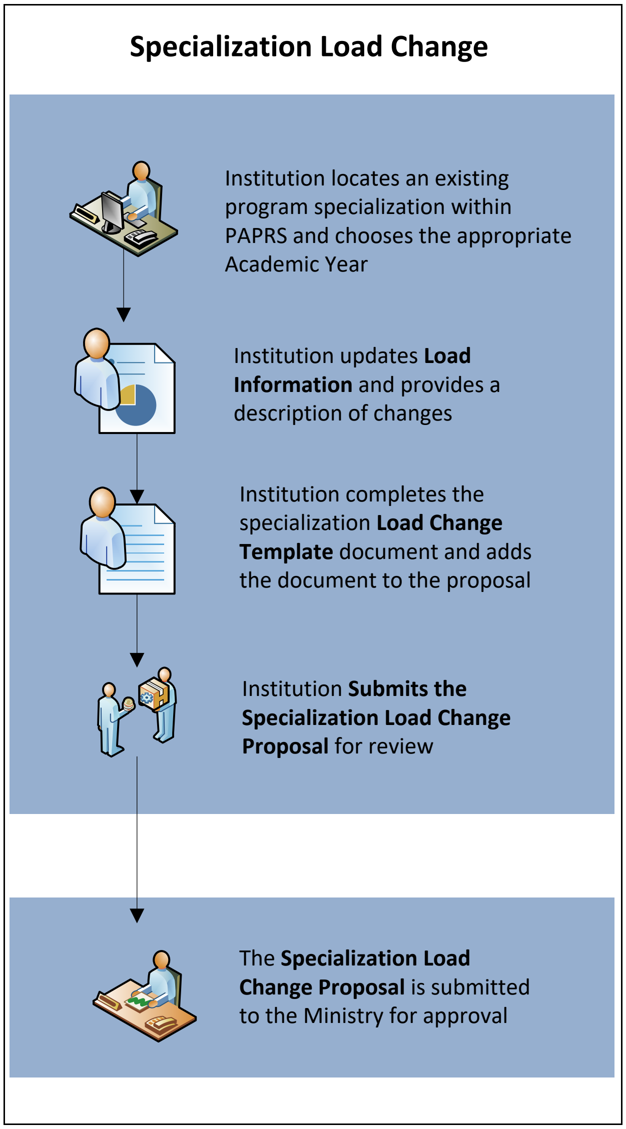


Classification: Protected A

Specialization Load Change Proposal

The **Specialization Change Proposal** allows the institution to request changes to a specialization **Load Change**. The following section demonstrates the **Specialization Load Change** proposal process.

Specialization Load Change Proposal Process

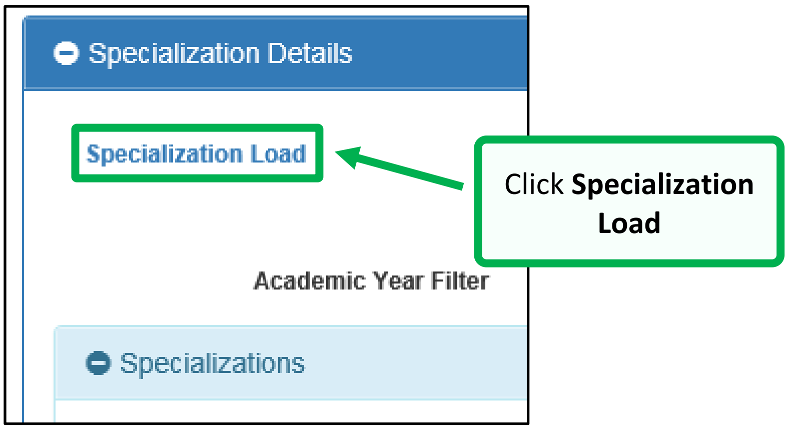


Initiating the Specialization Load Change Proposal

The first step of the **Specialization Load Change Proposal** is to initiate the proposal with a specialization load change.

Perform the following steps to Initiating the Specialization Load Change Proposal.

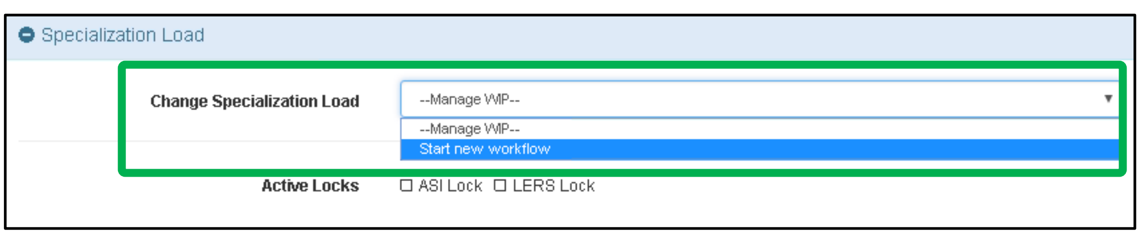
1. Perform a search to locate the desired **Specialization Details** record.
2. Click the **Specialization Load** link to access the specialization load totals, from the desired **Specialization Details** screen.



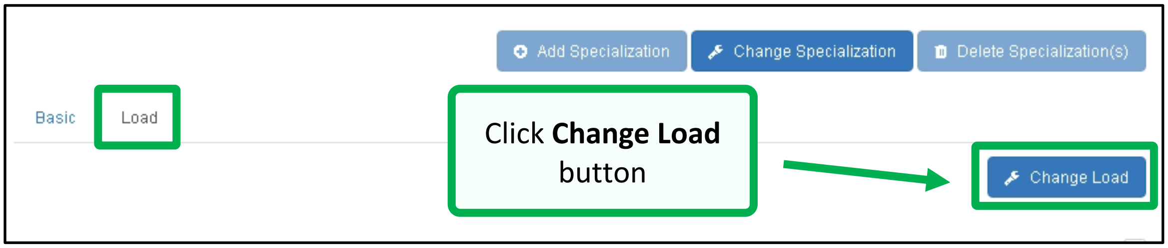
The screen refreshes to display the **Specialization Summary and Details page** with load totals.

3. Select the academic year you wish to update, from the **Academic Year Filter** list.

4. Select **Start New Workflow** from the **Change Specialization Load** dropdown.



5. Click the **Load** tab followed by the **Change Load** button.



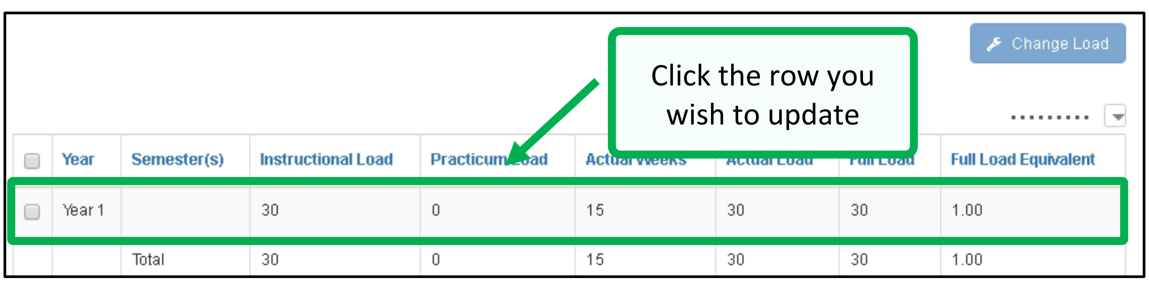
The **Change Load** popup window is displayed

6. Select the appropriate radio button.

Note: Specifying the academic and "... and all subsequent years" affects the selected academic year and the academic years to follow.

The screen refreshes to display the **Proposal Details** page with the **Specialization** tab active and the **Load** tab in edit mode.

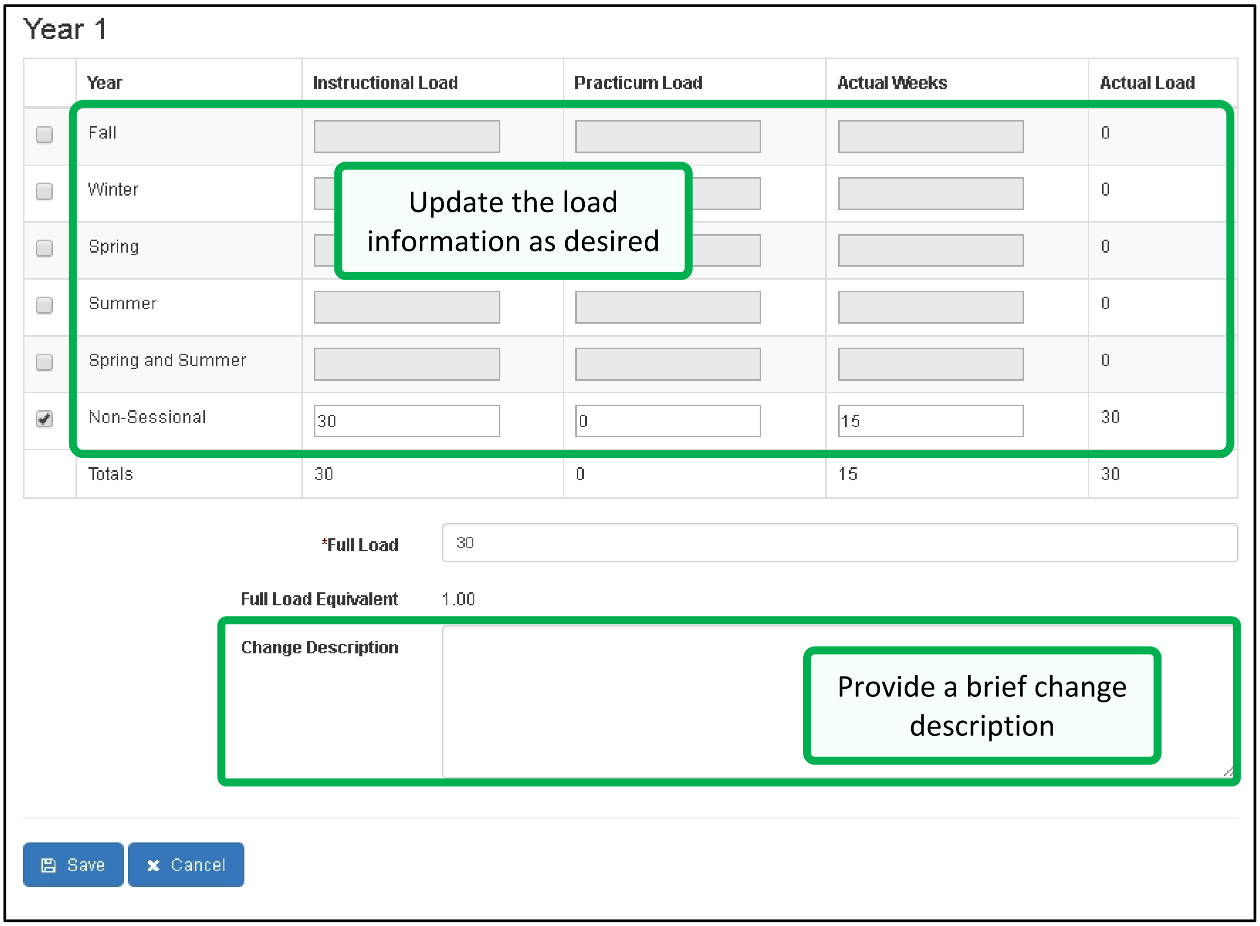
7. Click the row you wish to update - from the load table displayed.



The screen refreshes to display the selected year of study information displayed below the load table.

Classification: Protected A

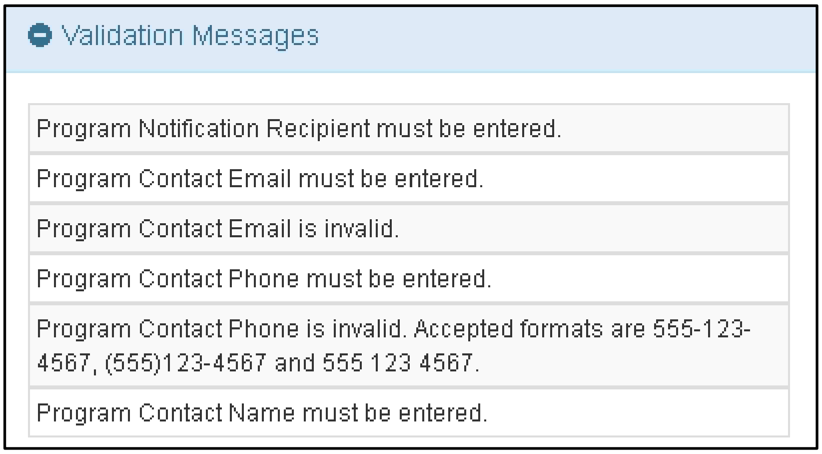
8. Update the desired information for the selected year of study and provide a brief description of the change in the **Change Description** field.



Note If the load information updated applies to other years of study, select from the **Copy this year's data to** list the year of study for which this change in load also applies to and then click the **Copy** button to apply those changes.

9. Click the **Save** button, to commit the changes.

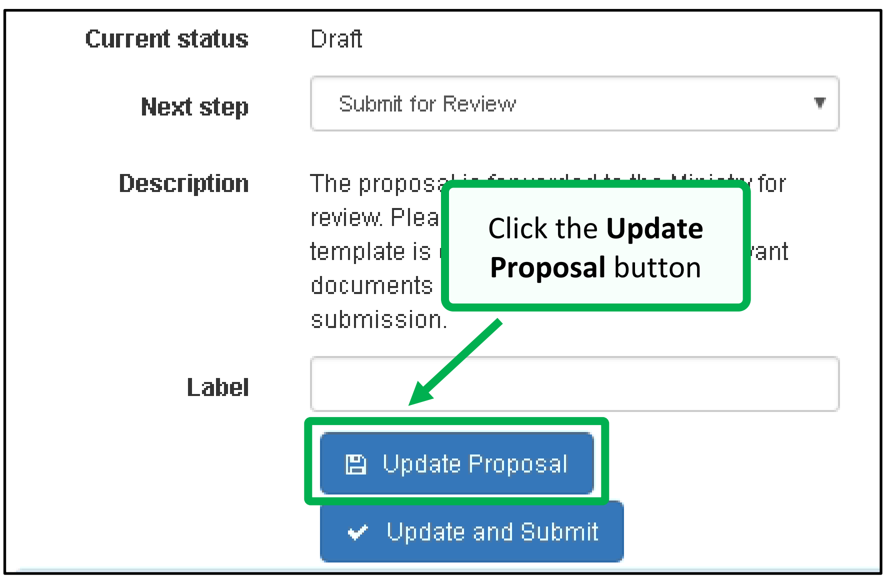
10. Review the **Validation Messages** at the bottom of the **Proposal Details** page.



If there are any messages indicated in that section, complete the necessary sections of the **Specialization** fields to satisfy the conditions being indicated.

Note You are unable to continue with the process until all messages in the **Validation Messages** section have been addressed.

11. Click the **Update Proposal** button to commit your changes.



12. Complete the steps presented in the [Adding and Completing a Template]() section of this document, before returning to the next section (*below*), **Submitting the Specialization Load Change Proposal**.

Classification: Protected A

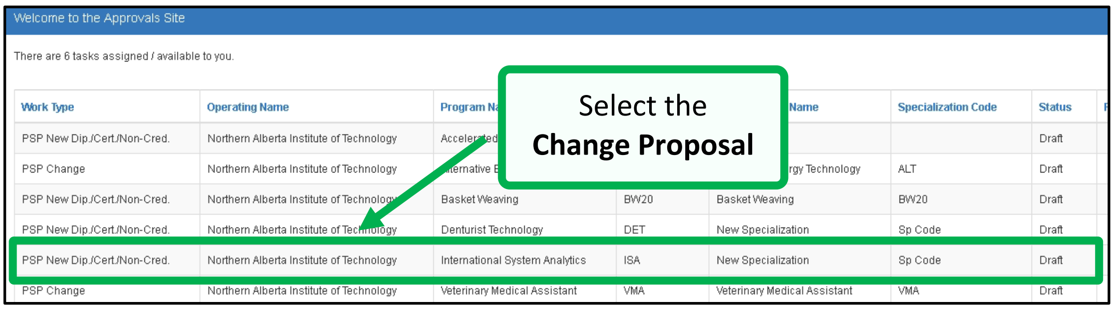
Submitting the Specialization Load Change Proposal

Once you have completed updating the program details and have finalized the Load Change Template document, the **Specialization Load Change Proposal** must be submitted for approval.

Perform the following steps to submit the Specialization Load Change Proposal.

From the **Approvals** home page -

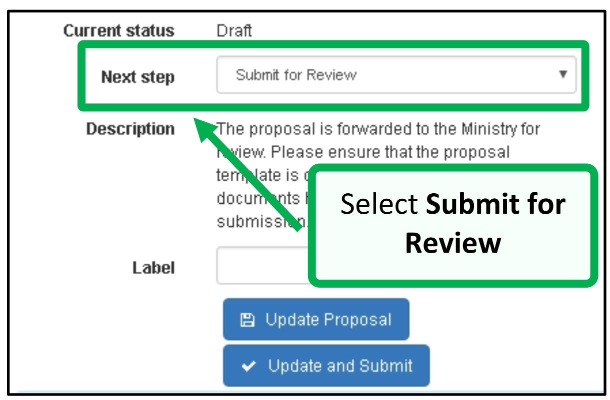
1. Select the **Specialization Load Change Proposal** you wish to submit from the listing.



The screen refreshes to display the **Proposal Details** page.

2. Scroll to the bottom of the page and select the **Submit for Review** option from the **Next step** drop-down list.
3. Click the **Update and Submit** button to complete the submission.

   The screen refreshes to display a message indicating that the record was updated and submitted successfully.



TEMPLATES

Document Templates are added to a proposal when new proposals are created, or when existing programs and specializations are updated.

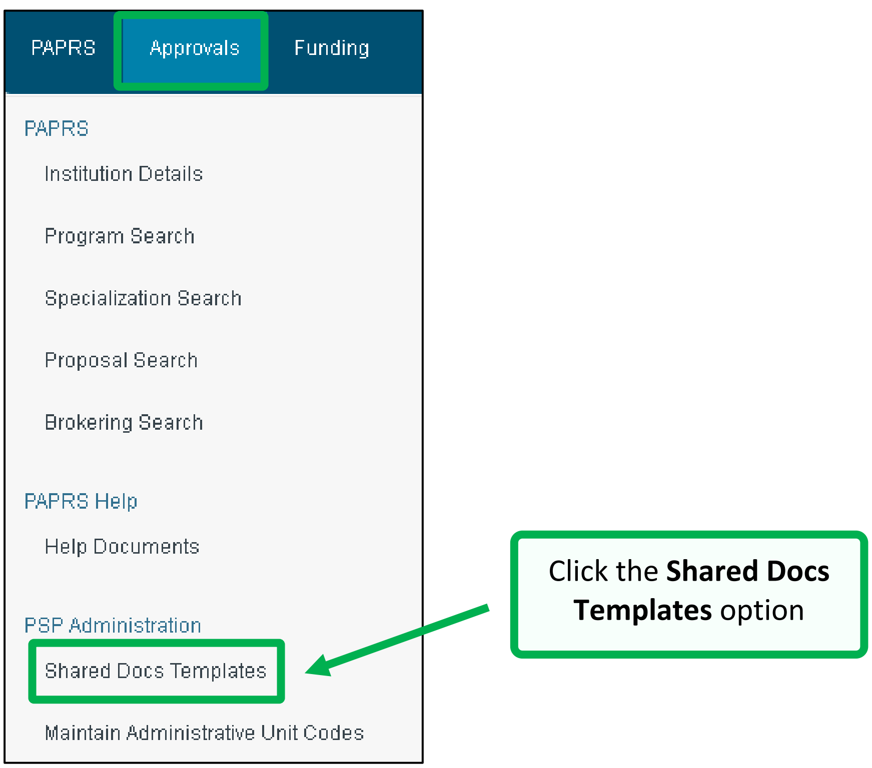
Adding and Completing a Template

Once a **Change Proposal** has been initiated, the appropriate **Change Template** must be added to the proposal with the necessary information included.

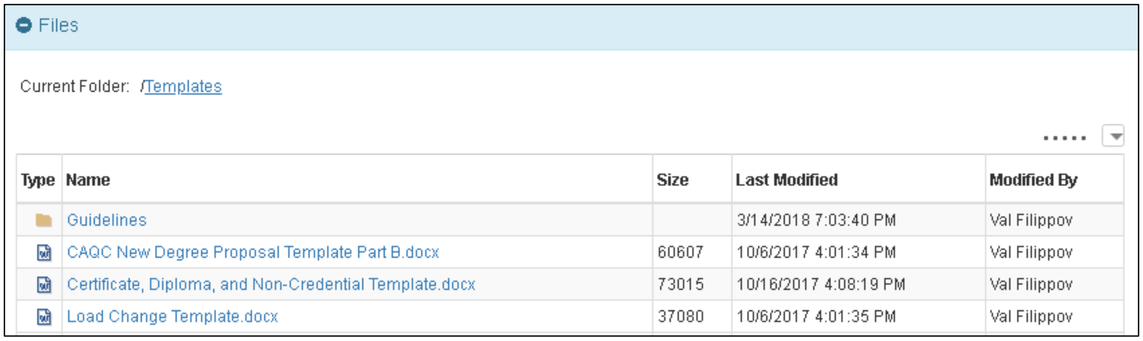
Perform the following steps to add and complete the Change Template:

From the **Approvals** home page, under the **PSP Administration** heading -

1. Click the **Shared Doc Templates** option - in the quick launch area on the left side of the window.



The screen refreshes to display a listing of change template documents.



Type	Name	Size	Last Modified	Modified By
	Guidelines		3/14/2018 7:03:40 PM	Val Filippov
	CAQC New Degree Proposal Template Part B.docx	60607	10/6/2017 4:01:34 PM	Val Filippov
	Certificate, Diploma, and Non-Credential Template.docx	73015	10/16/2017 4:08:19 PM	Val Filippov
	Load Change Template.docx	37080	10/6/2017 4:01:35 PM	Val Filippov

2. Click the name of the appropriate **Template** document.

   The document will download to your computer.

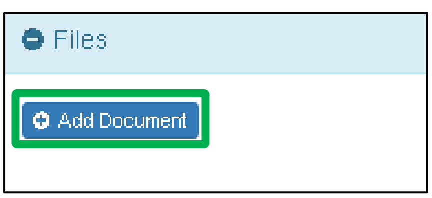
3. Update the document name by adding the **Program** / **Specialization** name to the template name.
4. Open the saved document and complete the requested information.
5. Save and close the document.
6. Return to PAPRS and click the **Approvals** tab.

   The page refreshes to display a listing of current task assigned to you.

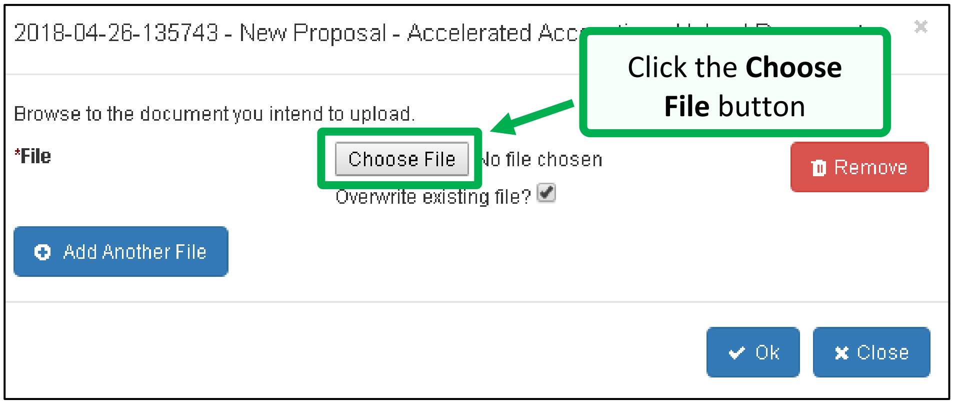
7. Click the row of the record you want to work on.

   The page refreshes to display the **Proposal Details** page.

8. Scroll to the **Proposal Documents** section - *bottom of the page*.
9. Click the **Add Document** button.

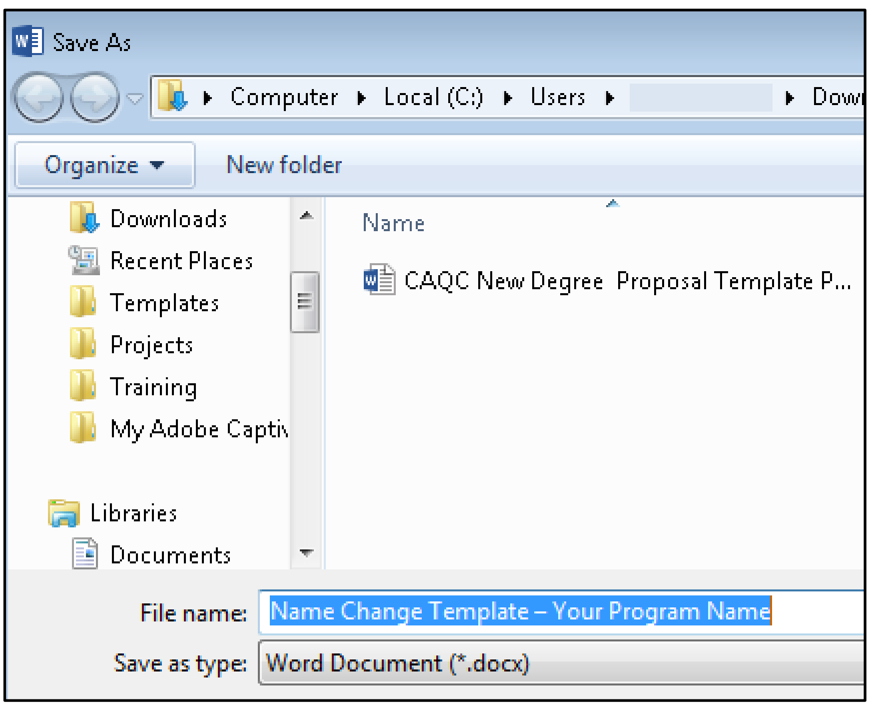


The **Files** popup window is displayed.



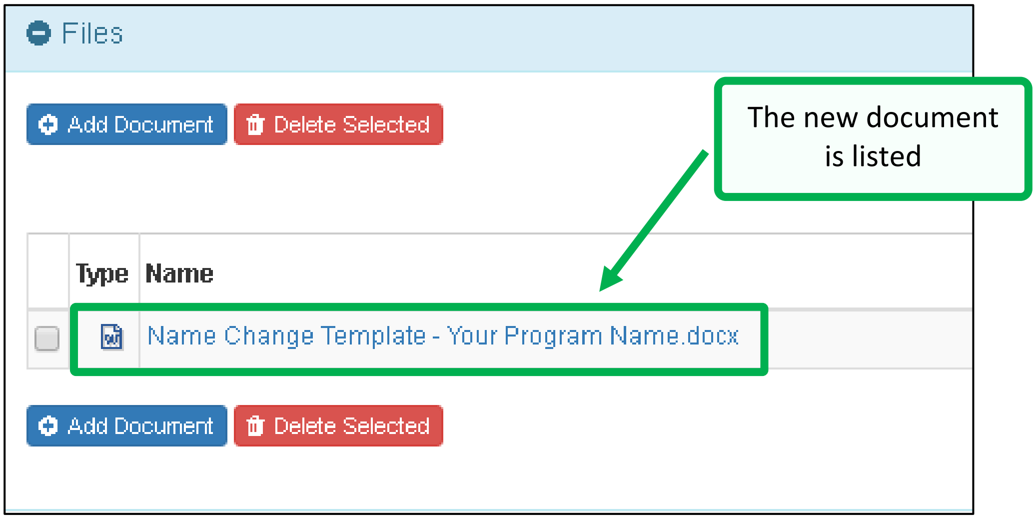
10. Click the **Choose File** button.
11. Locate your updated and saved **Change Template** file.
12. Click the **Open** button.

The **Upload Document** popup window is displayed



13. Click the **OK** button.

The page refreshes to display the document added to the **Files** section of the **Proposal Details** page.



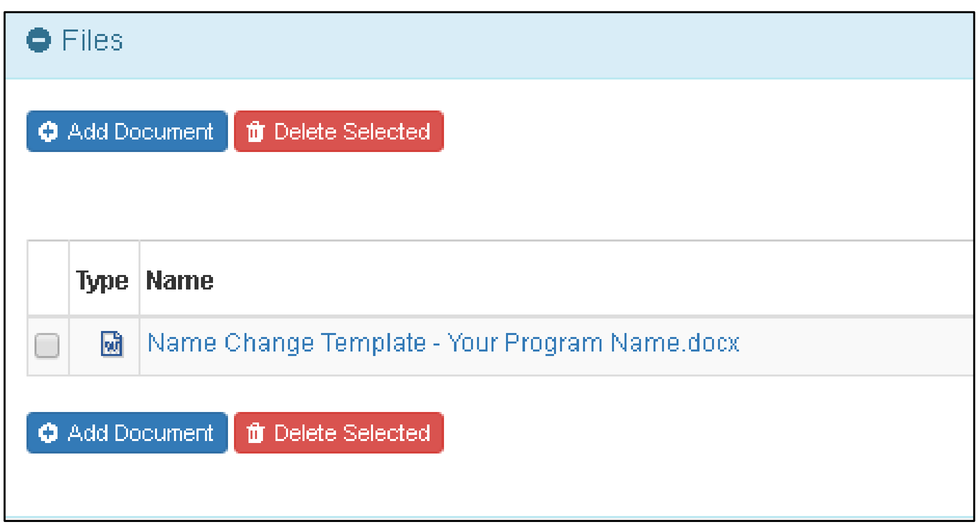
Updating a Template

The following section provides the steps necessary to update a **Template** document, which was previously uploaded to PAPRS - as described in the **Adding and Completing a Template** section of this document (*above*).

Perform the following steps to update the Template document.

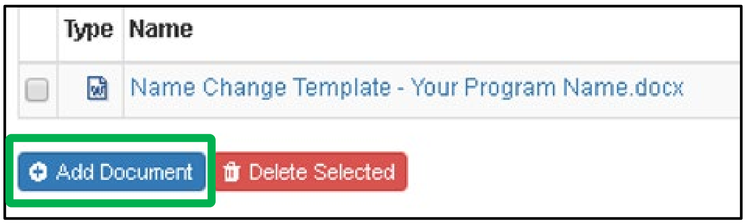
From the **Proposal Details** page for your **Proposal** -

1. Scroll to the **Files** section at the bottom of the **Proposal Details** page.



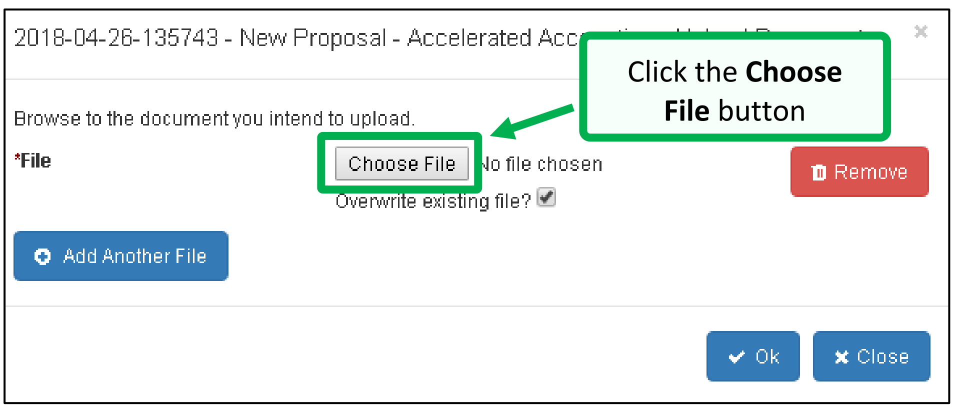
The **Files** section displays a listing of documents that have been included with the current program change proposal.

2. Click the document **Name** to download it.
3. Open the document and perform the desired updates.
4. Save and close the document.
5. Click the **Add Document** button - in the **Files** section at the bottom of the **Proposal Details** page.



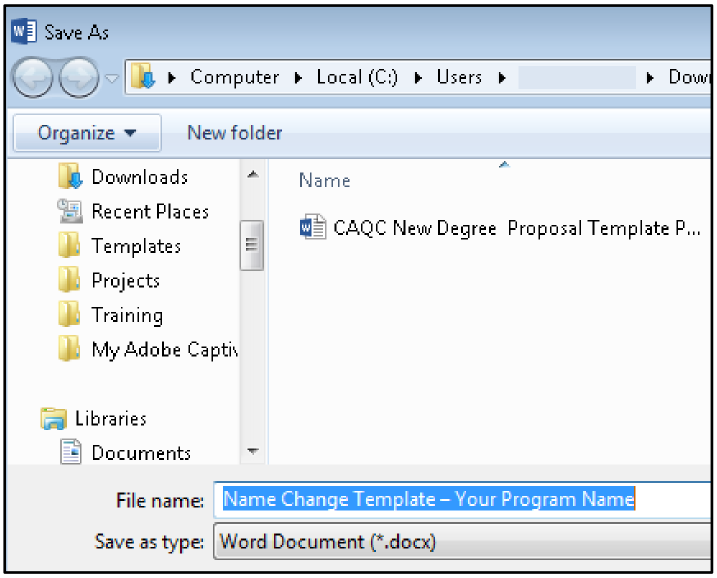
The **Files** popup window is displayed.

6. Click the **Choose File** button.



Note: With the previous PAPRS system editing template documents was completed within a web browser. Now you must save the document to your computer (or a shared drive) and complete the edits locally before uploading the document back in to PAPRS.

7. Locate the updated document you want to upload to PAPRS.



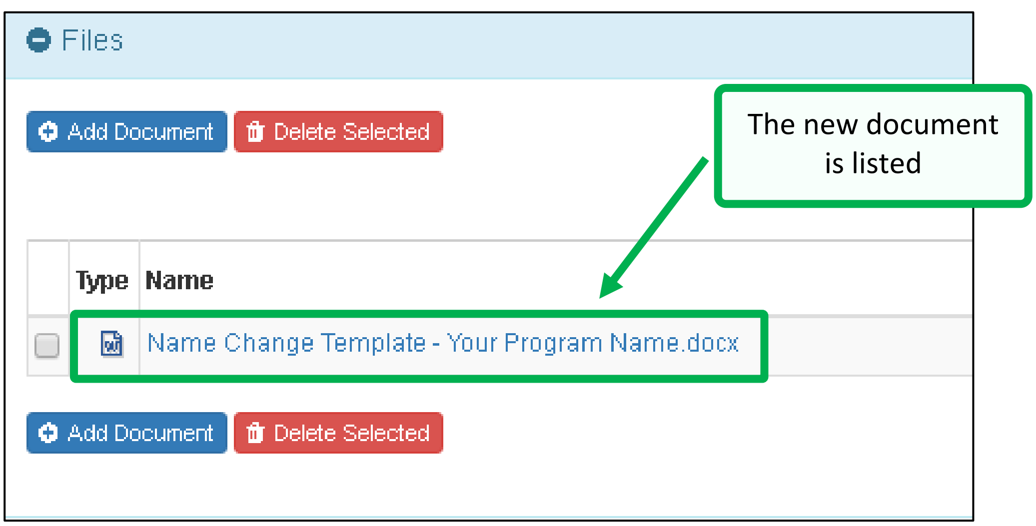
8. Click the **Open** button.

   The **Files** popup window is displayed

9. Click the **OK** button.

10. The page refreshes to display the document added to the **Files** section of the **Proposal Details** page.

    The screen refreshes to display the updated document with the updated time stamp.



Repeat the above steps if you wish to perform additional updates to the document.

Classification: Protected A

PROPOSAL REVIEW PROCESS

When the proposal is developed and submitted to the PSP branch for review, it is no longer available for updates and it is removed from the institution's dashboard. The institution user can search for this proposal on the **Proposal Search** screen to confirm proposal status. For the proposal review process to begin, the proposal must be assigned to a PSP reviewer.

Proposal Notifications

When the proposal is assigned to the reviewer, the system generates an e-mail to inform **Institution and Program Notification Recipients** of the proposal status change. The institution user enters names and e-mail addresses of the notification recipients on the proposal.

Below is a sample of notification that the system generates when the proposal status changes.

E-mail subject line: **PAPRS Notification: PSP Proposal - Status Update for Program Name**

The status of the PSP New Dip./Cert. /Non-Cred. for Program Name has changed

Revised Status: With Ministry / Assigned to Reviewer

Reviewer: First Name & Last Name e-mail and phone number of reviewer

Note

Similar notifications are generated when the proposal:

- is returned to the institution for further development
- is returned to the institution with Request to Withdrawn
- is approved.

Return Proposal to Institution

The proposal process is interactive – the proposal contains a record of communication between the PSP branch manager and the institution. During the review and approval process, the proposal may require additional information, clarification or be withdrawn. In such cases, the PSP reviewer returns the proposal to the institution.

Note

The **Programs and Specializations Workflow** report can be used to print detailed information how the status of each proposal has been changed during the review and approval process.

Classification: Protected A

Proposal Returned to Institution

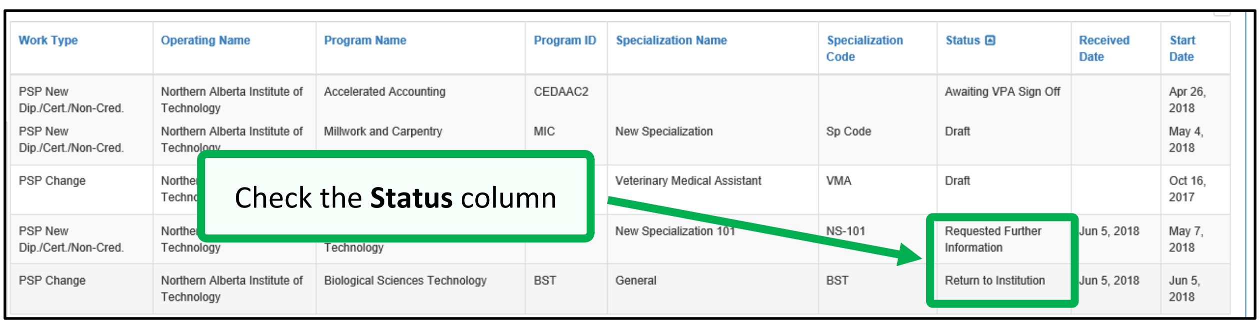
During the review process, proposal may be returned to the institution for the following reasons:

- returned to the institution for further development
- returned to the institution for withdrawal.

In both scenarios, the system generates an e-mail to inform **Institution and Program Notification Recipients** of the proposal status change and the proposal appears on the institution's dashboard.

Proposal returned to the institution for further development.

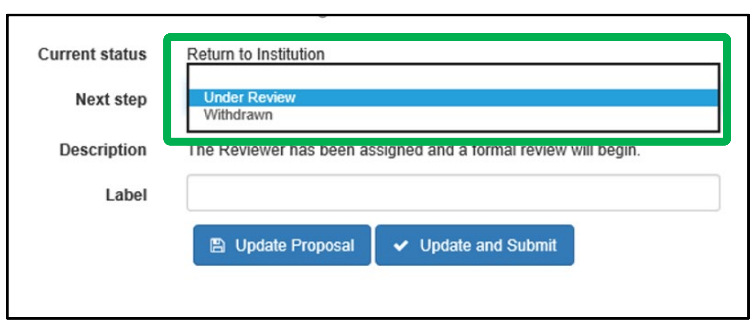
An institution user can access a returned proposal from their dashboard. When a New Program/New Specialization proposal is returned to the institution, the status of the proposal changes to **Requested Further Information**. The returned change proposal shows status as **Returned to Institution.**



Change Proposal

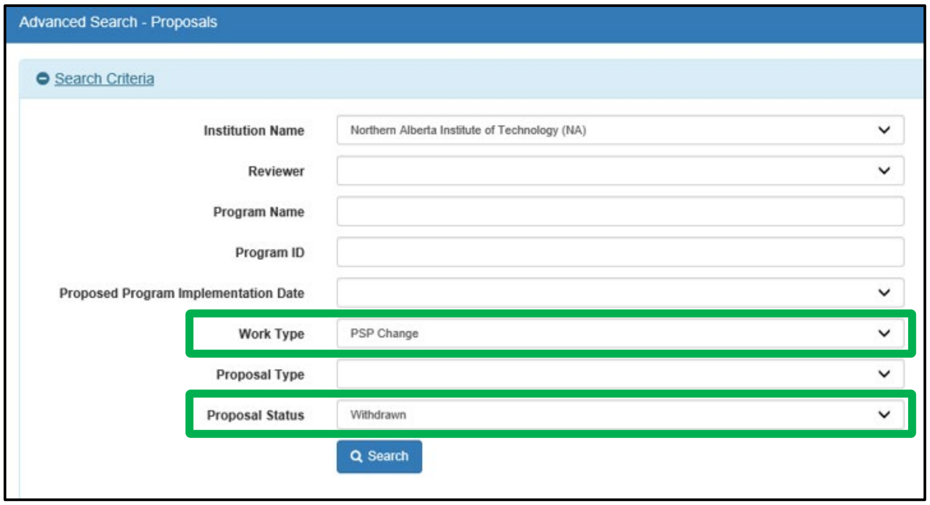
When the Change Proposal is returned to the institution, the institution user has the following options:

- Update the proposal and select as a **Next Step** the option *Under Review*
- Withdraw the proposal and select as a **Next Step** the option *Withdrawn*



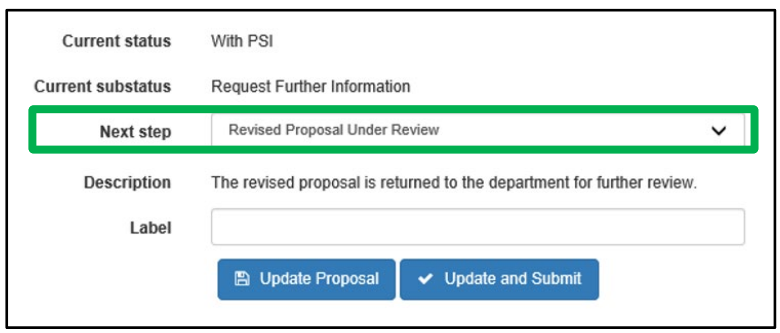
When the institution selects the **Under Review** option, the proposal is returned to the PSP branch and appears on the PSP branch dashboard.

When the institution selects the **Withdrawn** option, the proposal review process ends, and changes are not applied to the program and specialization. Proposals with status *Withdrawn* can be searched on the **Proposal Search** screen by selecting the **Work Type** first and then **Proposal Status**.



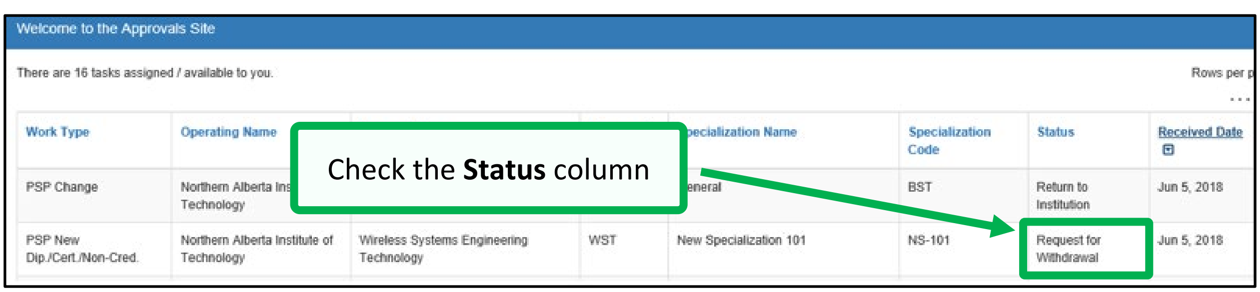
New Program/Specialization Proposal

When the proposal is returned to the institution with the status **Requested Further Information**, the institution should update the proposal as requested and send it back to the PSP branch. There is only one option for a proposal with this status, this option is **Revised Proposal Under Review.** This option returns the proposal to the PSP branch and the review process continues.

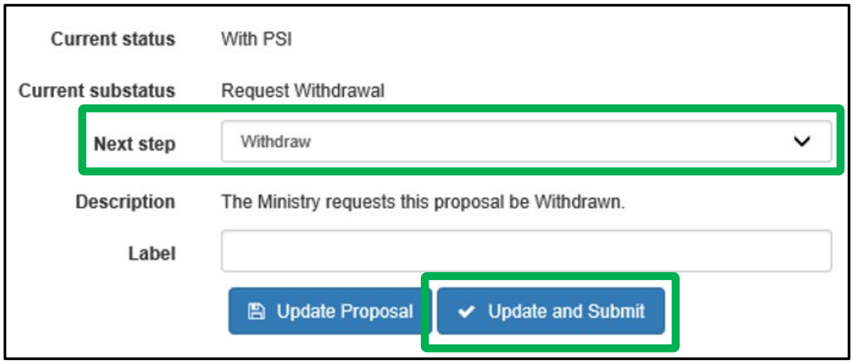


When the decision has been made to withdraw the New Program/Specialization proposal, the PSP reviewer returns the proposal to the institution with the status **Request for Withdrawal**.

Proposal with this status appears on the institution's dashboard.



The institution is expected to complete the review process by withdrawing the proposal. The institution user must select *Withdraw* as the **Next Step**, and then **Update and Submit** the proposal. The new program/specialization records are not created on the system once the proposal is withdrawn.



Approved Proposal

When the review is complete, the PSP reviewer recommends the proposal for approval. When the final approval is granted by department officials, the proposal is approved on the system and a final notification is generated to the **Institution and Program Notification Receivers**.

Note

Approved proposal can be searched on the **Proposal Search** screen or printed using the **Approved Program and Specialization Report**.

INSTITUTIONS

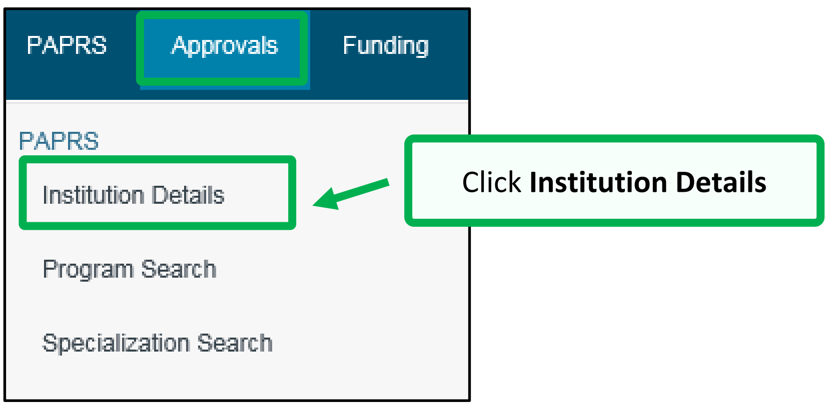
In this section of the document we explore the functions relative to managing your post-secondary institution's details.

Viewing your Institutions Record

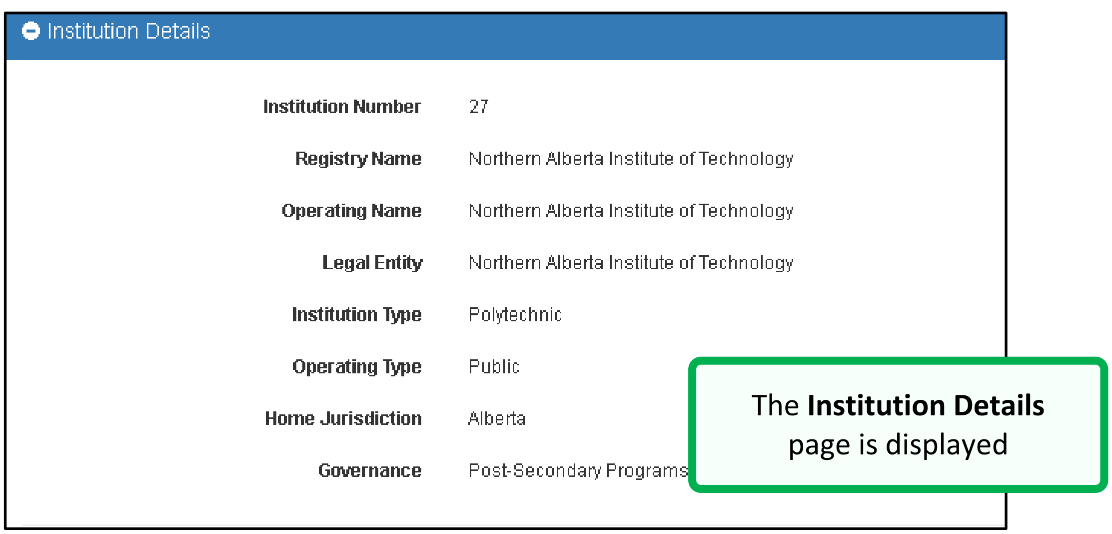
PAPRS allows you to view the details of your post-secondary institution record.

Perform the following steps to view your Institution record:

1. Click **Institution Details** in the quick launch area on the left side of the window.

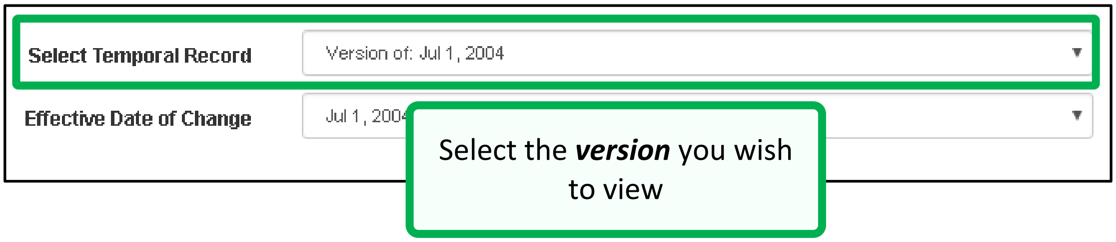


The screen refreshes to display the **Institution Details** page for your institution.



2. Scroll the page to view the entire record.

3. Select the desired ***version*** of the institution details record from the **Select Temporal Record** drop-down list.



Institution Contact Details

PAPRS allows users to view the details of the addresses associated with your **primary** post-secondary institution record.

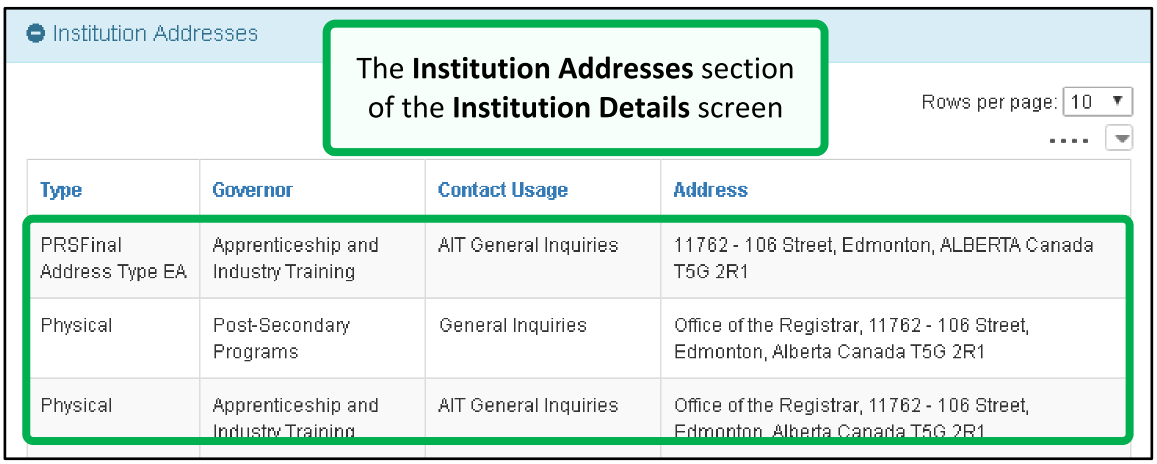
The **Contact Details** page displays the following sections:

- Address
- Phone
- Email
- Website

Viewing the Contact Details Page

Perform the following steps to view the Contact Details page for an institution:

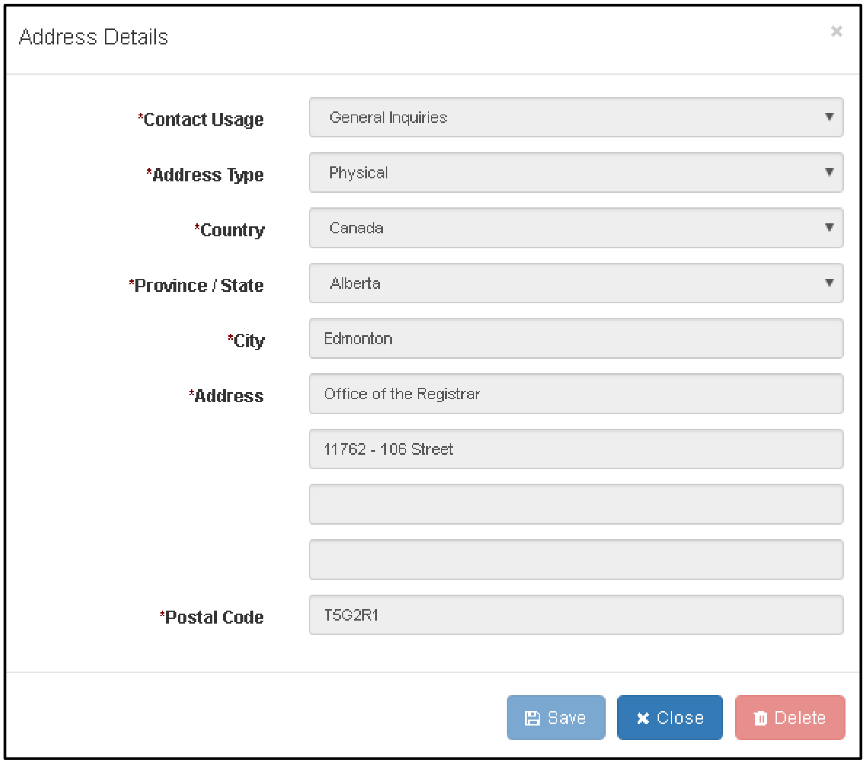
1. Navigate to the **Institution Details** page.
2. Scroll down the page to the **Institution Addresses** section.



Type	Governor	Contact Usage	Address
PRSFinal Address Type EA	Apprenticeship and Industry Training	AIT General Inquiries	11762 - 106 Street, Edmonton, ALBERTA Canada T5G 2R1
Physical	Post-Secondary Programs	General Inquiries	Office of the Registrar, 11762 - 106 Street, Edmonton, Alberta Canada T5G 2R1
Physical	Apprenticeship and Industry Training	AIT General Inquiries	Office of the Registrar, 11762 - 106 Street, Edmonton, Alberta Canada T5G 2R1

3. Click a row to select and view the **Institution Address**.

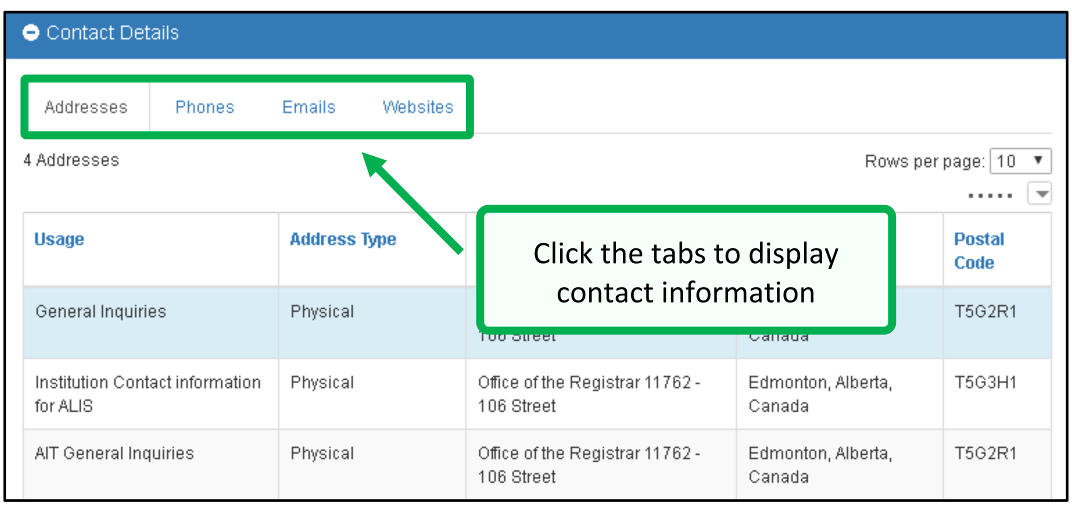
The screen refreshes to display the **Address Details** popup window



4. Review and click **Close**.

   The **Contact Details** screen is displayed.

5. Click the tabs to display **Addresses**, **Phone** numbers, **Email** addresses or **Website** information.



6. Clicking a row displays the details popup of the selected listing.

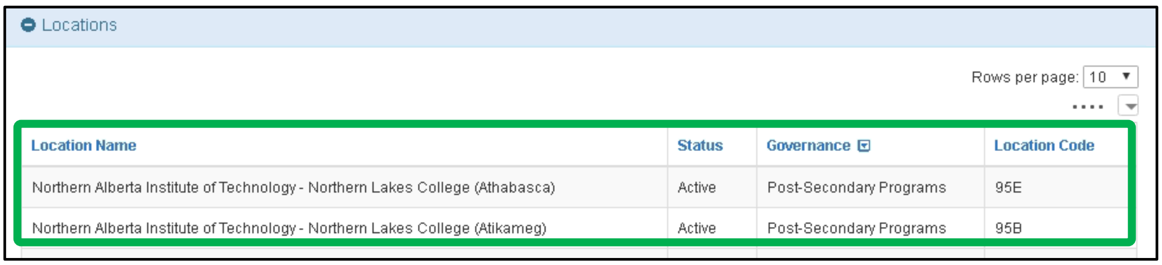
Institution Location Details

PAPRS allows users to view the details of the locations associated with post-secondary institution records.

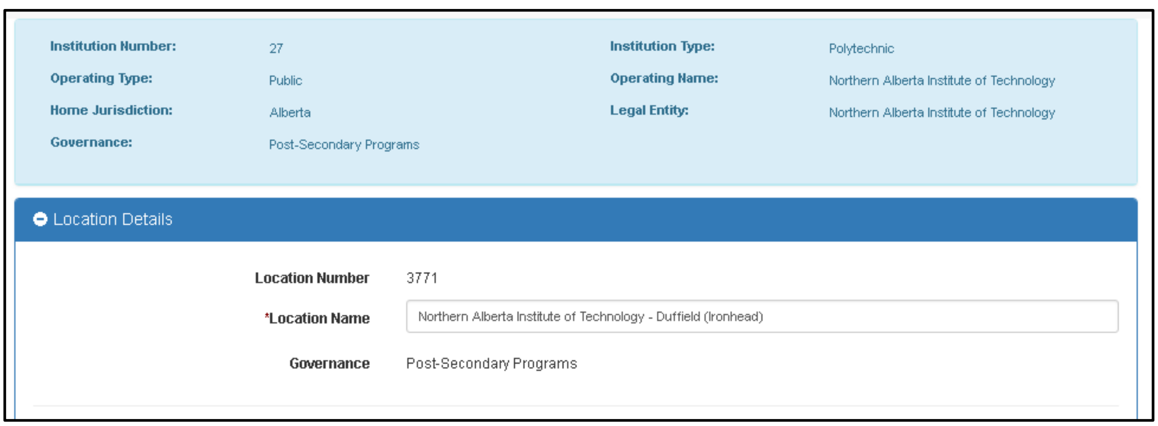
Viewing Institution Locations

Perform the following steps to view a Location's details for an Institution:

1. Navigate to the **Institution Details** page.
2. Scroll down to the institution **Locations** section.
3. Click the desired row in the **Locations** grid.



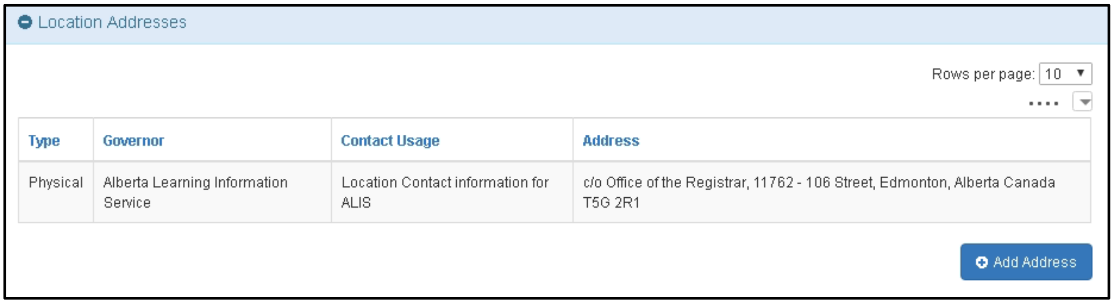
The selected location's, **Location Details** screen is displayed.



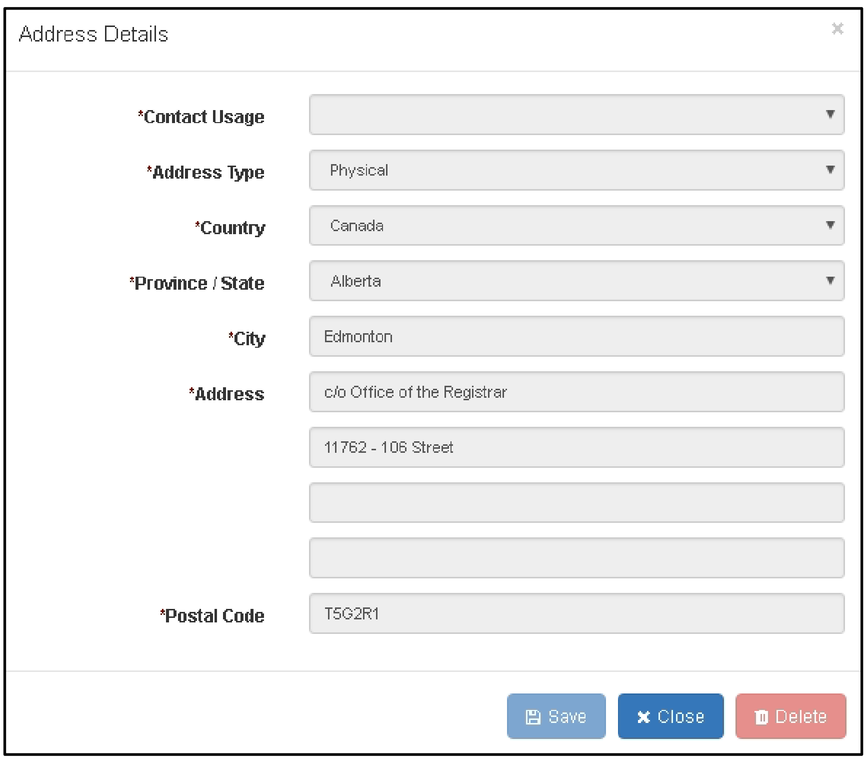
Viewing Institution Location Addresses

Perform the following steps to view a Location Address for your institution:

1. Scroll down to the bottom of the **Location Details** page, to the **Locations Addresses** section.



2. Click a row in the **Location Addresses** grid to display the **Address Details** popup window.
3. Review the details and click the **Close** button.



The screen refreshes to display the **Contact Details** screen.

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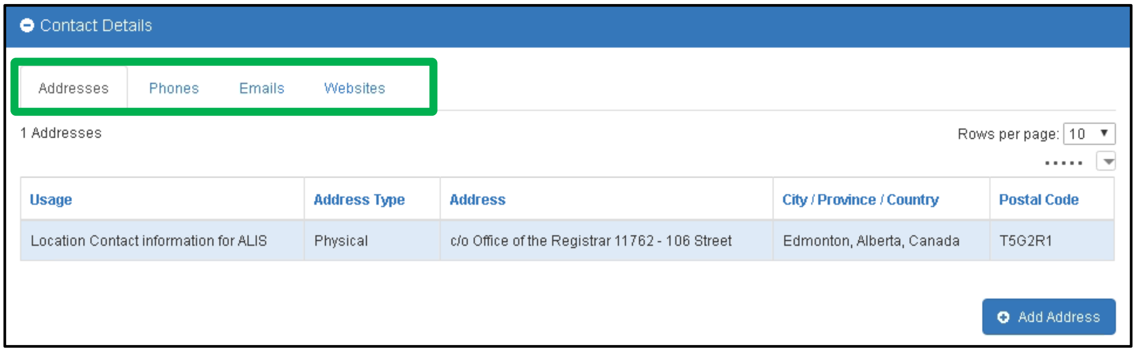
4. Click the tabs to display **Addresses**, **Phone** numbers, **Email** addresses or **Website** information.



5. Clicking a row displays the details popup of the selected listing.

Adding Location Details

An institution location can be added to an institution once institution details have been established.

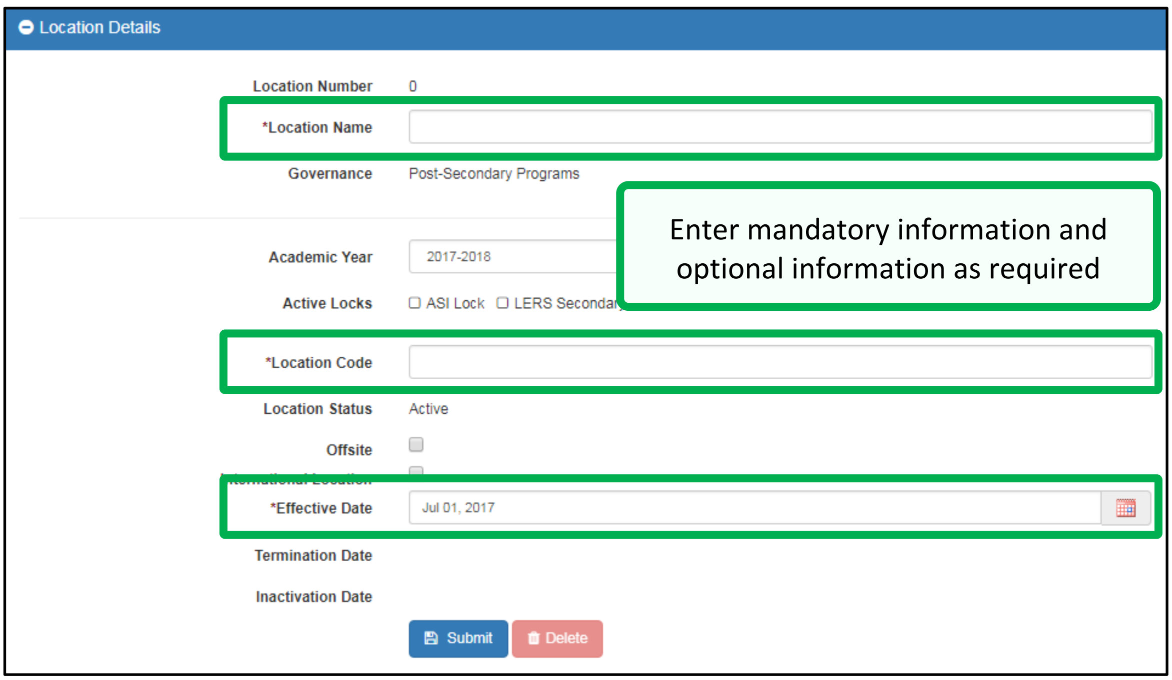
Perform the following steps to add Institution Location Details:

1. Click the **Add Location** button found at the bottom of the **Institution Details** page.

Note If the **Add Location** button is not visible, click the **Show/Hide Locations** icon (,).

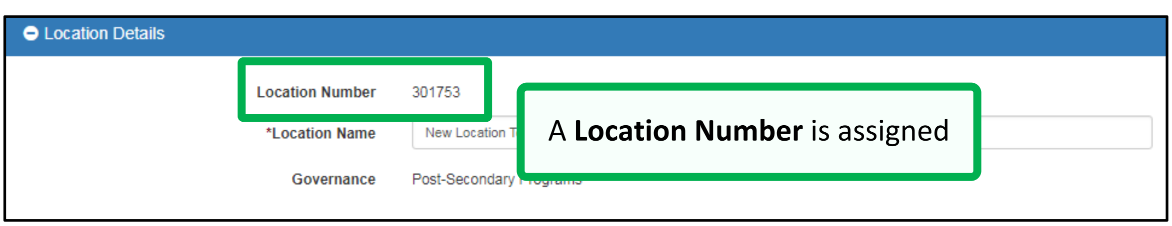
The screen refreshes to display the **Location Details** screen.

2. Enter the requested information into the fields.



3. Click the **Submit** button to save and submit the new **Location Details**.

Note The **Location Details** has been assigned a **Location Number**.



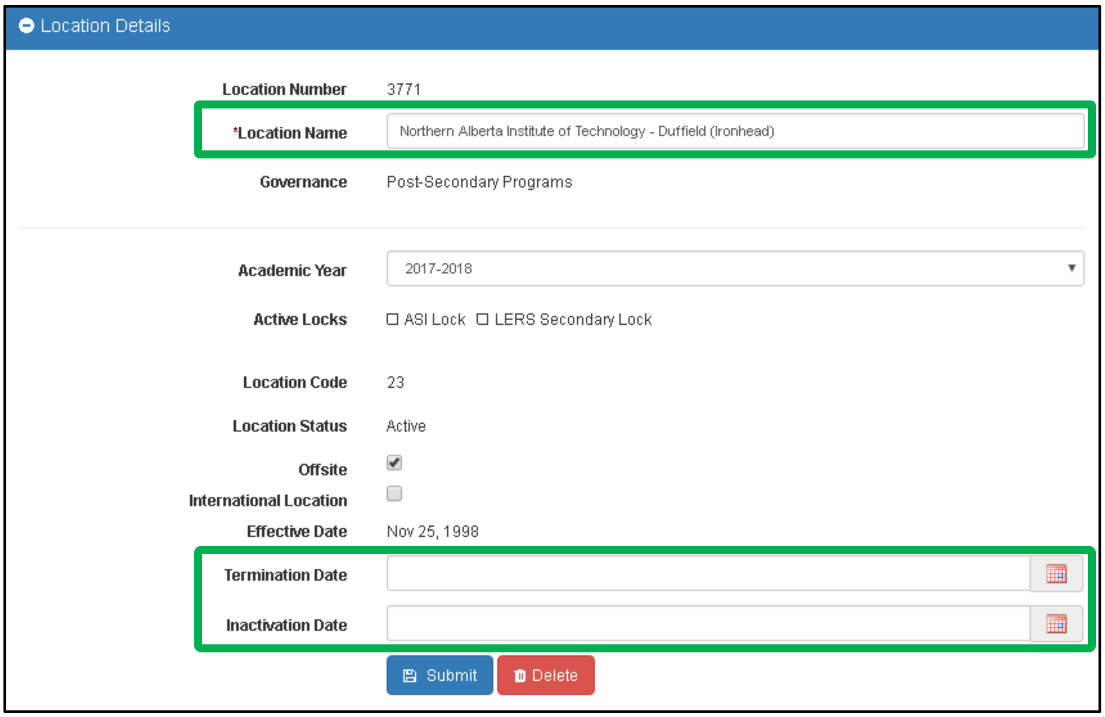
Updating Location Details

PAPRS allows users to update the location details for an **Institution Location**.

The following are the steps to update an institution's Location Details.

1. Update the following fields as required on the desired **Location Details** page.

   All fields marked with a red asterisk are mandatory.



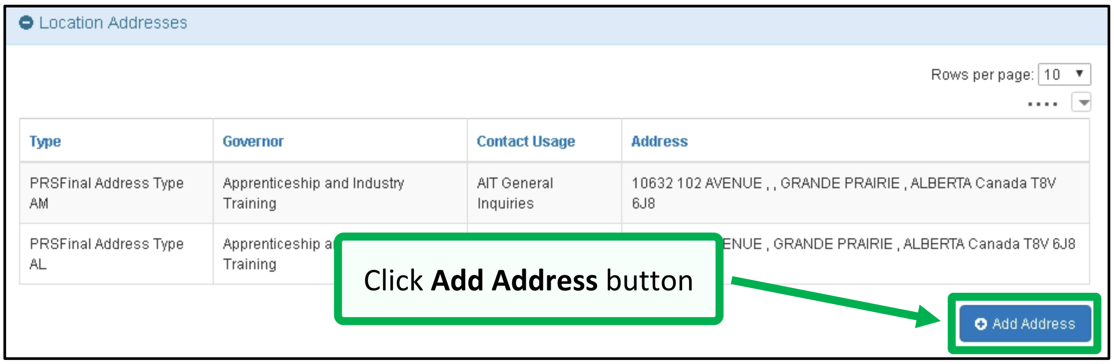
2. Click the **Submit** button to commit your changes.

Adding Location Address Details

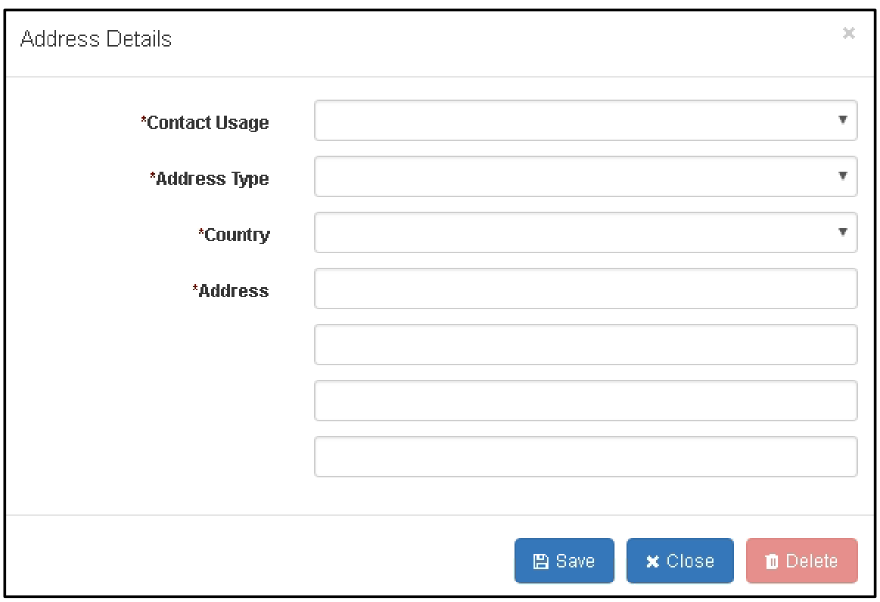
PAPRS provides the ability to add address details for an **Institution Location**.

Perform the following steps to Add Institution Location Addresses:

1. Click the **Add Address** in the **Location Addresses** section, on the **Location Details** page.



2. Enter the requested information in the **Address** section.



3. Click the **Save** button to commit changes to the system.

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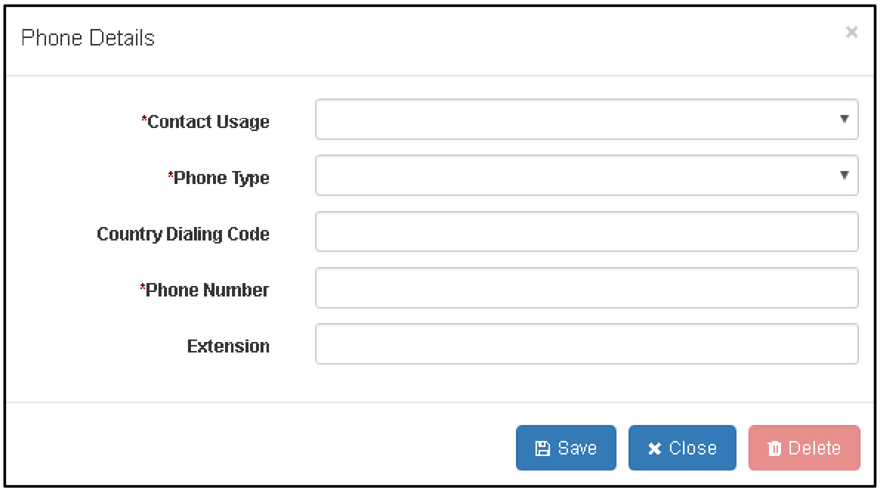
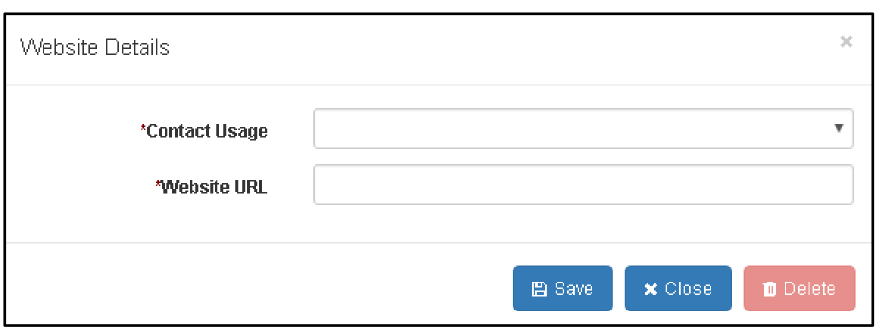
4. Click the **Phones** tab and click the **Add Phone** button.



5. Enter the requested information and click **Save**.
6. Click the **Emails** tab and click the **Add Email** button.

7. Enter the requested information and click **Save**.
8. Click the **Websites** tab and click the **Add Website** button.



9. Enter the requested information and click **Save**.

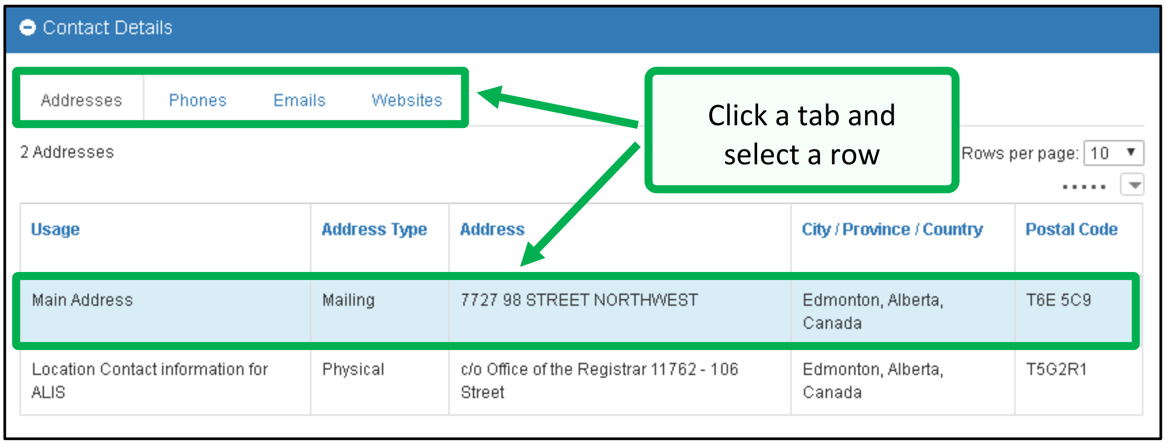
Deleting Location Address Details

PAPRS provides the ability to delete address details for an **Institution Location** record.

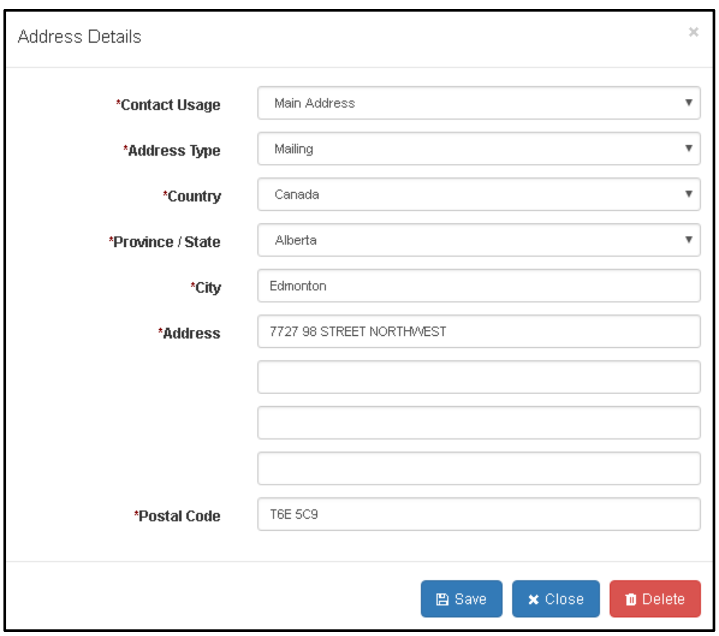
Perform the following steps to delete Institution Location Address Detail information:

From the **Contact Details** screen -

1. Click the **Addresses**, **Phones**, **Emails** or **Websites** tab.
2. Select a row under one of the selected tabs.



The screen refreshes to display the selected detail in a popup window.



3. Click the **Delete** button.

ACTIVATION AND FUNDING DETAILS

PSI users are responsible for maintaining location and funding information for each approved specialization. Activation also includes duration dates, indicating that the specialization is offered at the location during the specific academic year.

Adding Activation Details

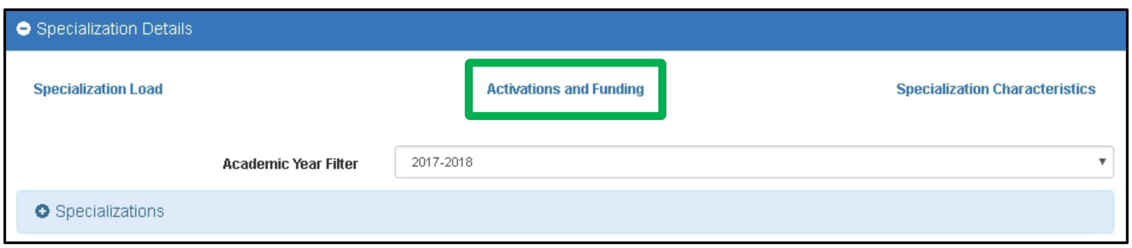
Perform the following steps to Add Activation Details:

1. Search for and select the desired **Specialization Details** record.

   See the [Specialization Search](#) section of this manual for details on how to perform the search.

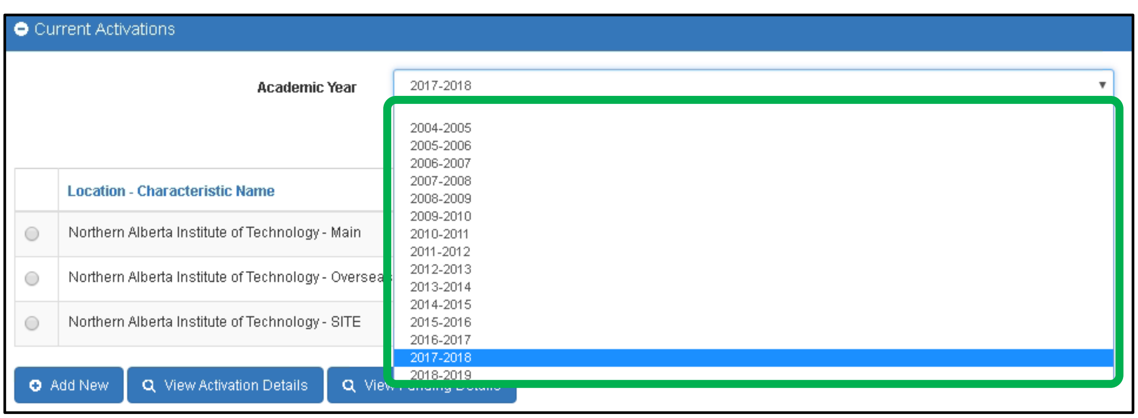
   The **Specialization Details** screen is displayed.

2. Click the **Activation and Funding** link to access the activation and funding load totals.



   The screen refreshes to display the **Current Activations** page with the activations for the current year listed by default.

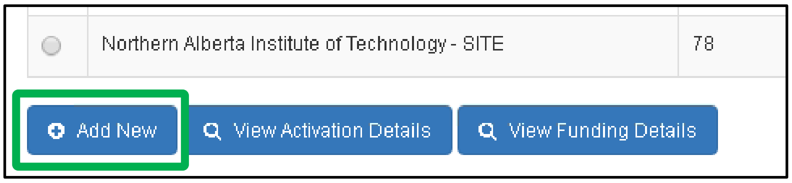
3. Click on the desired year - from the **Academic Year Filter** drop-down - to view the activation details for that year.



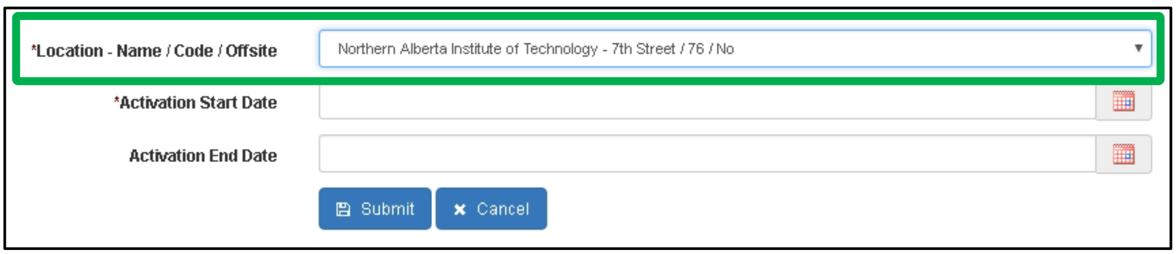
Classification: Protected A

The screen refreshes to display the **Current Activations** page for the selected **Academic Year**.

4. Click the **Add New** button to add an activation.



5. Select the desired location from the **Location - Name / Code / Offsite** drop-down list.



6. Enter the **Activation Start Date** for the activation.
7. Click the **Submit** button to commit your changes.

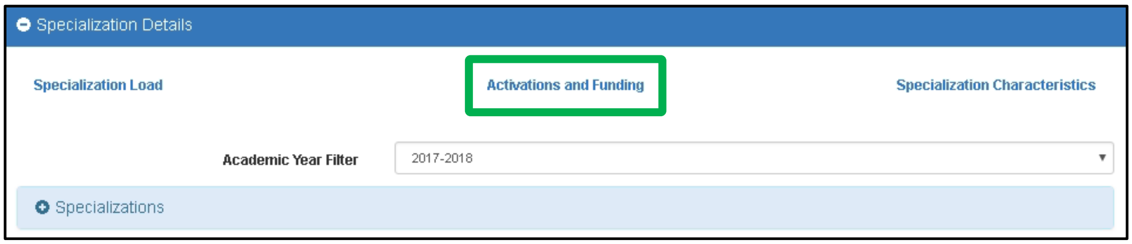
Funding Details

Perform the following steps to View / Maintain Funding Details:

1. Search for and select the desired **Specialization Detail** record.

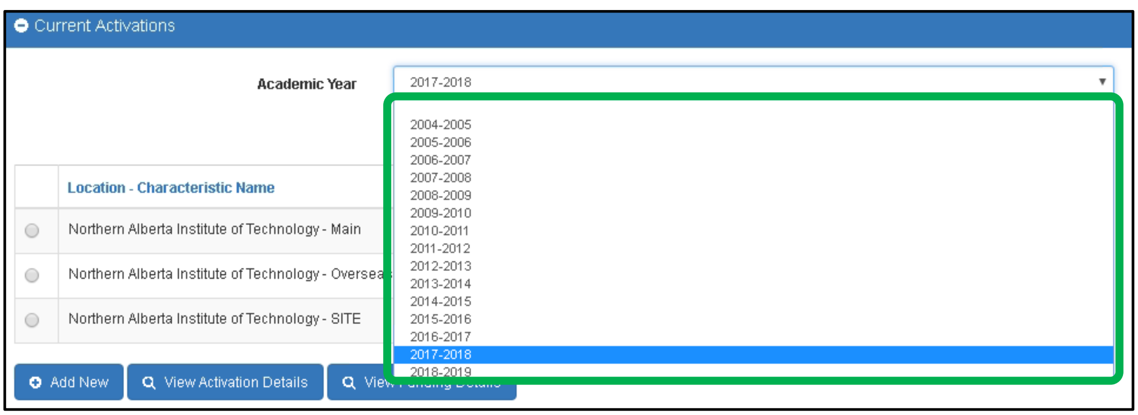
   See the [Specialization Search](#) section of this manual for details on how to perform the search.

2. Click the **Activation and Funding** link, from the **Specialization Details** screen, to access the activation and funding load totals.



   The screen refreshes to display the **Activation and Funding** page with the activations for the current year listed by default.

3. Click on the desired year, from the **Academic Year Filter** drop-down, to view the activation details for that year.



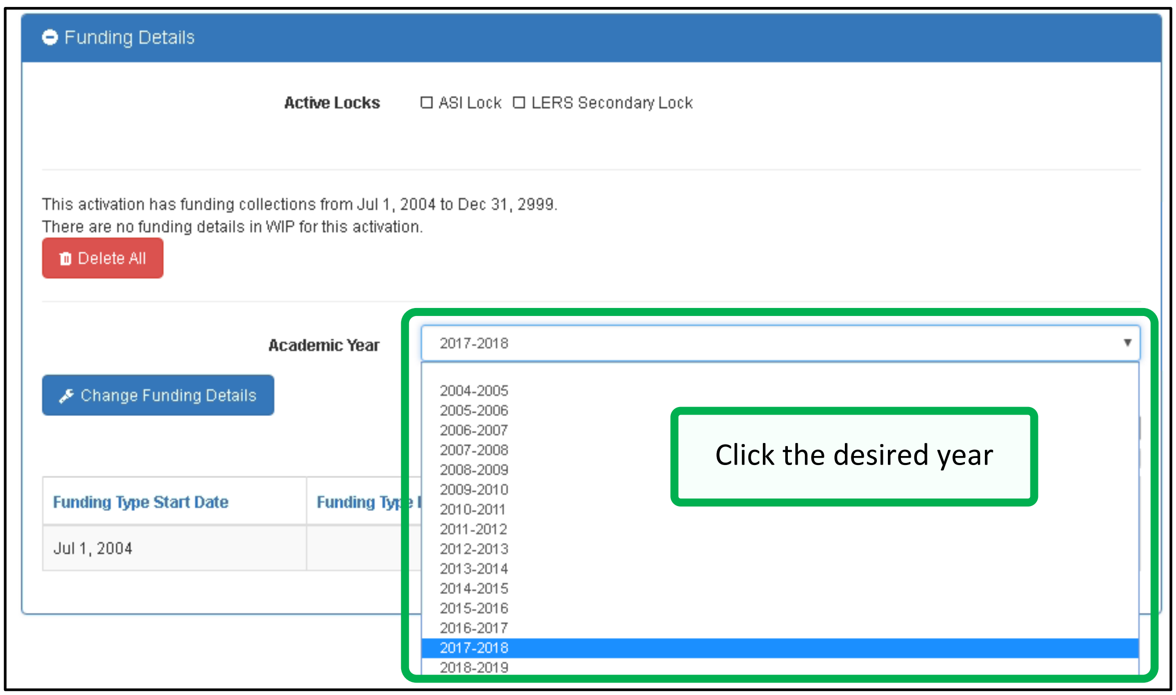
Classification: Protected A

The screen refreshes to display the **Current Activations** page**.**

4. Click the radio button in the left column of the table to select the row.
5. Click the **View Funding Details** button to view the activations for that location.

The screen refreshes to display the **Funding Details** page.

6. Click on the desired year, from the **Academic Year Filter** drop-down, to view the funding details for that year - *if necessary*.



7. Click the **Change Funding Details** button to initiate the change.

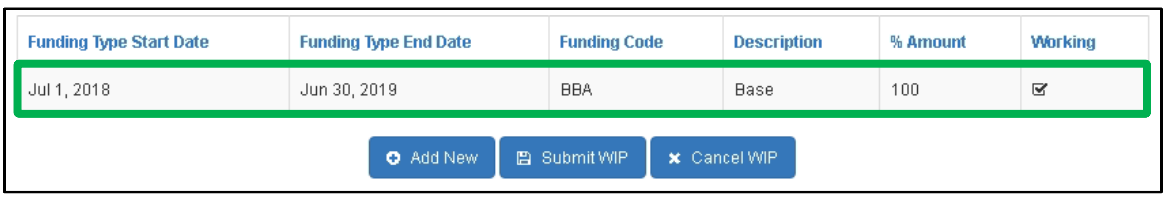
   The **Choose how to apply these changes** popup window is displayed.

8. Click one of the radio buttons to the selected **Academic Year** or for **all subsequent years**. (If funding is being added for the first time, this first option is not displayed).

9. Click the **OK** button to continue.

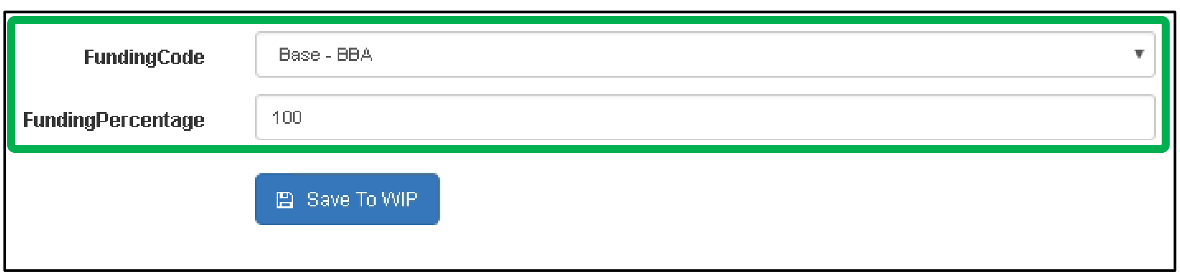
   The screen refreshes to display the funding details for the selected academic year with the **Edit** option enabled.

10. Click the row to change the funding details.

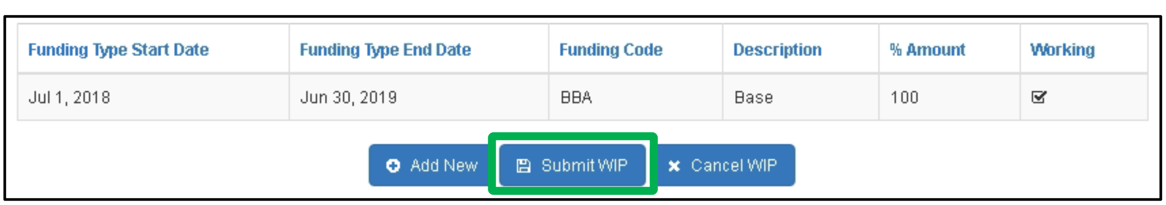


   The screen refreshes to display the selected funding details placed in edit fields - bottom of the page.

11. Make any required updates.



12. Click the **Save To WIP** button to commit those changes to the funding details.
13. Click the **Submit WIP** to complete the submission to the Post-Secondary Programs branch.



Classification: Protected A

ADMINISTRATING UNIT CODES

This section provides information relating to the administration of unit codes for institutions. The following functions are available to you.

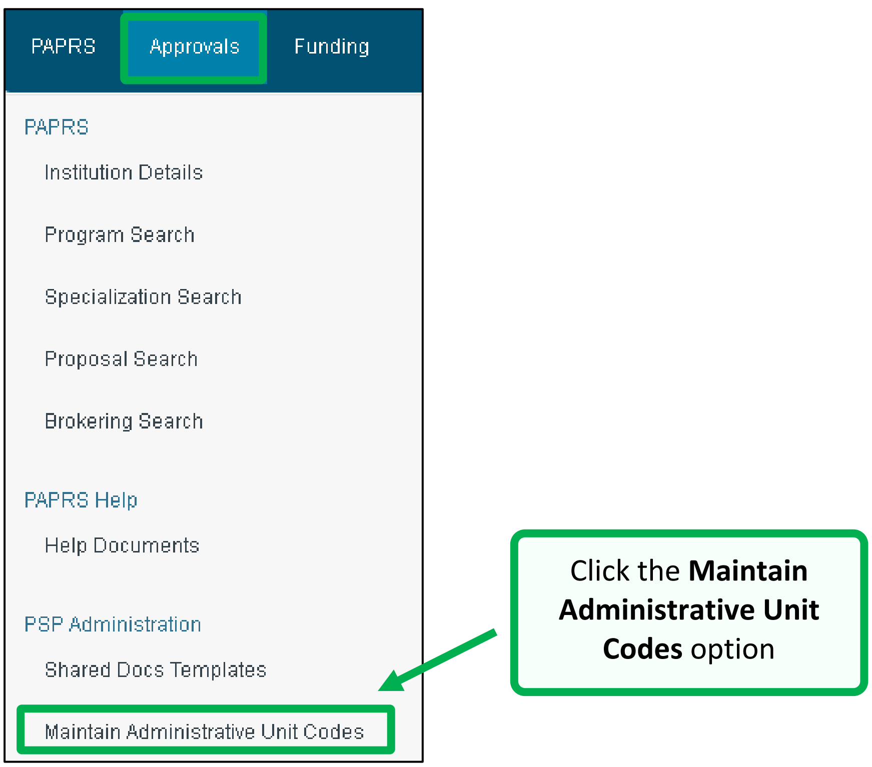
- Adding an Administrative Code
- Editing an Administrative Code

Adding an Administrative Code

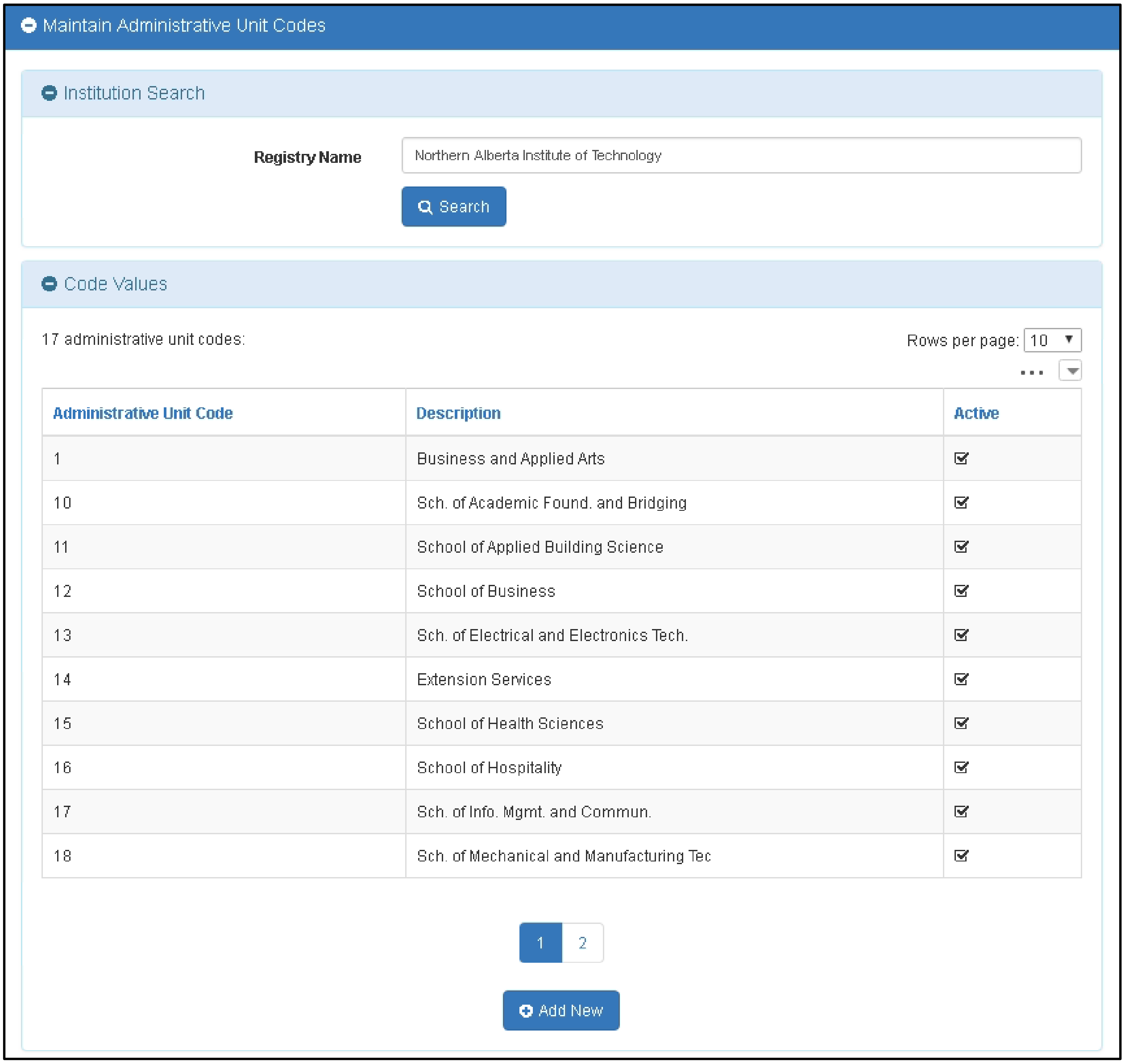
Perform the following steps to add an Administrative Code.

From the **Approvals** home page –

1. Click the **Maintain Administrative Unit Codes** option - in the quick launch area on the left side of the window.



The screen refreshes to display the **Administrative Unit Code Results** page. A list of existing **Administrative Unit Codes** is displayed.



Maintain Administrative Unit Codes

Institution Search

Registry Name: Northern Alberta Institute of Technology

Search

Code Values

17 administrative unit codes:

Rows per page: 10

Administrative Unit Code	Description	Active
1	Business and Applied Arts	☑
10	Sch. of Academic Found. and Bridging	☑
11	School of Applied Building Science	☑
12	School of Business	☑
13	Sch. of Electrical and Electronics Tech.	☑
14	Extension Services	☑
15	School of Health Sciences	☑
16	School of Hospitality	☑
17	Sch. of Info. Mgmt. and Commun.	☑
18	Sch. of Mechanical and Manufacturing Tec	☑

1 2

Add New

2. Click the **Add New** button.

3. Enter the desired code and description in the **Administrative Unit Code** and **Administrative Unit Description** fields.

4. Click the **Submit** button to commit your changes.

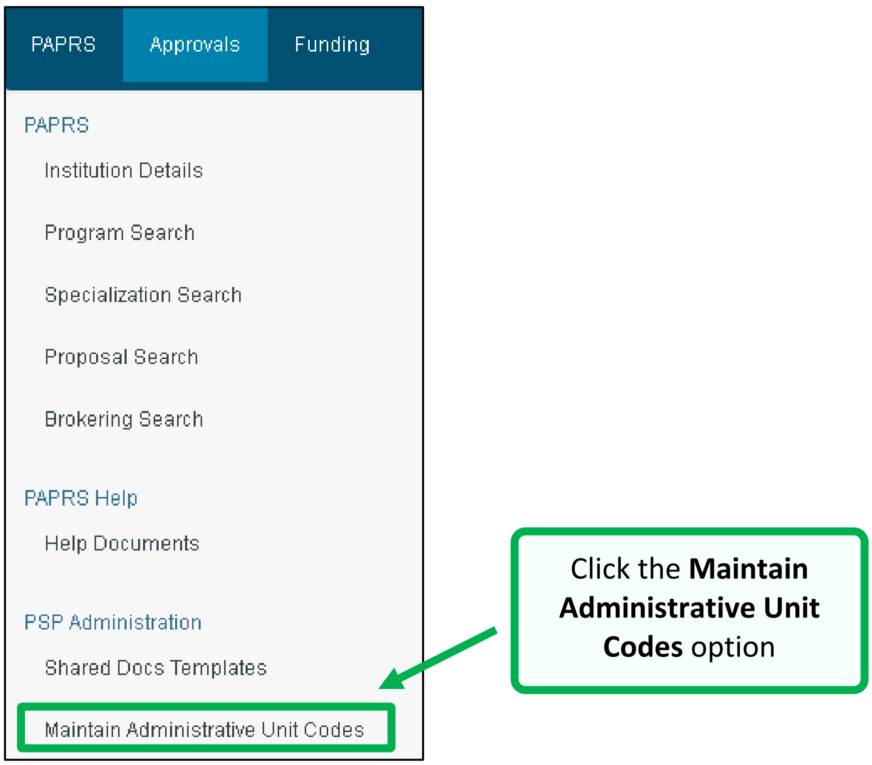
   The screen refreshes to display your entry added to the listing.

Editing an Administrative Code

Perform the following steps to edit an Administrative Code.

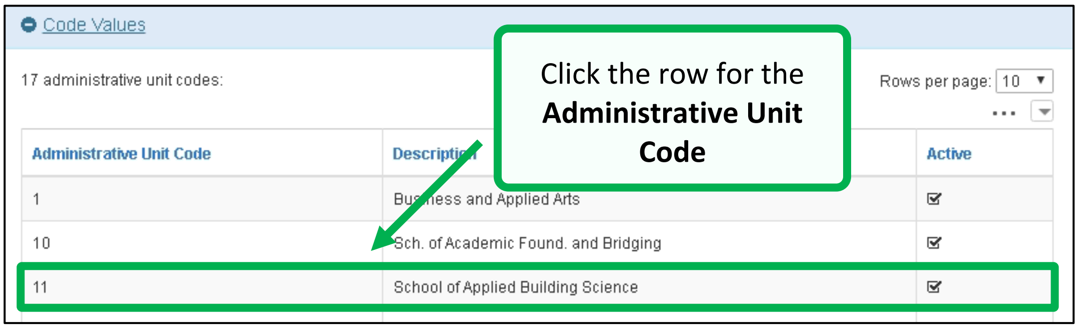
From the **Approvals** home page –

1. Click the **Maintain Administrative Unit Codes** option in the quick launch area on the left side of the window.



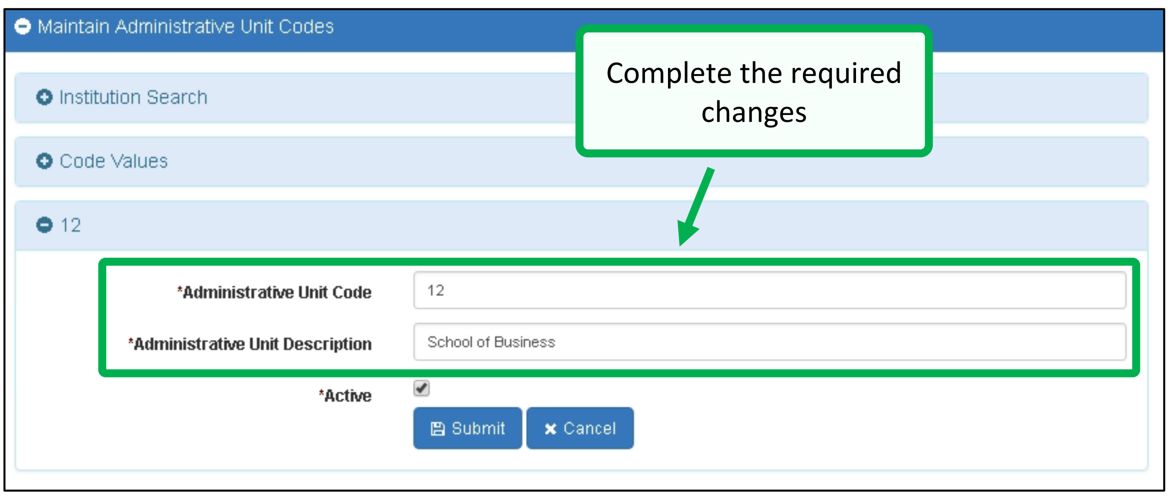
The screen refreshes to display the **Administrative Unit Code Results** page. A list of existing **Administrative Unit Codes** is displayed.

2. Locate and click the **Administrative Unit Code** to be edited.



The screen refreshes to display the selected **Administrative Unit Code** in edit mode.

3. Complete the required changes to the **Administrative Unit Code** and **Administrative Unit Description** fields.



4. Click the **Submit** button to commit your changes. If you wish to cancel the action, click the **Cancel** button.

   The screen refreshes to display the changes applied to the **Administrative Unit Code** entry.

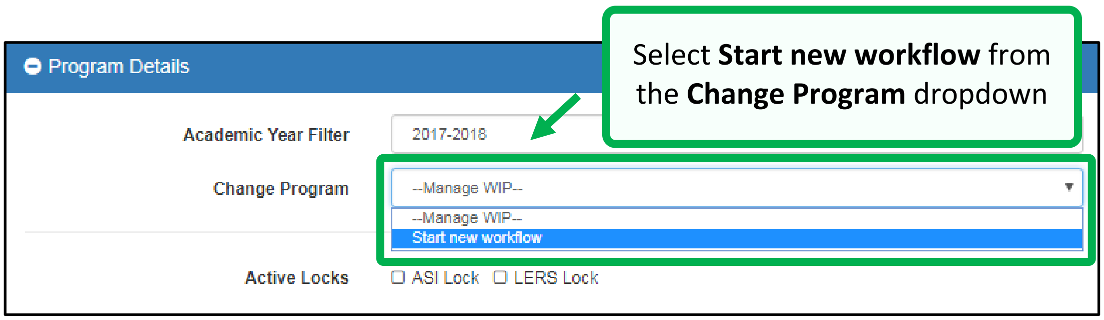
BROKERING

A brokered specialization is a ministry-approved specialization from one institution that is offered at a host institution for a limited period of time. The agreement is made between two institutions, a credentialing institution (who owns the specialization) and a host institution (who temporarily offers the specialization), to deliver the specialization and to split the enrollment.

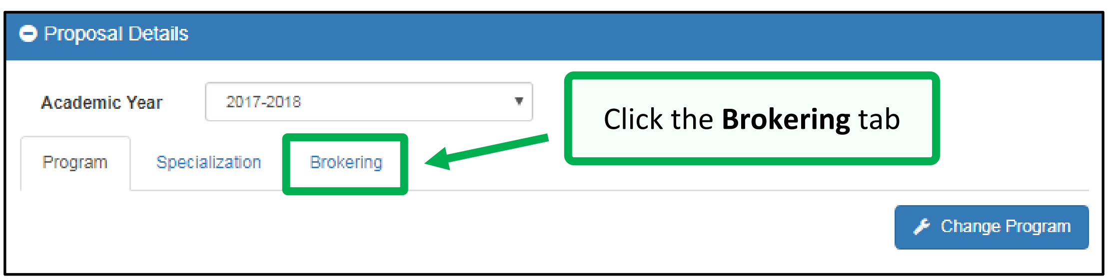
New Brokering Agreements

Creating Change Program Proposals for Brokering Agreements

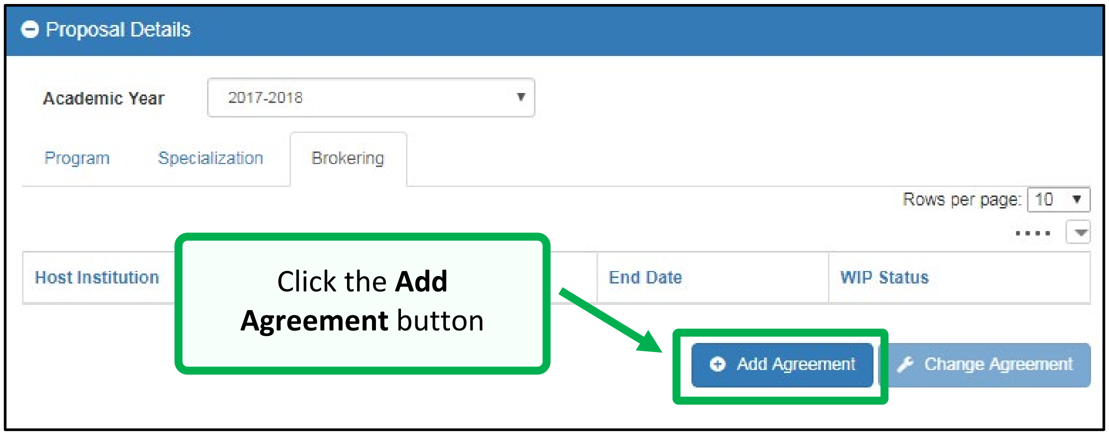
1. Select a program, at the credentialing institution, from the **Program Search** screen – see the Program Search section of this document.
2. Start a new workflow from the **Program Details** screen.



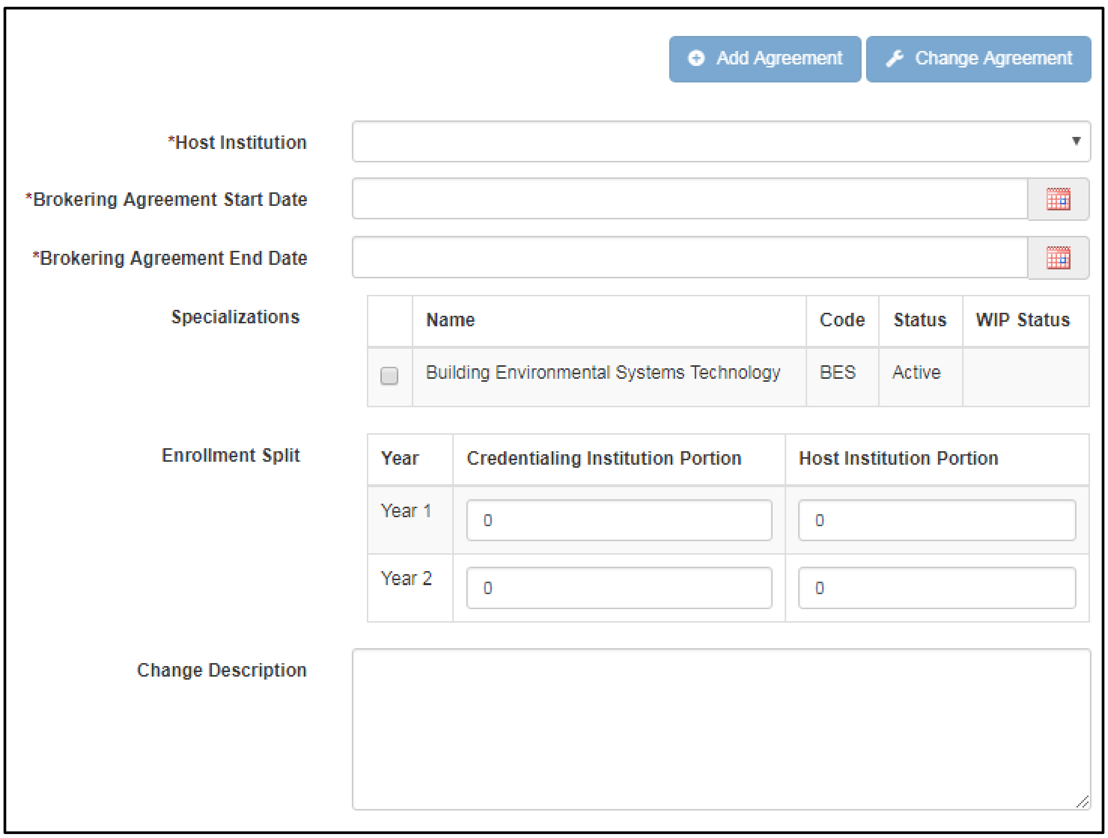
3. Click the **Brokering** tab.



4. Click the **Add Agreement** button.



The screen refreshes to display the **Add Agreement** screen.



5. Select the **Host** institution from the dropdown list and enter **Brokering Agreement Start** and **End Dates**.
6. Select **Specialization(s)** that are included in the agreement.
7. Enter the **Enrolment Split** data.

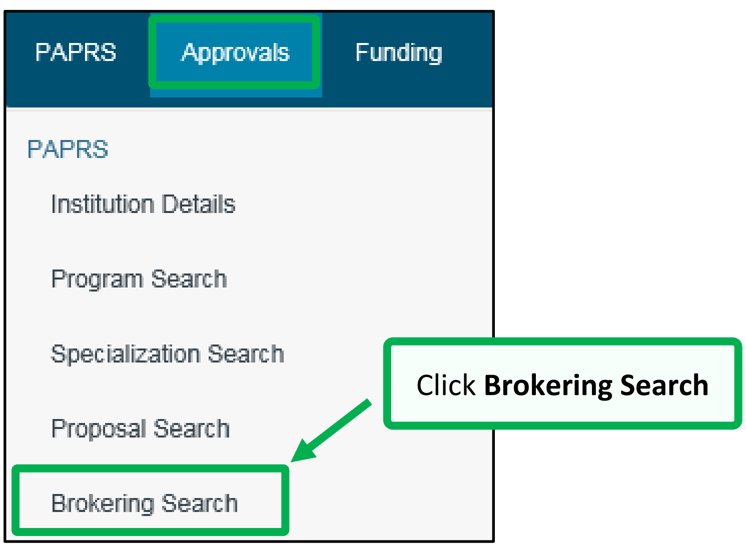
Note The **Proposal Report** can be printed by clicking **View Proposal Report** button.

8. Enter the **Program** and **Institution** contact details.
9. Add documents to the proposal by clicking the **Add Document** button at the bottom of the screen – see the Add Template section of this document.
10. Click the **Update and Submit** button to submit for review - once all validation messages have been dealt with.

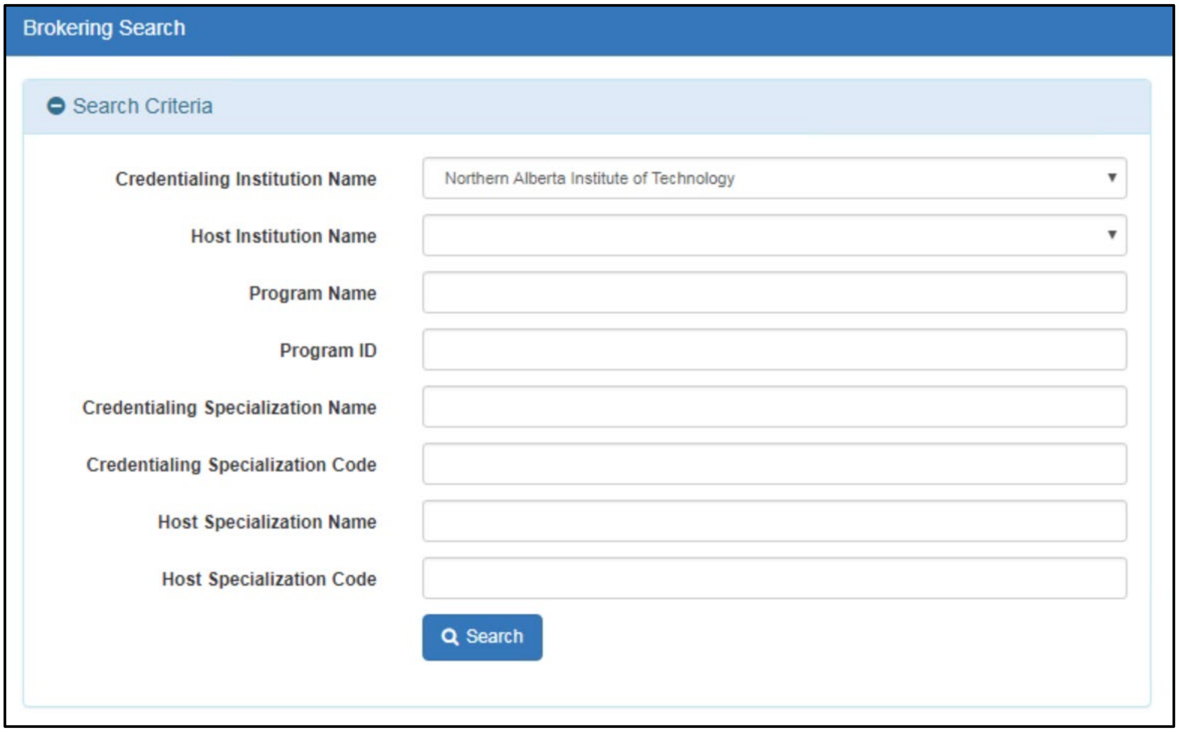
Searching for and Viewing Brokering Agreements

All approved brokering agreements are displayed on the **Brokering Search** screen. Agreements can be viewed by selecting the relevant row.

1. Click **Brokering Search** - in the quick launch area on the left side of the window.

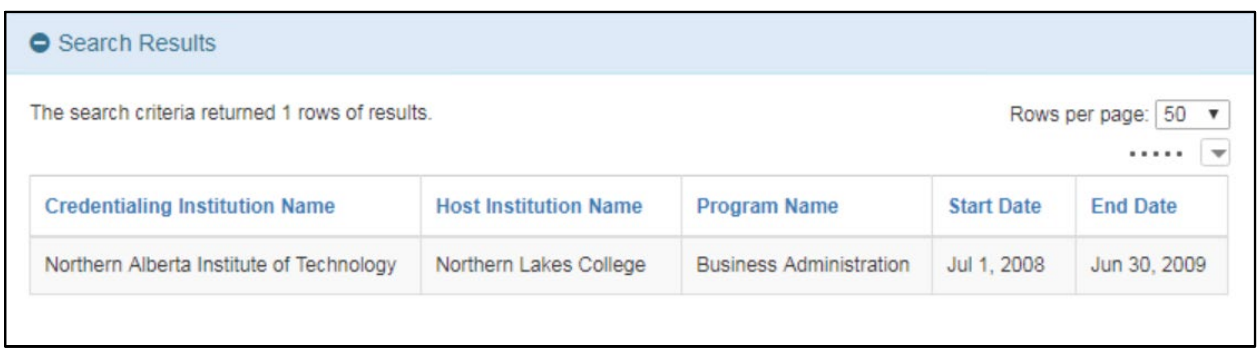


The **Brokering Search** screen is displayed.



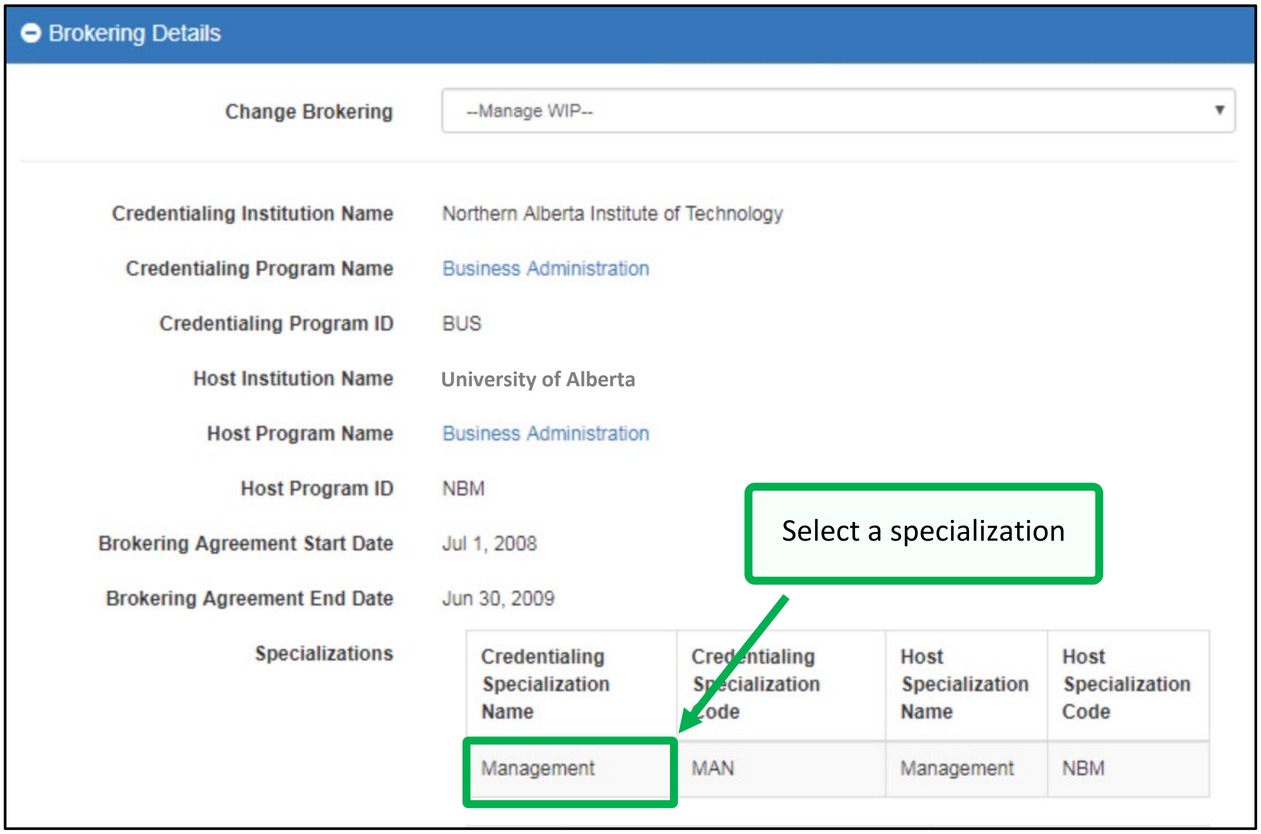
2. Enter search criteria and click **Search**.

   The **Search Results** section is displayed.



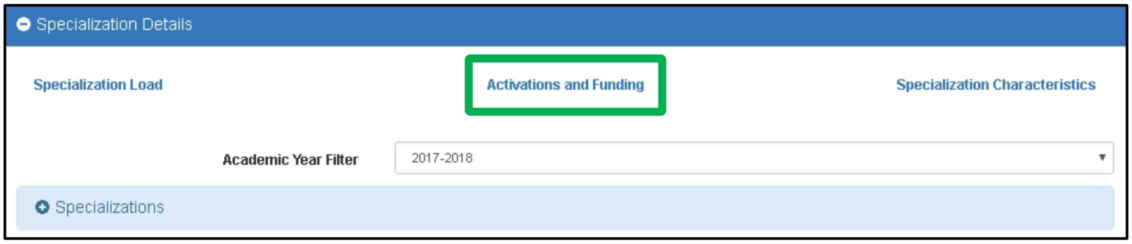
3. Click the required row from the search results grid.

On the **Brokering Details** screen the user can select a specialization to navigate to the **Specialization Details** screen.



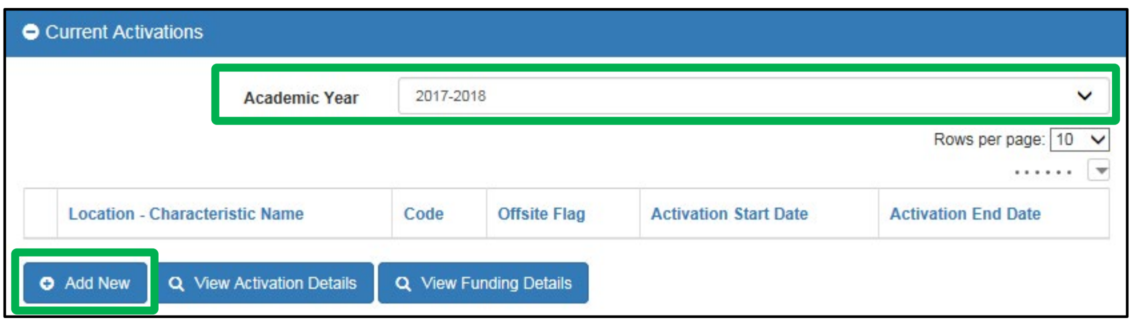
Activating Brokered Specializations

Once the brokered specialization characteristic record has been created at the credentialing institution, the host institution can activate brokered specializations on the **Current Activation** screen. This screen is accessible from the **Specialization Details** screen.

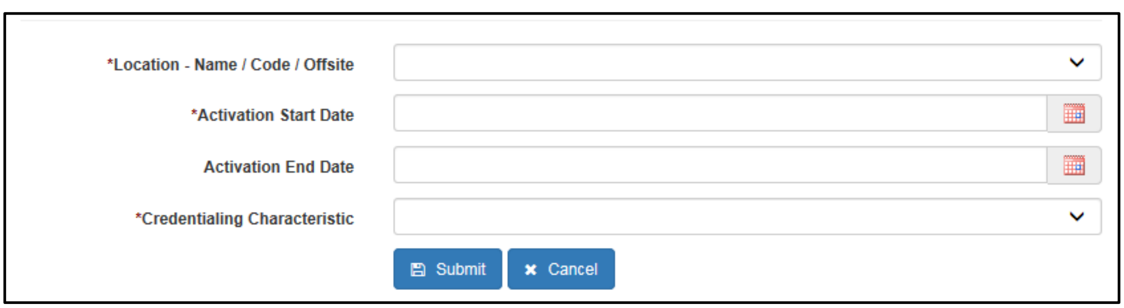


The **Current Activation** screen displays.

1. Select the correct **Academic Year**.
2. Click the **Add New** button.



The screen refreshes to display additional fields.



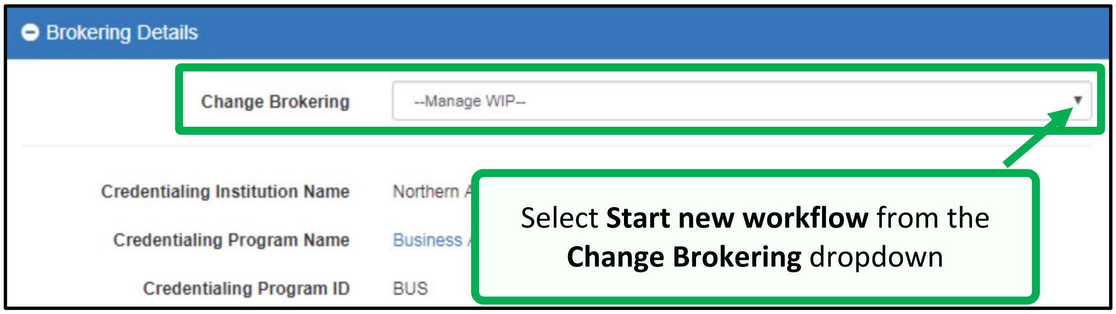
3. Complete the newly displayed fields and click **Submit**.

Classification: Protected A

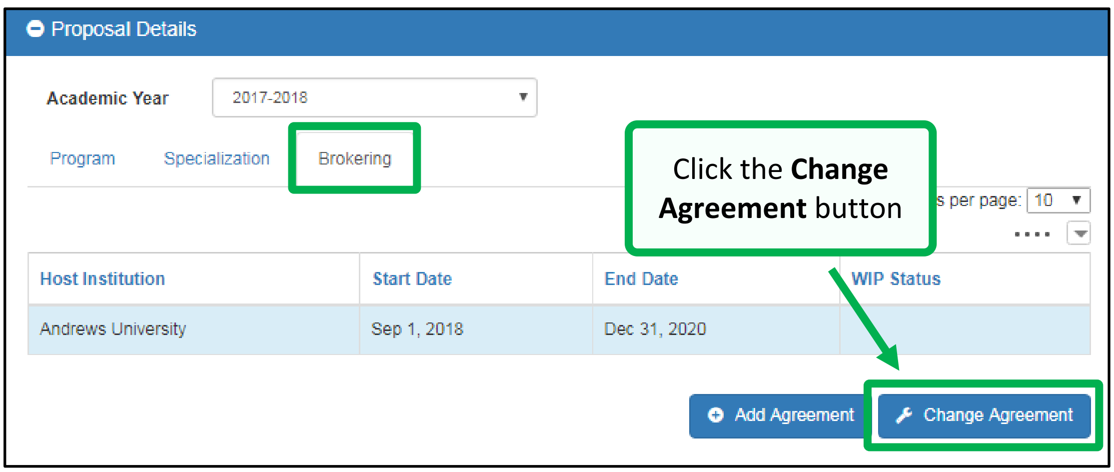
Modifying Brokering Agreements

The credentialing institution must create a new change proposal in order to change the end date of the brokering agreement.

1. Navigate to the **Brokering Details** screen.
2. Select **Start new workflow** from the **Change Brokering** dropdown.



3. Select the agreement on **Brokering** tab and click the **Change Agreement** button.



Make the desired changes and continue the change proposal workflow as described above.

REPORTS

The following reports are available to institutions:

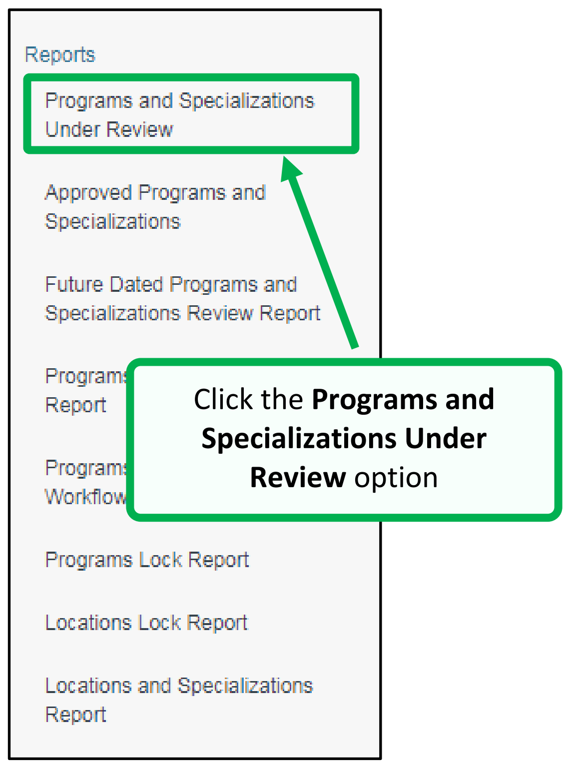
- Programs and Specializations Under Review
- Approved Programs and Specializations
- Future Dated Programs and Specializations Review Report
- Programs and Specialization Report
- Programs and Specializations Workflow
- Programs Lock and Location Lock Reports
- Locations and Specializations Report

Programs and Specializations Under Review

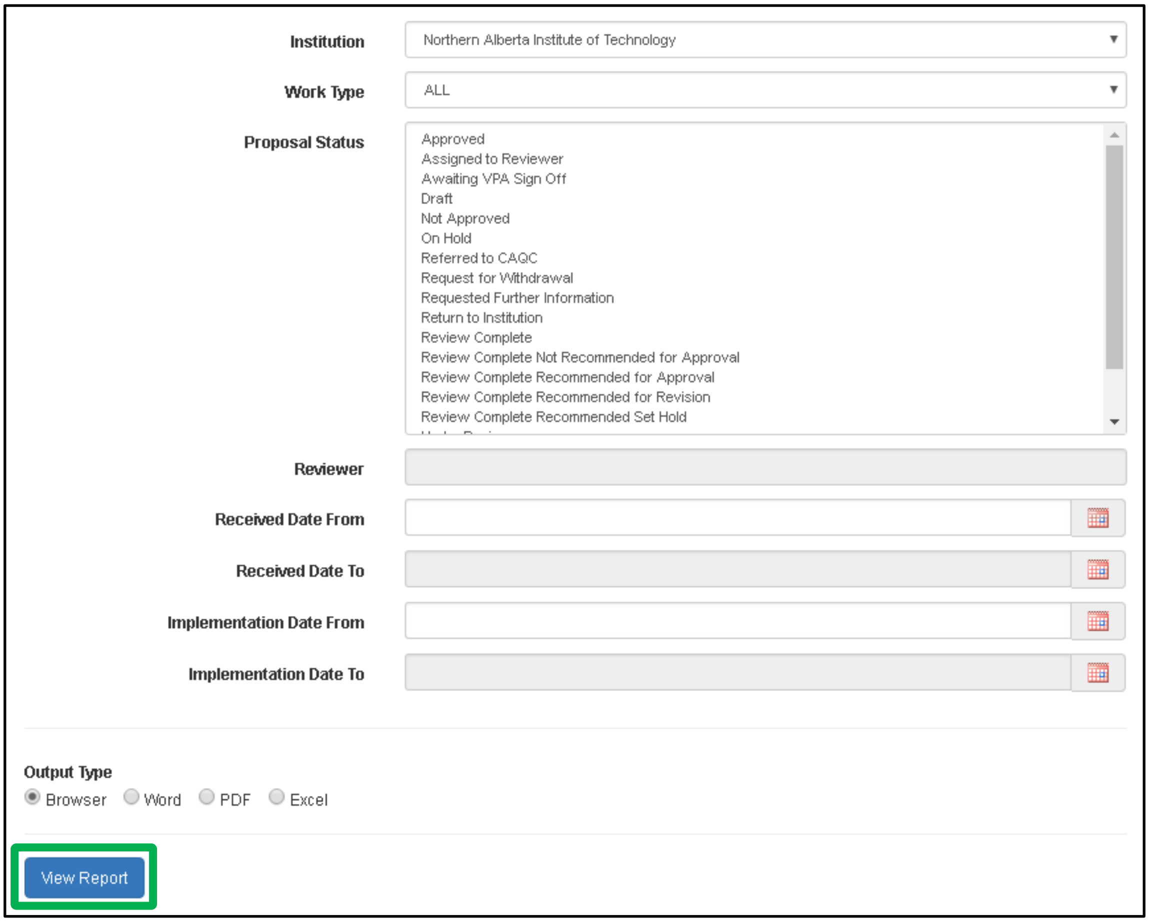
The **Programs and Specializations Under Review** report provides information relating to proposals submitted by your institution and are being reviewed by the Post-Secondary Programs branch.

Perform the following steps to execute the Programs and Specializations Under Review report:

1. Click the **Programs and Specializations Under Review** option - in the quick launch area on the left side of the **Approvals** home page.



2. Select the desired options from the report criteria screen and click **View Report**.



3. Review the information provided in the report. Refer to the **Proposal Status** column for information on the status of the listed proposals.

Post-Secondary Programs Branch
Programs and Specializations Under Review

rogram ID	Credential	specialization name	Specialization Code	Reviewer	Date First Received	Proposal status	Status Date
AAC1	Diploma			Pamela Cunningham - EAE	26-Aug-2013	Approved	26-Aug-2013
AAC1	Diploma	Accelerated Accounting	AAC	Pamela Cunningham - EAE	26-Aug-2013	Approved	26-Aug-2013
ASR	Certificate			Diane Wishart	6-May-2013	Approved	6-May-2013
ASR	Certificate	Aircraft Skin and Structure Repair	ASR	Diane Wishart	6-May-2013	Approved	6-May-2013
ASR	Certificate			Susan May	24-Oct-2013	Approved	13-Nov-2013
ASR	Certificate	Aircraft Skin and Structure Repair	ASR	Susan May	24-Oct-2013	Approved	13-Nov-2013
ALT	Diploma	Alternative Energy Technology	ALT	Keith Ede	18-Nov-2013	Approved	26-Nov-2013
ALT	Diploma			Keith Ede	18-Nov-2013	Approved	26-Nov-2013

4. Click any column heading to sort the displayed proposals based on the column selected.

Proposal Status: Approved

Reviewer: ALL

Receive Date Period:

Approved Implementation Period:

Created: 02-May-2018 04:04:24 User: PaprsUAT

Post-Secondary Programs Branch
Programs and Specializations Under Review

Work Type	Proposal Type	Institution Name	Program Name	Program ID	Credential	specialization name	Specialization Code	Reviewer	Date First Received
PSP Change	Terminate Program	Northern Alberta Institute of Technology	Accelerated Accounting	AAC1	Diploma			Pamela Cunningham - EAE	26-Aug-2013
PSP Change	Terminate Specialization	Northern Alberta Institute of Technology	Accelerated Accounting	AAC1	Diploma	Accelerated Accounting	AAC	Pamela Cunningham - EAE	26-Aug-2013
PSP Change	Suspend Program	Northern Alberta Institute of Technology	Aircraft Skin and Structure Repair	ASR	Certificate			Diane Wishart	6-May-2013
PSP Change	Suspend Specialization	Northern Alberta Institute of Technology	Aircraft Skin and Structure Repair	ASR	Certificate	Aircraft Skin and Structure Repair	ASR	Diane Wishart	6-May-2013
PSP Change	Terminate Program	Northern Alberta Institute of Technology	Aircraft Skin and Structure Repair	ASR	Certificate			Susan May	24-Oct-2013
PSP Change	Terminate Specialization	Northern Alberta Institute of Technology	Aircraft Skin and Structure Repair	ASR	Certificate	Aircraft Skin and Structure Repair	ASR	Susan May	24-Oct-2013

Classification: Protected A

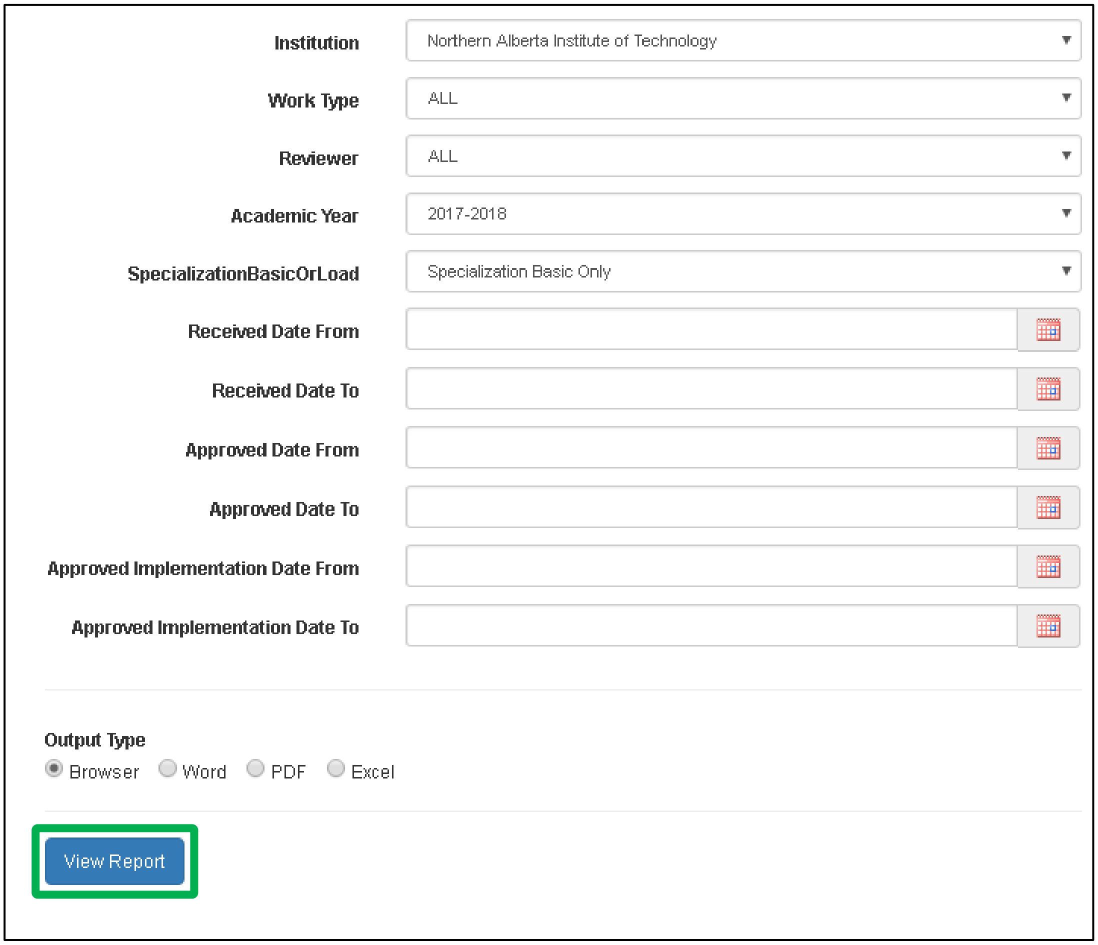
Approved Programs and Specializations

The **Approved Programs and Specializations** report provides a listing of programs and specializations that have gone through the change, or new proposal, process and have been approved during a specified period.

Perform the following steps to execute the Approved Programs and Specialization report:

1. Click the **Approved Programs and Specialization** option in the quick launch area on the left side of the **Approvals** home page.

2. Select the desired options from the report criteria screen and click **View Report**.



The report displays:

Post-Secondary Programs Branch PAPRS106

Approved Programs and Specializations

Report Selection Criteria

Institution(s) Selected	Northern Alberta Institute of Technology
Work Type:	ALL
Reviewer:	ALL
Academic Year:	2017-2018
Specialization Basic or Load:	Specialization Basic Only
Received Date Period:	
Approved Date Period:	
Approved Implementation Period:	

Created: 03-May-2018 02:13:57 User: PaprsUAT Page: 1 of 2

Post-Secondary Programs Branch PAPRS106

Approved Programs and Specializations

Work Type	Proposal Type	Institution Name	Institution Code	Institution Category	Program Name	Program ID	Credential	Program Type	Level of Study	Approval Type
PSP Change	Program Placeholder	Northern Alberta Institute of Technology	27	Public	Building Environmental Systems Technology	ACE	Diploma	Occupational	Career Preparation	Approved
PSP Change	Change Load	Northern Alberta Institute of Technology	27	Public	Building Environmental Systems Technology	ACE	Diploma	Occupational	Career Preparation	Approved
PSP New Degree	New Program	Northern Alberta Institute of Technology	27	Public	Basketweaving	37365	Degree	Applied		
PSP New Degree	New Specialization	Northern Alberta Institute of Technology	27	Public	Basketweaving	37365	Degree	Applied		

Classification: Protected A

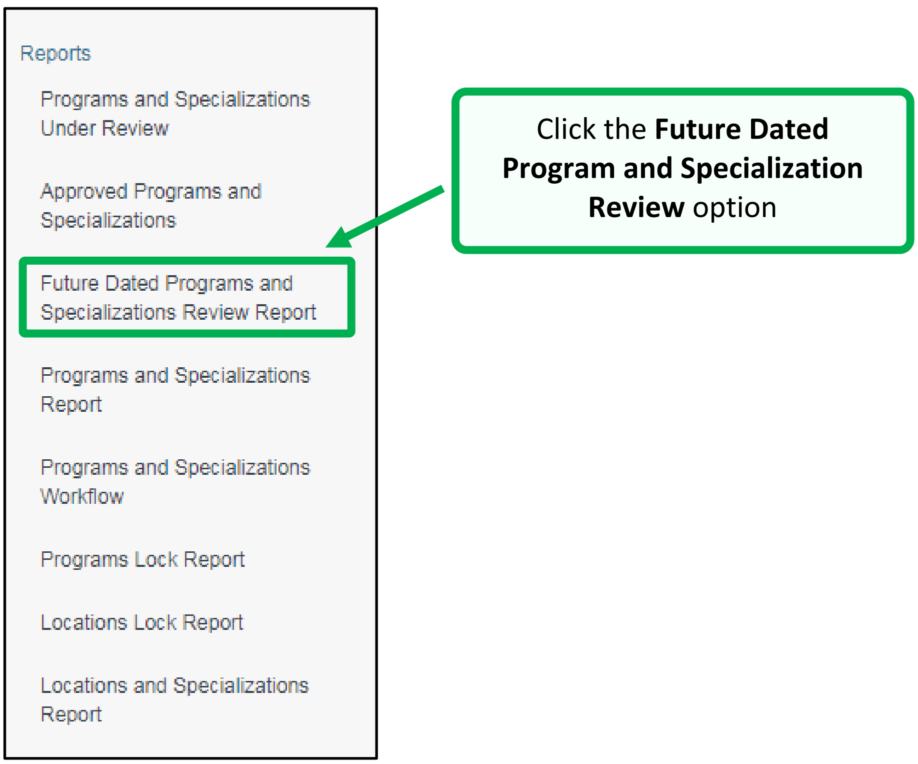
Future Dated Program and Specialization Review

The **Future Dated Program and Specialization Review** report provides a list of specializations that are offered by an institution for a specific period of time. These specializations are:

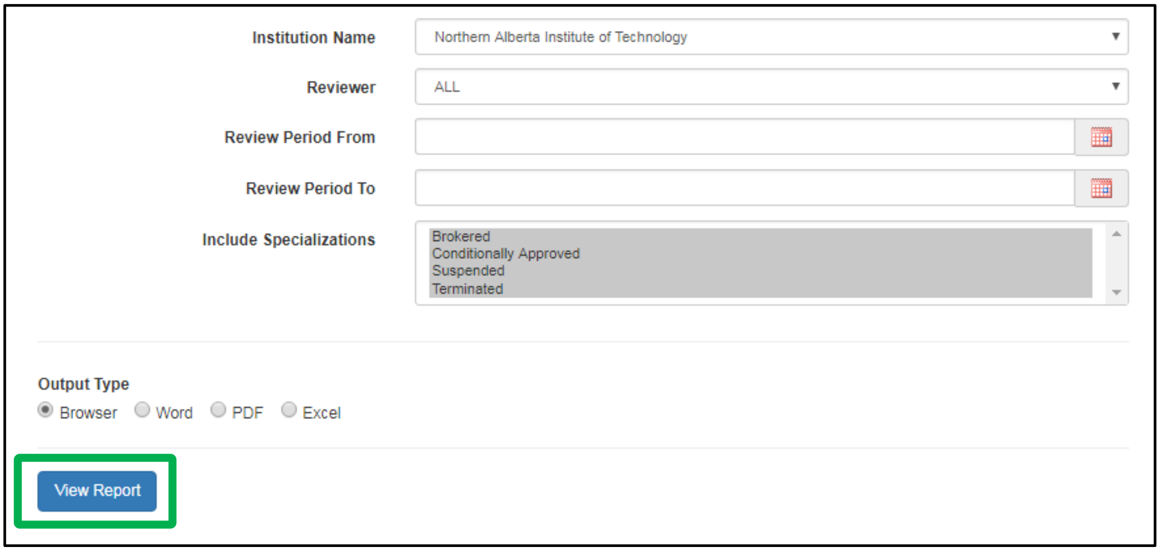
- Suspended
- Brokered
- Terminated with future Termination Date

Perform the following steps to execute the Future Dated Program and Specialization Review report:

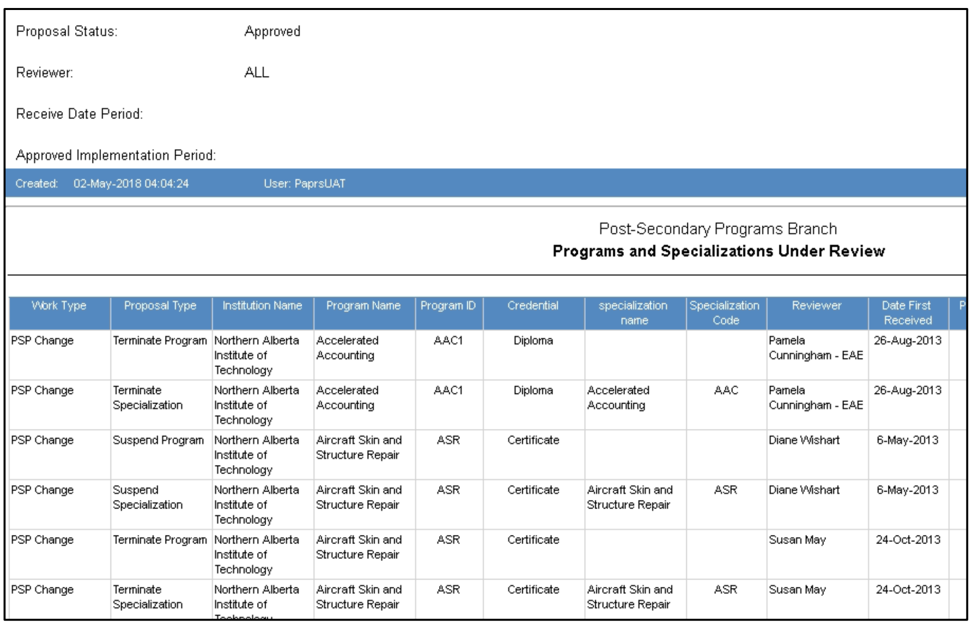
1. Click the **Future Dated Program and Specialization Review** option - in the quick launch area on the left side of the **Approvals** home page.



3. Select the desired options from the report criteria screen and click **View Report**.



The report displays:



Proposal Status: Approved

Reviewer: ALL

Receive Date Period:

Approved Implementation Period:

Created: 02-May-2018 04:04:24 User: PaprsUAT

Post-Secondary Programs Branch

Programs and Specializations Under Review

Work Type	Proposal Type	Institution Name	Program Name	Program ID	Credential	specialization name	Specialization Code	Reviewer	Date First Received	P
PSP Change	Terminate Program	Northern Alberta Institute of Technology	Accelerated Accounting	AAC1	Diploma			Pamela Cunningham - EAE	26-Aug-2013	
PSP Change	Terminate Specialization	Northern Alberta Institute of Technology	Accelerated Accounting	AAC1	Diploma	Accelerated Accounting	AAC	Pamela Cunningham - EAE	26-Aug-2013	
PSP Change	Suspend Program	Northern Alberta Institute of Technology	Aircraft Skin and Structure Repair	ASR	Certificate			Diane Wishart	6-May-2013	
PSP Change	Suspend Specialization	Northern Alberta Institute of Technology	Aircraft Skin and Structure Repair	ASR	Certificate	Aircraft Skin and Structure Repair	ASR	Diane Wishart	6-May-2013	
PSP Change	Terminate Program	Northern Alberta Institute of Technology	Aircraft Skin and Structure Repair	ASR	Certificate			Susan May	24-Oct-2013	
PSP Change	Terminate Specialization	Northern Alberta Institute of	Aircraft Skin and Structure Repair	ASR	Certificate	Aircraft Skin and Structure Repair	ASR	Susan May	24-Oct-2013	

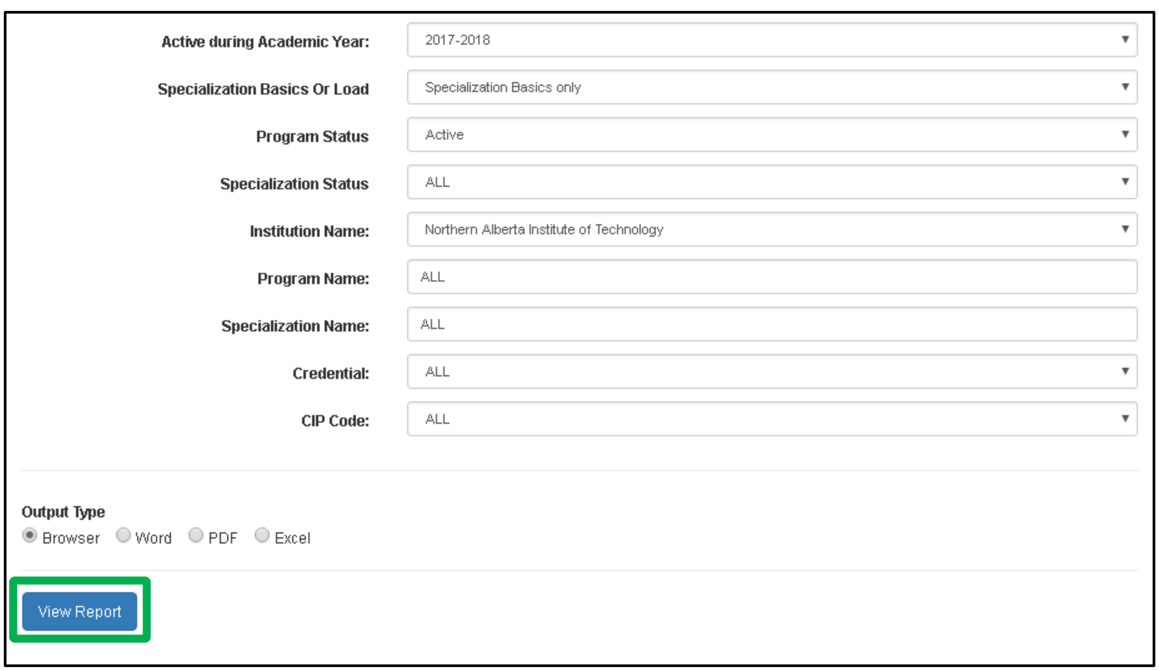
Programs and Specializations Report

The **Programs and Specializations** report provides a listing of programs and specializations that are active during a specified time period.

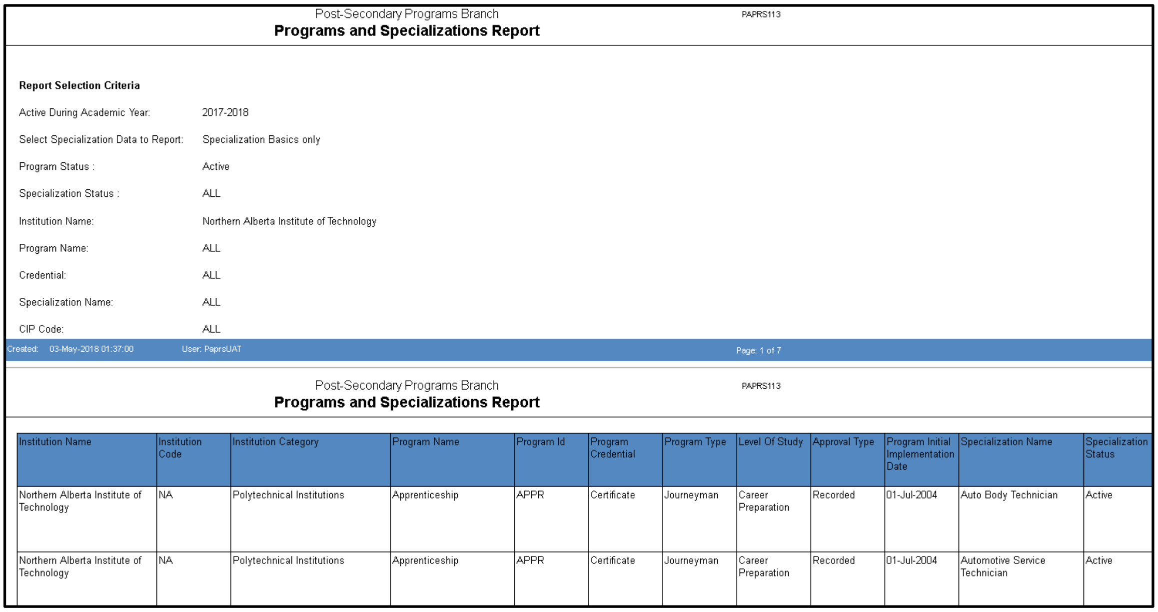
Perform the following steps to execute the Programs and Specializations report:

1. Click the **Programs and Specialization Report** option - in the quick launch area on the left side of the **Approvals** home page.

2. Select the desired options from the report criteria screen and click **View Report**.



The report displays:



Post-Secondary Programs Branch PAPRS113
Programs and Specializations Report

Report Selection Criteria

Active During Academic Year:	2017-2018
Select Specialization Data to Report:	Specialization Basics only
Program Status :	Active
Specialization Status :	ALL
Institution Name:	Northern Alberta Institute of Technology
Program Name:	ALL
Credential:	ALL
Specialization Name:	ALL
CIP Code:	ALL

Created: 03-May-2018 01:37:00 User: PaprsUAT Page: 1 of 7

Post-Secondary Programs Branch PAPRS113
Programs and Specializations Report

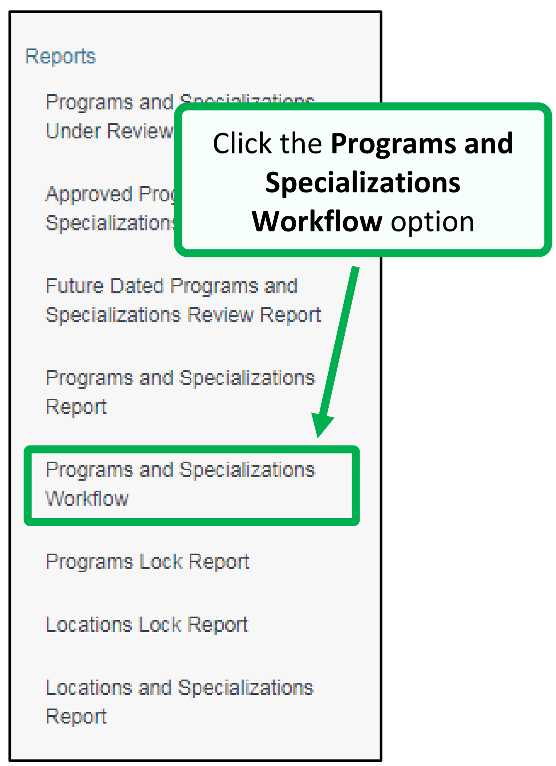
Institution Name	Institution Code	Institution Category	Program Name	Program Id	Program Credential	Program Type	Level Of Study	Approval Type	Program Initial Implementation Date	Specialization Name	Specialization Status
Northern Alberta Institute of Technology	NA	Polytechnical Institutions	Apprenticeship	APPR	Certificate	Journeyman	Career Preparation	Recorded	01-Jul-2004	Auto Body Technician	Active
Northern Alberta Institute of Technology	NA	Polytechnical Institutions	Apprenticeship	APPR	Certificate	Journeyman	Career Preparation	Recorded	01-Jul-2004	Automotive Service Technician	Active

Programs and Specializations Workflow

The **Programs and Specializations Workflow** report provides an itemized list of the stages (with dates) through which a proposal moves.

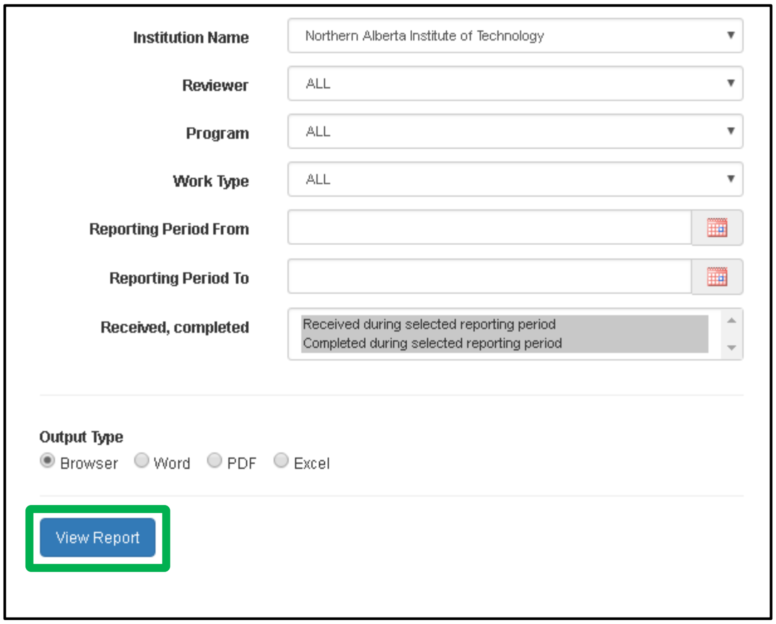
Perform the following steps to execute the Programs and Specializations Workflow report:

1. Click the **Programs and Specializations Workflow** option from the quick launch area on the left side of the **Approvals** home page.

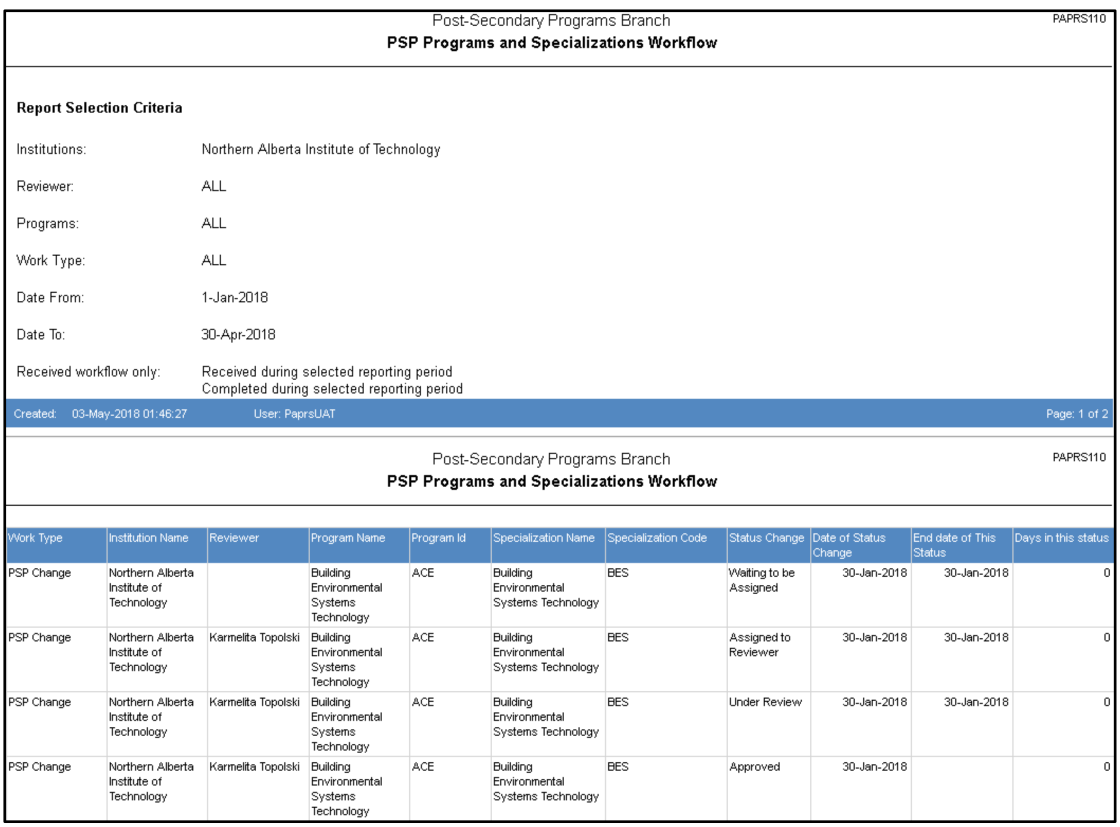


Classification: Protected A

2. Select the desired options from the report criteria screen and click **View Report**.



The report displays:



Post-Secondary Programs Branch PAPRS110

PSP Programs and Specializations Workflow

Report Selection Criteria

Institutions:	Northern Alberta Institute of Technology
Reviewer:	ALL
Programs:	ALL
Work Type:	ALL
Date From:	1-Jan-2018
Date To:	30-Apr-2018
Received workflow only:	Received during selected reporting period Completed during selected reporting period

Created: 03-May-2018 01:46:27 User: PaprsUAT Page: 1 of 2

Post-Secondary Programs Branch PAPRS110

PSP Programs and Specializations Workflow

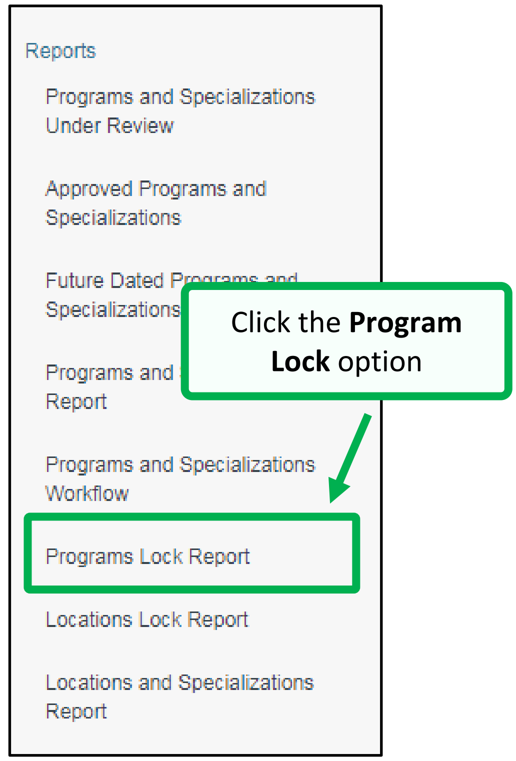
Work Type	Institution Name	Reviewer	Program Name	Program Id	Specialization Name	Specialization Code	Status Change	Date of Status Change	End date of This Status	Days in this status
PSP Change	Northern Alberta Institute of Technology		Building Environmental Systems Technology	ACE	Building Environmental Systems Technology	BES	Waiting to be Assigned	30-Jan-2018	30-Jan-2018	0
PSP Change	Northern Alberta Institute of Technology	Karmelita Topolski	Building Environmental Systems Technology	ACE	Building Environmental Systems Technology	BES	Assigned to Reviewer	30-Jan-2018	30-Jan-2018	0
PSP Change	Northern Alberta Institute of Technology	Karmelita Topolski	Building Environmental Systems Technology	ACE	Building Environmental Systems Technology	BES	Under Review	30-Jan-2018	30-Jan-2018	0
PSP Change	Northern Alberta Institute of Technology	Karmelita Topolski	Building Environmental Systems Technology	ACE	Building Environmental Systems Technology	BES	Approved	30-Jan-2018		0

Program Lock / Location Lock

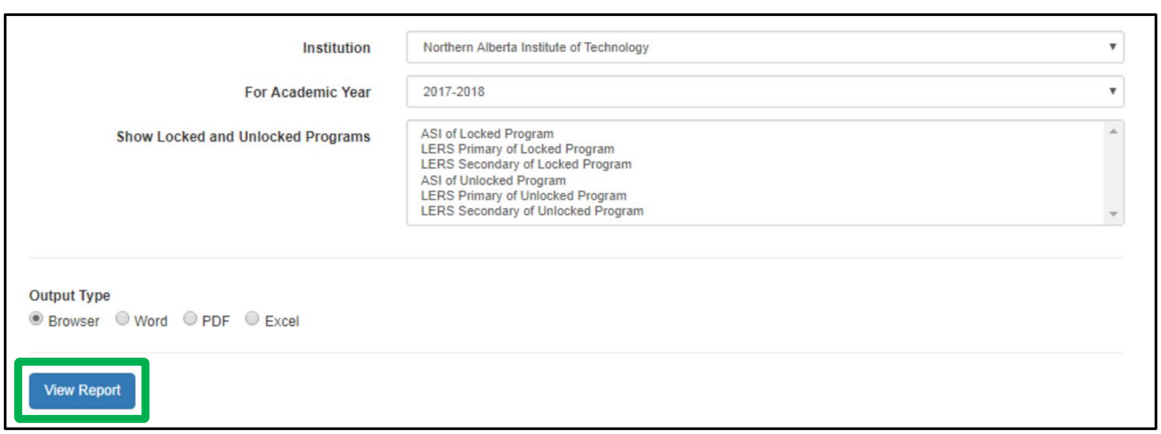
The **Program Lock** and **Location Lock** reports provides the user with the ability to list all lock/unlock programs and locations for selected institutions. There are three types of program locks and two types of location locks that control access to locations, program, specialization, activation, and funding data. The user can request the listing of lock/unlock programs by the lock type.

Perform the following steps to execute the Program Lock report:

1. Click the **Program Lock** option - in the quick launch area on the left side of the **Approvals** home page.



2. Select the desired options from the report criteria screen and click **View Report**.

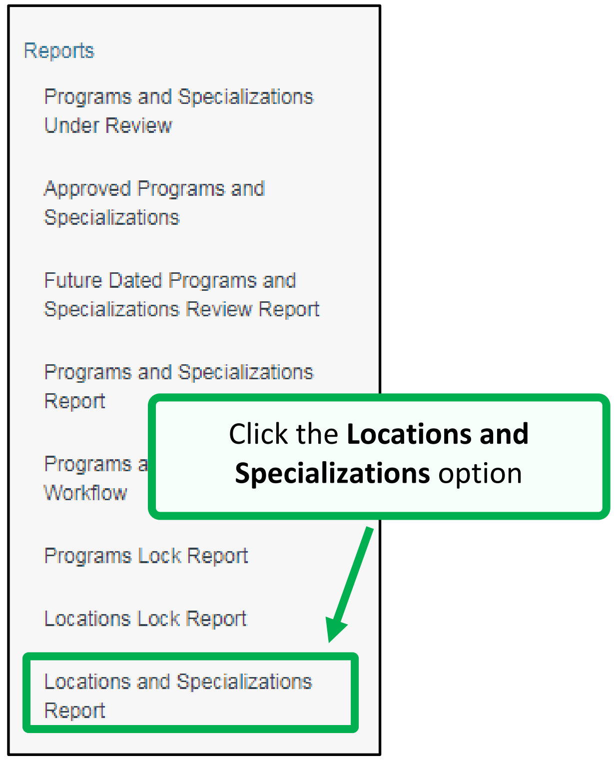


Locations and Specializations

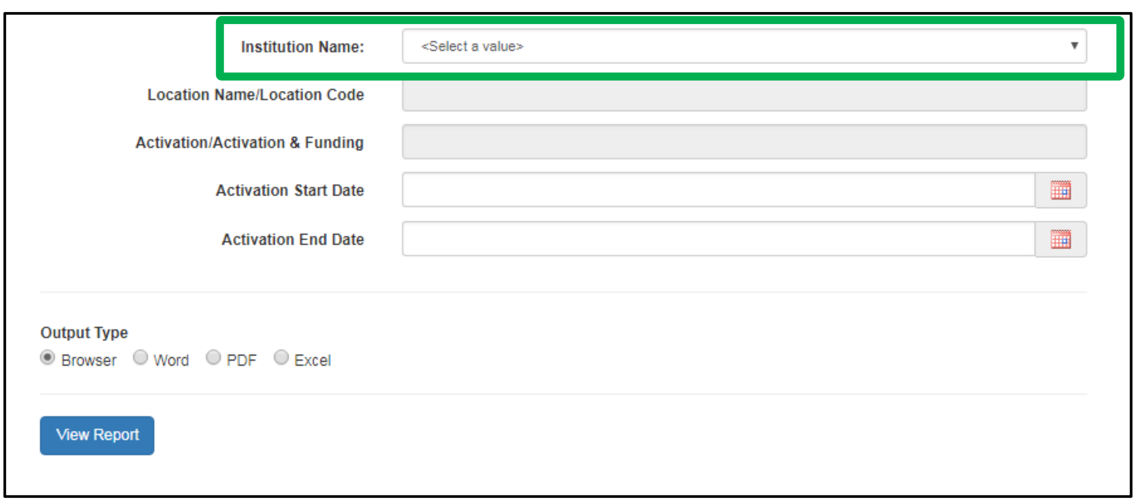
The **Locations and Specializations** report provides a list of specializations that are offered at the location during the specific time. A specialization that is activated at a specific location is funded for the full duration of the activation. Detailed funding information identifies the funding sources for the specialization at the specific location. The report prints the list of specialization and funding records that are active during the time selected by the user.

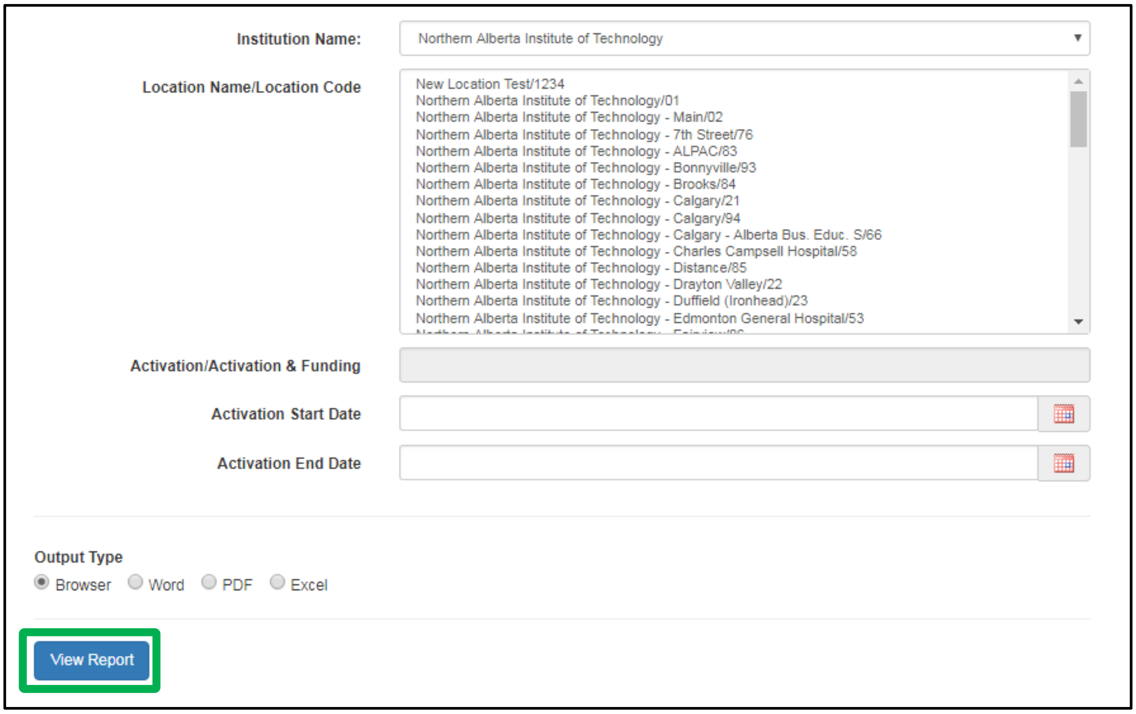
Perform the following steps to execute the Locations and Specializations report:

1. Click the **Future Dated Program and Specialization Review** option - in the quick launch area on the left side of the **Approvals** home page.



2. Select the desired options from the report criteria screen and click **View Report**.




Institution Name:
Northern Alberta Institute of Technology
Location Name/Location Code
New Location Test/1234
Northern Alberta Institute of Technology/01
Northern Alberta Institute of Technology - Main/02
Northern Alberta Institute of Technology - 7th Street/76
Northern Alberta Institute of Technology - ALPAC/83
Northern Alberta Institute of Technology - Bonnyville/93
Northern Alberta Institute of Technology - Brooks/84
Northern Alberta Institute of Technology - Calgary/21
Northern Alberta Institute of Technology - Calgary/94
Northern Alberta Institute of Technology - Calgary - Alberta Bus. Educ. S/66
Northern Alberta Institute of Technology - Charles Campsell Hospital/58
Northern Alberta Institute of Technology - Distance/85
Northern Alberta Institute of Technology - Drayton Valley/22
Northern Alberta Institute of Technology - Duffield (Ironhead)/23
Northern Alberta Institute of Technology - Edmonton General Hospital/53
Activation/Activation & Funding
Activation Start Date
Activation End Date
Output Type
Browser
Word
PDF
Excel
View Report

CONTACT INFORMATION

For further assistance or for comments or questions:

Post-Secondary Institution Help Desk (PSI)
Toll Free Phone: 310-0000
Phone: 780 427-5318 option 6
Fax: 780 427-1179

Email: psihelpdesk@gov.ab.ca

Classification: Protected A