

Post-Secondary Program - APPROVALS

Provider and Programs Registry System (PAPRS) - PSI Users

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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.



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
 - Viewing your institutions record
 - Institution contact and location details
- Activation and funding details
 - Adding and maintaining activation details
 - Maintain funding details
 - 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

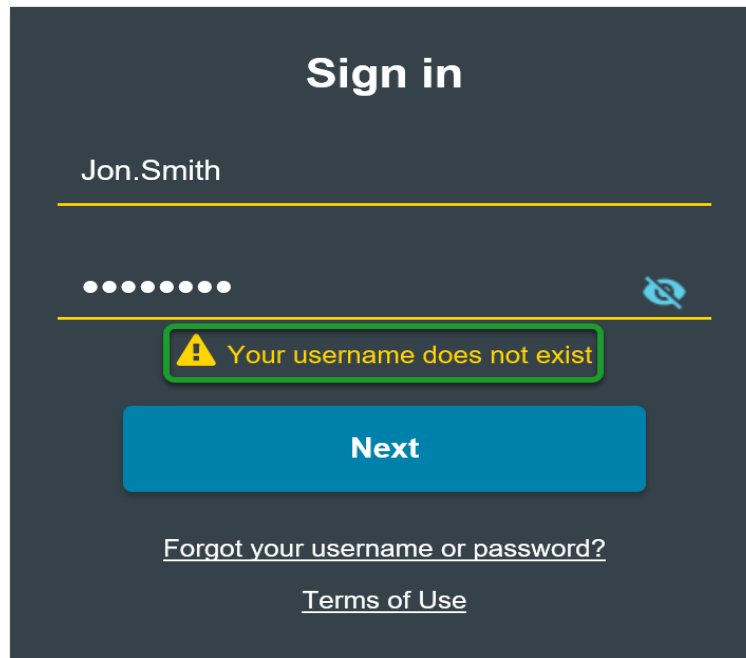
Follow these steps to access the PAPRS site

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.

The screenshot shows the MyAlberta Digital ID login interface. At the top, there is a dark header with the MyAlberta Digital ID logo on the left and 'Common questions' and 'Contact us' on the right. Below the header is a large banner image of a mountain range with the text 'MyAlberta Digital ID' and 'A secure way to verify who you are online'. Underneath the banner, it says 'Your single, verified online identity. Safe, secure, and backed by the Government of Alberta.' The bottom section is a 'Sign in' form with fields for 'Username' and 'Password', a 'Next' button, and links for 'Forgot your username or password?' and 'Terms of Use'.

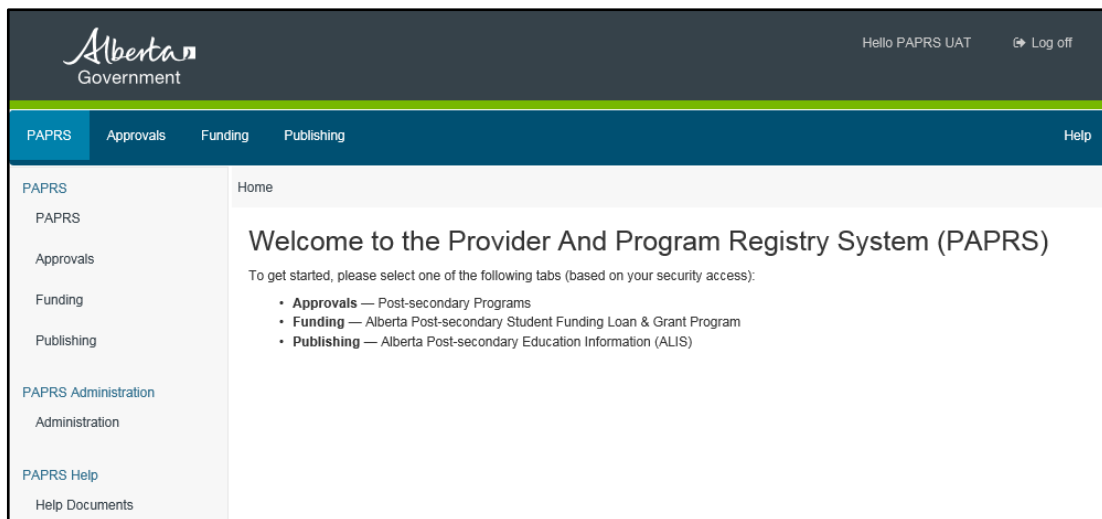
Note

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



The screenshot shows a dark-themed 'Sign in' page. The username field contains 'Jon.Smith' and the password field is masked with dots. A yellow warning icon and the message 'Your username does not exist' are displayed below the password field. A blue 'Next' button is centered below the message. At the bottom, there are links for 'Forgot your username or password?' and 'Terms of Use'.

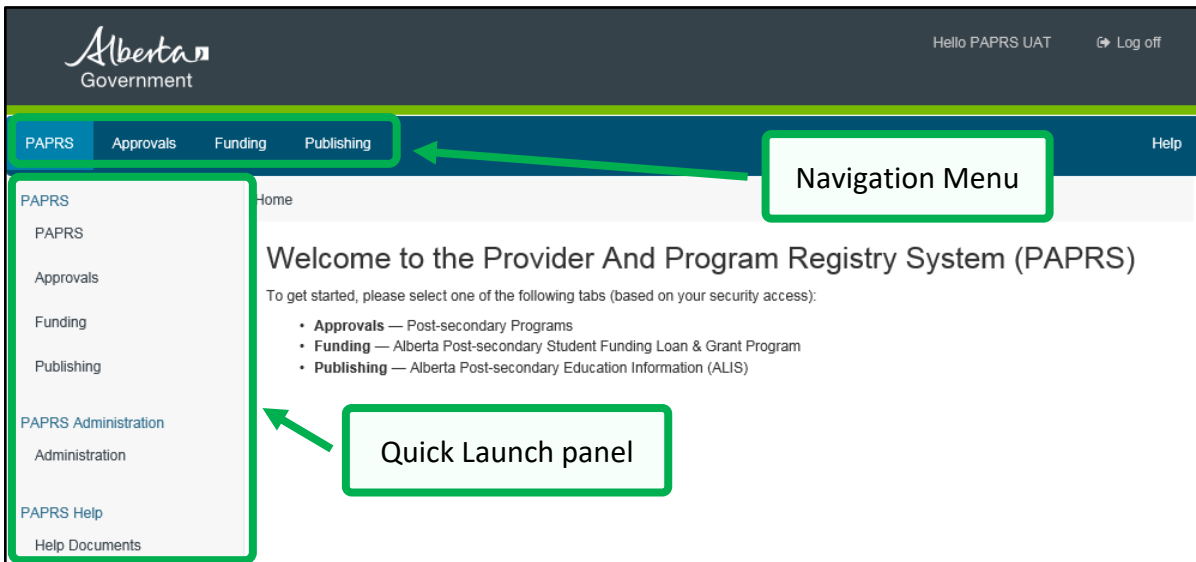
Once you have successfully logged in, the main page of the PAPRS site is displayed:



The screenshot shows the main page of the PAPRS site. The header includes the Alberta Government logo, the user name 'Hello PAPRS UAT', and a 'Log off' link. The navigation menu includes 'PAPRS', 'Approvals', 'Funding', 'Publishing', and 'Help'. The main content area is titled 'Home' and displays a welcome message: 'Welcome to the Provider And Program Registry System (PAPRS)'. Below this, it says 'To get started, please select one of the following tabs (based on your security access):' and lists three options: 'Approvals — Post-secondary Programs', 'Funding — Alberta Post-secondary Student Funding Loan & Grant Program', and 'Publishing — Alberta Post-secondary Education Information (ALIS)'. A sidebar on the left contains links for 'PAPRS Administration' and 'PAPRS Help'.

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).

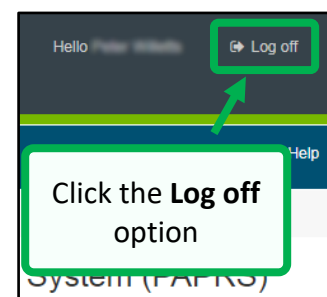
Signing-Out of PAPRS

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.



Dashboard

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

The screenshot shows the 'Approvals' dashboard interface. At the top, there is a navigation bar with 'Home / Approvals' and a welcome message: 'Welcome to the Approvals Site'. Below this, it states 'There are 5 tasks assigned / available to you.' On the right side, there is a 'Rows per page:' dropdown menu set to '50'. A callout box with a green border contains the text: 'Click anywhere on a row to select and display the WIP details.' Below the callout is a table with the following data:

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.

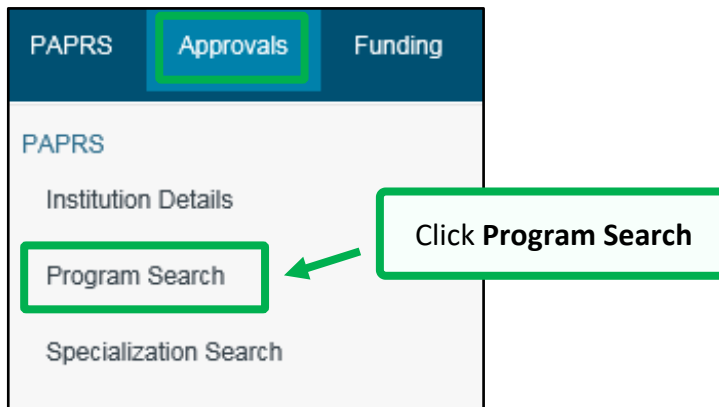
SEARCH

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.

Program Search

Search Criteria

Governance: Post-Secondary Programs

Institution Name: [Dropdown]

Program Name: [Text]

Program ID: [Text]

Credential Type: [Dropdown]

Program Type: [Dropdown]

Institution Category: [Dropdown]

Short Name: [Dropdown]

Academic Year: 2017-2018 [Dropdown]

Approval Type: [Dropdown]

Program Status: [Dropdown]

In Progress Status: [Dropdown]

[Search]

Enter the search criteria and click **Search**

[New Specialization for Program] [New Program Proposal]

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.

Search Results

The search criteria returned 145 rows of results. Rows per page: 50

	Institution Name	Program Name	Program ID	Status	In Progress Status	Academic Year
	Northern Alberta Institute of Technology	Academic Upgrading				2017-2018
	Northern Alberta Institute of Technology	Accelerated Accounting				2017-2018
<input type="radio"/>	Northern Alberta Institute of Technology	Accelerated Accounting	CEDAAC	Active		2017-2018
	Northern Alberta Institute of Technology	Administration des affaires bilingues	FBU	Terminated		2017-2018

Select the desired row

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

Institution Number:	27	Institution Type:	Polytechnic
Operating Type:	Public	Operating Name:	Northern Alberta Institute of Technology
Home Jurisdiction:	Alberta	Legal Entity:	Northern Alberta Institute of Technology
Governance:	Post-Secondary Programs		

Program Details

Academic Year Filter:

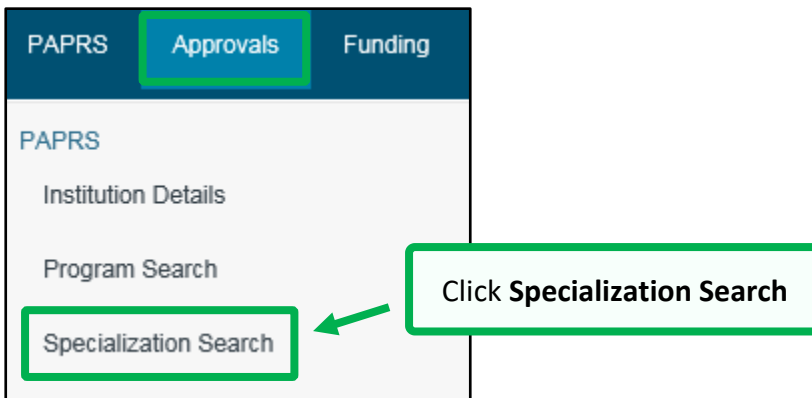
Change Program:

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.

- 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.

- Click the **Search** button.

The screen refreshes to display the search results.

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

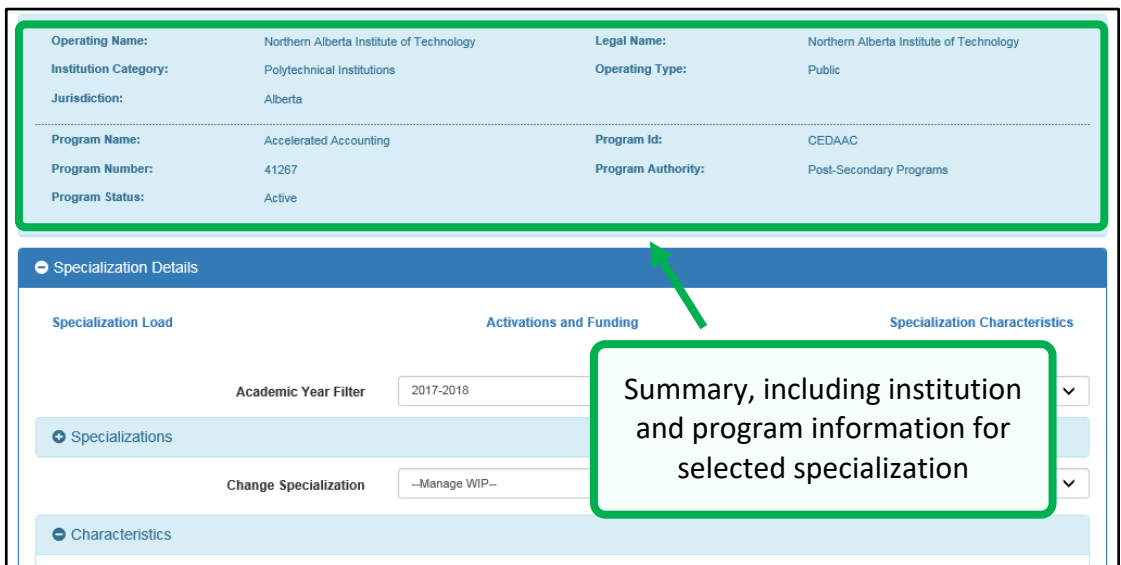
Institution Name	Program Name	Specialization	In Progress Status	Academic Year
Northern Alberta Institute of Technology	Academic Upgrading	Adult Basic Education - Level I	Terminated	2017-2018
Northern Alberta Institute of Technology	Academic Upgrading	Adult Basic Education - Level II	Terminated	2017-2018
Northern Alberta Institute of Technology	Academic Upgrading	High School Equivalency	Terminated	2017-2018



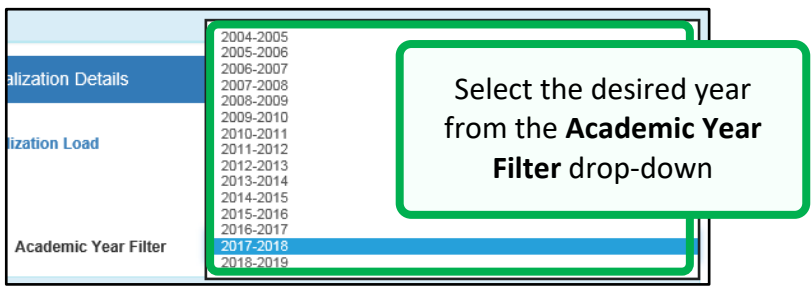
Click on the numbers below the specialization table to view additional listed specializations - if the search results have multiple specializations - to navigate to other pages.



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.





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.

Specializations

Name	Code	Status
Accelerated Accounting	CEDAAC	Active

Change Specialization: --Manage WIP--

Characteristics

Rows per page: 10

Description	Start Date	End Date	LERS	Load and Length	Sessions and Costs	Publishing
Northern Alberta Institute of Technology - Main	Jul 1, 2004		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Northern Alberta Institute of Technology - Overseas	Jul 1, 2005		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Northern Alberta Institute of Technology - SITE	Jul 1, 2004		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Basics

Active Locks ASI Lock LERS Lock

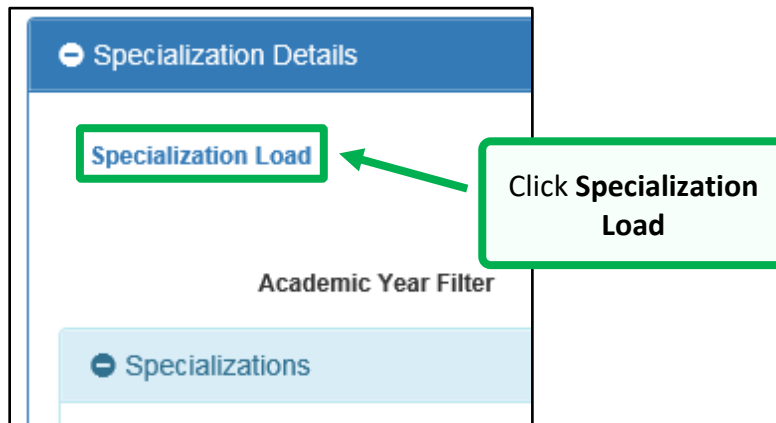
Viewing Specialization Load

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.

Specialization Load

Change Specialization Load --Manage WIP-- ▼

Active Locks ASI Lock LERS Lock

Specialization Name Accelerated Accounting

Unit of Load Credits Hours

Year of Study Year 1 ▼

	Year	Instructional Load	Practicum Load	Actual Weeks	Actual Load
<input type="checkbox"/>	Fall			<input type="text"/>	0
<input type="checkbox"/>	Winter			<input type="text"/>	0
<input type="checkbox"/>	Spring			<input type="text"/>	0
<input type="checkbox"/>	Summer			<input type="text"/>	0
<input type="checkbox"/>	Spring and Summer			<input type="text"/>	0
<input checked="" type="checkbox"/>	Non-Sessional	30	0	<input type="text" value="15"/>	30
	Totals	30	0	15	

Specialization Totals

Full Load 30

Full Load Equivalent 1.00

Specialization Totals

	Approved
Full Load	30
Total Load	30
FLE	1.00

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 screenshot shows a web interface for 'Specialization Load'. At the top, there is a dropdown menu labeled 'Change Specialization Load' with the value '--Manage WIP--'. Below this are 'Active Locks' with checkboxes for 'ASI Lock' and 'LERS Lock'. The 'Specialization Name' is 'CommercialPhotography'. Under 'Unit of Load', 'Credits' is selected with a radio button, and 'Hours' is unselected. The 'Year of Study' dropdown menu is open, showing options 'Year 1', 'Year 2', 'Year 3', and 'Year 4'. A green box highlights the dropdown menu, and a green arrow points to it from a text box that says 'Select desired Year of Study'. Below the dropdown is a table with columns 'Year' and 'Instructional Lo'. The first row shows 'Fall' and '6'.

	Year	Instructional Lo
<input checked="" type="checkbox"/>	Fall	6

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:

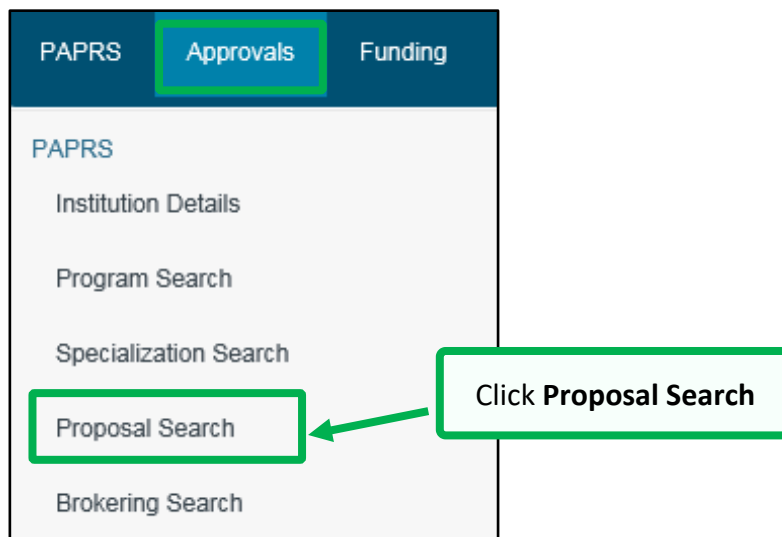
- New programs and specializations
- Suspension, reactivation or termination of a program or specialization
- Change to a program or specialization name
- Change to full load equivalent, or curriculum changes resulting in an actual load or full load change.

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.

Work Type	Proposal Type	Operating Name	Program Name	Program ID	Specialization Name	Specialization Code	Status	Status Date	Received Date	Implementation Academic Year
PSP Change	Program Placeholder	Northern Alberta Institute of Technology	Instrumentation Engineering Technology	IET			Assigned to Reviewer	Jan 15, 2016	Jan 15, 2016	2016-2017
PSP Change	Change Load	Northern Alberta Institute of Technology	Instrumentation Engineering Technology	IET	Instrumentation Engineering Technology					2016-2017

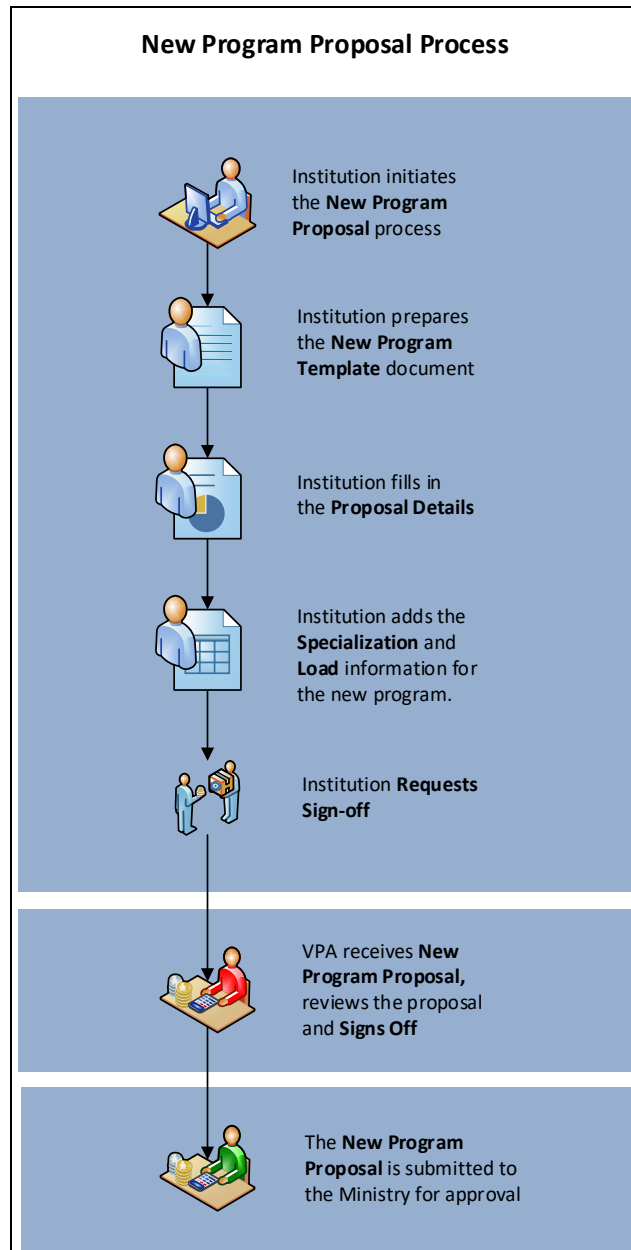
4. Click anywhere on a row to select and display a program proposal.

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



Creating a New Program Proposal

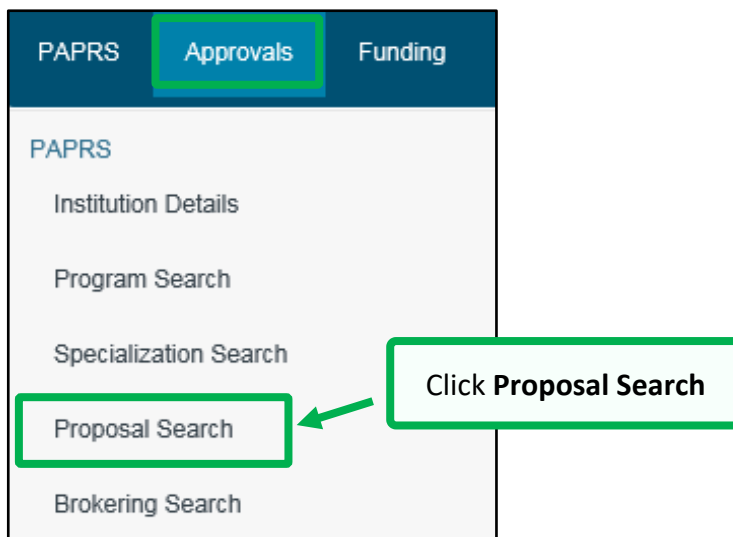
The creating a **New Program Proposal** process allows your institution to submit a new program proposal for approval by the Ministry.



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.



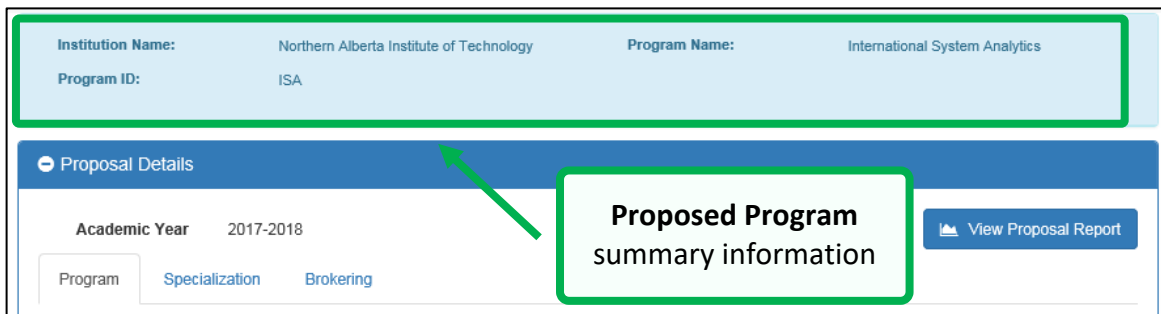
The screen refreshes to display the **Advanced Search - Proposals** screen.

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.

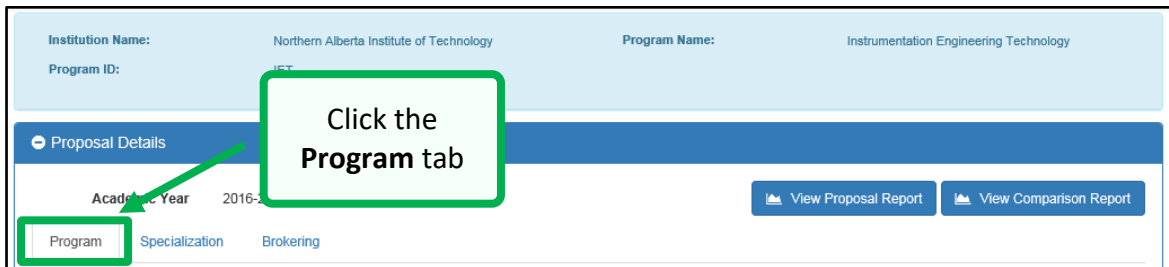


Completing the Program Proposal Details

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.



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

- 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.

- 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.

Validation Messages
Program Notification Recipient must be entered.
Program Contact Email must be entered.
Program Contact Email is invalid.
Program Contact Phone must be entered.
Program Contact Phone is invalid. Accepted formats are 555-123-4567, (555)123-4567 and 555 123 4567.
Program Contact Name must be entered.



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

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

The screenshot shows the top of the PAPRS interface. At the top, it displays 'Institution Name: Northern Alberta Institute of Technology' and 'Program Name: Instrumentation Engineering Technology'. Below this, 'Program ID: IET' is shown. A 'Proposal Details' section is visible, including 'Academic Year: 2016-2017'. In the 'Program' dropdown menu, the 'Specialization' option is highlighted with a green box. A callout box with a green border and arrow points to this 'Specialization' tab, containing the text 'Click the Specialization tab'. To the right, there are buttons for 'View Proposal Report' and 'View Comparison Report'.

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.

The screenshot shows the 'Basic' section of the Specialization form. At the top, there are three buttons: 'Add Specialization', 'Change Specialization', and 'Delete Specialization(s)'. Below these, the 'Basic' tab is selected and highlighted with a green box. The form fields are outlined in green and include:

- Specialization Name**: Text input field with 'New Specialization' entered.
- Specialization Code**: Text input field with 'Sp Code' entered.
- Primary Funding Source**: Dropdown menu.
- Administrative Unit**: Dropdown menu.
- Proposed Implementation Date**: Date picker field.
- Proposed End Date**: Date picker field.
- CIP Code**: Text input field.
- Entrance Requirement**: Dropdown menu.

 A 'Stats Canada Lookup' link is located below the CIP Code field, and a 'CIP Search' button is to its right. At the bottom, there is a 'Unit of Load' section with radio buttons for 'Credits' and 'Hours'.



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.

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

Search CIP Codes

Please enter your CIP Code search criteria below then press the 'Search' button to perform the search. Select your desired CIP code from the resulting list then select OK to confirm your selection.

CIP Code Value

CIP Code Description

Search

Enter the CIP Code or Description and click Search

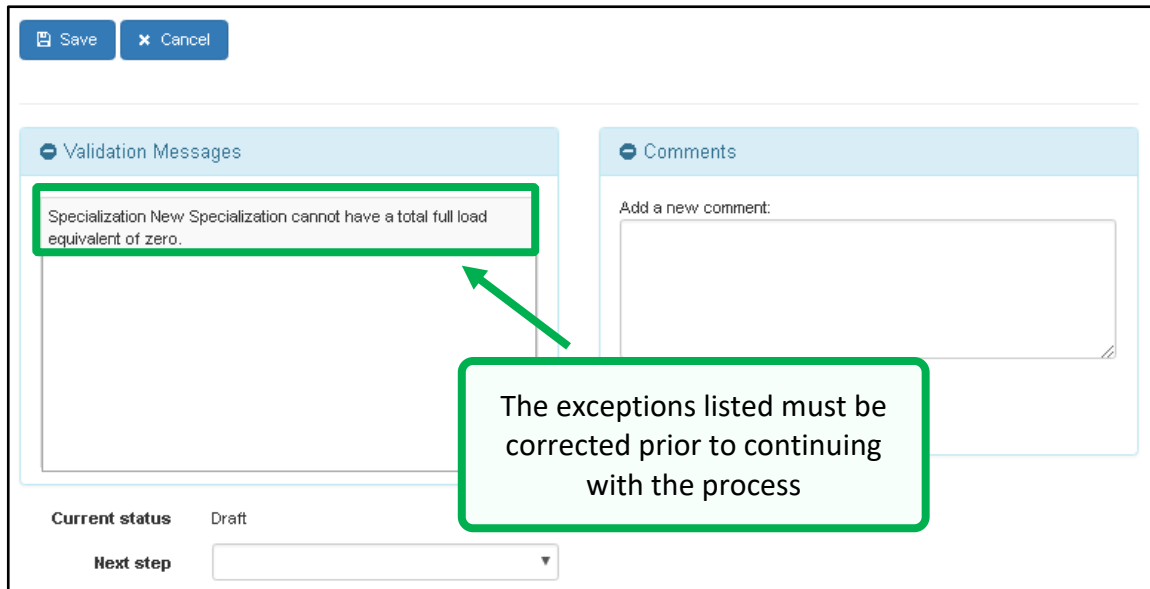
Ok Cancel

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.

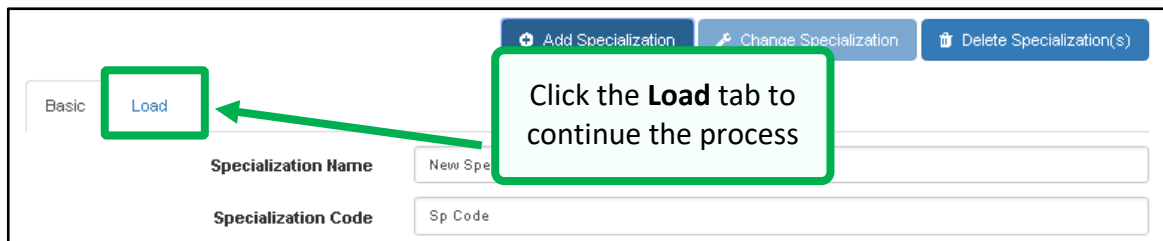
10. Complete the remaining **Basic** information for the specialization and click **Save**.

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.

<input type="checkbox"/>	Year	Semester(s)	Instructional Load	Practicum Load	Actual Weeks	Actual Load	Full Load	Full Load Equivalent
<input type="checkbox"/>	Year 1		0	0	0	0	30	0
	Total		0	0	0	0	30	0.00

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.

Year	Instructional Load	Practicum Load	Actual Weeks	Actual Load
<input checked="" type="checkbox"/> Fall	<input type="text" value="300"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	300
<input checked="" type="checkbox"/> Winter	<input type="text" value="300"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	300
<input type="checkbox"/> Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/> Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/> Spring and Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/> Non-Sessional	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Totals	600	0		600

*Full Load

Full Load Equivalent 20.00

Change Description

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.

	Year	Instructional Load	Practicum Load	Actual Weeks	Actual Load
<input checked="" type="checkbox"/>	Fall	<input type="text" value="300"/>	<input type="text" value="100"/>	<input type="text" value="12"/>	400
<input checked="" type="checkbox"/>	Winter	<input type="text" value="300"/>	<input type="text" value="100"/>	<input type="text" value="12"/>	400
<input type="checkbox"/>	Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Spring and Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
				<input type="text" value="24"/>	800

Full Load
 Full Load Equivalent 26.67
 Copy this year's data to
 Change Description

Select the year of study to copy the information too

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

Full Load
 Full Load Equivalent 26.67
 Copy this year's data to

 Change Description

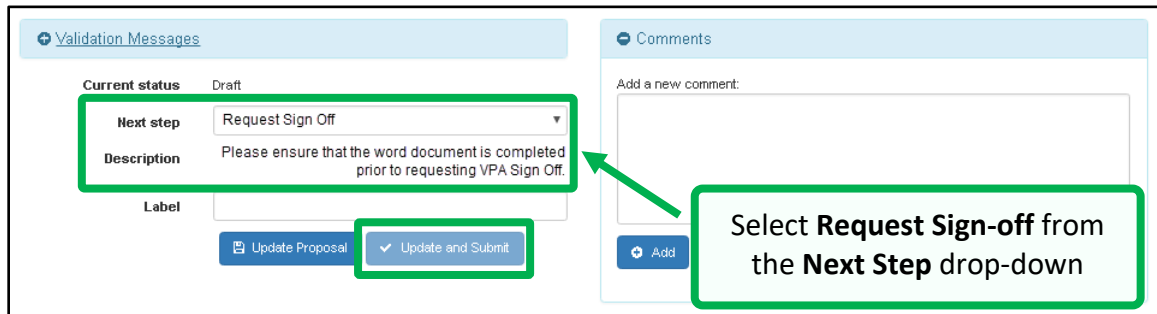
16. Click the **Save** button - once you have completed the information for each year of study.

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.



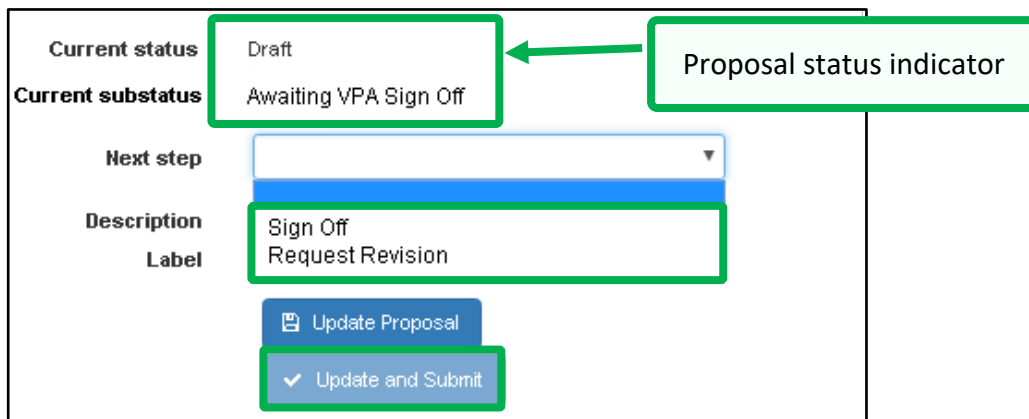
Program Proposal VPA Sign Off

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.

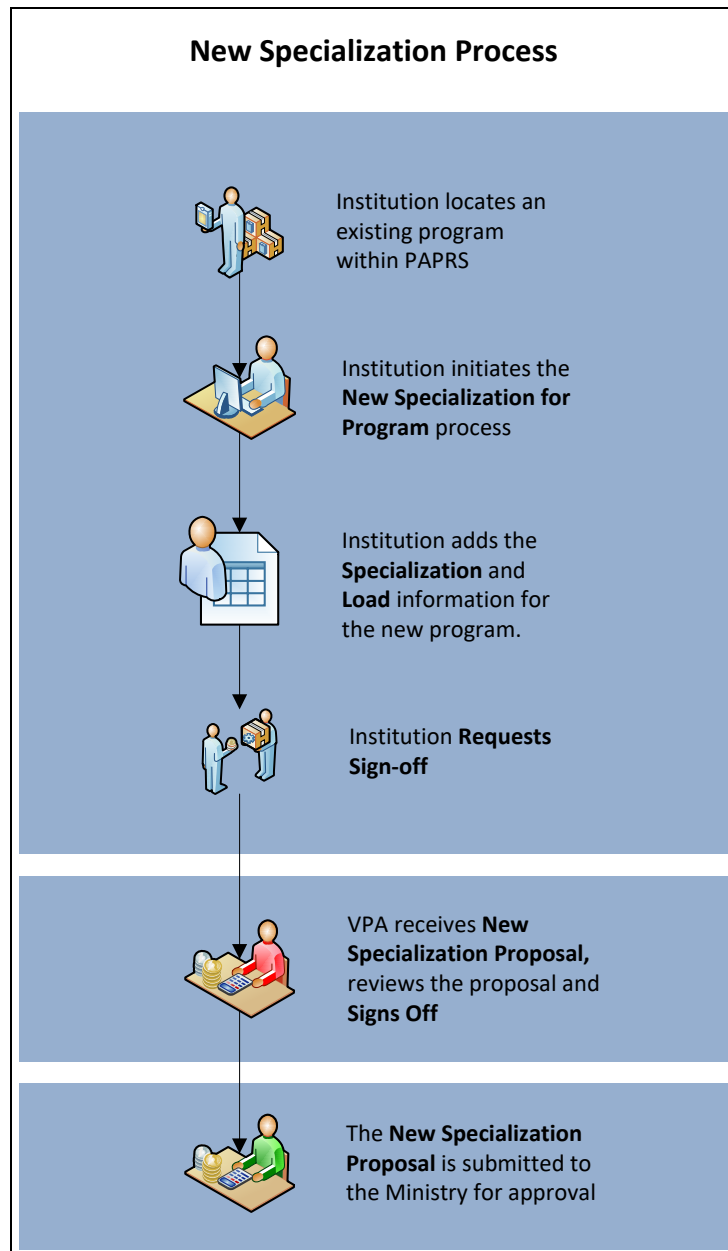


The **Current Status** value updates to indicating the proposal is *With Ministry* and is *Waiting to be assigned*.

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

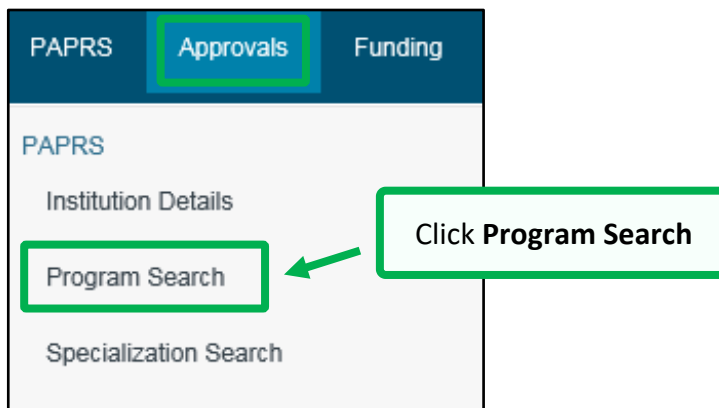


Adding a Specialization to an Active Program

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

From the **Approvals** home page -

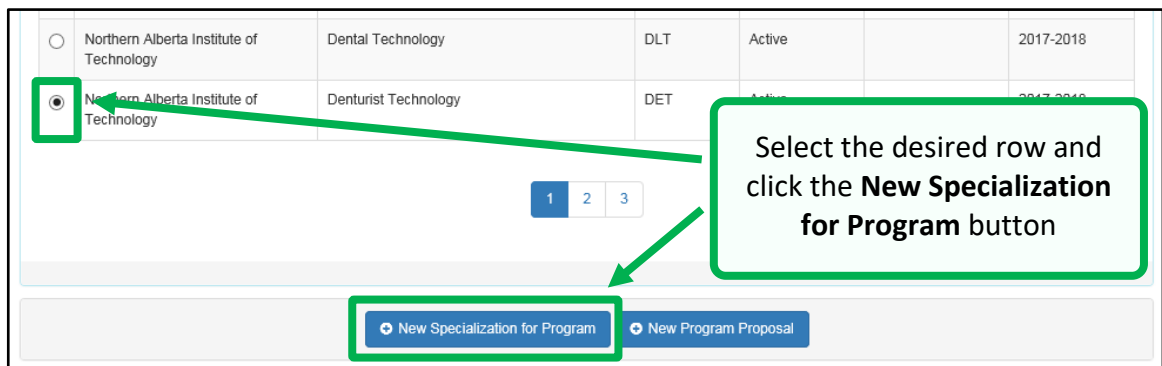
1. Click **Program Search** - in the quick launch area on the left side of the window.



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



The **New Specialization for Program** button is only 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

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

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

- Click the **Specialization** tab, followed by the **Add Specialization** button.
- 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.



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).

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.

Year 1

	Year	Instructional Load	Practicum Load	Actual Weeks	Actual Load
<input checked="" type="checkbox"/>	Fall	<input type="text" value="300"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	300
<input checked="" type="checkbox"/>	Winter	<input type="text" value="300"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	300
<input type="checkbox"/>	Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Spring and Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Non-Sessional	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	Totals	600	0	24	600

Full Load

Full Load Equivalent 20.00

Copy this year's data to

	Total	0	0	0	0	120	0.00
--	-------	---	---	---	---	-----	------

17. 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.

	Year	Instructional Load	Practicum Load	Actual Weeks	Actual Load
<input checked="" type="checkbox"/>	Fall	<input type="text" value="300"/>	<input type="text" value="100"/>	<input type="text" value="12"/>	400
<input checked="" type="checkbox"/>	Winter	<input type="text" value="300"/>	<input type="text" value="100"/>	<input type="text" value="12"/>	400
<input type="checkbox"/>	Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	0
				24	800

Full Load
Full Load Equivalent 26.67
Copy this year's data to
Change Description

Select the year of study to copy the information too

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

Full Load
Full Load Equivalent 26.67
Copy this year's data to

Change Description

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.

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

Validation Messages

Current status Draft

Next step Request Sign Off

Description Please ensure that the word document is completed prior to requesting VPA Sign Off.

Label

Comments

Add a new comment:

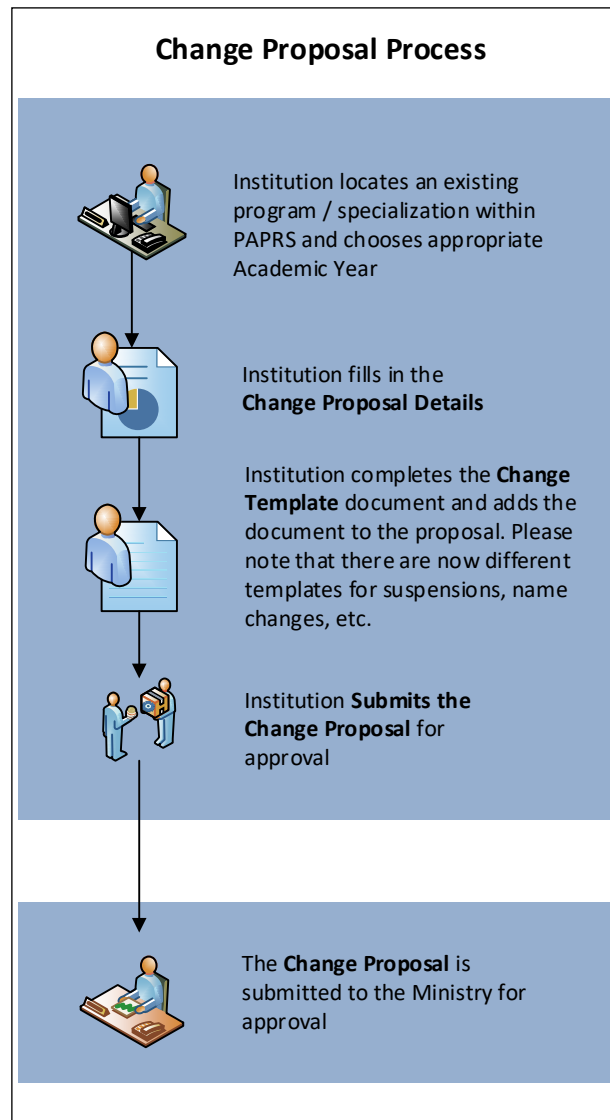
Click the **Update Proposal** button

- Click the **Update Proposal** button.
- 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.

The screenshot shows a web interface with the following details:

- Institution Number:** 27
- Institution Type:** Polytechnic
- Operating Type:** Public
- Home Jurisdiction:** Alberta
- Governance:** Post-Secondary Pro...

The **Academic Year Filter** dropdown menu is open, showing the following options:

- 2004-2005
- 2005-2006
- 2006-2007
- 2007-2008
- 2008-2009
- 2009-2010
- 2010-2011
- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017
- 2017-2018
- 2018-2019

A callout box with a green border and an arrow pointing to the dropdown menu contains the text: "Select the desired year from the **Academic Year Filter** drop-down list".



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 screenshot shows two dropdown menus:

- Change Program:** --Manage WIP-- (selected), --Manage WIP--, Start new workflow
- Change Specialization:** --Manage WIP-- (selected), --Manage WIP--, Start new workflow, PSP Change - Waiting to be Assigned (0 Prog / 1 Spec / 0 Load) - 7/8/2013 9:35:39 AM

Callout A (green circle) points to the **Change Program** dropdown menu.

Callout B (green circle) points to the **Change Specialization** dropdown menu.

A callout box with a green border and an arrow pointing to the **Start new workflow** option in the **Change Specialization** dropdown menu contains the text: "Select the **Start new workflow** option".

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

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

Institution Name: Northern Alberta Institute of Technology Program Name: Instrumentation Engineering Technology
 Program ID: IET

Proposal Details

Academic Year: 2017-2018

Program Specialization Brokering

View Proposal Report View Comparison Report

Click the **Program** or **Specialization** tab

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

Proposal Details

Academic Year: 2017-2018

Program Specialization Brokering

Change Program

Proposal Details

Academic Year: 2017-2018

Program Specialization Brokering

Rows per page: 10

	Name	Code	Status	WIP Status
<input type="checkbox"/>	Alternative Energy Technology	ALT	Active	

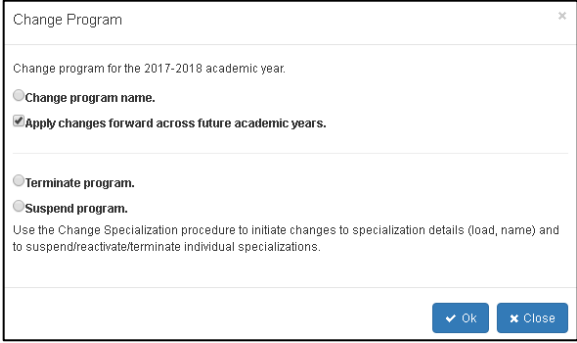
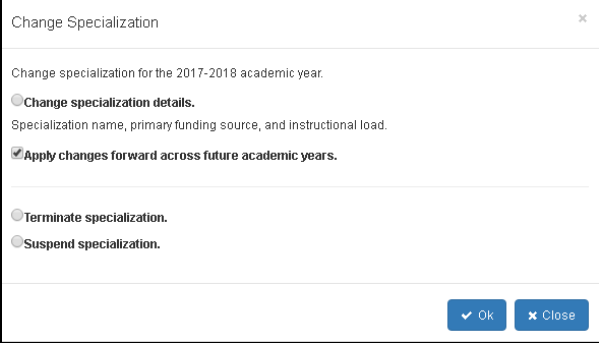
Add Specialization Change Specialization Delete Specialization(s)




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
	

 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.

 All fields marked with a red asterisk are mandatory.

*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**

Institution Contact Name

Phone Number

Fax Number

Email Address



Basic [Load](#)

*Specialization Name	Alternative Energy Technology
Specialization Code	ALT
Primary Funding Source	<input type="text"/>
Administrative Unit	
Proposed Implementation Date	
Proposed End Date	
CIP Code	15.0503 Stats Canada Lookup
Entrance Requirement	
Unit of Load	<input checked="" type="radio"/> Credits <input type="radio"/> Hours
Suspension Start Date	
Suspension End Date	
Termination Date	
Recommended Implementation Date	
Approved Term	
From	
To	
Approved Implementation Date	
Approve?	<input type="radio"/> No <input type="radio"/> 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.

Validation Messages
Institution Contact Email must be entered.
Institution Contact Email is invalid.
Institution Contact Phone must be entered.
Institution Contact Phone is invalid. Accepted formats are 555-123-4567, (555)123-4567 and 555 123 4567.
Institution Contact Name must be entered.
Institution Notification Recipient must be entered.
Program Notification Recipient must be entered.
Program Contact Email must be entered.
Program Contact Email is invalid.
Program Contact Phone must be entered.
Program Contact Phone is invalid. Accepted formats are 555-123-4567, (555)123-4567 and 555 123 4567.
Program Contact Name must be entered.



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**.

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.

Welcome to the Approvals Site

There are 6 tasks assigned / available to you.

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	Draft
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Basket Weaving	BW20	Draft
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Denturist Technology	DET	Draft
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	International System Analytics	ISA	Draft
PSP Change	Northern Alberta Institute of Technology	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.

Current status Draft

Next step Submit for Review

Description The proposal is forwarded to the Ministry for review. Please ensure that the proposal template is completed and all other relevant documents have been attached prior to submission.

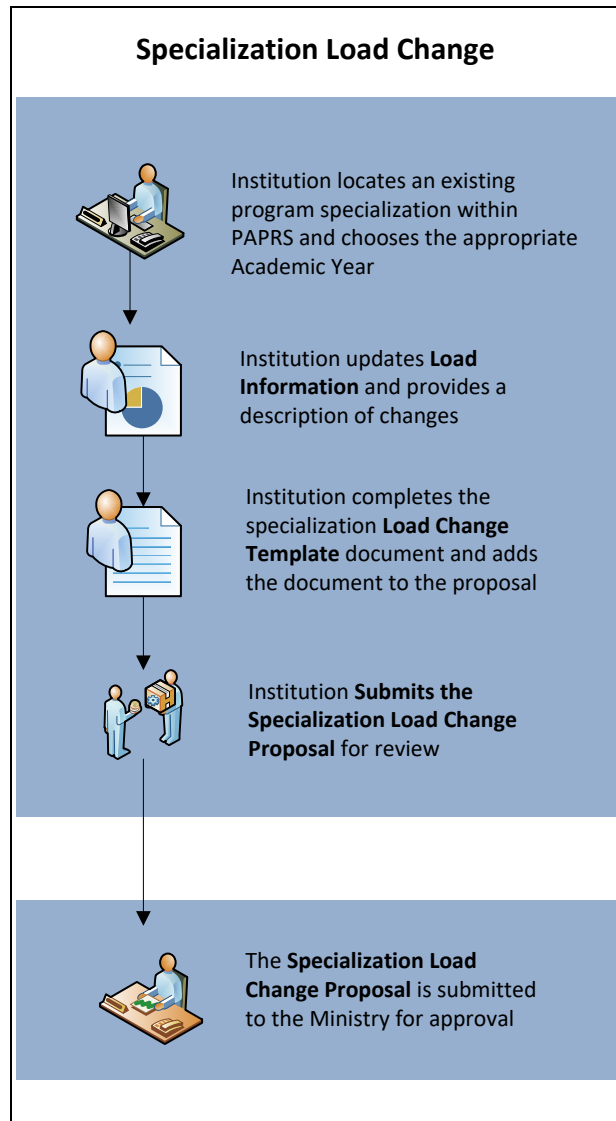
Label

Update Proposal Update and Submit

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

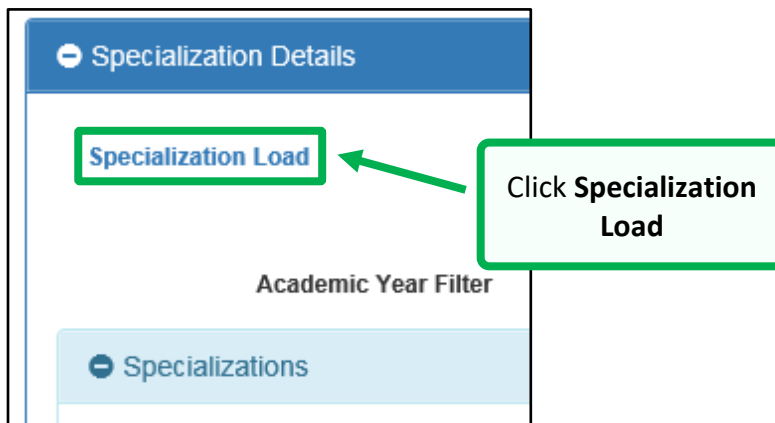


Initiating the Specialization Load Change Proposal

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.

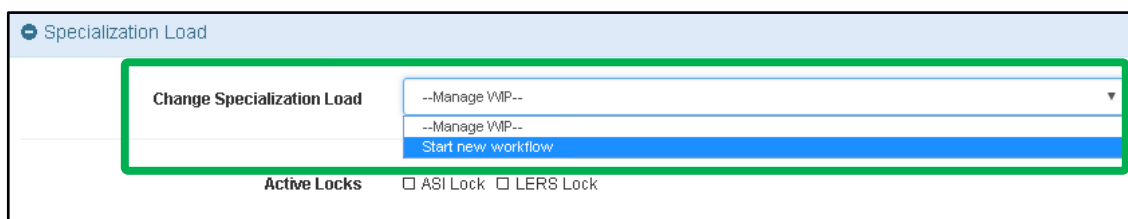


The screen refreshes to display the **Specialization Summary and Details** page with load totals.

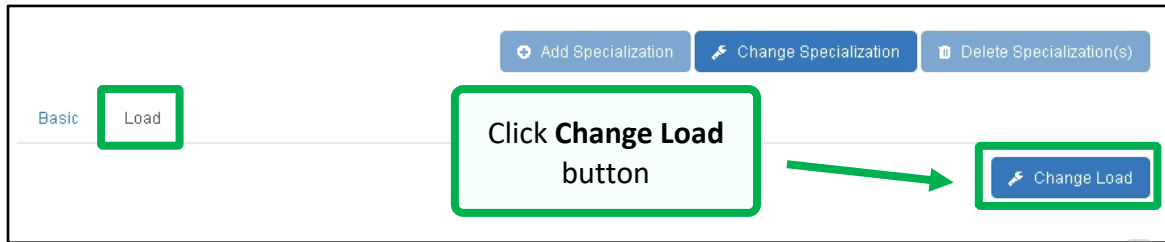
3. Select the academic year you wish to update, from the **Academic Year Filter** list.



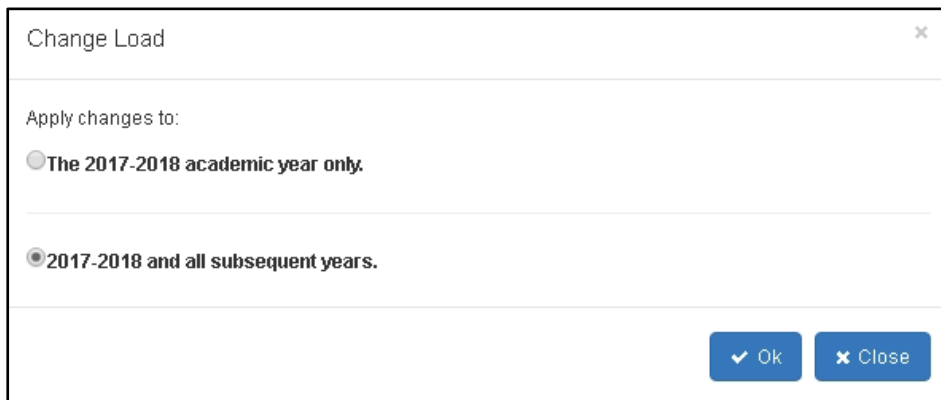
4. Select **Start New Workflow** from the **Change Specialization Load** dropdown.



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



The **Change Load** popup window is displayed



- Select the appropriate radio button.



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.

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

	Year	Semester(s)	Instructional Load	Practicum Load	Actual Weeks	Actual Load	Full Load	Full Load Equivalent
<input type="checkbox"/>	Year 1		30	0	15	30	30	1.00
	Total		30	0	15	30	30	1.00

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

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

Year 1

	Year	Instructional Load	Practicum Load	Actual Weeks	Actual Load
<input type="checkbox"/>	Fall	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Winter	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Spring	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	Spring and Summer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input checked="" type="checkbox"/>	Non-Sessional	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="15"/>	30
	Totals	30	0	15	30

*Full Load

Full Load Equivalent 1.00

Change Description

Provide a brief change description

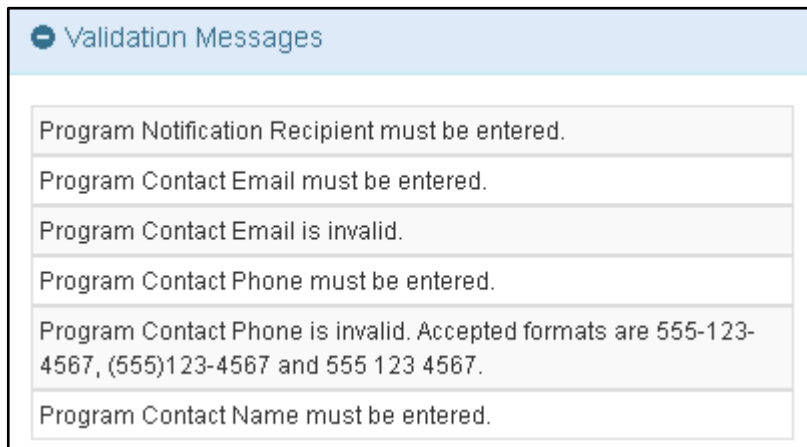
Note If the load information updated applies to other years of study, select from the **Copy this year's data to** list the year of study for which this change in load also applies to and then click the **Copy** button to apply those changes.

Copy this year's data to

Change Description

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

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



Validation Messages

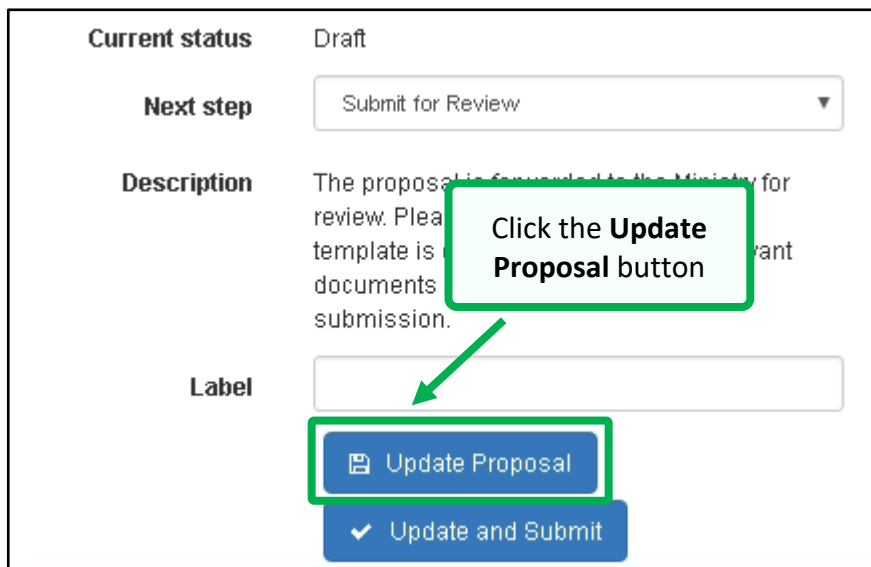
- Program Notification Recipient must be entered.
- Program Contact Email must be entered.
- Program Contact Email is invalid.
- Program Contact Phone must be entered.
- Program Contact Phone is invalid. Accepted formats are 555-123-4567, (555)123-4567 and 555 123 4567.
- Program Contact Name must be entered.

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



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.



Current status: Draft

Next step: Submit for Review

Description: The proposal is forwarded to the Ministry for review. Please ensure the template is correct and all documents are submitted.

Label: [Text input field]

Buttons: Update Proposal, Update and Submit

Click the **Update Proposal** button

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**.

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.

Welcome to the Approvals Site

There are 6 tasks assigned / available to you.

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

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

Current status: Draft

Next step: Submit for Review

Description: The proposal is forwarded to the Ministry for review. Please ensure that the proposal template is complete and all required documents for submission are attached.

Label: [Empty field]

Update Proposal

Update and Submit

TEMPLATES

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

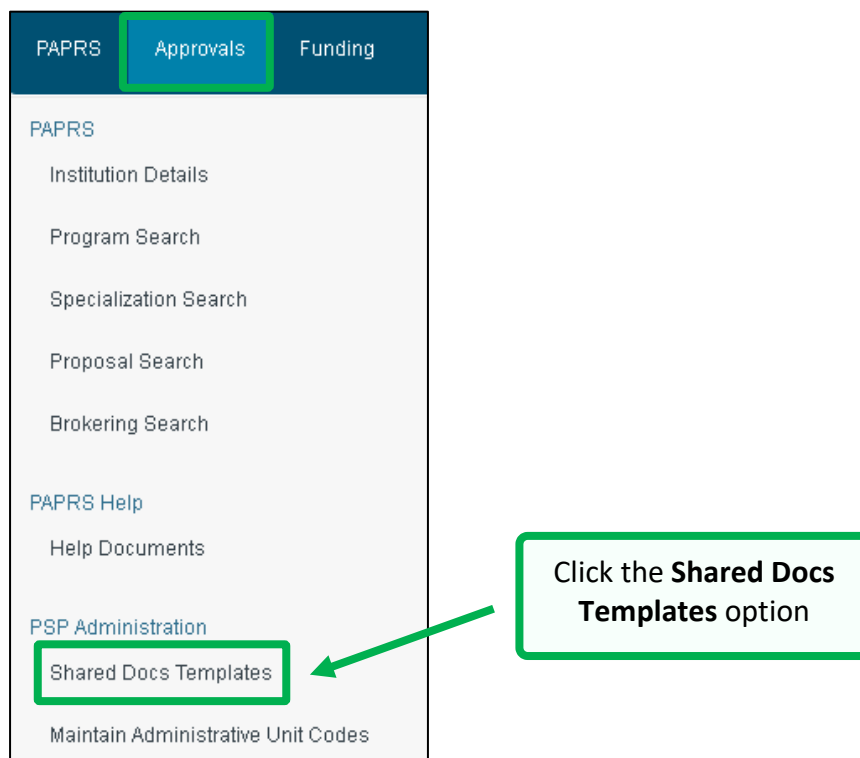
Adding and Completing a Template

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

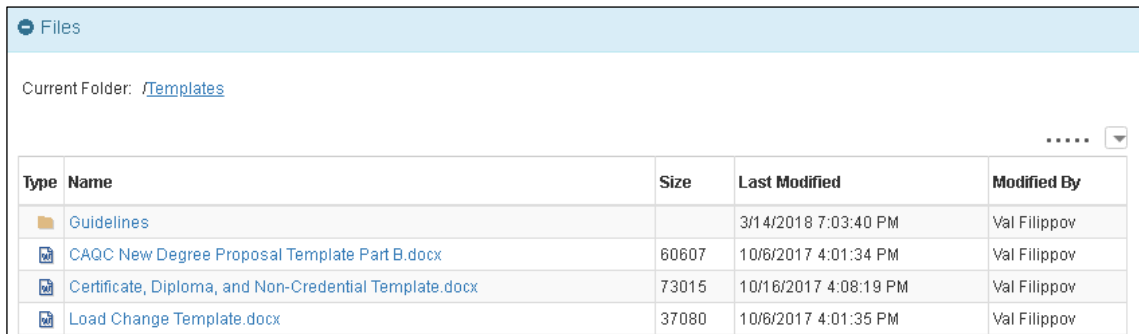
Perform the following steps to add and complete the Change Template:

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.



Files

Current Folder: [/Templates](#)

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

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

The document will download to your computer.

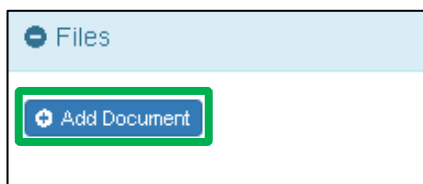
- Update the document name by adding the **Program / Specialization** name to the template name.
- Open the saved document and complete the requested information.
- Save and close the document.
- Return to PAPRS and click the **Approvals** tab.

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

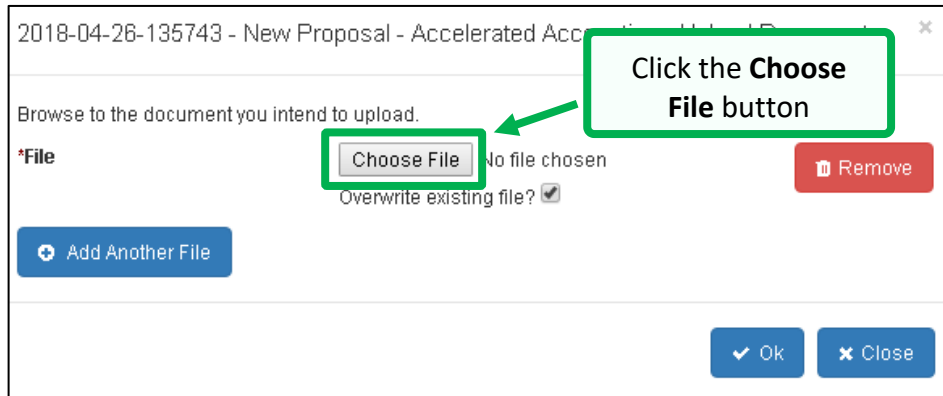
- Click the row of the record you want to work on.

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

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

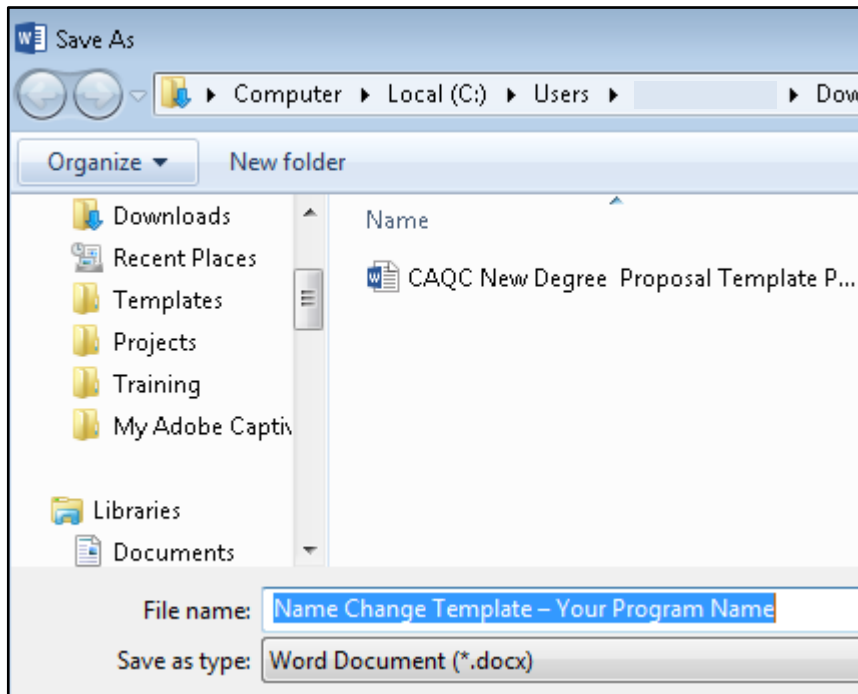


The **Files** popup window is displayed.



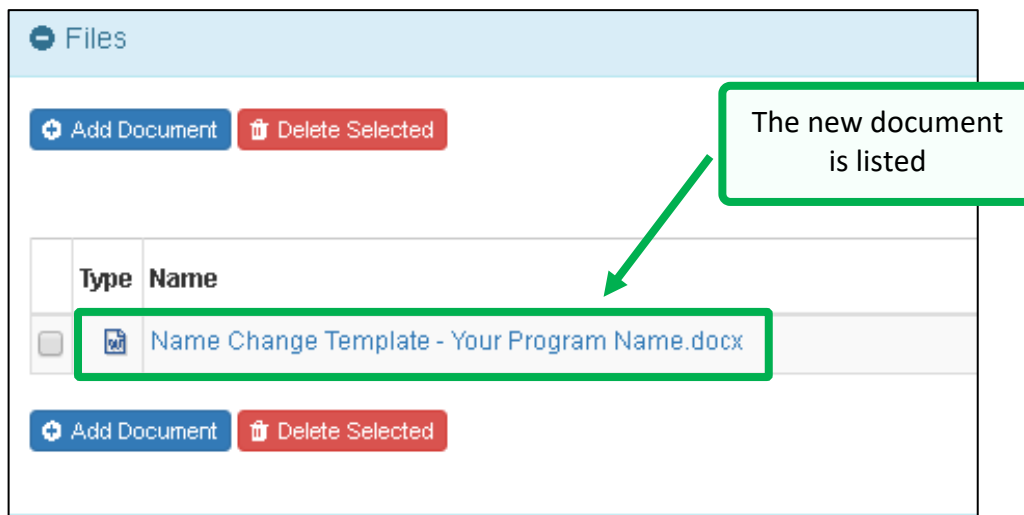
10. Click the **Choose File** button.
11. Locate your updated and saved **Change Template** file.
12. Click the **Open** button.

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.



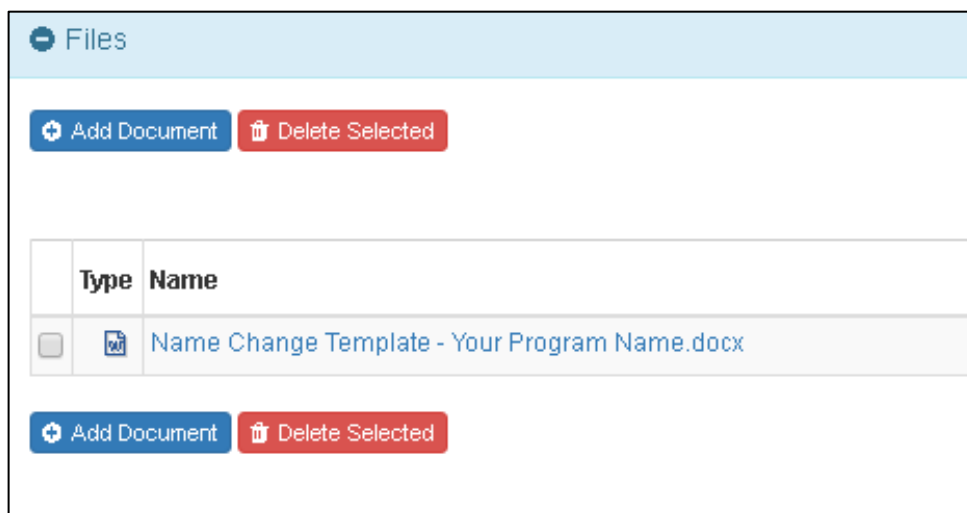
Updating a Template

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.

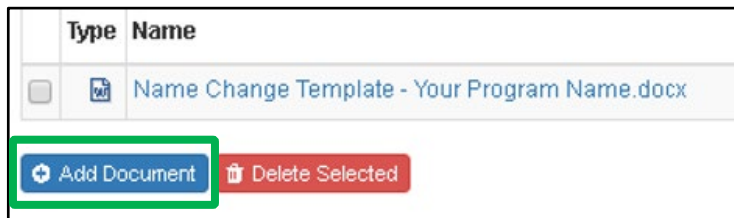
From the **Proposal Details** page for your **Proposal** -

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



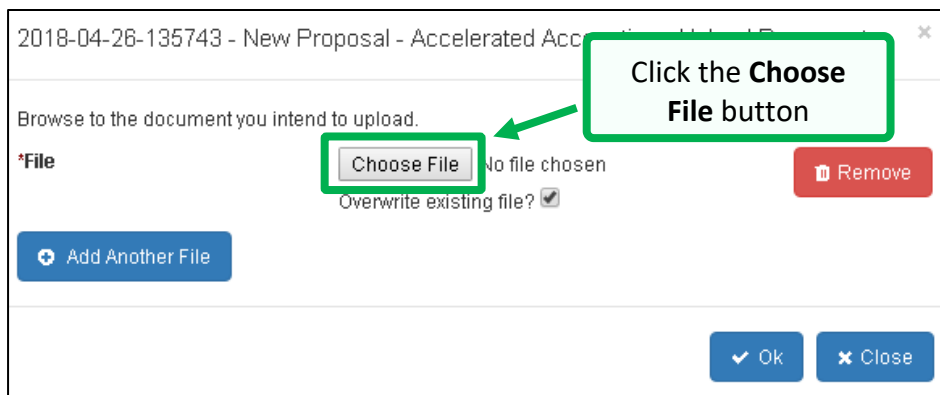
The **Files** section displays a listing of documents that have been included with the current program change proposal.

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.



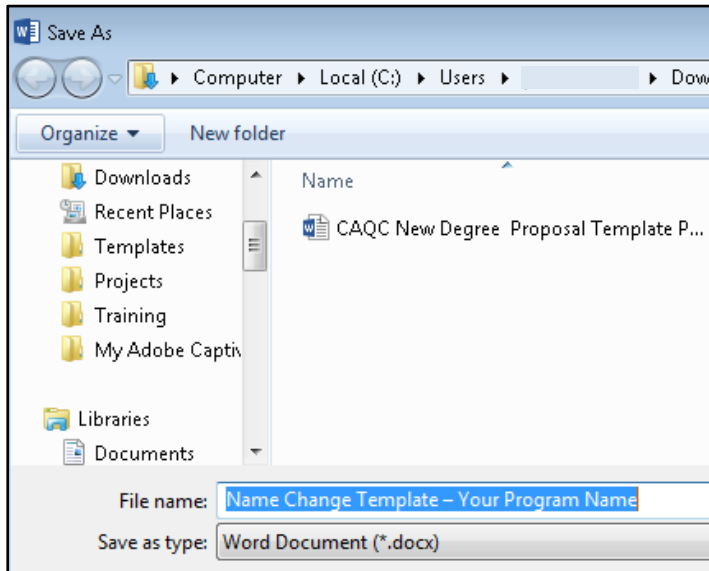
The **Files** popup window is displayed.

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



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.



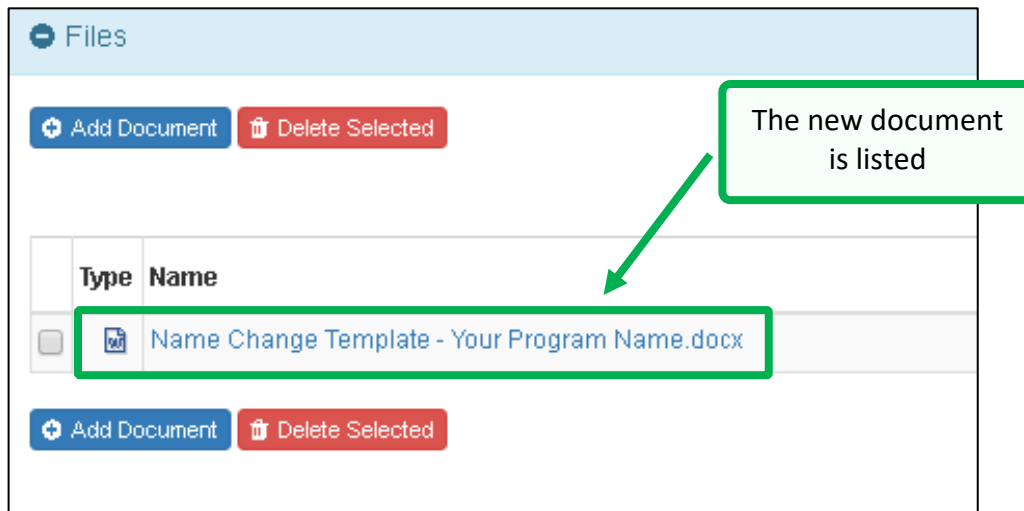
8. Click the **Open** button.

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.

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



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.



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.

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**.

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	CEDAAC2			Awaiting VPA Sign Off		Apr 26, 2018
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Millwork and Carpentry	MIC	New Specialization	Sp Code	Draft		May 4, 2018
PSP Change	Northern Alberta Institute of Technology			Veterinary Medical Assistant	VMA	Draft		Oct 16, 2017
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology			New Specialization 101	NS-101	Requested Further Information	Jun 5, 2018	May 7, 2018
PSP Change	Northern Alberta Institute of Technology	Biological Sciences Technology	BST	General	BST	Returned to Institution	Jun 5, 2018	Jun 5, 2018

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*

Current status: **Return to Institution**

Next step: **Under Review**
Withdrawn

Description: The Reviewer has been assigned and a formal review will begin.

Label:

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.

Welcome to the Approvals Site

There are 16 tasks assigned / available to you. Rows per page: ...

Work Type	Operating Name	Specialization Name	Specialization Code	Status	Received Date		
PSP Change	Northern Alberta Institute of Technology	General	BST	Return to Institution	Jun 5, 2018		
PSP New Dip./Cert./Non-Cred.	Northern Alberta Institute of Technology	Wireless Systems Engineering Technology	WST	New Specialization 101	NS-101	Request for Withdrawal	Jun 5, 2018

Note: A green box highlights the 'Status' column header, and another green box highlights the 'Request for Withdrawal' status in the second row. An arrow points from the first box to the second.

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.

Current status	With PSI
Current substatus	Request Withdrawal
Next step	<input type="text" value="Withdraw"/>
Description	The Ministry requests this proposal be Withdrawn.
Label	<input type="text"/>
	<input type="button" value="Update Proposal"/> <input checked="" type="button" value="Update and Submit"/>

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**.



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

INSTITUTIONS

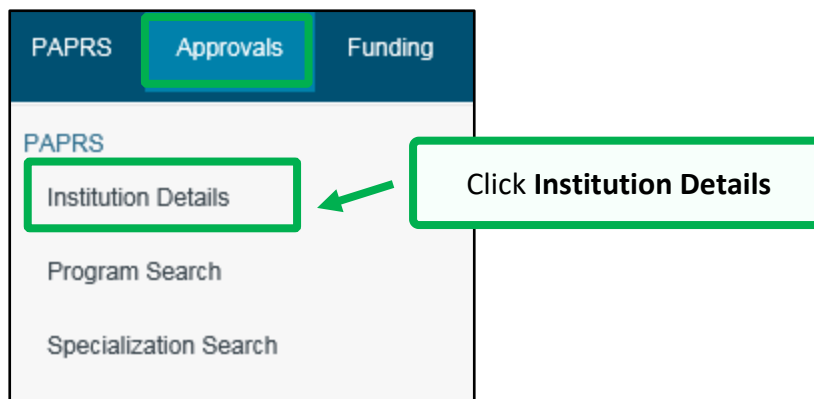
In this section of the document we explore the functions relative to managing your post-secondary institution's details.

Viewing your Institutions Record

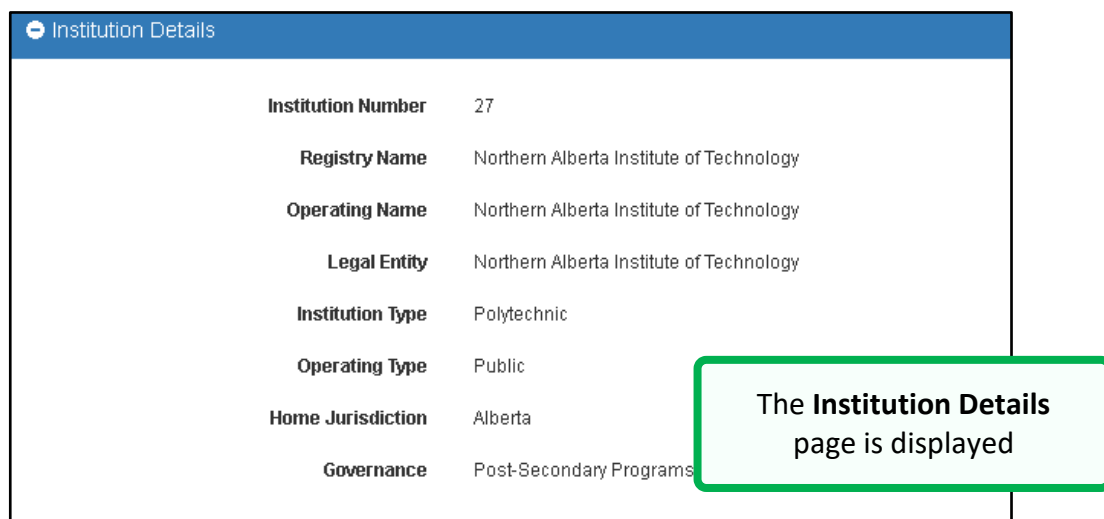
PAPRS allows you to view the details of your post-secondary institution record.

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.

The image shows a screenshot of a web form with two dropdown menus. The first dropdown menu is labeled "Select Temporal Record" and has the text "Version of: Jul 1, 2004" displayed. The second dropdown menu is labeled "Effective Date of Change" and has the text "Jul 1, 2004" displayed. A light green callout box with a dark green border is overlaid on the form, containing the text "Select the **version** you wish to view".

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

- Review and click **Close**.

The **Contact Details** screen is displayed.

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

Usage	Address Type			Postal Code
General Inquiries	Physical	106 Street	Canada	T5G2R1
Institution Contact information for ALIS	Physical	Office of the Registrar 11762 - 106 Street	Edmonton, Alberta, Canada	T5G3H1
AIT General Inquiries	Physical	Office of the Registrar 11762 - 106 Street	Edmonton, Alberta, Canada	T5G2R1

- 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.

Location Name	Status	Governance	Location Code
Northern Alberta Institute of Technology - Northern Lakes College (Athabasca)	Active	Post-Secondary Programs	95E
Northern Alberta Institute of Technology - Northern Lakes College (Atikameg)	Active	Post-Secondary Programs	95B

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

Institution Number:	27	Institution Type:	Polytechnic
Operating Type:	Public	Operating Name:	Northern Alberta Institute of Technology
Home Jurisdiction:	Alberta	Legal Entity:	Northern Alberta Institute of Technology
Governance:	Post-Secondary Programs		

Location Details	
Location Number	3771
*Location Name	Northern Alberta Institute of Technology - Duffield (Ironhead)
Governance	Post-Secondary Programs

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.

Type	Governor	Contact Usage	Address
Physical	Alberta Learning Information Service	Location Contact information for ALIS	c/o Office of the Registrar, 11762 - 106 Street, Edmonton, Alberta Canada T5G 2R1

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.

Address Details

*Contact Usage: [Dropdown]

*Address Type: Physical [Dropdown]

*Country: Canada [Dropdown]

*Province / State: Alberta [Dropdown]

*City: Edmonton [Text Input]

*Address: c/o Office of the Registrar [Text Input]

11762 - 106 Street [Text Input]

[Text Input]

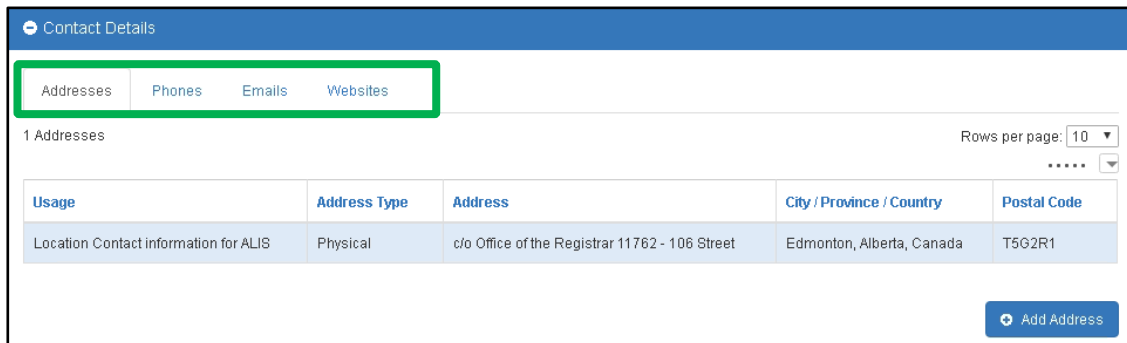
[Text Input]

*Postal Code: T5G2R1 [Text Input]

[Save] [Close] [Delete]

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

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



The screenshot shows a web interface titled "Contact Details". At the top, there are four tabs: "Addresses", "Phones", "Emails", and "Websites". The "Addresses" tab is selected and highlighted with a green border. Below the tabs, it says "1 Addresses" and "Rows per page: 10". A table with the following data is displayed:

Usage	Address Type	Address	City / Province / Country	Postal Code
Location Contact information for ALIS	Physical	c/o Office of the Registrar 11762 - 106 Street	Edmonton, Alberta, Canada	T5G2R1

At the bottom right of the interface, there is a blue button labeled "Add Address".

- 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.



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.

The screenshot shows the 'Location Details' form with the following fields and values:

- Location Number: 0
- *Location Name: (empty field)
- Governance: Post-Secondary Programs
- Academic Year: 2017-2018
- Active Locks: ASI Lock LERS Secondary
- *Location Code: (empty field)
- Location Status: Active
- Offsite:
- *Effective Date: Jul 01, 2017
- Termination Date: (empty field)
- Inactivation Date: (empty field)

Buttons: Submit, Delete

Callout box: Enter mandatory information and optional information as required

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



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

The screenshot shows the 'Location Details' form after submission. The 'Location Number' field is now populated with the value 301753. A callout box points to this field with the text: 'A Location Number is assigned'.

Other visible fields include: *Location Name (New Location T...), Governance (Post-Secondary Programs).

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.

The screenshot shows the 'Location Details' form with the following fields and values:

- Location Number:** 3771
- *Location Name:** Northern Alberta Institute of Technology - Duffield (Ironhead)
- Governance:** Post-Secondary Programs
- Academic Year:** 2017-2018
- Active Locks:** ASI Lock LERS Secondary Lock
- Location Code:** 23
- Location Status:** Active
- Offsite:**
- International Location:**
- Effective Date:** Nov 25, 1998
- Termination Date:** (empty)
- Inactivation Date:** (empty)

Buttons: **Submit** (blue), **Delete** (red)

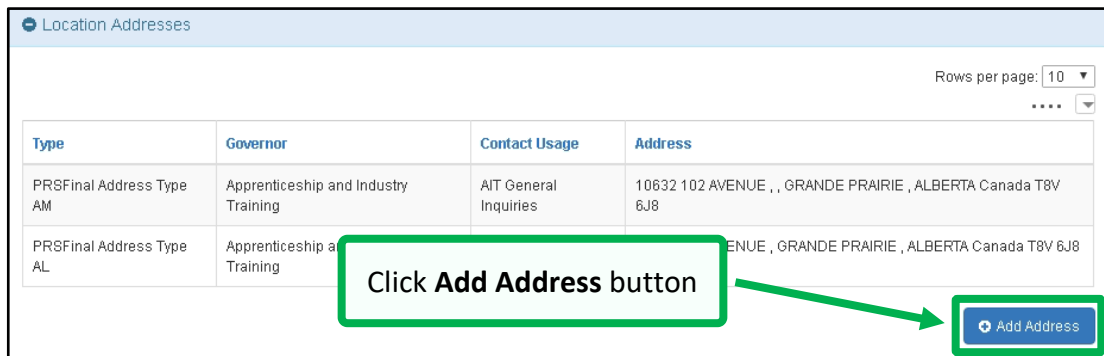
2. Click the **Submit** button to commit your changes.

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.

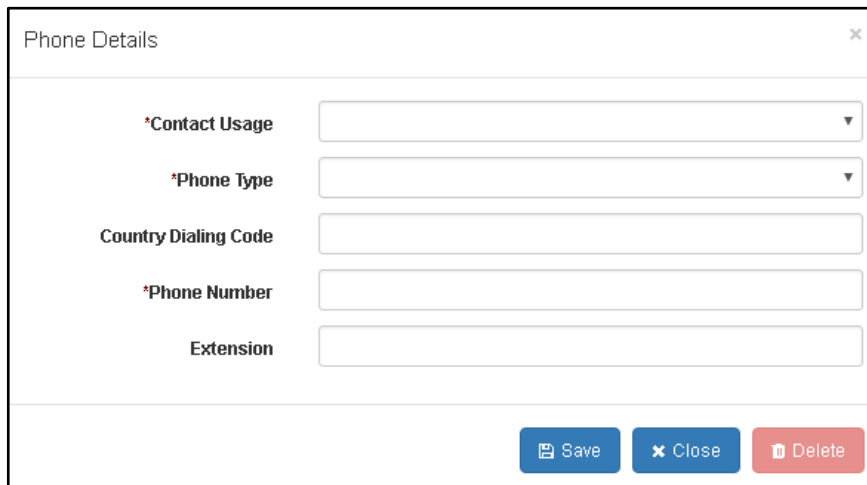
The screenshot shows a form titled 'Address Details' with the following fields:

- *Contact Usage (dropdown menu)
- *Address Type (dropdown menu)
- *Country (dropdown menu)
- *Address (text input field)

At the bottom of the form are three buttons: Save, Close, and Delete.

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

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



Phone Details

*Contact Usage

*Phone Type

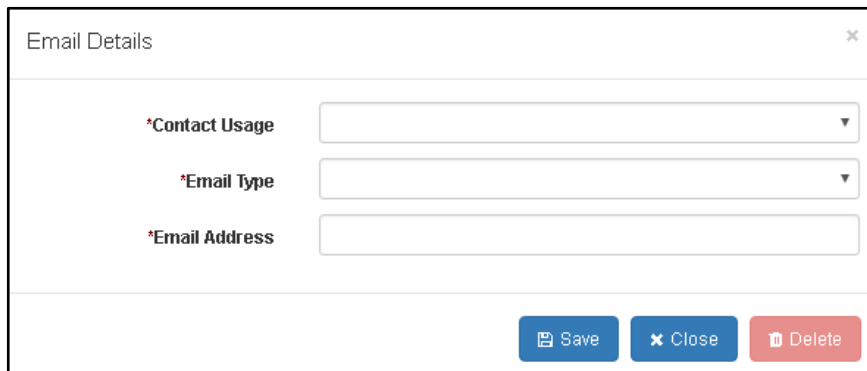
Country Dialing Code

*Phone Number

Extension

Save Close Delete

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



Email Details

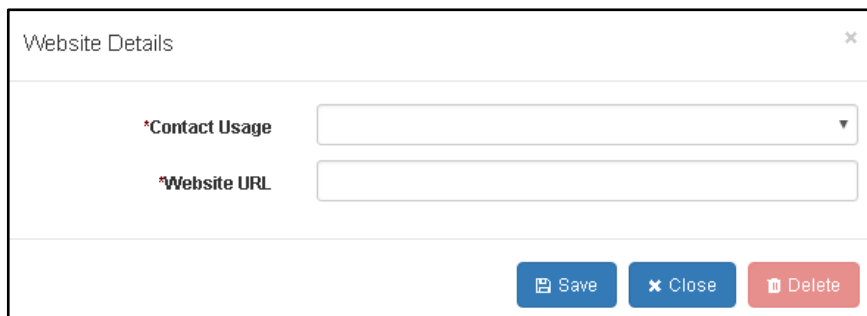
*Contact Usage

*Email Type

*Email Address

Save Close Delete

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



Website Details

*Contact Usage

*Website URL

Save Close Delete

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

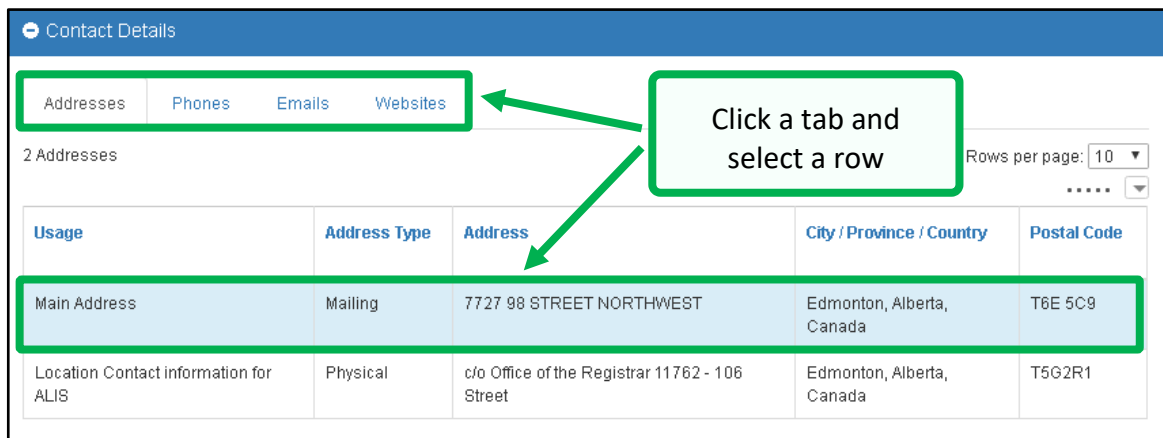
Deleting Location Address Details

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 -

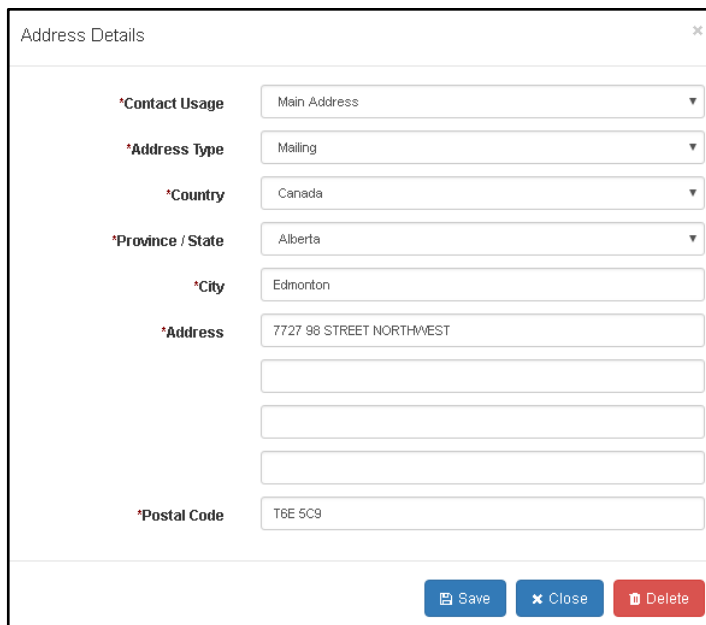
1. Click the **Addresses, Phones, Emails** or **Websites** tab.
2. Select a row under one of the selected tabs.



The screenshot shows the 'Contact Details' screen with the 'Addresses' tab selected. A table displays two address records. The first row is highlighted in light blue. A green box highlights the 'Addresses' tab, and another green box highlights the first row of the table. A callout box with the text 'Click a tab and select a row' has arrows pointing to the 'Addresses' tab and the first row of the table.

Usage	Address Type	Address	City / Province / Country	Postal Code
Main Address	Mailing	7727 98 STREET NORTHWEST	Edmonton, Alberta, Canada	T6E 5C9
Location Contact information for ALIS	Physical	c/o Office of the Registrar 11762 - 106 Street	Edmonton, Alberta, Canada	T5G2R1

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



The screenshot shows the 'Address Details' popup window. It contains several fields with dropdown menus and text input boxes. The fields are: *Contact Usage (Main Address), *Address Type (Mailing), *Country (Canada), *Province / State (Alberta), *City (Edmonton), *Address (7727 98 STREET NORTHWEST), and *Postal Code (T6E 5C9). At the bottom, there are three buttons: Save, Close, and Delete.

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

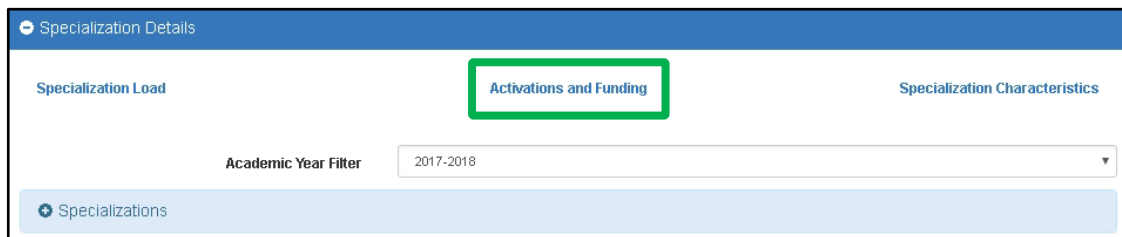
Perform the following steps to Add Activation Details:

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.

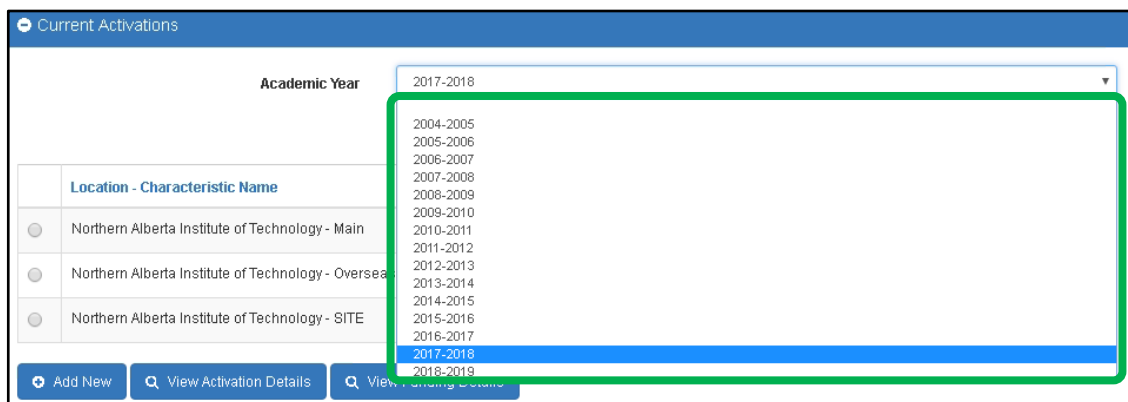
The **Specialization Details** screen is displayed.

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



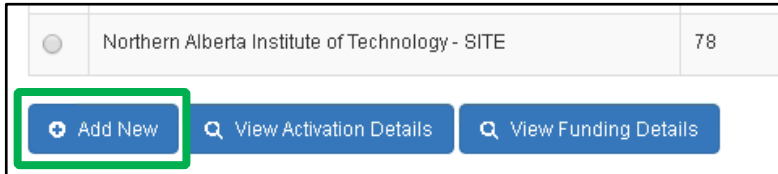
The screen refreshes to display the **Current Activations** page with the activations for the current year listed by default.

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



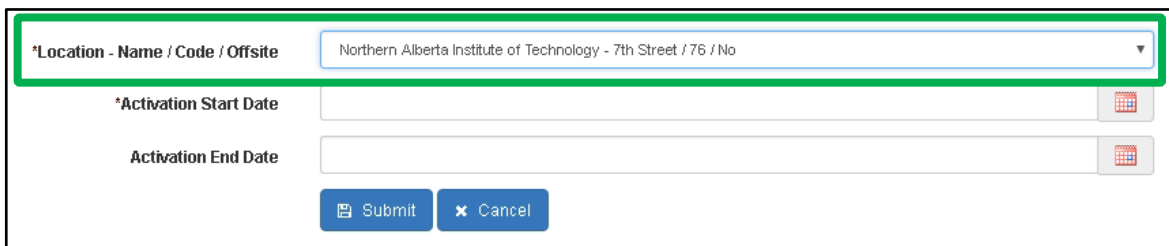
The screen refreshes to display the **Current Activations** page for the selected **Academic Year**.

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



The screenshot shows a table with one row containing the text "Northern Alberta Institute of Technology - SITE" and the number "78". Below the table are three buttons: "Add New" (with a plus icon), "View Activation Details" (with a magnifying glass icon), and "View Funding Details" (with a magnifying glass icon). The "Add New" button is highlighted with a green rectangular box.

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



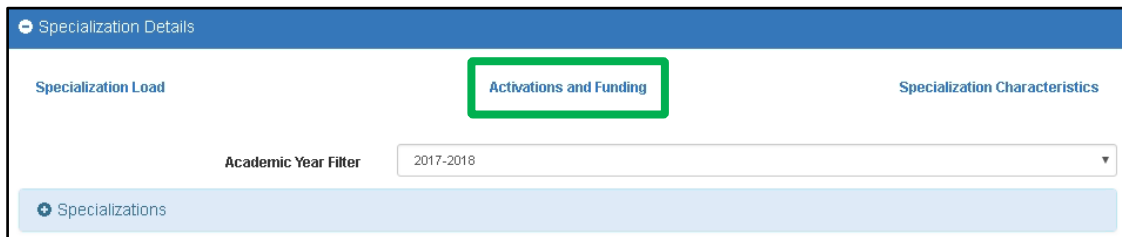
The screenshot shows a form with a drop-down menu labeled "*Location - Name / Code / Offsite" containing the text "Northern Alberta Institute of Technology - 7th Street / 76 / No". Below the drop-down are two date input fields: "*Activation Start Date" and "Activation End Date", each with a calendar icon to its right. At the bottom of the form are two buttons: "Submit" (with a checkmark icon) and "Cancel" (with an 'x' icon). The drop-down menu is highlighted with a green rectangular box.

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

Funding Details

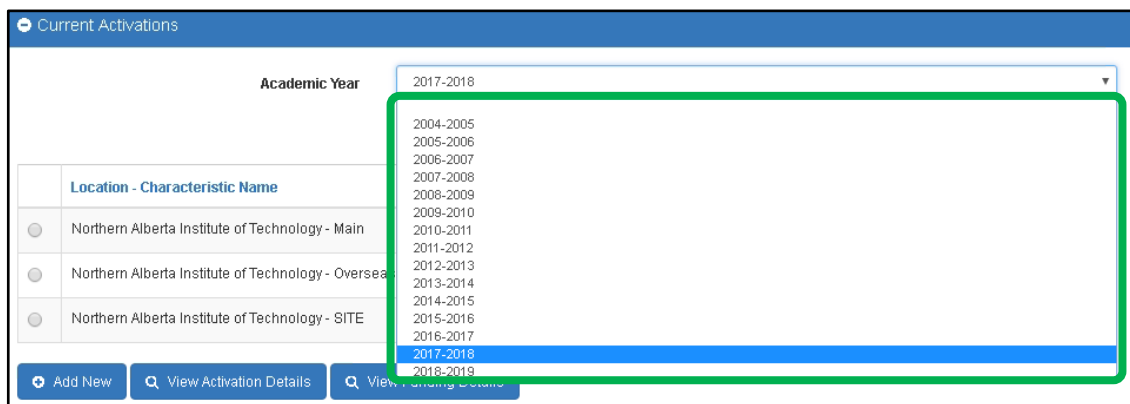
Perform the following steps to View / Maintain Funding Details:

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.



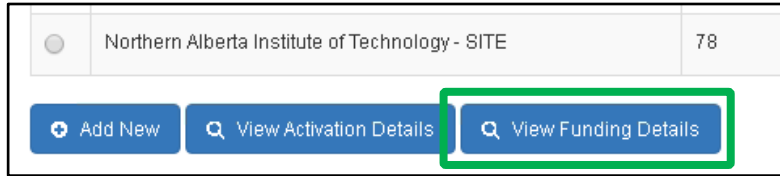
The screen refreshes to display the **Activation and Funding** page with the activations for the current year listed by default.

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



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.

- 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).

Choose how to apply these changes ✕

Apply changes to:

The 2018-2019 Academic Year only.

2018-2019 and all subsequent years.

✓ Ok
✕ Cancel

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

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

- Click the row to change the funding details.

Funding Type Start Date	Funding Type End Date	Funding Code	Description	% Amount	Working
Jul 1, 2018	Jun 30, 2019	BBA	Base	100	<input checked="" type="checkbox"/>

➕ Add New
📄 Submit WIP
✕ Cancel WIP

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

- Make any required updates.

FundingCode ▼

Base - BBA

FundingPercentage

100

📄 Save To WIP

- Click the **Save To WIP** button to commit those changes to the funding details.

- Click the **Submit WIP** to complete the submission to the Post-Secondary Programs branch.

Funding Type Start Date	Funding Type End Date	Funding Code	Description	% Amount	Working
Jul 1, 2018	Jun 30, 2019	BBA	Base	100	<input checked="" type="checkbox"/>

➕ Add New
📄 Submit WIP
✕ Cancel WIP

ADMINISTRATING UNIT CODES

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

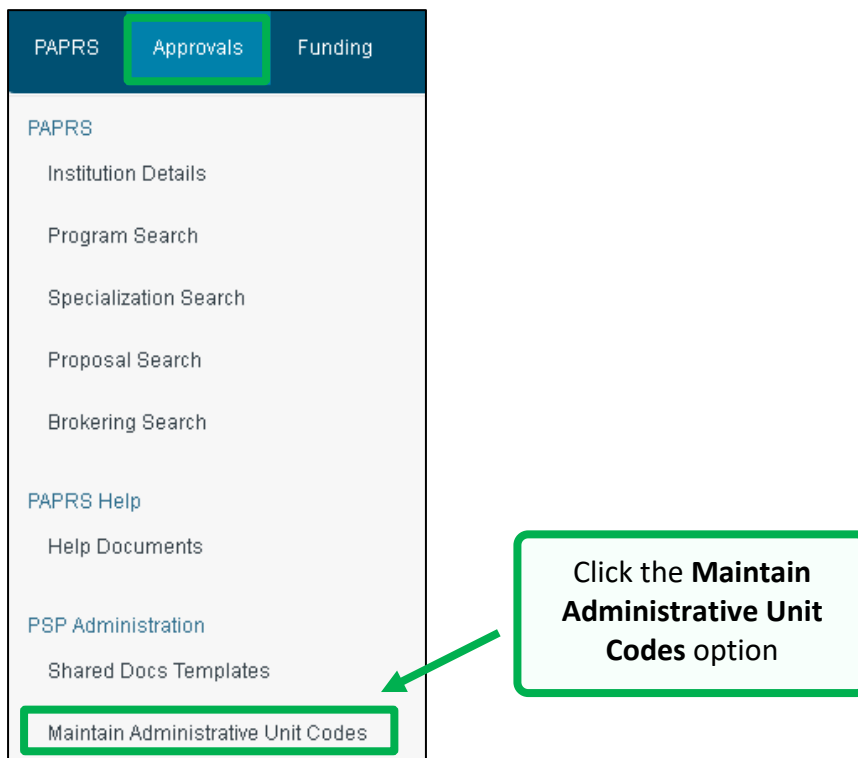
- Adding an Administrative Code
- Editing an Administrative Code

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

🔍 Search

⊖ Code Values

17 administrative unit codes: Rows per page: ▼

... ▼

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.

Complete these two fields

*Administrative Unit Code

*Administrative Unit Description

*Active

Submit Cancel

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

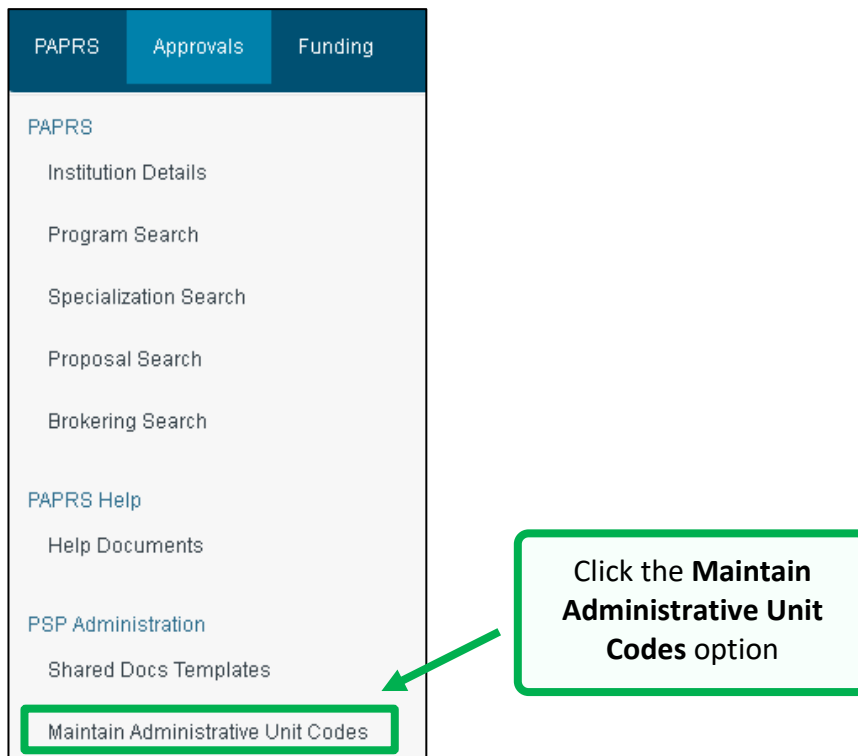
The screen refreshes to display your entry added to the listing.

Editing an Administrative Code

Perform the following steps to edit an Administrative Code.

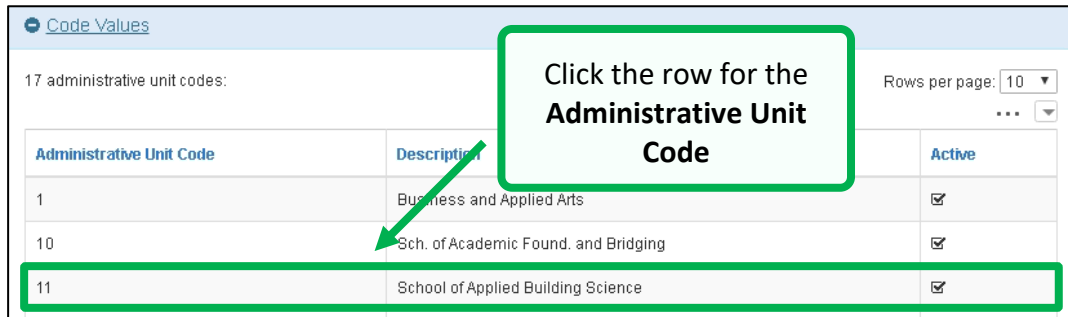
From the **Approvals** home page –

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.



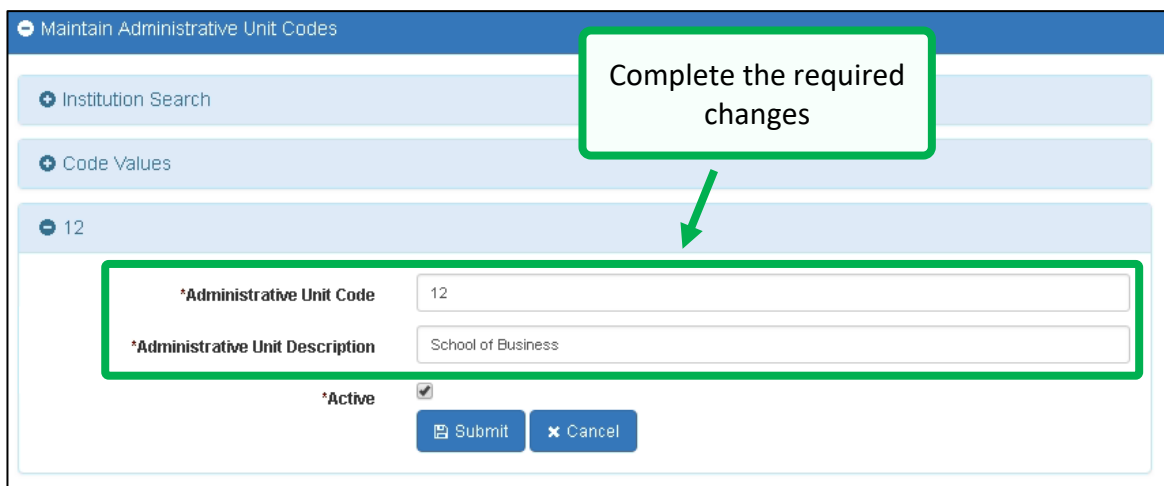
Code Values

17 administrative unit codes: Rows per page: 10

Administrative Unit Code	Description	Active
1	Business and Applied Arts	<input checked="" type="checkbox"/>
10	Sch. of Academic Found. and Bridging	<input checked="" type="checkbox"/>
11	School of Applied Building Science	<input checked="" type="checkbox"/>

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.



Maintain Administrative Unit Codes

Institution Search

Code Values

12

*Administrative Unit Code: 12

*Administrative Unit Description: School of Business

*Active:

Submit Cancel

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.

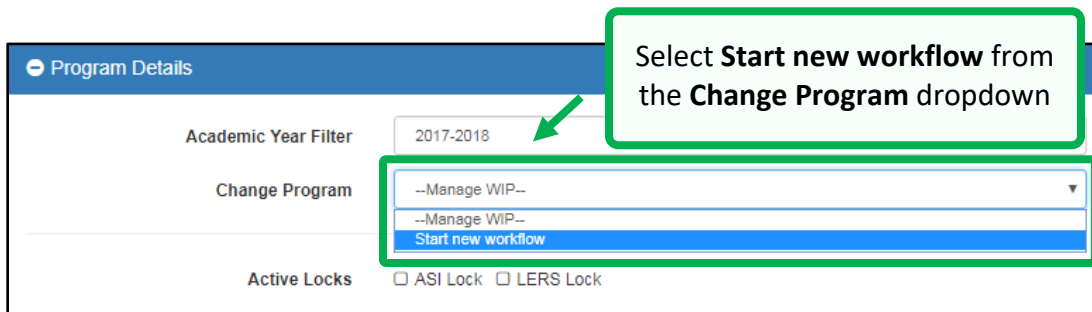
BROKERING

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.

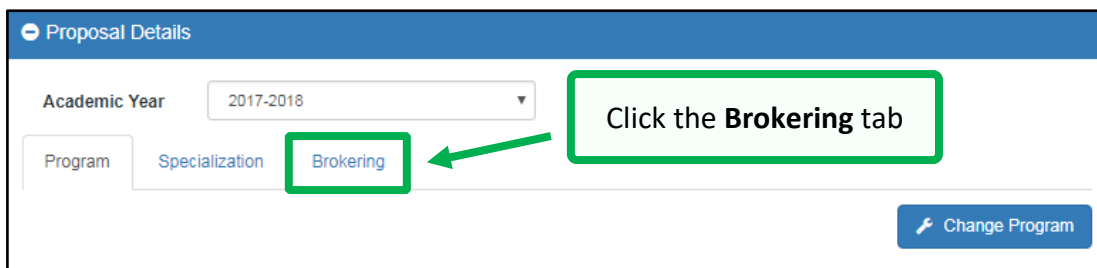
New Brokering Agreements

Creating Change Program Proposals for Brokering Agreements

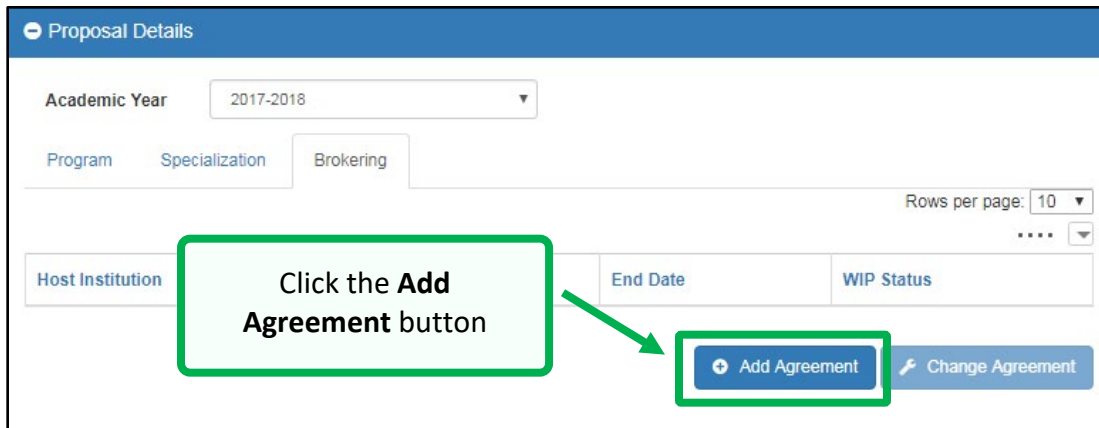
1. Select a program, at the credentialing institution, from the **Program Search** screen – see the [Program Search](#) section of this document.
2. Start a new workflow from the **Program Details** screen.



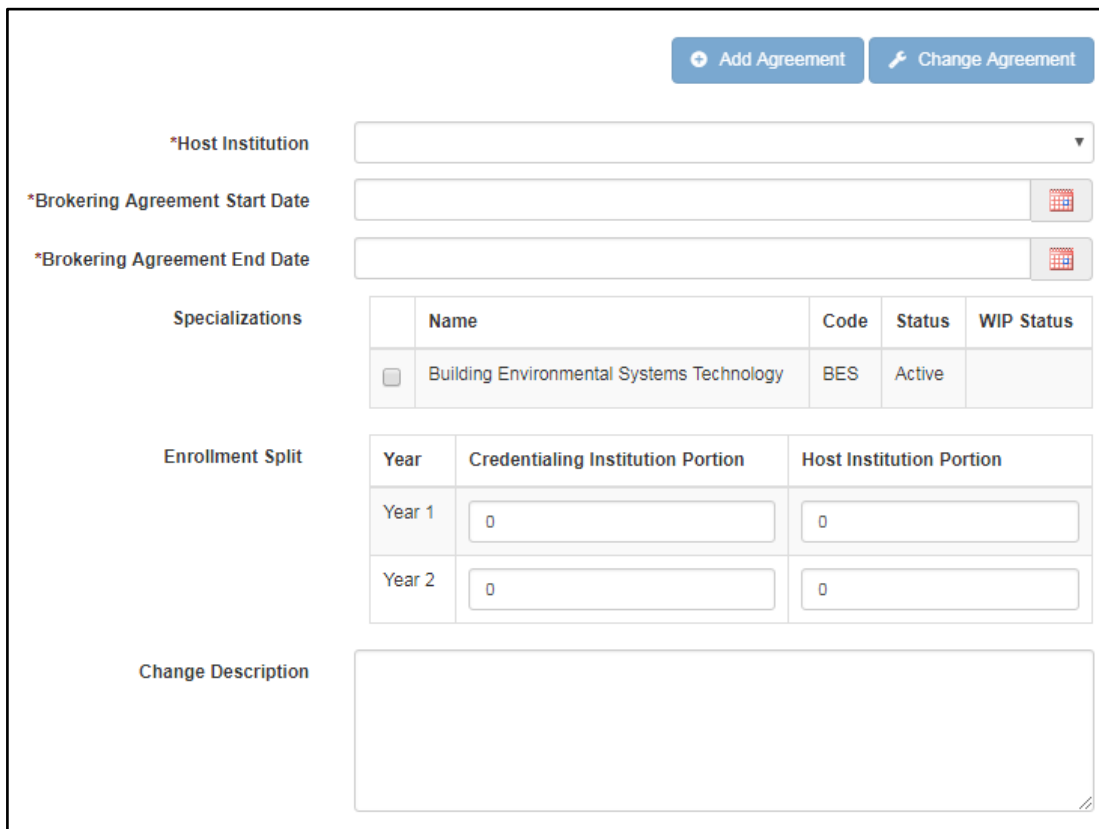
3. Click the **Brokering** tab.



- Click the **Add Agreement** button.



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



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



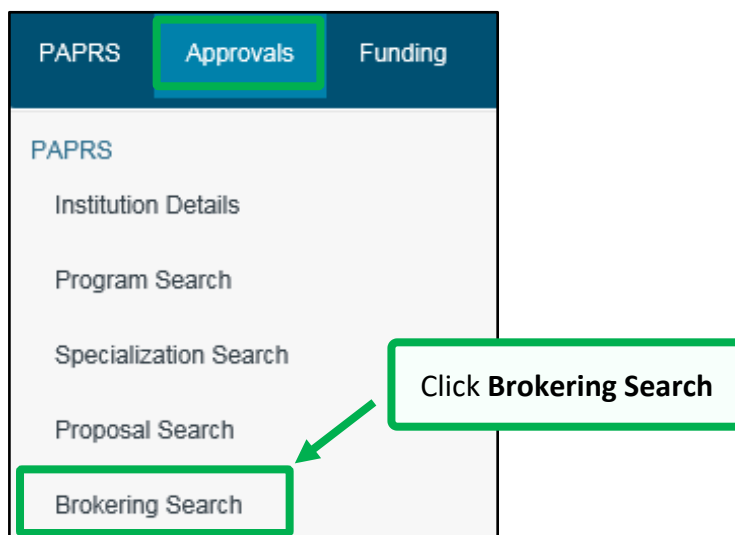
The **Proposal Report** can be printed by clicking **View Proposal Report** button.

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.

The screenshot shows the 'Brokering Search' interface. It features a header bar with the title 'Brokering Search'. Below the header is a section titled 'Search Criteria' with a minus sign icon. This section contains several input fields: 'Credentiaing Institution Name' (a dropdown menu with 'Northern Alberta Institute of Technology' selected), 'Host Institution Name' (a dropdown menu), 'Program Name' (a text input field), 'Program ID' (a text input field), 'Credentiaing Specialization Name' (a text input field), 'Credentiaing Specialization Code' (a text input field), 'Host Specialization Name' (a text input field), and 'Host Specialization Code' (a text input field). A blue 'Search' button with a magnifying glass icon is located at the bottom right of the search criteria section.

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

The **Search Results** section is displayed.

The screenshot shows the 'Search Results' section. It has a header bar with the title 'Search Results' and a minus sign icon. Below the header, it states 'The search criteria returned 1 rows of results.' To the right of this text is a 'Rows per page:' label with a dropdown menu set to '50' and a '.....' label with a dropdown arrow. Below this is a table with the following data:

Credentiaing Institution Name	Host Institution Name	Program Name	Start Date	End Date
Northern Alberta Institute of Technology	Northern Lakes College	Business Administration	Jul 1, 2008	Jun 30, 2009

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.

The screenshot shows the 'Brokering Details' interface. At the top, there is a 'Change Brokering' dropdown menu set to '--Manage WIP--'. Below this, several fields are listed with their corresponding values: Credentiaing Institution Name (Northern Alberta Institute of Technology), Credentiaing Program Name (Business Administration), Credentiaing Program ID (BUS), Host Institution Name (University of Alberta), Host Program Name (Business Administration), Host Program ID (NBM), Brokering Agreement Start Date (Jul 1, 2008), and Brokering Agreement End Date (Jun 30, 2009). At the bottom, a table titled 'Specializations' is displayed. The table has four columns: Credentiaing Specialization Name, Credentiaing Specialization Code, Host Specialization Name, and Host Specialization Code. The first row in the table is 'Management', 'MAN', 'Management', and 'NBM'. A green box highlights the 'Management' cell in the first column, and a green arrow points from a callout box containing the text 'Select a specialization' to this cell.

Credentiaing Specialization Name	Credentiaing Specialization Code	Host Specialization Name	Host Specialization Code
Management	MAN	Management	NBM

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.

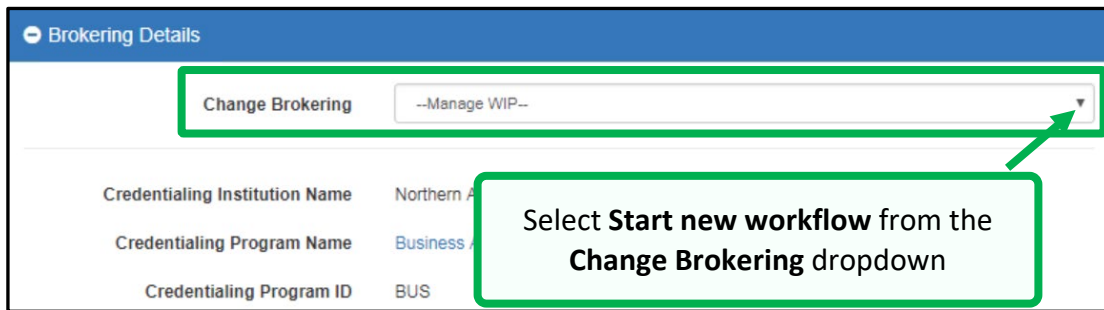
The screen refreshes to display additional fields.

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

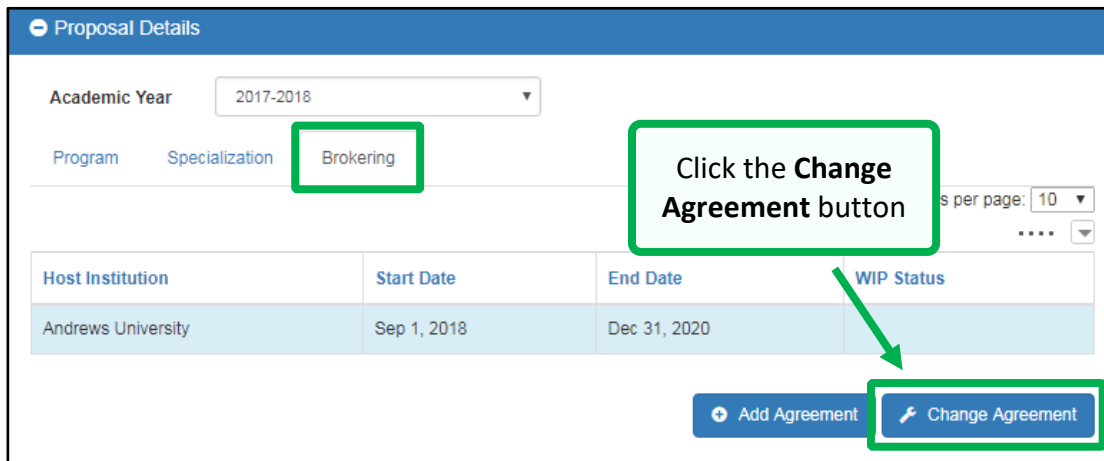
Modifying Brokering Agreements

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:

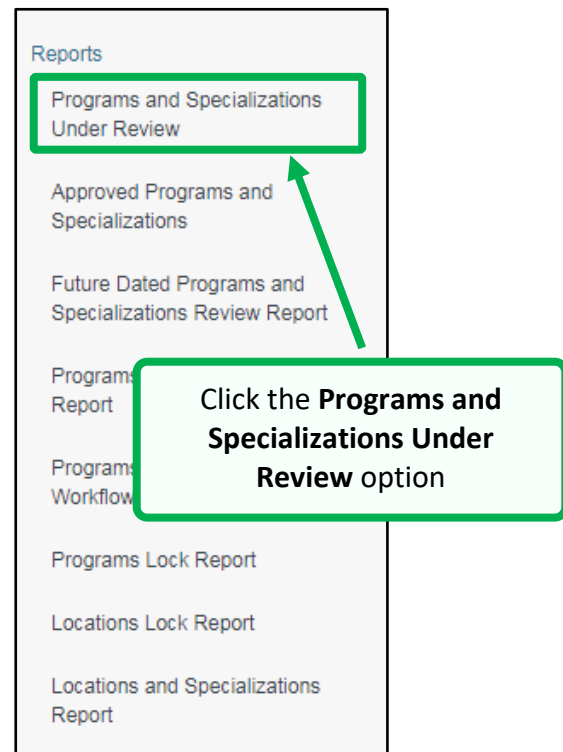
- Programs and Specializations Under Review
- Approved Programs and Specializations
- Future Dated Programs and Specializations Review Report
- Programs and Specialization Report
- Programs and Specializations Workflow
- Programs Lock and Location Lock Reports
- Locations and Specializations Report

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**.

Institution Northern Alberta Institute of Technology

Work Type ALL

Proposal Status

- Approved
- Assigned to Reviewer
- Awaiting VPA Sign Off
- Draft
- Not Approved
- On Hold
- Referred to CAQC
- Request for Withdrawal
- Requested Further Information
- Return to Institution
- Review Complete
- Review Complete Not Recommended for Approval
- Review Complete Recommended for Approval
- Review Complete Recommended for Revision
- Review Complete Recommended Set Hold

Reviewer

Received Date From

Received Date To

Implementation Date From

Implementation Date To

Output Type

Browser Word PDF Excel

View Report

- 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							
Program 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

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

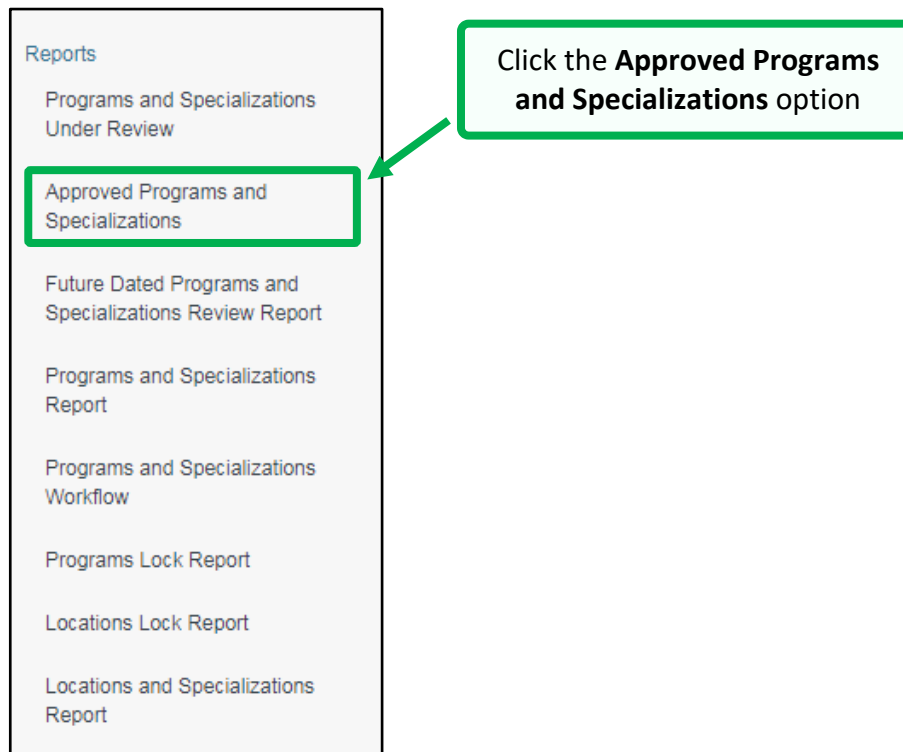
Proposal Status:	Approved									
Reviewer:	ALL									
Receive Date Period:										
Approved Implementation Period:										
Created:	02-May-2018 04:04:24									
User:	PaprsUAT									
Post-Secondary Programs Branch Programs and Specializations Under Review										
Work Type	Proposal Type	Institution Name	Program Name	Program ID	Credential	specialization name	Specialization Code	Reviewer	Date First Received	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 Technology	Aircraft Skin and Structure Repair	ASR	Certificate	Aircraft Skin and Structure Repair	ASR	Susan May	24-Oct-2013	

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**.

Institution	Northern Alberta Institute of Technology
Work Type	ALL
Reviewer	ALL
Academic Year	2017-2018
SpecializationBasicOrLoad	Specialization Basic Only
Received Date From	<input type="text"/>
Received Date To	<input type="text"/>
Approved Date From	<input type="text"/>
Approved Date To	<input type="text"/>
Approved Implementation Date From	<input type="text"/>
Approved Implementation Date To	<input type="text"/>

Output Type
 Browser Word PDF Excel

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			

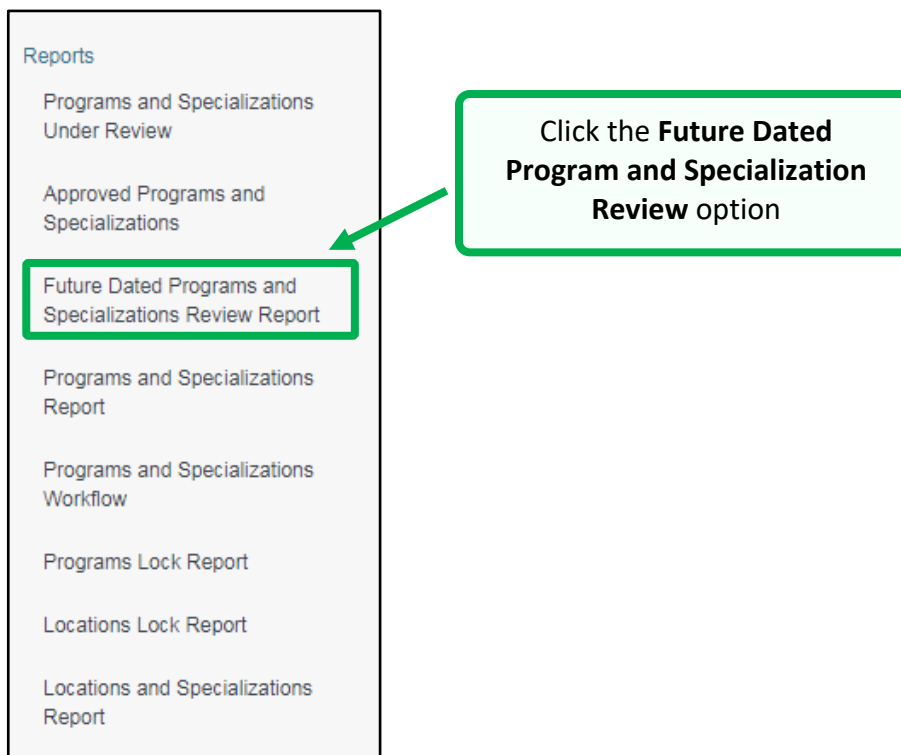
Future Dated Program and Specialization Review

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**.

Institution Name Northern Alberta Institute of Technology ▼
Reviewer ALL ▼
Review Period From 📅
Review Period To 📅
Include Specializations
 Brokered
 Conditionally Approved
 Suspended
 Terminated ▲▼

Output Type
 Browser Word PDF Excel

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
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

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**.

A screenshot of a report criteria screen. It contains several dropdown menus and text input fields:

- Active during Academic Year: 2017-2018
- Specialization Basics Or Load: Specialization Basics only
- Program Status: Active
- Specialization Status: ALL
- Institution Name: Northern Alberta Institute of Technology
- Program Name: ALL
- Specialization Name: ALL
- Credential: ALL
- CIP Code: ALL

 Below these fields is an 'Output Type' section with radio buttons for Browser (selected), Word, PDF, and Excel. At the bottom left, a blue 'View Report' button is highlighted with a green box.

The report displays:

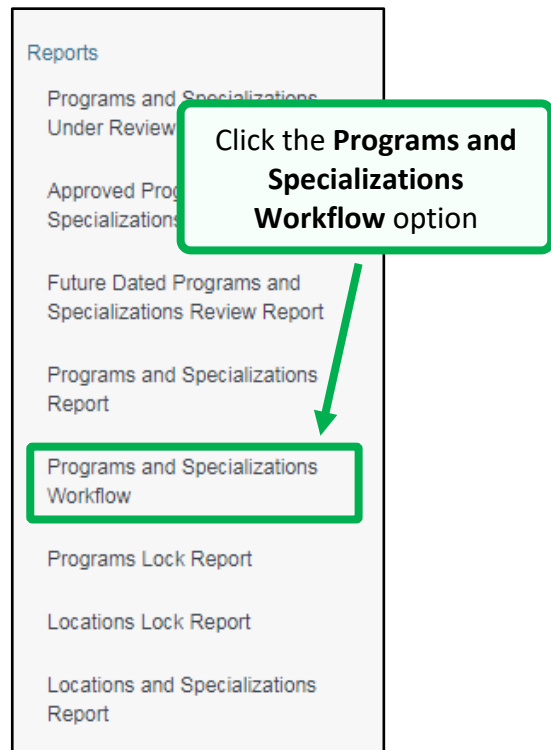
Post-Secondary Programs Branch Programs and Specializations Report											PAPRS113		
Report Selection Criteria													
Active During Academic Year:	2017-2018												
Select Specialization Data to Report:	Specialization Basics only												
Program Status :	Active												
Specialization 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 Programs and Specializations Report											PAPRS113		
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.



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

Institution Name

Reviewer

Program

Work Type

Reporting Period From

Reporting Period To

Received, completed

Output Type

Browser Word PDF Excel

[View Report](#)

The report displays:

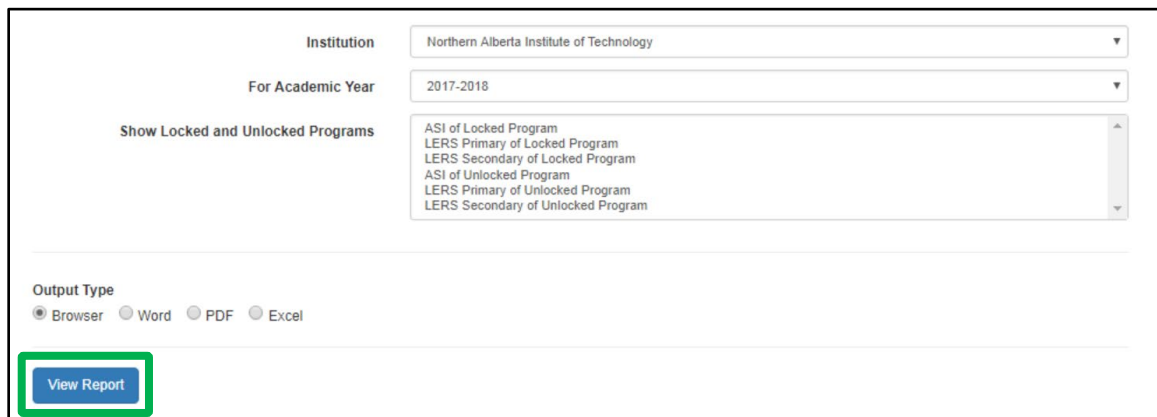
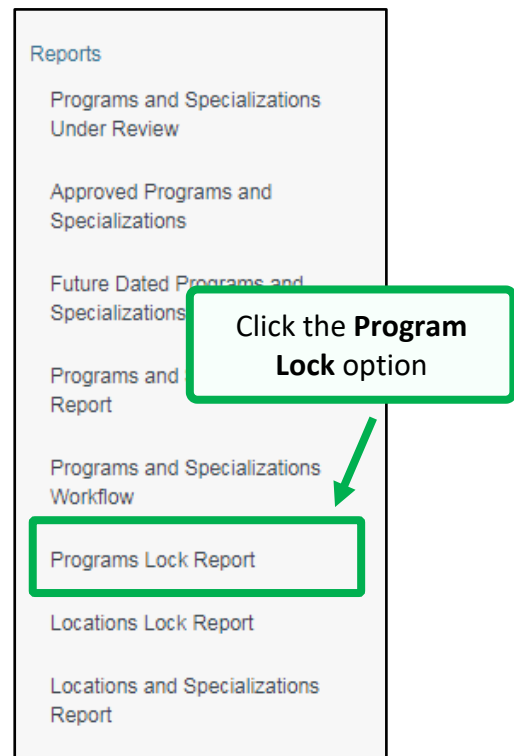
Post-Secondary Programs Branch										PAPRS110
PSP Programs and Specializations Workflow										
Report Selection Criteria										
Institutions:	Northern Alberta Institute of Technology									
Reviewer:	ALL									
Programs:	ALL									
Work Type:	ALL									
Date From:	1-Jan-2018									
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**.

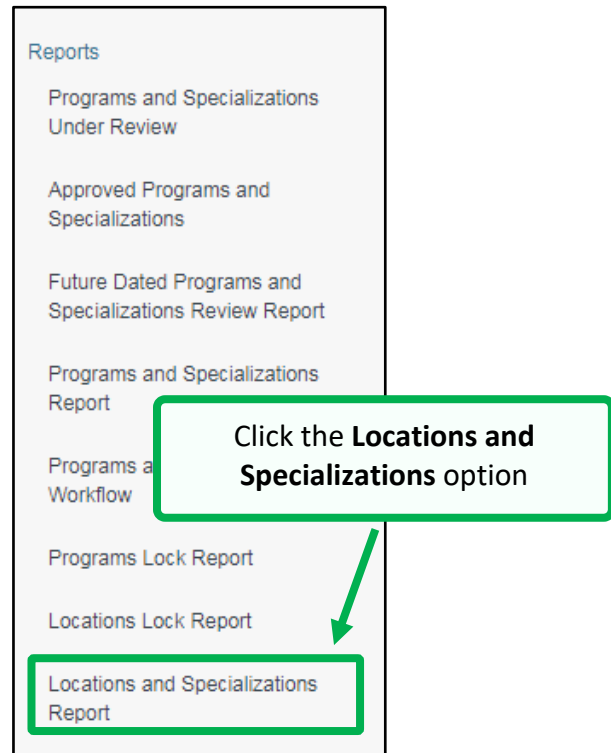


Locations and Specializations

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**.



A screenshot of the report criteria screen. It features several input fields: 'Institution Name' (a dropdown menu with '<Select a value>' selected), 'Location Name/Location Code', 'Activation/Activation & Funding', 'Activation Start Date' (with a calendar icon), and 'Activation End Date' (with a calendar icon). Below these fields is the 'Output Type' section with radio buttons for 'Browser' (selected), 'Word', 'PDF', and 'Excel'. A blue 'View Report' button is located at the bottom left of the form.

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
- Northern Alberta Institute of Technology - Edson/86

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