



FITTSKILLS DELIVERY PARTNER CRITERIA

Application to be completed by all institutions wishing to become a FITTskills Delivery Partner in the classroom or online.

To be eligible as a FITTskills Delivery Partner, the institution must be a Canadian public college or university. In the event that the applicant is a private college or technical institute it must be registered with the NACC, the relevant provincial body and meet the following criteria:

- Must be a legal entity;
- Must have been engaged in training and/or education for at least one year;
- Must have sufficient organizational capacity to undertake the administrative work associated with delivering training programs (i.e.: student registration processes);
- Is recognized by relevant Provincial and/or Federal authorities;
- Must provide résumés and/or job descriptions of proposed instructors;
- If located in British Columbia, must be registered with PCTIA as an “accredited” institution.

All applicants must submit the following documentation to FITT, via post or email (info@fitt.ca) for consideration.

- Completed Delivery Partnership Application Form
- Letter of Intent that outlines the following:
 - Background of the learning institution;
 - How FITTskills will compliment current offerings at the institution;
 - The institutions commitment to the preparation as well as financial and human resource investment required to start the program and deliver it on an ongoing basis;
 - Commitment to enter into a formal FITT Partnership Agreement that outlines the obligations of each party;
 - Commitment to administer the FITTskills examination process.
- Marketing and Sales Plan that includes, but is not limited to:
 - Method, format and schedule of FITTskills delivery and where within the curriculum the program falls;
 - Market Analysis (environment such as local trends, issues and considerations; target audience, competition, etc...);
 - How your program delivery will differ from other institutions that may already be delivering a FITTskills program in your region;
 - Projections (book and exam sales; individuals per year; graduates per year);
 - Marketing Strategy(s) (including pricing and resources).
- Instructors, to include:
 - List of potential instructors and a résumé for each; or
 - Job description for the instructor position(s) including minimum qualifications.

Please note that Corporate Membership with FITT is mandatory in order to maintain delivery partner status.



DELIVERY PARTNER APPLICATION FORM

GENERAL INSTITUTION INFORMATION

Name of Institution: _____

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Website: _____

TYPE OF INSTITUTION

- University
- Other (specify): _____

Is your institution a member of the Association of Universities and Colleges of Canada?

- Yes No

Year Established: _____ Number of Students Annually: _____

INSTITUTE OFFICIALS

Name and complete title of dean (or equivalent) responsible for the program: _____

Telephone: _____ Fax: _____

Email: _____

Name and complete title of the individual who will act as the liaison between the institution and FITT (If different from above)

Telephone: _____ Fax: _____

Email: _____



PROPOSED PROGRAM INFORMATION

Program Title:

Please provide the website that FITT will be linked to:

Type of Program

- Classroom Online
 Full-time Incorporated in Full-time program Part-time

If incorporated in a full-time program, what is the level of the program?

- Undergraduate Diploma Post graduate Post diploma

How many years has this program been offered?

Entrance Requirements (if applicable):

What other courses, if any, must be passed to achieve the institution's diploma or degree?

Proposed start date:

Proposed class time per FITTskills course in hours:

Proposed delivery schedule (i.e. day, evenings, weekends, condensed, other):

Program Graduation Requirements
(if other than FITTskills):



TARGET AUDIENCE

Business Professionals Full-time Students Part-time Students International Students

Other (specify): _____

Marketing/Sales Plan to be provided to FITT by (date): _____

Number of FITTskills Graduates expected in 1st year of offering _____

Number of annual FITTskills Graduates expected in following year(s): _____

TUITION FEES

Per FITTskills course - \$ _____ or For Program - \$ _____

Signature of Dean or Equivalent (as noted above): _____

Date (dd/mm/yyyy): _____