

PARIS

Program Approval and Registration Information System

Reference Guide for Individuals

February 2019

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Introduction

PARIS Overview

The Program Approval and Registration Information System (PARIS) is a public-facing, secure web application used to support the administration of a Private Career College (PCC) under the authority of the *Private Career Colleges Act* and its regulations.

An individual uses PARIS to:

- View the orientation video about the PCC registration process and requirements;
- Request a Business Name Approval; and
- Submit inquiries to the Private Career Colleges Branch (PCCB).

Once an application is submitted, an individual can also:

- Check the status of an application;
- Send updates; and
- Withdraw an application / inquiry.

Business Name Approval

If a business name includes the term “institute” or “college” (or the French equivalent), a business name approval application must be completed to receive Ministry consent. You must produce proof of business name approval when you register as a new Private Career College. No fees are associated with a business name approval application.

Using this Guide

This guide provides step-by-step instructions for individuals to use PARIS. This guide is a reference for the system only. No business functions outside the system are included.

- Tips appear with a hand symbol: 
- Important notes appear with an information symbol: 
- Cross references within the document can be identified by green text. Click on the link to jump to that section.

Getting More Information / Assistance

- On most pages in PARIS you will see a link to relevant guidelines that will assist you when completing that section. Click [Show Guidelines](#) .
- See the appendix for a list of terms and abbreviations.
- For questions and technical support, email: **PCC@ontario.ca**

Performing Common Tasks

Logging In

i You require a log in and password to access PARIS. If you have not enrolled in PARIS, see the *PARIS Enrolment Guide for New Users*.

1. Open your Internet browser such as Internet Explorer.
2. Enter the following address:
<https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/login.xhtml> then press [Enter]. The **Log in or register** page appears.

3. Enter your **Email Address** and **Password** then click **Log in**. The Dashboard appears.

(Your page may not look exactly like the sample)

Logging Out

Click **Log Out**. The **Log in or register** page appears.

Updating Your User Information / Password



1. Click the [Welcome](#) link. The **User Information** page appears.

 A screenshot of the 'User Information' form. The form is divided into two main sections: 'User Information' and 'Address'.

 The 'User Information' section includes:

- 'First Name: *' with a text input field containing 'Deb'.
- 'Middle Name:' with an empty text input field.
- 'Last Name: *' with a text input field containing 'Xyz'.
- 'Primary Phone Number: *' with two input fields: '(111) 111-1111' and 'Ext:'.
- 'Current Password:' with an empty password input field.
- 'New Password:' with an empty password input field.
- 'Confirm New Password:' with an empty password input field.

 The 'Address' section includes:

- 'Country: *' with a dropdown menu showing 'Please select...' and a downward arrow.
- A red 'Required' label below the dropdown.

 At the bottom right of the form, there are two buttons: 'Exit' and 'Save'.

2. Update the information.
 - i** If you are changing your password, your new password must be at least 12 characters in length, contain at least one uppercase character, at least one lowercase letter, a special character and at least one number.
3. Click [Save](#). A confirmation message appears.

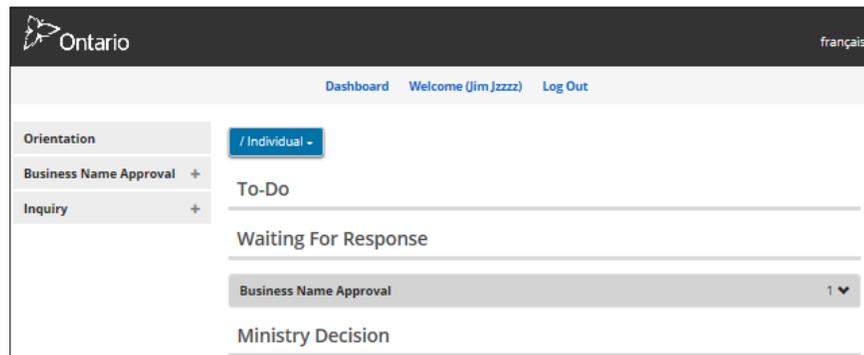
Updating Your Email Address

You cannot change your email address directly in PARIS. Submit an inquiry to the ministry indicating your new email address. For details on sending an inquiry see page [21](#).

Understanding Page Layouts

Dashboard

- After you log in, the first page to appear is the Dashboard.



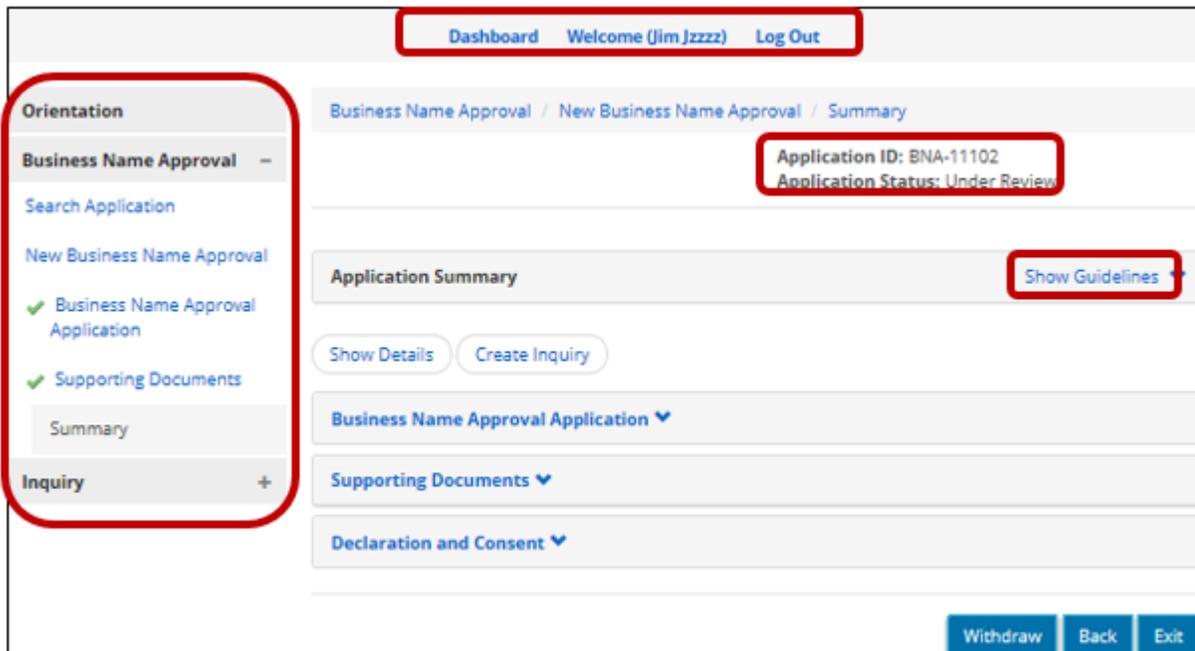
(Your page may show different options)

- To access the Dashboard from any page, click the [Dashboard](#) link.
- The Dashboard is organized into three sections:
 - The **To-Do** section identifies draft applications and inquiries that have not been submitted to the Ministry. Applications and inquiries returned by the Ministry for your action also appear in this section.
 - i** If a draft application is inactive for six months or active for one year, it will be removed from the **To-Do** section upon notification from the Ministry.
 - The **Waiting for Response** section lists applications and inquiries you have submitted to the Ministry.
 - The **Ministry Decision** section lists applications the Ministry has released a decision on.
 - i** Items remain in the **Ministry Decision** section for 90 days. Items will be available through the search module after that.
- Items in each section are collapsed under a banner.



The number beside the arrow in the banner indicates the number of items in the list. Click the banner to expand the section and view the items.

Other Pages



(Partial page sample only)

- If you submit an application, you will be working in another type of page.
- The left navigation pane displays a menu. A light grey background indicates where you are in an application. In the above example, the current page is the “Summary”.
- Information entered in an application is validated by the system. A checkmark next to the application heading indicates that the section is complete. 
- The top centre identifies the user role currently logged in and provides a quick link to the Dashboard. This section also contains the link to the **Log Out** function.
- The top right section displays the **Application ID** and current **Application Status**.
- Do not use the browser’s back arrow at the top of the web page. Use the **Next** and **Back** buttons found on the PARIS pages to move to the next / previous page.
- You can close the browser at any time, but unsaved information will be lost.

Searching – Generic Process

1. Open the section you want to search in such as business name approval or inquiry.
2. Click the [Search Application](#) or [Search Inquiry](#) link. The **Search Criteria** page appears.

(Example of a search criteria page for a Business Name Approval application)

3. Enter the search criteria.
 - To find all the records, leave the search criteria blank.
 - Search criteria is not case-sensitive; you can enter information in UPPER or lower case.
4. Click [Search](#). The results appear in a table below the search criteria section.

Search Result - Business Name Approval						
Total Item(s) : 1						
Application ID	Proposed Organization Legal Name	Proposed Organization Operating Name	Organization ID	Application Status	Application Submitted Date	Application Approval Date
BNA-28441823	Debbies College 11	Debbies College 11		Draft		

5. Click the blue Application ID link to open the item.

Viewing Details

Search Result - Business Name Approval						
Total Item(s) : 1						
Application ID	Proposed Organization Legal Name	Proposed Organization Operating Name	Organization ID	Renewal Status	Application Submitted Date	Application Approval Date
BNA-28850867	caat testo	college valum	200246	Draft		

1. After you perform a search, a table appears with the search results. Notice that the Application ID number is a blue link.
2. Click the blue ID link. The **Summary** page appears.

Application Summary Show Guidelines ▾

Show Details

Business Name Approval Application ▾ Revise

Supporting Document ▾ Revise

Withdraw Back Exit Submit

3. Click the arrow to expand a certain section.

 Click Show Details to expand all sections in one step.

Uploading a Document

Introduction

Supporting documents can be attached (uploaded) to an inquiry or application.

You can upload the following types of files:

- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Image
- ✓ Text
- ✓ Adobe PDF

 If the document is larger than 10MB, it must be split into smaller files and uploaded separately.

Uploading a Document

1. If the **Supporting Documents** page is not on your screen, click the **Supporting Documents** link.

2. Click **Upload Additional Document**. The following page appears.

3. Enter the **Document Type**.
4. Enter additional information about the document in the **Description** field.
5. Click **Browse...**. The **Choose File to Upload** page appears.
6. Select the file to be uploaded.
7. Click **Open**.
8. Click **Save**. The file name appears in the table at the bottom of the page.
9. Click **Save & Return**. The **Supporting Documents** page appears.

Supporting Documents Show Guidelines ▾				
Document Type	File Name	Status	Submitted Date	Action
Additional Supporting Document (Name Doc)	Doc 2.docx	Draft		<input type="button" value="Upload"/>

10. Verify that the file has been added to the table.

11. If the document is correct, click . The **Supporting Document** page appears showing the date of the uploaded document.

Version: V1

Description:
Business name document

File Name	Uploaded By	Uploaded Date	Action
Doc 2.docx	Indzzz, Deb (Individual)	Apr 17, 2018	<input type="button" value="Remove"/>

12. Click .

13. Click . The **Application Summary** page appears.

Removing an Uploaded Document

Following are instructions on removing an uploaded document.

1. Access the **Supporting Documents** page.

Supporting Documents Show Guidelines ▾				
Document Type	File Name	Status	Submitted Date	Action
Additional Supporting Document (Name Doc)	Doc 2.docx	Draft		<input type="button" value="Upload"/>

2. Click to open the page with the “Remove” button.

Version: V1			
Description:			
File Name	Uploaded By	Uploaded Date	Action
Doc 2.docx	Jzzzz, Jim (Individual)	Mar 08, 2018	Remove

3. Click [Remove](#) . The document disappears from the list.
4. Click [Cancel](#) .

Withdrawing an Application / Inquiry

You can withdraw an application or inquiry that you have started, saved, or submitted to the Ministry.

1. **If the application / inquiry has not been submitted:** Open the application from the **To-Do** section of the Dashboard.

To-Do		
New PCC Registration 1 ▲		
Draft 1 ▲		
Application ID	Legal Name	Operating Name
PCCA-4	Debs School	Debs School 14

If you have submitted the application / inquiry: Open it from the **Waiting for Response** section of the Dashboard.

Business Name Approval / New Business Name Approval / Summary

Organization: Application ID: BNA-28850867
Application Status: Draft

Application Summary [Show Guidelines](#) ▼

[Show Details](#)

Business Name Approval Application ▼ [Revise](#)

Supporting Documents ▼ [Revise](#)

[Withdraw](#) [Back](#) [Exit](#) [Submit](#)

2. Click [Withdraw](#) . A confirmation message appears.
3. Click [OK](#) to continue.
 - The application / inquiry is removed from the Dashboard.

Viewing the Orientation Video

Introduction

The video walks through the Private Career College registration process and requirements. A new applicant must view the PCC Registration Orientation Program video before applying for registration to operate a private career college.

The video takes approximately 30 minutes to view.

The video is also available on the Private Career Colleges Branch portal.

Viewing the Video

- Click **Orientation**. The video starts.
 - Generally, the video advances automatically. Click the **Next** and **Previous** buttons to move manually through the slides.
 - You can jump to sections or repeat sections already completed.
 - To read a transcript of the narrative: click [Transcript](#).
 - If you cannot finish the orientation in one sitting, the system will save the location where you left off. The next time you run the orientation, the system will ask you if you want to continue or start again.
- Once the video is finished, click **I have finished**. The **Declaration and Consent** page appears.

Declaration and Consent

I declare that I have completed the Orientation module in its entirety. I further declare that I am aware that the completion of this module will not result in the issuance of a certificate of registration to operate a private career college.

I Agree

Note: It is an offence under the Private Career College Act, 2005 to knowingly provide false information.

(If you are reviewing the video again, the **I have finished** button will not appear.)

- Click the **I Agree** check box.
- Click **Submit**.

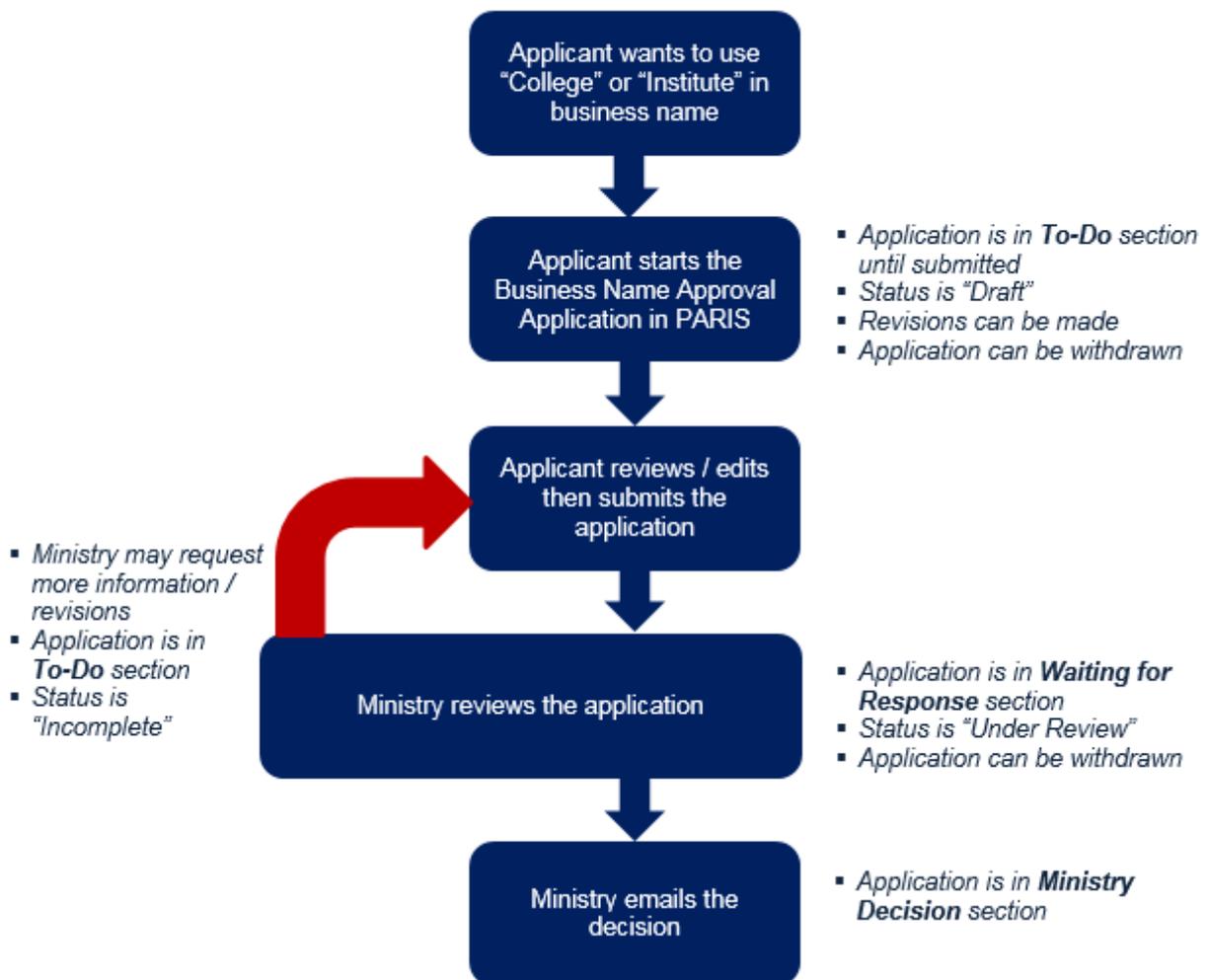
Getting a Business Name Approved

Introduction

If you want to use the term “College” or “Institute” (or their French equivalents) in your business name you must have approval from the Ministry. Once you receive approval you must upload the Business Name Consent letter to your application to register as a Private Career College.

There is no fee associated with submitting a Business Name Approval (BNA) application.

Application Process



Step 1: Start the Application

 A Business Name Approval application must be completed **only** if you want to use the term “College” or “Institute” (or their French equivalents) in your proposed business name.

 As you work through the application, more questions / fields may appear based on your input.

1. Click .
2. Click the [New Business Name Approval](#) link. The application appears.

Section A Show Guidelines

Proposed Legal Name of Business: *

Proposed Operating Name of Business: *

Last Name: *

First Name of Applicants: *

Middle Name/Initial:

Phone Number: *

 EXT:

Alternate Phone Number:

 EXT:

Fax Number:

E-mail address: *

Website Address:

Mailing Address
Show Guidelines ▾

Country: *

Address Type: *
 Standard Mailing Address P.O. Box Address Rural Route

Street #: *

Street Name: *

Street Type: *

Street Direction:

Unit Designator Name:

Additional Address Information:

City: *

Province: *

Postal Code: *

Indicate which of the following provincial Acts the proposed operation name will be registered under. *

Business Corporations Act Business Names Act Corporations Act Other

Section B
Show Guidelines ▾

Please indicate if you intend to engage in any education/training activities: *

Yes No

3. Enter the information.



A red asterisk indicates a mandatory field.

4. Click **Save & Next**. The **Supporting Documents** page appears.

- A green checkmark in the navigation bar indicates that the section is complete. 

- The application status is “Draft”.
- The draft application can be found in the **To-Do** section of the Dashboard.

Step 2: Upload Supporting Documents (optional)

For details see page [7](#).

Step 3: Review and Submit the Application

1. If the **Application Summary** is not on your screen, click the **Summary** link.

2. Click [Show Details](#).
3. Review / edit the application if required.
To edit a section:
(1) Click **Revise**. (2) Make the changes. (3) Click **Save** (4) Click the **Summary** link.
4. Click **Submit**. The **Declaration and Consent** page appears.

5. Read the **Declaration and Consent** then click **I Agree**. A confirmation message appears.
6. Click **Exit**.
 - A notification is emailed to you.

- The application status changes to “Under Review” and appears in the **Waiting for Response** section.

To-Do			
Waiting For Response			
Business Name Approval			1 ▲
Under Review			1 ▲
Application ID	Proposed Legal Name	Proposed Operating Name	Submitted Date ▼
BNA-11102	Deb's Programming College	Deb's Programming College	Mar 07, 2018
Ministry Decision			

Step 4: Wait for the Ministry Decision

Introduction

While you wait for the ministry decision you can withdraw your application or make revisions.

Withdrawing an Application

You can withdraw your application at any time. See page [10](#) for details.

Revising an Application

Making Revisions Requested by the Ministry

You will be notified by email if the Ministry requires more information or a revision.

1. Click on the link in the email, then log in to PARIS.
2. From the **To-Do** section locate the application with the “Incomplete” status.

Business Name Approval			
Incomplete			1 ▲
Application ID	Proposed Legal Name	Proposed Operating Name	Submitted Date ▼
BNA-11102	Deb's Programming College	Deb's Programming College	Mar 07, 2018

3. Click the blue application ID link. The **Summary** page appears.

4. Click [Show Details](#).
- The application expands.
 - If an application is “Incomplete”, the Ministry will include comments. ⓘ There are several areas where comments can be found on the **Summary** page.

General Comments			
External Comments	Submitted By	Submitted Date	Action
Please submit the physical location	Researcher, Deb (Inspector)	Dec 27, 2017 08:23 AM	
			Save

- Only those sections of the application that require additional information or a revision will be unlocked. The unlocked sections of the application can be identified by a [Revise](#) link.
5. To edit a section:
- 5.1. Click [Revise](#). The section opens.
 - 5.2. Make the change(s).
 - 5.3. Add external comments then click [Save](#).
 - 5.4. Click [Save & Next](#) until you get to the **Application Summary** page.
 - 5.5. Click [Submit](#). A confirmation message appears.
 - 5.6. Click [I Agree](#).
 - 5.7. Click [Exit](#).
 - A notification is emailed to you.
 - The application moves to the **Waiting for Response** section with a status of “Under Review”.

Revising an Application with an “Under Review” Status

If you want to make a change to an application whose status is “Under Review,” you must submit an inquiry to the Ministry requesting to have a section of an application opened for revision. In the inquiry, indicate which section(s) of the application you want to change. For instructions on sending an inquiry about an application, see the next section.

Sending an Inquiry about a Submitted Application

You can submit an inquiry related to the application. To send an inquiry not related to the application, see [Making an Inquiry](#) starting on page [20](#).

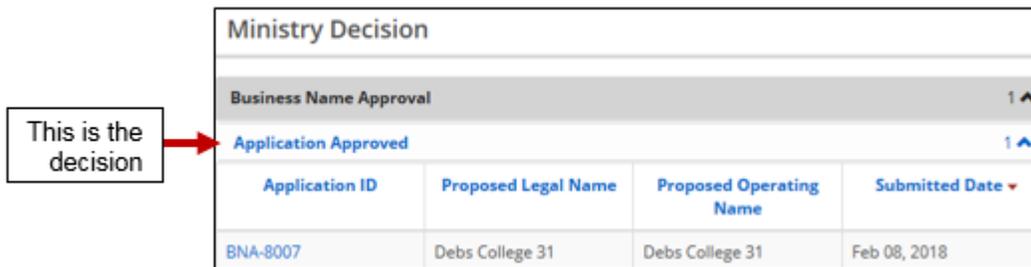
1. Open the application and access the **Application Summary** page.
2. Click [Create Inquiry](#). The **Inquiry Details** page appears.
3. Follow the steps on creating an inquiry starting on page [22](#).

Step 5: View the Ministry Decision and Letter

After the Ministry reaches a decision, the system emails you the response. The ministry decision appears in the **Ministry Decision** section in the Dashboard.

i A ministry decision remains in the Dashboard for 30 days. If you want to review a decision that is no longer in the Dashboard, you must search for it.

1. Click on the link in the email then log in to PARIS.
2. In the **Ministry Decision** section of the Dashboard, locate the application.



Ministry Decision			
Business Name Approval			1 ▲
Application Approved			1 ▲
Application ID	Proposed Legal Name	Proposed Operating Name	Submitted Date ▼
BNA-8007	Debs College 31	Debs College 31	Feb 08, 2018

The ministry decision appears at the top of the table.

3. If the application is not rejected, there is a letter uploaded to the file; there is no letter if the application is rejected.
4. Click the [Summary](#) link. The **Summary** page appears.
5. Expand the **Communication Letter** section.

Application Summary [Show Guidelines](#) ▾

[Show Details](#) [Create Inquiry](#)

General Comments

External Comments	Submitted By	Submitted Date	Action
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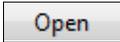
Communication Letter ▲

External Comments	Submitted By	Submitted Date	Action
Document Consent to College			

Business Name Approval Application ▾

Supporting Documents ▾

Declaration and Consent ▾

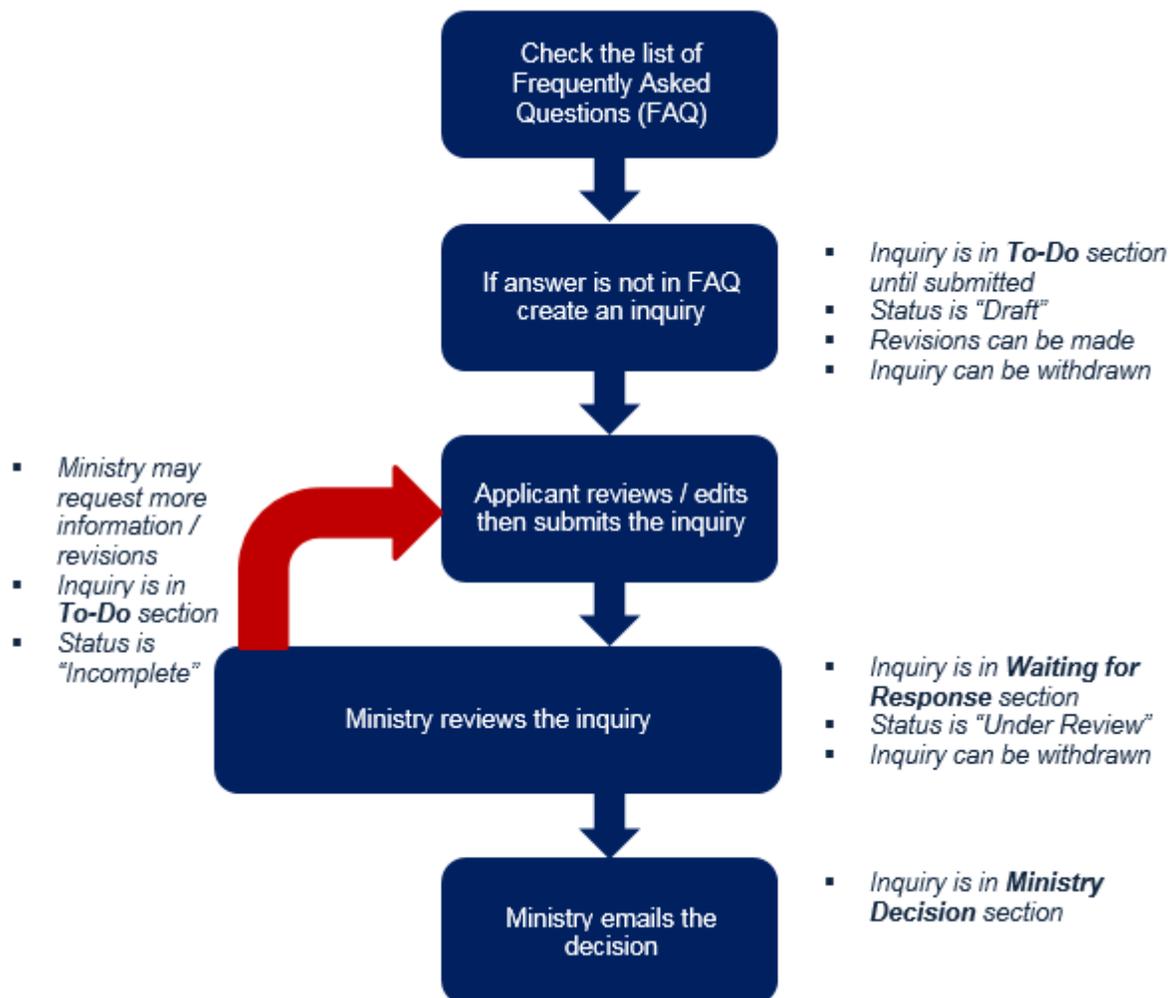
6. Click the blue document link.
7. Click . The document appears in PDF format.
8. Print / save the document as required.
9. Close the document when you are done. Click .

Making an Inquiry

Introduction

The inquiry function is designed so that you can research questions from a list of Frequently Asked Questions (FAQs). If you cannot find the answer from the list of FAQs, you can submit an inquiry to the Ministry directly from PARIS. If you want to make an inquiry about a specific application, see page [17](#).

Inquiry Process



Submitting an Inquiry

Step 1: Check the List of Frequently Asked Questions (FAQ)

1. Click .
2. Click the [New Inquiry](#) link. The ***Inquiry Information*** page appears.
 ⓘ As you work on your inquiry, it will be available in the **To-Do** section with the status of “Draft”.

The screenshot shows a web form titled "Inquiry Information". At the top right of the form is a link "Show Guidelines" with a downward arrow. Below the title bar, there are two dropdown menus. The first is labeled "Inquiry Category: *" and has "Please select..." as its placeholder. The second is labeled "Inquiry Topic:" and also has "Please select..." as its placeholder. To the right of these dropdowns is a "Search FAQ" button. Below the dropdowns, it says "Total Item(s) : 0". At the bottom of the form, there are three buttons: "Create Inquiry", "Back", and "Exit".

3. Select the **Inquiry Category** from the dropdown list.
4. Select the **Inquiry Topic** from the dropdown list.
5. If a **Sub-category** appears, select an option.
6. Click . A list of frequently asked questions appears based on the category and topic you selected.

Inquiry Information
Show Guidelines ▾

Inquiry Category: *

Orientation ▾

Inquiry Topic:

PARIS ▾

Search FAQ

Total Item(s) : 5

FAQ

[How do I access PARIS? ▾](#)

[How do I obtain a copy of the Reference Guide for Prospective Private Career College Operators? ▾](#)

[I am having trouble submitting an application. ▾](#)

[I can't find the program or campus \(asset\) I wish to purchase? ▾](#)

[What does PARIS stand for? ▾](#)

Create Inquiry

Back

Exit

7. **To read the answer:** Click on the blue question link. The answer appears below the question.
To hide the answer: Click on the question link again.

Step 2: Submit an Inquiry (if required)

If your question has not been answered in the FAQ list, you can submit an inquiry to the Ministry.

1. From the bottom of the Inquiry Information page, click Create Inquiry. The **Inquiry Details** page appears.
2. Review the requestor information. Update your information if it is incorrect. (See page 3 for details).
3. Select the **Inquiry Category** and **Inquiry Topic**.
4. Type your question or inquiry in the box at the bottom of the page.

❗ Your inquiry is limited to 4,000 characters. If there is not enough room for your question, you can type it in a word processor then upload it as a supporting document in step 6 below.
5. Click Save & Next. The **Supporting Documents** page appears.

6. Add supporting document(s) if required. See page [8](#).
7. Click **Next**. The ***Inquiry Summary*** page appears.
8. Click **Show Details**. The sections expand.
9. Review / revise the inquiry information.
To make a revision: (1) Click **Revise**. (2) Make the changes.
(3) Click **Save**. (4) Click the **Inquiry Summary** link.
10. Click **Submit**. A confirmation message appears.
11. Click **Exit**.
 - The inquiry appears in the Dashboard's **Waiting for Response** section with the status of "Under Review".
 - You will receive an email from the system after the Ministry has reached a decision.

Step 3: Wait for the Ministry Response

Withdrawing an Inquiry

You can withdraw your inquiry at any time. See page [10](#) for details.

Handling a Request for More Information

You will receive system-generated emails from PARIS. Some notifications are for information purposes only, however some emails indicate that action is required. If action is required:

1. From the email, click the blue link. The PARIS login page appears.
2. Log in to PARIS.

To-Do			
Inquiry			2 ▲
Draft			1 ▼
Incomplete			1 ▲
Inquiry ID	Initiator	Initiator Role	Submitted Date ▼
INQ-1143	Jzzzz, Jim	Individual	Mar 07, 2018

3. Open the inquiry in the **To-Do** section with the “Incomplete” status. The **Inquiry Summary** page appears.
4. Click . External comments appear for your review and action.
5. Take the appropriate action based on the **External Comments**.
 -  Unlocked sections require additional information / or revision. The unlocked sections of the complaint can be identified by the word **Revise**.
 - 1) Click **Revise**. The section opens.
 - 2) Make the revisions.
 - 3) Click  until you land on the **Summary** page.
 - 4) Enter your **Comments** to the Ministry. This may include an explanation of the changes you made.
6. Click . The inquiry is in the **Waiting for Response** section.

Step 4: Review the Ministry Response

You will receive an email from the system with the Ministry’s response.

1. Click on the link in the email then log in to PARIS.
2. Locate the inquiry:
 - If the inquiry is in the **To-Do** section:

To-Do	
Inquiry	1 ▲
Response Provided	1 ▼

- (1) Open the inquiry.
- (2) Read the inquiry response.
- (3) You can:

- Withdraw your inquiry: Click **Withdraw**.
- Close the inquiry: Click **Close-Resolved**.
- Send back a response: Enter a comment, click **Save**, then click **Submit**.

- If the inquiry is in the **Ministry Decision Section** with the status “Closed – Resolved”, the ministry has closed the inquiry. There are no other details provided when an inquiry is closed.

Ministry Decision	
Business Name Approval	1 ▼
Inquiry	1 ▲
Closed - Resolved	1 ▼

Appendix: Terms and Acronyms

Term or Acronym	Description
Business Name Approval	The process of an applicant submitting a Business Name Approval application for using a controlled term (College or Institute) in their Legal / Operating Name to the Ministry of Training, Colleges and Universities, Private Career College Branch.
Inquiry	The process of an applicant submitting an inquiry to the Ministry of Training, Colleges and Universities, Private Career College Branch.
Ministry	Ministry of Training, Colleges and Universities
MTCU	Ministry of Training, Colleges and Universities
Orientation	The process of an applicant completing the orientation video before they start using the PARIS system to submit applications.
PARIS	Program Approval and Registration Information System
PCC	Private Career College
PCCA	<i>Private Career Colleges Act, 2005</i> . The PCCA and its regulations are the specific laws that govern the PCC sector in Ontario.
PCCB	Private Career Colleges Branch