

Terms and Conditions of Your Offer of Admission to the BScPA Program

A. Acknowledgements/Agreements

By accepting this offer of admission, you acknowledge and agree to the following requirements of the Program:

1) Distance and In-Person Campus Block Program

a) Year One

- i. Travel and Accommodation for In-Person Campus Blocks: Although the majority of the first year of the Physician Assistant Professional Degree Program is delivered on-line, there are portions that are delivered face-to-face in Toronto. You agree to travel to the St. George Campus in Toronto on two separate occasions over the course of 12 months to participate in the In-Person Campus Blocks which vary between one and three weeks in length. You will be responsible for the cost of your travel and accommodation during the two In-Person Campus Blocks in Year One. The PA Program does not provide housing or financial support for In-Person Campus Blocks.
- ii. All classes and assessments will be conducted in Eastern Standard Time. For tests, you will be required to arrange home proctoring via Meazure Learning (formerly known as ProctorU), the University of Toronto approved proctoring vendor. More information will be provided at Orientation on how this proctoring works and how to download their browser prior to your first major assessment. Please note, Meazure Learning will also be used in Year 2.

b) Year Two

- i. Travel and Accommodation for In-Person Campus Block: you agree to be responsible for the cost of your travel and accommodation during Year Two for the In-Person Campus Block in Toronto.
- ii. Travel and Accommodation for Clinical Placements: you agree to be responsible for any travel and accommodation costs that may be incurred during the Clinical Placement at your home training location, regardless of where you are placed.

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- iii. Clinical Placement North/South Swap: you agree to participate in a 'North/South Swap' Clinical Placement for up to six months. A subsidy will be available to assist with costs of travel and/or accommodation for the 'North/South Swap' Clinical Placement; however, you agree that any costs above the predetermined maximum allowable by the subsidy are your responsibility.
 - iv. Driving: You acknowledge that students are advised that access to a vehicle and the ability to drive (as well as possession of a valid driver's license) are strongly recommended for the Clinical Placements in Year Two.

2) Full Time Program in Ontario, Canada

By accepting this offer of admission, you acknowledge that this is a **full-time** program, with the expectation of approximately 30 hours per week dedicated to class time, whether in In-Person Campus Blocks or on-line learning. Students are expected to spend additional time on assignments, group work and independent study. Note that with this educational workload in mind, the Program strongly discourages students to be employed while in the program.

During the on-line portion of the Program (Year One), students will be participating in Longitudinal Clinical Experience courses. These involve interacting with professionals in a health care setting and must occur in Canada. All Year Two Clinical Placements arranged by the Program will take place in Ontario, Canada. By accepting the offer of admission, you agree that **you will reside in Canada for the duration of the Program.**

3) On-line learning

- a) The majority of the BScPA Program is delivered on-line. By accepting this offer of admission, you agree that you are responsible for ensuring access to a computer and high-speed internet for the duration of the Program and that you have a laptop to bring to the In-Person Campus Block sessions. If you need to purchase a computing device, the University of Toronto Bookstore offers student discounts.
 - i. Computer/laptop must have a minimum operating system of Windows 10 or Mac OSX 10.9, as well as Office 2016. Most technology enabled learning activities will be web-based and do not require special software installation other than a word processor (registered U of T students can obtain free copies of Microsoft Office from the U of T Libraries).
- b) You must be able to send and receive e-mails; open e-mail attachments; open programs on your computer; print webpages; use a search engine such as Google to find general



information; and determine directions to a location using online maps. By accepting this offer of admission, you agree that you are responsible for ensuring you have these skills prior to the start of classes on **August 28, 2023**.

4) Orientation to PA Program Course

You will have a chance for early access to Quercus to understand how the online learning platform functions. Students will be asked to meet with the course director once over MS Teams (used for all online learning classes) as an introduction. More details will follow in the Welcome Package.

B. Required Document Submissions

1) Vulnerable Sector Police Records Check and Disclosure (due September 15, 2023)

As all Physician Assistant students undertake significant portions of their education in settings with exposure to vulnerable populations, you are required to complete and submit the results of a Vulnerable Persons Criminal Record Check. This process must be initiated through your local police service. Costs incurred will be at your own expense. We advise that you obtain **two** copies of the report.

Police forces may use slightly different language to describe the various levels of Records Checks available. Your check must include results from local police records, the Royal Canadian Mounted Police's (RCMP's) Canadian Police Information Centre, and the Pardoned Sex Offender Registry.

As these checks can take several weeks (in some centres, up to 12 weeks), we recommend that you begin the process as soon as possible to meet our deadline.

Should you have concerns about the Vulnerable Sector Police Records Check, please contact the Physician Assistant Program office by email at pacandidate@utoronto.ca.

Please follow the protocol for those needing to use Toronto Police Services to complete the Vulnerable Sector Police Records Check.

1. Complete the top section of the [TPS Fillable PDF Form](#) (**Exception:** DO NOT sign the form prior to steps 2-4).
2. Please upload your form using this secure [ShareFile Link](#). Please name your file as '**PA - Last Name, First Name - TPS Form**'.

3. Attend a drop-in appointment to verify your ID:

- **Dates:** Tuesdays between May 16, 2023 and June 20, 2023
- **Time:** 2:30pm to 3:30pm (EDT)
- **Location:** Zoom Meeting
 - Meeting ID: 883 8751 8917
 - Passcode: 222784
- **Required:** 2 pieces of government-issued IDs, including 1 photo ID
- **Note:** If you would like to complete this appointment in-person, please email registrar.medicine@utoronto.ca

4. After your appointment, UME ES (Enrolment Services) will complete the following fields: Signature of Witness (Agency Employee), Name of Agency Contact Person, and Phone Number. UME ES will then email you this form.

5. Print and complete the following fields: Signature of Applicant and Date. Note: The form must be printed on **legal size paper**.

6. Mail the completed form to the TPS with a money order or certified cheque made out to the "Toronto Police Service" in the amount of \$20.00 (CAD).

Toronto Police Service
Attn: Information Access
40 College Street, 4th Floor
Toronto, ON M5G 2J3

Alternatively, you may submit the completed form with payment to a drop box at the Toronto Police Headquarters (the lobby of 40 College Street) during weekdays from 7:00am to 4:30pm.

2) Immunizations (due August 1, 2023)

You are required to provide a record of up-to-date proof of immunization records. This requirement must be fulfilled to meet the Health Standards set forth in the Public Hospitals Act, Section 4.2, Ontario Regulation 518/88. The Immunization form is available on our website (www.PAconsortium.ca), under 'Current Students'.

Once you have accepted the Terms & Conditions, you will receive an email with information on how to submit this document to the PA Program.



You may also review the **terms and conditions** of your offer on the BScPA website, under Current Students: <http://www.paconsortium.ca/admission-acceptance>. The tuition deposit form found on the next page, along with information on OSAP and program fees, can also be found at this link.

University of Toronto
Tuition Deposit, Response and Consent Form

Name:

U of T Student ID:

To accept your offer of admission to the University of Toronto BScPA Program, please submit a signed copy of this form electronically directly to pacandidate@utoronto.ca along with your \$500 non-refundable tuition deposit **no later than June 2, 2023**. Please ensure to keep a hard copy as you will be asked to mail it in at a later date.

This non-refundable deposit will be applied toward payment of first year tuition and fees. The offer of admission will be rescinded if the deposit is not received before the stipulated deadline and cancelled offers of admission will not be reissued.

To submit your payment:

- Make a credit card payment for your admissions deposit in the amount of five hundred dollars (\$500.00 CAD) through your ACORN account.

To make a credit card payment through your ACORN account, please follow the payment instructions at: <https://studentaccount.utoronto.ca/making-payments/make-a-deposit-payment/>. If you are a current/previous U of T student, you must also submit the tuition deposit via credit card using your ACORN account. If you submit payment to U of T using another method, it **will not** be recognized as a tuition deposit and it **will not** satisfy the deposit requirement.

By signing this form:

- I accept this offer and agree to all of the 'Terms and Conditions' of my offer of admission to the BScPA Program.
- I will provide my \$500 tuition deposit by the deadline stated in my offer letter.

Last Name: _____
(PLEASE PRINT)

First Name: _____
(PLEASE PRINT)

Signature: _____

Date: _____