**Provincial Apprenticeship Certification Board**

**Minutes of the 98th**

**Provincial Apprenticeship and Certification Board Meeting**

**September 28th, 2017**

**BOARD MEMBERS PRESENT**:

* David Harris
* Joann Greeley
* Geordie Walsh
* Tyson Stanley Hedge
* Mona Morrow
* Sandra Bishop

**BOARD MEMBERS ABSENT:**

* Craig Randell
* Karen Rowe
* Amanda Cull
* Karen Walsh
* Jennifer Hillier

**RECORDING SECRETARY:**

* Amanda Whitty

**INVITEES:**

* Dean Byrne
1. **Call to Order:**

The meeting commenced at 1:30 p.m. on September 28, 2017. The Board Chair and Director of Apprenticeship welcomed all members to the meeting.

1. **Quorum/Attendance:**

The Chair, David Harris confirmed that there is a full quorum**.**

1. **New Business:**
2. Policy Manual updates-Dean Byrne

**MOTION: A motion was passed by Mona Morrow and seconded by Geordie Walsh to accept changes to New-Extracted from Cancellation of Apprentice for Failure to Attend In-School Training under the Policy Title: Cancellation of Trade Qualifier.**

**MOTION: A motion was passed by Joann Greely and seconded by Amanda Cull to accept the changes to New-Extracted from Eligibility to Complete Certification Examinations under Policy Title: Eligibility to Complete Practical Examination – Apprentices and Trade Qualifier.**

**MOTION: A motion was passed by Tyson Stanley Hedge and seconded by Amanda Cull to accept minor language updates to the Policy Title: Certification of Qualification: Issuance, Renewal, Exchange and Revocation.**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept minor language updates to Policy Titled: Accreditation or Apprenticeship Training Programs.**

**MOTION: A motion was passed by Joann Greeley and seconded by Geordie Walsh to accept minor language updates to Policy Title: Accreditation Appeals Process**

**MOTION: A motion was passed by Tyson Stanley Hedge and seconded by Amanda Cull to accept the minor language updates to reflect Atlantic Harmonization under Policy Title: Advisory Committees.**

**MOTION: A motion was passed by Tyson Stanley Hedge and seconded by Amanda Cull to accept the minor language updates to reflect Atlantic Harmonization under Policy Title: Examination Committees**

**MOTION: A motion was passed by Tyson Stanley Hedge and seconded by Amanda Cull to accept the minor language updates to reflect Atlantic Harmonization under Policy Title: Development, Revision and Approval of Plans of Training**

**MOTION: A motion was passed by Tyson Stanley Hedge and seconded by Amanda Cull to accept the minor language updates to reflect Atlantic Harmonization under Policy Title: Private Plans of Training**

**MOTION: A motion was passed by Tyson Stanley Hedge and seconded by Amanda Cull to accept the minor language updates to reflect Atlantic Harmonization under Policy Title: Designation of Occupations**

**MOTION: A motion was passed by Joann Greeley and seconded by Amanda Cull to accept the minor language updates to reflect Atlantic Harmonization under Policy Title: De-Designation of Trades**

**MOTION: A motion was passed by Amanda Cull and seconded by Geordie Walsh to accept the minor language updates to reflect Atlantic Harmonization under Policy Title: Distance Delivery of Training**

**MOTION: A motion was passed by Amanda Cull and seconded by Geordie Walsh to accept the minor language updates under the Policy Title: Board Authority, Protocols, Administrative Procedures and Terms of Reference**

1. **Date and location of next meeting**
	* Conference call December 5, 2017 from 10:30 a.m. to 12:30p.m.
2. **Meeting was adjourned 2:30 at by Mona Morrow**