

Harper, Alexander AEST:EX

From: no-reply@bceqa.ca
Sent: Tuesday, August 25, 2015 12:09 PM
To: accounting@clearmind.com
Cc: AVED Education Quality Assurance AVED:EX
Subject: EQA Application Confirmation | Clearmind International Institute Inc.
Attachments: Receipt.pdf

Categories: Vicki

Dear Laura Hooper,

Thank you for your application for EQA. Please note that your application is currently under review by the Ministry. You will receive official notification once a decision has been made. If you need to follow up on your Application, please refer to order reference # 100984. A copy of your order receipt is attached for your reference.

EQA Applications will be processed in the order received. If an Application is complete, EQA eligible institutions can expect to wait between one to four weeks for their EQA Designation determination.

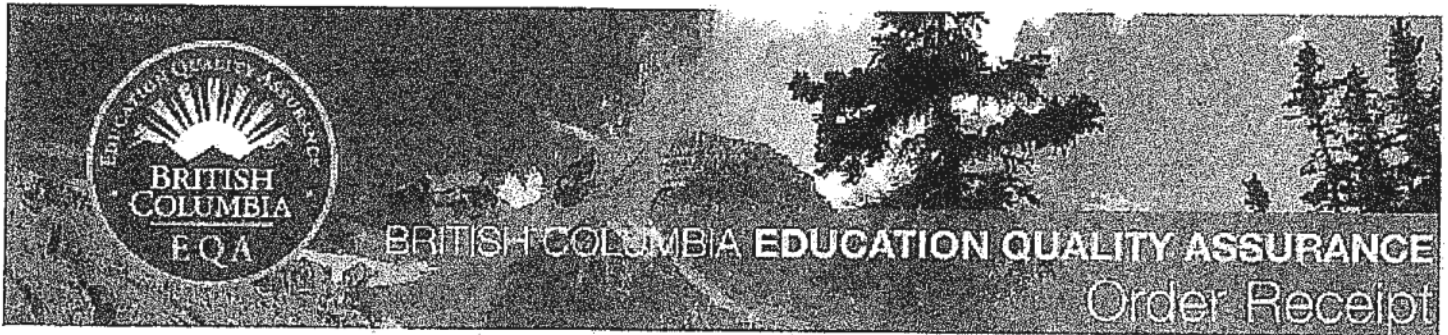
Review of EQA Applications will include contact with applicable provincial quality assurance body(ies) to ensure all eligibility requirements have been met and that your institution is in good standing.

Institutions will be informed of the decision regarding their application in writing once the Ministry completes its review.

Thank you again for your Application for EQA Designation. Should your institution have any questions about your Application for the EQA Designation, please do not hesitate to contact our office.

Sincerely,

Education Quality Assurance
Ministry of Advanced Education
3rd Floor, 835 Humboldt St.
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
Email: EQA@gov.bc.ca



August 25, 2015

Clearmind International Institute Inc.
22778 72nd Avenue
Langley, BC
V2Y 2K3
Canada

Attention: Laura Hooper

Order Receipt No. 100984

Re: British Columbia Education Quality Assurance Order Receipt

Please note: All EQA Fees are non-refundable and are not subject to taxes.

EQA Designation Application Fee	\$300.00
EQA Annual Designation Fee (Designation Period: August 25, 2015 - April 30, 2016)	\$1000.00

Authorization #: s.21
Amount of \$1300.00 s.21
card number s.21

Payment Information

Subtotal:	\$1300.00
Taxes:	\$0.00
Total Charges:	\$1300.00
Balance Owing:	\$0.00

On initial application for EQA Designation, institutions pay a pro-rated amount of the annual Designation fee, for the portion remaining of the current Designation year. The pro-rated amount will be \$125 per month.

Harper, Alexander AEST:EX

From: no-reply@bceqa.ca
Sent: Tuesday, August 25, 2015 12:09 PM
Cc: AVED Education Quality Assurance AVED:EX
Subject: EQA Application Received | Clearmind International Institute Inc.

New Application Submitted

Institution: Clearmind International Institute Inc.
Website Address: www.clearmind.com

Total payment: 1300.00
(Order #: 100984)

PCTIA ID: 3151
LC ID:
Legal Entity: Clearmind International Institute Inc.
DBA-Doing Business As: N/A
Owner Name: Duane O'Kane and Catherine O'Kane
Institution Size Type: enrolment
Institution Size: 100-499
Percentage Students Type: enrolment
Percentage Students: 1%

Institutional Representative Signature: Laura Hooper

Main Institution Address:
Main Address line 1: 22778 72nd Avenue
Main Address line 2:
Main Address line 3:
City: Langley
Province: British Columbia
Country: Canada
Postal Code: V2Y 2K3

Contact details:
Title: Director of Policy & Finance
Email: accounting@clearmind.com
First Name: Laura
Last Name: Hooper
Department: Policy & Finance
Phone Number: 6045139001
Fax: 6045139008

Institution Type: Private Career Training

SABC Designation: false

Education Offered:
Career Training

QA Standards Met:
Private Career Training Institutions Agency (PCTIA) Accreditation

Logo Use:
Website
Brochure
Banner
Billboard/Signage
Poster
Pamphlet

Other Logos: Clearmind logo, PCTIA logo, professional body logo (Canadian Professional Counsellors Association, Association of Cooperative Counselling Therapists of BC, The National Council of Psychotherapists - UK)

Affiliations:

Institutional Representative Signature: Laura Hooper

Target Markets:
North America
Europe

2015/16 EQA Checklist

Institution Name: Clearmind International Institute Inc.

Corporate Registry https://www.bconline.gov.bc.ca/ User ID s.15	Date(s) Completed: AUG 25 2015
CANLII http://canlii.org/en/ca/	Date Completed: AUG 25 2015
The Courts of British Columbia http://www.courts.gov.bc.ca/search_judgments.aspx	Date Completed: AUG 25 2015
BC Human Rights Tribunal http://www.bchrt.gov.bc.ca/search/index.htm	Date Completed: AUG 25 2015
Student Aid Compliance Unit (if SFA designated) avedcomplianceunit@gov.bc.ca N:\GENERAL\Quality Assurance Unit\Quality Assurance Policies and Plans\EQA\2014 Repayment Rate ltrs	Date Completed: N/A
Institutions of Interest \\Crowbar\S24049\GENERAL\QUALITY ASSURANCE UNIT\Degree Authorization\DAADAA Contraventions & Policy\Institutions of Interest - Status Sheet.xls	Date Completed: AUG 26 2015 <i>Associated w/ Rutherford University (2008)</i>
Private Career Training Institutions Agency http://www.pctia.bc.ca/listings	Date Completed: AUG 25 2015
Website Scan	Date Completed: AUG 26 2015
Student Complaints (PCTIA institutions) Kevin.M.Wilson@gov.bc.ca	Date Sent: AUG 26 2015 Date Received: AUG 26 2015
Regulatory Bodies (Vicki)	Date Completed: N/A
Prior Applicant Suitability	Yes - DN # No
Comments: Approved Sept 8. NEW - add text emailed to EQA inbox.	
Update ISP Master List https://aved.collaborate.gov.bc.ca/projects/isp/SitePages/Home.aspx	Date Completed: SEP 09 2015
Update Ministry Website List https://aved.collaborate.gov.bc.ca/projects/isp/SitePages/Home.aspx	Date Completed: SEP 09 2015
Update EQA Database https://myeqa.bceqa.ca/apply/apply/Home	Date Completed: SEP 09 2015
Send notification email to institution (if approved), and move emails from inbox	Date Completed: SEP 09 2015
Update "EQA Applications Under Review" sheet \\Crowbar\S24049\GENERAL\QUALITY ASSURANCE UNIT\Quality Assurance Policies and Plans\EQA\EQA (Recent)\EQA Applications Under Review.docx	Date Completed: SEP 09 2015

Application Summary

STATUS: UNDER REVIEW

REVIEWER: PATTORINI

Invoice PAID
 PCTIA Initiated
 LC Not Applicable
 Ministry Initiated

Institution Profile

Clearmind International Institute Inc.
 BCIN: BC0463182
www.clearmind.com
 3151
 22778 72nd Avenue
 Langley, V2Y 2K3
 Laura Hooper

Size of institution by enrolment: 100-499
 Percentage of international students based on enrolment: 1%
 Target markets: North America, Europe

Payment/Refund

PAYMENT Order: 100984, Amount:1300.00, Date: Aug 25, 2015

Contacts

Director of Policy & Finance
 Laura Hooper - Institutional Representative
 6045139001
accounting@clearmind.com

Application

Type of post-secondary institution:

Private Career Training ☒

What is the legal name of your institution as listed in the Corporate Registry?

Clearmind International Institute Inc.

Is your institution currently doing business under any other name? If none, please enter N/A.

(could be multiple)

N/A

What is the name of the owner of the legal entity?

Duane O'Kane and Catherine O'Kane

Type of post-secondary education offered:

- ☐ Associate Degree
☐ University Transfer
☐ Undergraduate Degree
☐ Graduate Degree
☒ Career Training
☐ Language Training
☐ Theological
☐ Trades / Apprenticeship Training

Institution's programs meet quality assurance standards through:

- ☐ Public Institution Legislation

- ☐ Degree Quality Assessment Board Process
☐ Ministers consent under the Degree Authorization Act (DAA)
☒ Private Career Training Institutions Agency (PCTIA) Accreditation
☐ Languages Canada Accreditation

Does institution have SABC designation?

☐ Yes ☒ No

Institutional Representative Signature:

Laura Hooper

Permission to use EQA Brand

Intended medium for brand use:

(check all that apply)

- ☒ Pamphlet
☒ Brochure
☒ Website
☒ Poster
☒ Banner
☒ Billboard/Signage
☐ Other

List any other marks, logos or symbols that may appear in conjunction with the EQA Brand:

Cleamind logo, PCTIA logo, professional body logo (Canadian Professional Counsellors Association, Association of Cooperative Counselling Therapists of BC, The National Council of Psychotherapists - UK)

List any official affiliations or partnerships Institution has with other institutions:

I have read and understand the conditions of use pertaining to the following:

- ☒ Brand permissions
☒ Use & misuse of brand
☒ Brand compliance

Institutional Representative Signature:

Laura Hooper

Notes

EXIT

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You are logged in as: Janet Jothen | [Update User Profile](#) | [Logout](#)[Dashboard](#) [Manage Applications](#) [Financials](#) [Reporting](#) [Administration](#)You are here: [Dashboard](#) > [Manage Addresses](#) > Clearmind International Institute Inc.**Dashboard**[Institution Status](#)[Institution Designation History](#)[Create Institution Profile](#)[Edit Institution Profile](#)[Manage Contacts](#)[Manage Addresses](#)[Add Additional Campus](#)**Manage Applications**[Create Application](#)[Edit Application](#)[View Applications](#)[Institution Application History](#)**Financials**[Invoice Search](#)[Payment Search](#)**Reporting**[Search Institution Profiles](#)[Designated Institutions](#)[Designation Summary](#)**Administration**[Manage Staff Contacts](#)[Site Settings](#)**Manage Addresses****Addresses**

Campus	Address Line 1	City	Postal Code	Primary Address	
Clearmind International Institute Inc.	22778 72nd Avenue	Langley	V2Y 2K3	Yes	Edit

[EXIT](#)

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s.3

HOME ABOUT STUDENTS INSTITUTIONS CONTACT NEWS BYLAWS MEDIA INSTITUTION LOGIN
SITE SEARCH

SEARCH

ALL REGISTERED INSTITUTIONS

ALL ACCREDITED INSTITUTIONS

SUSPENDED AND CANCELLED

APPLYING FOR ACCREDITATION

3151 • CLEARMIND INTERNATIONAL INSTITUTE INC.

INFO	2 LOCATIONS	4 PROGRAMS	HISTORY
INSTITUTION NAME		CLEARMIND INTERNATIONAL INSTITUTE INC.	
LEGAL BUSINESS NAME		CLEARMIND INTERNATIONAL INSTITUTE INC.	
REGISTERED OPERATING ADDRESS			
PHONE		604-513-9001	
FAX		604-513-9008	
EMAIL		admin@clearmind.com	
WEBSITE		www.clearmind.com	
STATUS		✓ Registered ✓ Accredited	

PCTIA is the regulatory body for private career training institutions in BC. PCTIA sets basic education standards for registered private career training institutions in British Columbia and establishes standards of quality which must be met by accredited institutions.

[Read more...](#)



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[Update regarding PCTIA transition to the Private Training Act](#)

[Judgment in Honborg v. Private Career Training Institutions Agency](#)

[PCTIA Transition to the New Private Training Act](#)

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SEARCH

ALL REGISTERED INSTITUTIONS

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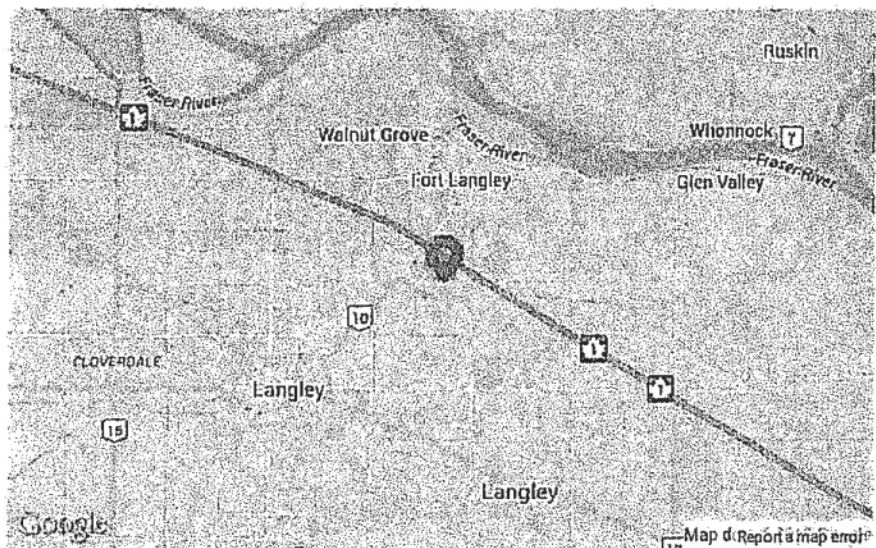
3151 • CLEARMIND INTERNATIONAL INSTITUTE INC.

INFO

2 LOCATIONS

4 PROGRAMS

HISTORY



LOCATION ONE - CLEARMIND INTERNATIONAL INSTITUTE INC.

TYPE	Main
ADDRESS	22778 72ND AVENUE LANGLEY, BC V2Y 2K3
PHONE	604-513-9001
FAX	604-513-9008
EMAIL	admin@clearmind.com
WEBSITE	www.clearmind.com



LOCATION TWO - CLEARMIND INTERNATIONAL INSTITUTE INC.

TYPE	Learning Site
ADDRESS	2294 WEST 10TH AVENUE VANCOUVER, BC

*not listed on
* EQA application
or on their
website*

2H8

PHONE

604-513-9001

EMAIL

admin@clearmind.com

WEBSITE

www.clearmind.com

PCTIA is the regulatory body for private career training institutions in BC. PCTIA sets basic education standards for registered private career training institutions in British Columbia and establishes standards of quality which must be met by accredited institutions.

[Read more...](#)



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ALL ACCREDITED INSTITUTIONS

SUSPENDED AND CANCELLED

APPLYING FOR ACCREDITATION

3151 • CLEARMIND INTERNATIONAL INSTITUTE INC.

INFO

2 LOCATIONS

4 PROGRAMS

HISTORY

✓ GROUP SUPERVISION (OTHER)
SCHEDULE: PART TIME

✓ PRACTITIONERS TRAINING 1 (DIPLOMA)
SCHEDULE: FULL TIME OR PART TIME

✓ PRACTITIONERS TRAINING 2 (DIPLOMA)
SCHEDULE: FULL TIME OR PART TIME

✓ PRACTITIONERS TRAINING 3 (DIPLOMA)
SCHEDULE: FULL TIME OR PART TIME

Assistant's Training? - only reference on institutions website appears under "Testimonials"

PCTIA is the regulatory body for private career training institutions in BC. PCTIA sets basic education standards for registered private career training institutions in British Columbia and establishes standards of quality which must be met by accredited institutions.

Read more...



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ALL ACCREDITED INSTITUTIONS

SUSPENDED AND CANCELLED

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3151 • CLEARMIND INTERNATIONAL INSTITUTE INC.

INFO

2 LOCATIONS

4 PROGRAMS

HISTORY

Institution was not suspended within the last 5 years.

PCTIA is the regulatory body for private career training institutions in BC. PCTIA sets basic education standards for registered private career training institutions in British Columbia and establishes standards of quality which must be met by accredited institutions.

[Read more...](#)



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[PCTIA Transition to the New Private Training Act](#)

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Copyright

Jothen, Janet M AVED:EX

From: Wilson, Kevin M AVED:EX
Sent: Wednesday, August 26, 2015 2:53 PM
To: Jothen, Janet M AVED:EX
Subject: RE: Student Complaints - Clearmind International Institute Inc.

Nothing in our records.

From: Jothen, Janet M AVED:EX
Sent: Wednesday, August 26, 2015 7:39 AM
To: Wilson, Kevin M AVED:EX
Subject: Student Complaints - Clearmind International Institute Inc.

Hi Kevin –

I am reviewing Clearmind International Institute Inc. for 2015/16 EQA designation. Are there any student complaints/issues?

Thanks,
Janet

Janet Jothen, Contract Administrator
Governance and Quality Assurance Branch
3rd Floor, 835 Humboldt St
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
Phone: (250) 387-5163 / Fax: (250) 387-3750
Email: Janet.Jothen@gov.bc.ca

<< OLE Object: Picture (Device Independent Bitmap) >> Please consider the environment before printing this email.

Harper, Alexander AEST:EX

From: Simmons, Vicki AVED:EX
Sent: Tuesday, September 8, 2015 3:07 PM
To: AVED Education Quality Assurance AVED:EX
Subject: Added text for Clearmind Email

Please note that the EQA brand may not be used in relation to operations outside of British Columbia, for any location not registered with PCTIA, or for program offerings that are not registered with PCTIA.

Vicki Simmons
Senior Policy Analyst
Governance and Quality Assurance Branch
BC Ministry of Advanced Education

3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
(T) 250-356-2067 | (F) 250-387-3750 | (E) vicki.simmons@gov.bc.ca

Harper, Alexander AEST:EX

From: AVED Education Quality Assurance AVED:EX
Sent: Wednesday, September 9, 2015 7:55 AM
To: accounting@clearmind.com
Cc: AVED Education Quality Assurance AVED:EX
Subject: RE: EQA Application Confirmation | Clearmind International Institute Inc.

File #: 60100-70/EQA/CIII

Dear Laura Hooper,

I am writing regarding Clearmind International Institute Inc.'s application for Education Quality Assurance (EQA) designation in British Columbia. In order to ensure that the integrity of the EQA brand is maintained, the Ministry conducts thorough reviews of all institutions as outlined in the EQA Policy and Procedures Manual.

The EQA brand may not be used in relation to operations outside of British Columbia, for any location not registered with PCTIA, or for program offerings that are not registered with PCTIA.

I am happy to inform you that **Clearmind International Institute Inc.** has been approved for EQA designation for the designation year ending **April 30, 2016**.

Please note that institutions are advised to stay up to date with the requirements for maintaining EQA designation status and related responsibilities. For current information, please refer to the EQA Policy and Procedures Manual which is updated regularly and available online at:

www.aved.gov.bc.ca/education_quality_assurance/welcome.htm

EQA BRAND PERMISSIONS OF USE AND EQA BRANDING GUIDE

The EQA brand is registered with the Canadian Intellectual Property Office as an official mark of the Province, which is subject to use under the federal government's Trade-marks Act.

Use of the brand is restricted to British Columbia institutions with EQA Designation, as set out in the *EQA Policy and Procedures Manual*. Institutions must use the EQA brand in compliance with the Trade-marks Act and the graphic design parameters set by and provided in the *EQA Branding Guide* document (located on the EQA online system outlined in the next section).

ACCESSING EQA BRAND DESIGN FILES FOR INSTITUTIONAL USE

You may log into your EQA account and access your *Online Institutional Profile* located on the EQA website at:

<https://myeqa.bceqa.ca/apply/apply/Home>

Your design staff can access design files and guidelines for the EQA brand from your *Online Institutional Profile* by locating the Brand Download information underneath "Dashboard". Click the Download button to download a zip file containing all of the EQA branding design files and the EQA Branding Guide.

If you have forgotten your password, please follow the "Forgot Password?" option located on the main log in page.

Any questions on accessing the design files can be addressed to the Ministry of Advanced Education at: EQA@gov.bc.ca.

Education Quality Assurance
Governance and Quality Assurance Branch
Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
Email: EQA@gov.bc.ca

From: no-reply@bceqa.ca [<mailto:no-reply@bceqa.ca>]
Sent: Tuesday, August 25, 2015 12:09 PM
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Cc: AVED Education Quality Assurance AVED:EX
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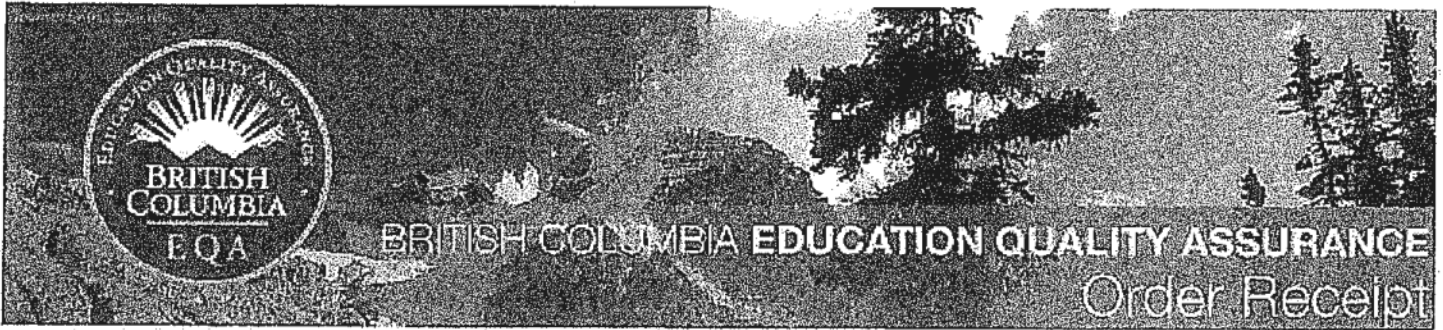
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Thank you again for your Application for EQA Designation. Should your institution have any questions about your Application for the EQA Designation, please do not hesitate to contact our office.

Sincerely,

Education Quality Assurance
Ministry of Advanced Education
3rd Floor, 835 Humboldt St
PO Box 9883 Stn Prov Govt
Victoria BC V8W 9T6
Email: EQA@gov.bc.ca



April 27, 2016

Clearmind International Institute Inc.
22778 72nd Avenue
Langley, BC
V2Y 2K3
Canada

Attention: Laura Hooper

Order Receipt No. 101175

Re: British Columbia Education Quality Assurance Order Receipt

Please note: All EQA Fees are non-refundable and are not subject to taxes.

EQA Annual Designation Fee	\$0.00
(Designation Period: May 1, 2016 - April 30, 2017)	

Subtotal:	\$0.00
Taxes:	\$0.00
Total Charges:	\$0.00
Balance Owing:	\$0.00