



INVESTIGATION

PRIVATE INVESTIGATOR PROGRAM COURSE CALENDAR 2026/2027

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WHAT IS A PRIVATE INVESTIGATOR

A Private Investigator (PI) is a licensed professional hired by individuals, businesses, or lawyers to find facts, gather evidence, and uncover information.

What PIs Do:

Conduct surveillance: Watch locations, track movements, and take photos or videos.

Search records: Check public databases, court files, and online records.

Interview people: Talk to witnesses, experts, or other relevant parties.

Investigate claims: Look into insurance fraud, infidelity, missing persons, or background checks.

What PIs Cannot Do:

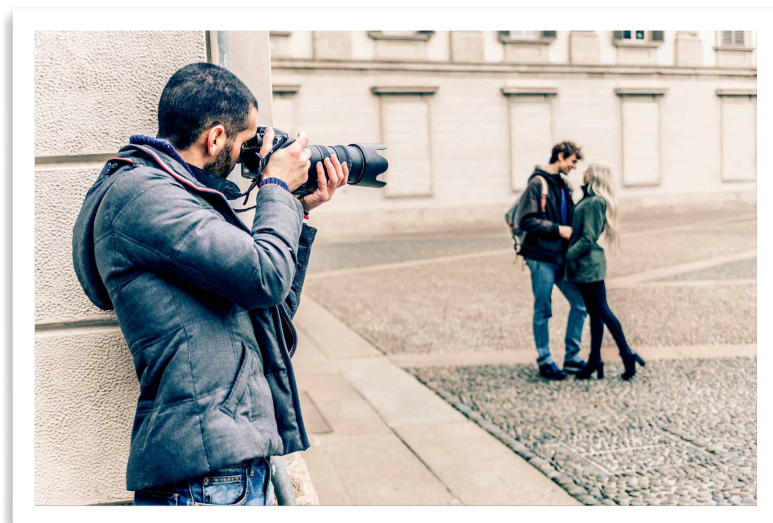
No police powers: They cannot make arrests or carry police badges.

Must follow laws: They cannot trespass, break privacy laws, or pretend to be police officers.

This 50 hour online program is approved by the Ontario Ministry of the Solicitor General and upon completion students will receive a Training Completion Number (TCN) and will be authorized to write the Ontario Private Investigator Exam.

Classes with a Live Instructor on Zoom are made up of 8 modules, each followed by a multiple choice quiz to test the students' knowledge.

In addition to the 50 hours of classroom instruction there is a suggested duration of 29 additional outside class hours of pre-reading and studying.



ABOUT THE COLLEGE

Ontario College of Health & Technology was founded in 2006 and is registered as a Career College under the Ontario Career Colleges Act, 2005.

Our mission is to provide a learning experience for students based on trust, respect, optimism and intentionality; the assumptions of invitational education.

The College continually strives to learn what it is that students really want and need, to deliver it consistently and then make it even better.

Our focus is to provide quality private education in an exceptional school environment.

Our instructors are educators, with many years of commitment and practice in their respective fields who bring a variety of skills to the program, learned via experience and previous education.



ADMISSION REQUIREMENTS

THE ADMISSION REQUIREMENTS FOR THE PROGRAM:

1. 18 Years of Age
2. High School Diploma or Equivalent
3. All lectures in this program at the Ontario College of Health & Technology are conducted online in English so it is essential that every student possesses strong English writing, comprehension and speaking skills in order to prepare them for the program curriculum and any other components of the program.

GENERAL LICENSING REQUIREMENTS IN ONTARIO:

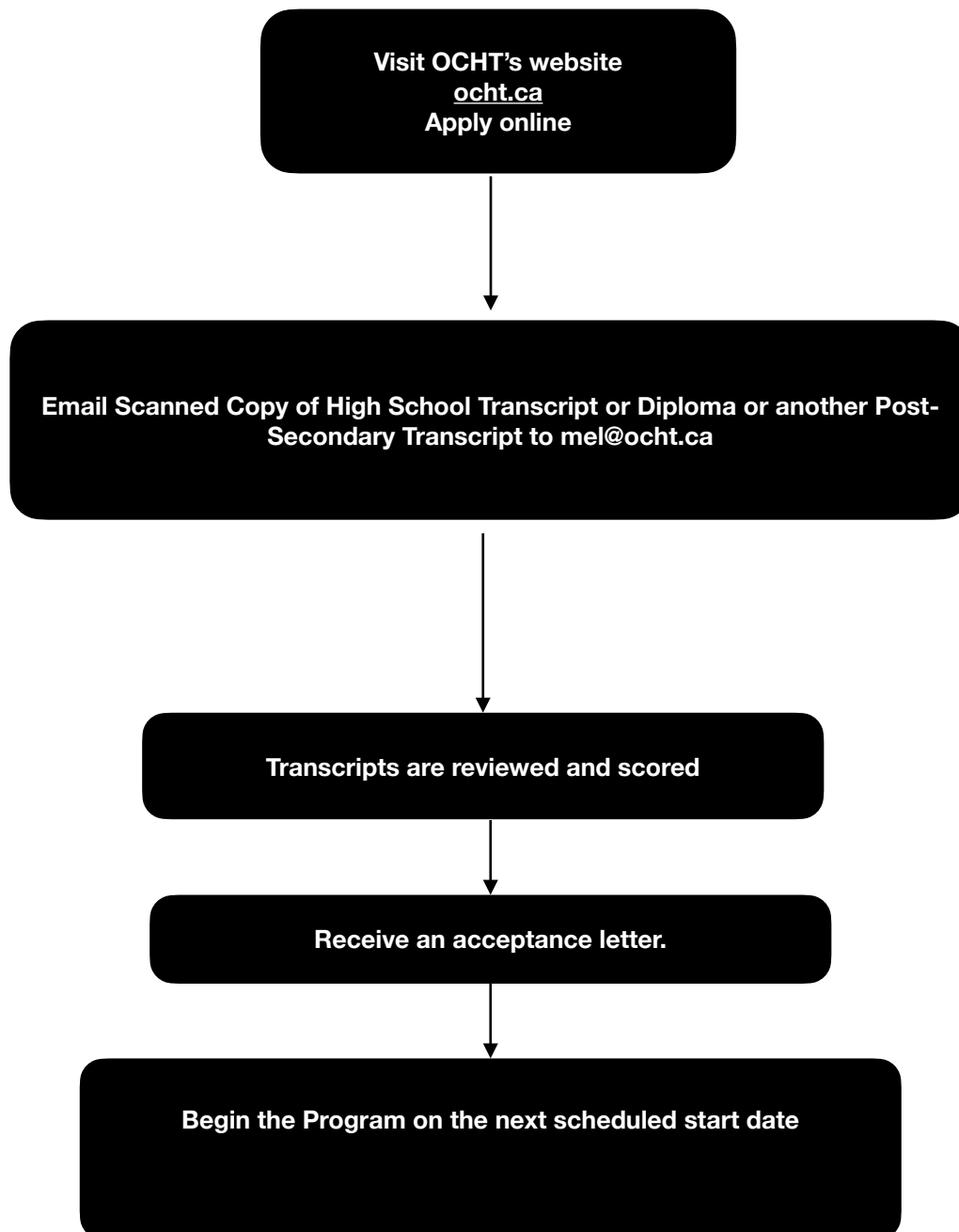
1. Clean Criminal Record: Pass a background check.
2. Training Completion: Finish a mandatory 50-hour basic training course from a recognized provider to get your Training Completion Number (TCN).
3. Provincial Exam: Pass the official 60-question multiple-choice Ontario Private Investigator test with a score of at least 77%. [1, 2, 3]

POLICY ON REFUSING ADMISSION

Applications are assessed by the Director of Academics which accepts, refuses, or defers the admission of applicants to the F&HP program.

Meeting minimum admission requirements for a program does not guarantee an offer of admission to that program. Applicants can be refused admission if the Director of Academics believes they do not stand a reasonable chance of completing the program or successfully gaining employment in their chosen field. Applicants may also be refused admission at any time throughout the application process if they conduct themselves inappropriately or make comments considered derogatory or offensive.

HOW TO APPLY



SCHEDULE OF DATES

PROGRAM START DATES FOR 2026/2027

JANUARY 2027 START

SEMESTER 01	January 4 to April 16, 2027
SEMESTER 02	April 26 to August 6, 2027

FINANCIAL INFORMATION

TUITION

TUITION COSTS

TOTAL TUITION

\$499.00

1. Tuition is to be paid before enrolment can be confirmed.
 2. Payments must be made through the student portal on www.ocht.ca via VISA Debit or credit card. Tuition payments are not accepted at the front desk of the College.
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PRIVATE INVESTIGATOR

PROGRAM OVERVIEW

PROGRAM OVERVIEW

Module 1: Introduction to Private Investigation (2 hours)

The instructor provides an overview of the principal duties and responsibilities necessary to work effectively in the private investigation industry. The student is introduced to job roles and responsibilities and the different fields of private investigative work.

Module 2: PSIS Act and Professional Responsibilities (2 hours)

The Private Security and Investigative Services Act, 2005 (PSISA) regulates the private investigation industry. As such, private investigators must be familiar with the act to ensure that they follow the act and its regulations, including the Code of Conduct and associated prohibitions. The instructor introduces the legislation to the student by outlining all relevant components.

Module 3: Provincial and Federal Statutes (6 hours)

The student is introduced to the various statutes that apply to the field of private investigation in Ontario. The instructor addresses how criminal, civil, case and common law vary and explains the difference between provincial and federal statutes. It should be noted that the student may obtain/require further training on statutes that are relevant to his/her specific position and that the legislation addressed in this section is the most common to the private investigation sector.

Module 4: Criminal and Civil Law (12 hours)

Private investigators are expected to work in accordance with a wide range of criminal and civil legislative and procedural requirements while balancing their own organizational requirements. The instructor outlines the key legal and procedural principles of criminal and civil law as it applies to private investigation.

Module 5: Investigative Techniques (14 hours)

Private investigators often encounter a multitude of different situations on a regular basis. They need to have a thorough knowledge of research techniques, surveillance techniques, interviewing techniques, industry specific equipment and how to collect and preserve evidence. It is also imperative that private investigators understand how to take proper and complete notes. The instructor details the techniques and skills required to conduct investigations.

Module 6: Principles of Ethical Reasoning/ Decision Making (2 hours)

Private investigators are required to make quick decisions in a variety of situations and must utilize good judgment. They need to recognize and appropriately handle ethical dilemmas relating to diversity, cultural differences and contemporary social problems. The instructor discusses the PSISA Code of Conduct and the concept of duty of care.

Module 7: Key Principles of Communication and Interaction (7 hours)

Private investigators encounter a wide range of situations and are required to act professionally under all circumstances. The instructor reviews the interpersonal and communication skills necessary to adapt to different environments/scenarios and to diffuse situations when required. The importance of using communication to one's advantage should be emphasized.

Module 8: Self-Management Skills (5 hours)

The instructor discusses the skills and knowledge required to work individually and as part of a team. Private investigators must be able to assess their own roles and responsibilities within a larger team framework, use acquired interpersonal skills to build positive relationships and comply with legislative and procedural requirements to complete tasks within designated timeframes.

POLICIES & PROCEDURES FOR STUDENTS

PASSING GRADE:

Students must achieve a minimal of 50% to receive credit in every course. Students who do not achieve a minimal mark of 50% may be required to repeat the course. Students may be evaluated through multiple choice examinations, short answer type questions, essay type questions, group projects, assignments, and oral practical examination. Any grades below 50% will be discussed by the Academic Grades Committee at the end of the semester. A course of action will be determined by the Committee.

ATTENDANCE:

Students are expected to arrive to class at the scheduled time. Students who arrive late on a consistent basis disrupt other students may be asked to leave by the instructor. It is at the discretion of the instructor to admit students who arrive later than the scheduled time. Students are expected to maintain full time attendance.

USE OF CELL PHONES/TEXTING:

Students may NOT make use of electronic devices to make or receive calls or to text messages during the class as this is disruptive to students and the instructor.

MISSED TESTS OR ASSIGNMENTS:

If for unforeseen circumstances a student is unable to write a scheduled test or quiz, there will be a pre-scheduled day the last week of the semester that the test will be taken. Students are required to notify their instructor of all examinations, tests, or quizzes that cannot be attended. If an instructor is not notified of the absence, a zero may be given for that evaluation.

TEST/EXAM DAYS:

Students who are late for class on a day when a test or exam is being delivered will not be allowed entry once the test/exam has started. Students who enter late cause undue distractions and interrupt students whom have already begun the evaluation. Late students will be allowed entry after the last person in the room has completed the evaluation. Students starting the exam late will only have the remainder of the original allotted time to complete the exam.

DAILY LECTURES:

Students should plan on logging in with the specific Zoom link at least 15 minutes prior to commencement of a scheduled class and be ready to participate in class at the scheduled start time. Once an instructor has started to deliver the scheduled content for a particular class, no student will be allowed entry into the classroom. Late arrivals interrupt the lecture and it is disrespectful to the instructor and members of the class. Students arriving late will only be allowed entry during the first break.

ACADEMIC DISHONESTY:

To act dishonestly or unfairly to gain an advantage is not acceptable at the Ontario College of Health & Technology. Students who are caught cheating or plagiarizing will receive a mark of zero and will be required to attend a discipline hearing. Students may be asked to withdraw from the College. Students are expected to cite all journals and textbooks for assignments using the APA format.

VIRTUAL CLASSES:

When classes are offered virtually on Zoom, it is expected that the student will have their camera and audio on and that they are set up in a professional environment for the learning experience. Participation in all discussions is mandatory. If the student is not engaged virtually it will be marked as an absence from the class.

DISABILITIES AND ACCOMMODATIONS

Ontario College of Health & Technology is committed to providing an appropriate level of accommodation and support to meet the needs of students with disabilities.

POLICY AND GUIDELINES ON DISABILITY AND THE DUTY TO ACCOMMODATE

The person with a disability is required to:

1. Advise the College Administration of their disability (although the accommodation provider does not generally have the right to know what the disability is).
2. Make her or his needs known to the best of his or her ability, preferably in writing, so that the person responsible for accommodation may make the requested accommodation.
3. Answer questions or provide information regarding relevant restrictions or limitations, including information from health care professionals, where appropriate and as needed.
4. Participate in discussions regarding possible accommodation solutions.
5. Co-operate with any experts whose assistance is required to manage the accommodation process or when information is required that is unavailable to the person with a disability.
6. Meet agreed-upon performance and education standards once accommodation is provided.
7. Work with the accommodation provider on an ongoing basis to manage the accommodation process.
8. Discuss his or her disability only with persons who need to know. This may include an instructor, the Director of Academics and the Director of Administration.

The College is required to:

1. Accept the students' request for accommodation in good faith, unless there are legitimate reasons for acting otherwise.
2. Obtain expert opinion or advice where needed.
3. Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, and canvass various forms of possible accommodation and alternative solutions, as part of the duty to accommodate.
4. Keep a record of the accommodation request and action taken.
5. Maintain confidentiality.
6. Limit requests for information to those reasonably related to the nature of the limitation or restriction so as to be able to respond to the accommodation request.
7. Grant accommodation requests in a timely manner, to the point of undue hardship, even when the request for accommodation does not use any specific formal language.
8. Bear the cost of any required medical information or documentation. For example, Doctor's notes and letters setting out accommodation needs must be paid for by the College.

Commonly occurring accommodations that are made for students with identified special needs are:

1. Extra time on practical and written tests and examinations
2. Noise cancelling headphones