



B.C.'s Energy College™

Northern Lights College and School District 60 have worked together to establish a partnership in order to provide quality training to SD 60 Education Assistant employees

Education Assistant Program

NLC/School District #60 Partnership Application Package

Education Assistant Program

Box 1000, 9820 120 Avenue

Fort St. John BC V1J 6K1

Toll Free: Call 1-866-INFO-NLC and ask for the EA office in Fort St. John

Direct: (250) 787-6234 or (250) 787-6211

EA Office Fax: (250) 787-6222

EA Office Email: ecetadept@nlc.bc.ca

Program Website: <http://nlc.bc.ca/Admissions/EducationAssistantAdmissions.aspx>

EA Office Hours: 8:30 am to 4:00 pm, Monday thru Friday, Closed Statutory Holidays

Revised September 2016

EDUCATION ASSISTANT

INFORMATION FOR PROSPECTIVE STUDENTS

Northern Lights College (NLC) has developed a collaborative training strategy designed to provide post-secondary Education Assistant (EA) certification for School District 60 (SD60) employees.

The partnership between NLC and SD60 allows SD60 EA employees to complete their EA Certificate through a combination of online and or face-to-face courses taken through NLC plus provincially-developed SSEAC modules and portfolio modules offered by SD60. Students' work at SD60 will be evaluated by NLC through an established Prior Learning Assessment and Recognition (PLAR) process.

The NLC EA Certificate is comprised of 15 courses. After completing 5 additional courses, students may also complete an EA Diploma. However, the EA Diploma courses are outside the scope of the NLC/SD60 partnership.

General Admissions Requirements:

Please submit all items together. Your file will reviewed for acceptance once all items have been received.

- A \$25.00 non-refundable Northern Lights College **Application Fee** for all new students to NLC. Your file will not be processed without this fee.
- A completed **Northern Light College Application Form**. Please specify that you are applying to the EA Certificate NLC/SD 60 Partnership Program and include your current email address. **Please submit the NLC application form and other admission requirements to the EA office in Fort St. John. Documents can also be scanned and emailed to ecetadept@nlc.bc.ca .**
- A copy of **government-issued identification** such as a birth certificate or BC drivers' licence. This is to ensure data submitted matches Ministry records.
- Official transcripts** from all secondary or post-secondary institutions attended, indicating successful completion of one of the following **English** courses with a "C" or higher: Grade 12 English, English Literature 12, English 12 First Peoples, English 050, or English 099.
OR
Any university-level English course with a C grade or higher.
OR
Completion of the NLC Writing Assessment. The Writing Assessment is used to determine appropriate course placement.
- Official transcripts of any post-secondary institutes attended, other than Northern Lights College, with **full course outlines** for any courses you want to be considered for transfer credit. Official transcripts are sealed by the sending institute and must be received in an unopened condition. For admissions purposes, we also require proof of English 12 at a C or better (or alternatives as listed above). Please ensure official transcripts are submitted attention to the EA Program Office.
- A current certificate of good health from your **doctor**. If you are currently employed in any educational setting and already have a health certificate, then you may submit a copy of the health certificate from your personnel file provided it has been obtained within the last year. NLC will provide a health certificate form – you are free to submit a physician's letter provided it covers

the intent of NLC's form (identifying the nature of the work and attesting to your good physical and mental health, free from communicable disease or back injury).

- Copies of any certificates for **SSEAC Modules** completed.
- A **comprehensive letter** stating your background, interest, and goals for taking the Education Assistant Program.
- Two current letters of reference** (must be written and dated within the last year), at least one of which confirms current employment with School District 60.

Please submit all admission items to the EA program office.

Academic Assessments

Students who have completed a degree, coursework, or another credential at another institution may want to apply to have their transcripts evaluated for possible transfer credits prior to deciding whether to apply for admission or prior to enrolling in courses.

In order to complete any kind of academic assessment, students **must** submit the following:

- a completed NLC application form (a link to the form can be found on the program website)
- a copy of government-issued identification such as a birth certificate or BC drivers' licence. This is to ensure data submitted matches Ministry records.
- a non-refundable application fee of \$25.00
- a copy of their transcripts (copy will suffice for the assessment, but official transcripts are required to process transfer credits)
- a letter describing intent and any relevant experience including descriptions of practica placements or internships in other programs.

Official transcripts and full course outlines must be submitted in order to process any transfer credit, but we can begin the academic assessment with copies while we wait for the official transcripts.

Work experience is not considered equivalent to practicum, but comparable practical work in other training and education programs may be considered for transfer credit in select cases.

Students are asked to submit as much information as possible. If you have course outlines and descriptions, forwarding them may speed up the process. Course titles often only imply transfer credit, they do not ensure it. In some cases, course descriptions will suffice (i.e., in BC we may be very familiar with the courses at various institutions, but often course outlines are necessary). Students may be asked to request and forward course outlines from the originating institution before any assessment can be completed. Students may review the NLC course outlines and include suggestions in their letter of intent indicating which courses they think they may have already covered in previous studies.

Private Institution Course Transferability

Courses taken with private institutions must be accredited with the Private Training Institutions Branch (PTIB) in order to be eligible for transfer credit. Private institutions outside of BC must be recognized similarly in that province. Students who have obtained credentials from private institutions may be required to have the credential evaluated by ICES before transfer credits can be assessed. For more information, visit the PTIB website at <http://www.privatetraininginstitutions.gov.bc.ca/>.

Out-of-Province Transcript Review

Students wishing to have out-of-province transcripts reviewed will need to submit official transcripts and a fee of \$20.00 plus HST. Please be advised that transfer credits from recognized public post-secondary institutions are likely to transfer, but education and courses taken at private institutions vary greatly in terms of their transferability.

International Credential Evaluation Service (ICES)

Students who have completed credentials outside of Canada **must** have their credentials first evaluated by ICES before forwarding to the ECEC/EA office for course-by-course assessment. This is to establish the Institution's recognition in Canada before the individual courses can be assessed for transferability.

For more information, call ICES toll free within North America at 1-866-434-9197 or by email at icesinfo@bcit.ca, or visit their website at <http://www.bcit.ca/ices/>.

Pathways Toward Course Credit and Related Costs

SD 60 Education Assistants may obtain credit for courses that comprise NLC's Education Assistant Certificate through three pathways: (1) Prior Learning Assessment and Recognition (PLAR); (2) registration in regularly scheduled online or face-to-face sections; and (3) registration in special face-to-face sections offered by NLC for the explicit purpose of training SD 60 Education Assistants. These pathways are outlined in more detail below.

(1) PLAR

Prior Learning Assessment and Recognition is an opportunity for students to demonstrate work and/or life experiences that they believe address the knowledge, skills, and expertise required for a particular course and its stated learning outcomes. PLAR for SD 60 Education Assistants will be primarily based on a pre-established PLAR Table that undergoes periodic review by SD 60 and NLC. The pre-established PLAR Table consists of designated NLC Education Assistant Certificate courses that have been matched with specially designed SD 60 Learning Modules and Support Staff Education and Adjustment Committee (SSEAC) Modules. See below:

Pre-Established PLAR Table (see next page)

Pre-Established PLAR Table

Designated NLC Course	SD60 Portfolio Modules	SSEAC Modules	To Obtain NLC Course Credit Students Need to:
EDAS 141A: Education Assistant Foundations	SD 60 141A Portfolio Module (comprising 12 hrs)	Module 1: Foundations of Inclusive Education Module 2: Professional and Ethical Practice Module 14: Building Student Independence	Submission of EDAS 141A PLAR Package designed by SD 60 and NLC
EDAS 142A: Special Needs	SD 60 142A Portfolio Module (comprising 3 hours)	Module 3: Supporting Students with Fetal Alcohol Spectrum Disorder Module 7: Introduction to Autism Spectrum Disorder	Submission of EDAS 142A PLAR Package designed by SD 60 and NLC PLAR Package must demonstrate coverage of Functional Behaviour Assessment (FBA)
EDAS 146: Understanding Learning Challenges	SD 60 146 Portfolio Module (comprising 18 hrs)	Module 6: Introduction to Instructional Strategies Module 12: Introduction to Common Mental Health Issues	Submission of EDAS 146 PLAR Package designed by SD 60 and NLC PLAR Package must demonstrate coverage of the Individual Educational Plans (IEP)
HDEC 103: Guiding and Caring	SD 60 103 Portfolio Module (comprising 14 hrs)	Module 8: Understanding Behaviour Crisis Prevention and Intervention Training (CPI) (7 hrs)	Submission of HDEC 103 PLAR Package designed by SD 60 and NLC
EDAS 154: Education Assistant Professional	SD 60 154 Portfolio Module (comprising 6 hrs)	Module 4: Basic Sign Language Module 5: Understanding Common Medical Issues Module Supporting Youth Transition to Employment, Careers & Independence	Submission of EDAS 154 PLAR Package designed by SD 60 and NLC
EDAS 144: Curriculum Foundations	Not required.	Module 11: Helping Students Think in a Socially Complex World Module 13: Building a Solid Number Foundation Module 15: Supporting Literacy Development for Students with Developmental Disabilities Module 16: Tech to Support Learning in the Classroom	Submission of EDAS 144 PLAR Package designed by SD 60 & NLC

NLC course credit determined under the PLAR Table will be granted to SD 60 Education Assistants at no cost.

Given the important role that SSEAC modules play in the pre-established PLAR Table above, EAs who have not yet taken some of the SSEAC modules may want to take advantage of upcoming offerings as they will further reduce training costs and may enhance efficient use of study time for some course completion.

Module 1	Foundations of Inclusive Education (12 hours)
Module 2	Professional and Ethical Practice (9 hours)
Module 3	Supporting Learners with FASD (12 hours)
Module 4	Basic Sign Language (9 hours)
Module 5	Understanding Common Medical Issues (15 hours)
Module 6	Intro to Instructional Strategies (15 hours)
Module 7	Intro to Autism Spectrum Disorder (30 hours)
Module 8	Understanding Behaviour (24 hours)
Module 9	Assistive Technology (24 hours)
Module 10	Supporting Youth Transition to Employment, Careers and Independence (TBA hrs)
Module 11	Helping Students Think in a Socially Complex World (12 hours)
Module 12	Introduction to Common Mental Health Issues (12 hours)
Module 13	Building a Solid Number Foundation (12 hours)
Module 14	Building Student Independence (12 hours)
Module 15	Supporting Literacy Development for Students with Developmental Disabilities (12 hours)
Module 16	Tech to Support Learning in the Classroom (12 hours) SetBC

SD 60 Education Assistants who have significant experience (at least 3-5 years of full time experience) and/or related education as an EA may also request NLC portfolio-based PLAR credit for the following courses in NLC's Education Assistant Certificate Program:

HDEC 101 Human Development 1
HDEC 104 Human Development 2
EDAS 145 Social Foundations of Special Education
EDAS 148 Exploring Diversity
EDAS 152 Practicum 1

*Students must also meet residency requirements. See note below.

Where NLC undertakes portfolio-based PLAR for the courses listed above, NLC's standard PLAR fees will apply on a per student basis (75% of regular tuition or \$229.50 for a three-credit course).

In all cases, PLAR credit is assessed by designated NLC faculty as subject-matter experts.

To be eligible for PLAR-based credit, SD 60 Education Assistants must first be admitted to NLC's Education Assistant Certificate Program.

(2) Registration in Regularly Scheduled Online or Face-to-Face Sections

Effective January 2017, to assist SD 60 EAs in accessing NLC's regularly scheduled online or face-to-face EA courses NLC will offer discounted access to qualified SD 60 EAs as follows:

- Tuition will be discounted to \$66.67 per credit (approximately \$200.01 per 3-credit course).
- Instruction-related fees will be waived.
- Student Services fees, including the NLC Student Association fees, will be assessed per NLC's fee regulations (approximately \$37 for face-to-face classes and \$14 for online classes for part-time students).
- Space permitting, students may register for EA courses at the discounted rate on a first-come, first-served basis one week prior to the beginning of classes through to the end of the add/drop period in a given semester (the discount period). NLC will make available to SD60 a list of courses with space approximately 10 days prior to the beginning of classes. Payment must be made in full, at the time of registration.

SD 60 EAs also have the prerogative to pay standard NLC tuition and fees if they wish to secure online or face-to-face seats prior to the discount period. Students who register prior to the discount period will not be granted the discounted fee at a later date – even if the course becomes listed as eligible for discount.

(3) Registration in Special Face-to-Face Sections for SD 60 EAs

Under the mutual agreement of SD 60 and NLC, NLC may also consider offering special course sections (including face-to-face sections) explicitly for SD 60 Education Assistants. In these cases, the discount defined in section 2 will be applied to all SD 60 Education Assistants registering for the special course section regardless of when they register.

Residency Requirement

For SD60 EAs seeking NLC's EA Certificate, NLC's standard residency requirement shall apply. That is, 25% of the certificate course work (4 courses) must be taken directly through NLC via pathway 2 or 3 above.

Further Information on Costs

NLC Tuition

See information on delivery pathways above.

Tuition for SSEAC Modules

Tuition and related fees for SSEAC Modules is determined by SD 60. Please consult SD 60.

Tuition for SD60 Portfolio Modules Offerings

Tuition and related fees for SD 60 Portfolio Modules is determined by SD 60. Please consult SD 60.

Textbooks – SD60 may be purchasing a class set of texts to help reduce costs for students otherwise text costs are included in the standard NLC Cost breakdown. Students may also choose to purchase second hand texts from peers or purchase electronic text access.

Education Assistant Courses

The following courses are required for an Education Assistant Certificate:

Core Courses (to both EA and ECEC programs)

- ECTA 121 Interpersonal Communication
- HDEC 100 Essential Skills for Human Services Workers
- HDEC 101 Human Development 1
- HDEC 102 Health, Safety and Nutrition
- HDEC 103 Guiding and Caring
- HDEC 104 Human Development 2

Specialty Courses

- EDAS 141A Education Assistant Foundations
- EDAS 142A Special Needs
- EDAS 144 Curriculum Foundations
- EDAS 145 Social Foundations of Special Education
- EDAS 146 Understanding Learning Challenges
- EDAS 148 Exploring Diversity
- EDAS 154 The Education Assistant Professional

Practicum Courses

- EDAS 152 Classroom Practicum
- EDAS 153 Block Practicum

Diploma Level Courses

- ENGL 100 Academic Writing
- EDAS 140 Language Development and Disorders
- 3 Electives from the approved list

Course Descriptions

{*Course Titles / Code Legend: Course number – number of credits – course name – (T) = teleconference component}

HDEC 100-3 – Essential Skills for Human Service Workers

This introductory course will focus on foundational skills for students in the human services fields, with an emphasis on the theory and practice of written communication. The research essay, APA style, observation/assessment tools and basic workplace communication methods will be covered.

Prerequisites: Acceptance into Program

HDEC 101-3 – Human Development 1

This course provides the student with an introduction to the theories, concepts, research methods, and findings relevant to the study of human development from prenatal through adolescence. Major developmental theories and issues are presented. Emphasis is placed on the application of life-span principles and concepts in individual and social contexts. The effects of heredity and environment, and ethical issues relevant to the research of development, are also presented.

Prerequisites: HDEC 100 (may be taken concurrently) or by permission of Instructor

HDEC 102-3 – Health, Safety and Nutrition

This course examines methods of sound health, safety, and nutrition practice in Human Services and Education settings that involve caring for and educating children. Particular attention is given to the promotion and modelling of a healthy, safe environment through management and prevention. This course will encourage reflection of personal health, safety, and nutritional issues as they apply to Early Childhood Educators.

Prerequisites: Acceptance into Program

HDEC 103-3 – Guiding and Caring (T)

This course prepares students to guide children's behavior through the implementation of developmentally appropriate and positive approaches in a way that respects children's self esteem and social skills. Emphasis is placed on exploring how relevant factors may impact behaviors (e.g. culture, environment). Prevention and intervention strategies are explored as well as the professional's role in guidance.

Prerequisites: HDEC 100, HDEC 101, EDAS 141A or by permission of Instructor

HDEC 104-3 – Human Development 2

This course provides the student with an introduction to the theories, concepts, research methods, and findings relevant to the study of human development during adulthood. Major developmental theories and issues are reviewed as well as socioemotional development in adolescence. Dying and bereavement is examined. Emphasis is placed on the application of life-span principles and concepts in individual and social contexts. The effects of heredity and environment, and ethical issues relevant to the research of development, are also presented.

Prerequisites: HDEC 101

ECTA 121-3 – Interpersonal Communications (T)

This course examines interpersonal communication knowledge and skills for the Early Childhood Education and Education Assistant professional. It combines theory with skill development, useful for promoting self and social awareness.

Prerequisites: HDEC 100 (may be taken concurrently)

EDAS 141A-3 – Education Assistant Foundations (T)

This introductory course will focus on the roles and responsibilities of an education assistant, stressing that the assistant should be a member of the collaborative team in the classroom. An overview of basic principles and responsibilities will be provided.

Prerequisites: HDEC 100 (may be taken concurrently)

EDAS 142A-3 – Special Needs

This is an introductory course that focuses on children with exceptionalities and their educational needs. Attention is given to the current philosophies and attitudes in the field of special education. Students will be introduced to a variety of special conditions, including autism spectrum disorder, that affect children's growth and development and will explore strategies for accessibility, inclusion, and enablement. Students will also develop strategies for working with children who have these conditions.

Prerequisites: EDAS 141A, EDAS 145, HDEC 100, HDEC 101 or by permission of Instructor

EDAS 144-3 – Curriculum Foundations

This course will familiarise students with curriculum materials and present various strategies and methods for adapting and modifying curriculum. Special focus will be given to literacy and numeracy development and skills.

Prerequisites: EDAS 141A, EDAS 145, HDEC 100, HDEC 101 or by permission of Instructor

EDAS 145-3 – Social Foundations of Special Education

This course will outline the historical, legal and philosophical foundations of education in British Columbia. It will also explore the roles and responsibilities of the provincial government, schools districts, and local schools within British Columbia's educational framework.

Prerequisites: HDEC 100, EDAS 141A (may be taken concurrently)

EDAS 146-3 – Understanding Learning Challenges

This course explores the field of learning disabilities. The learning process will be reviewed with emphasis on information regarding children and adolescents with varying levels of learning abilities. Students will also examine approaches and strategies used with students to enhance learning abilities.

Prerequisites: EDAS 141A, EDAS 145, HDEC 100, HDEC 101 or by permission of Instructor

EDAS 148-3– Exploring Diversity (T)

This course will analyse diversity and how respect, understanding, and encouragement can affect the educational process. It will deepen the student's awareness and understanding of people, their values and cultures, with an emphasis on Aboriginal culture.

Prerequisites: EDAS 141A, EDAS 145, HDEC 100, HDEC 101 or by permission of Instructor

EDAS 152-3 – Classroom Practicum 1 (T)

This course offers supervised practical experience and involvement with children in a classroom setting. Emphasis is on beginning competencies which are fundamental to quality education, guidance and development of children. Observing development, guiding and caring skills, and child-centred instruction skills will be addressed. Collaboration skills for working within the classroom will also be explored.

Prerequisites: EDAS 141A, EDAS 145, HDEC 100, HDEC 101, HDEC 103 or by permission of Instructor

EDAS 153-4 – Block Practicum (T)

This course offers supervised practical experience and involvement with children in a classroom setting. Emphasis will be on integrating previously learned theory, knowledge and skills into daily practice. Practical application of functional behaviour assessments and positive behaviour support will be addressed. Professionalism and reflective practice will also be explored.

Prerequisites: EDAS 146, EDAS 148, EDAS 152 or by permission of Instructor

EDAS 154-3 – The Education Assistant Professional

This is a summative course which focuses on professionalism and on-going professional development. Attention is given to topics such as the elements of exemplary practice, ethical practice, confidentiality and professional development. As students work through the course, they will create a portfolio that showcases their learning throughout the program. Students will also develop a professional development plan to help guide their personal learning after they graduate from the program.

Prerequisites: EDAS 146, EDAS 148, EDAS 153

EA Diploma Program (not part of the NLC/SD60 partnership; regular tuition and fees apply):

ENGL 100-3 – Academic Writing

ENGL 100 provides an introduction to university-level academic writing across the disciplines. While discipline-based coverage may reflect programs at individual campuses, emphasis is placed on the kinds of written communication that actually occur in the humanities, social sciences, and/or natural sciences. Thus, English 100 imparts a greater understanding of the practices and voices that characterize both academic and professional communities. This is not a remedial course.

Prerequisites: Applicants who do not have at least a “B” in English 12 (or English Literature 12) or at least “C” in a university-level English course must complete the NLC Writing Assessment.

EDAS 140-3 – Language Development and Disorders

This course will prepare students to work with children at varying levels of language development and with a range of language disorders. An overview of language development, language disorders, assessment and intervention techniques will be covered. Additional focus will be given to information regarding students with autism and augmentative/alternative communication (AAC) systems and strategies.

Prerequisites: EDAS 141A, EDAS 142A, EDAS 145, HDEC 100, HDEC 101 or by permission of Instructor

Students will choose three (3) electives from the following courses:

EAP 108-3 – Autism

Available online from College of the Rockies www.cotr.bc.ca

Students look at behavior, management, strategies and curriculum as related to Autism Spectrum Disorders. Students must notify the EA department at NLC by Nov. 1 to express their intent to register with COTR for EAP 108. Once completed, the student needs to order an official transcript from COTR in order to process the transfer credit.

ECEC 201-3 – Building Professional–Family Partnerships

This course examines the knowledge, competencies, and attitudes needed by the early childhood educator to build collaborative partnerships with families. The focus includes an examination of family systems theory, family-centered practice, and opportunities for collaboration in professional-family partnerships.

Prerequisites: HDEC 100, ECTA 121, and EDAS 152

ECEC 203-3 – Early Learning Framework

Students will examine current Early Learning Frameworks and the implications for educators engaging in reflective processes that question accepted truths about teaching and learning.

Prerequisites: None.

FNST 100-3 – Aboriginal Peoples of Canada

This course is intended to provide an introductory survey of traditional cultures, languages, and origins of First Nations peoples in Canada. Topics include the diversity and significance of traditional Aboriginal kinship and political structures, as well as the enduring economic, spiritual, and social connections between Aboriginal peoples and the land. Examples will be drawn from British Columbia through examination of traditional knowledge, patterns of subsistence and artistic representation.

Prerequisites: None

WGST 100-3 – Women and Gender Studies

This survey course will introduce students to Women’s Studies as an interdisciplinary field. A wide range of issues, some of which are controversial, will be explored from historical, political, and societal perspectives and through a variety of media.

Prerequisites: None

*Note: please see the program Chair for possible alternative electives.

Criminal Record Checks

Please complete this CRC step requirement as soon as possible – CRCs are required prior to classes.

The Criminal Records Review Act requires that all students in your program undergo a criminal record check by the Criminal Records Review Program (CRRP) with the Ministry of Justice, not the criminal record check completed through your local RCMP office. You are required to complete a Schedule Type “B” CRC, with WORKS WITH: {Children/Children & Vulnerable Adults as required by program}.

If you have already completed a Schedule “B” CRC with WORKS WITH: {Children/Children & Vulnerable Adults as required by program}, you may elect to Share the result with NLC by completing the “Share the result...” option. The college cannot accept a photocopy of the previous Clearance letter you received as it is not addressed to the Northern Lights College.

eCRC

NLC has made arrangements with the BC Ministry of Justice so you can consent to your criminal record check using the *eCRC service*. The eCRC service is an online criminal records check consent that does not require you to complete any paper forms, nor come in person to NLC.

To complete your eCRC:

1. Go online to <https://justice.gov.bc.ca/eCRC/>
2. Enter the access code: AA723GSTVT
3. Choose:
 - a. Request a New Criminal Record Check if you do not have a shareable criminal records check.
 - b. Share the result of a Completed Criminal Record Check if you do have a Schedule “B” CRC with WORKS WITH: {Children/Children & Vulnerable Adults as required by program} completed prior for another institution or work place.
4. Complete the required information.
5. Complete the Electronic Identity Verification (EIV).
6. Payment (credit card or Interac Online).

If you are unable to complete the eCRC, please contact your Admissions Officer at NLC for instructions on completing a manual Criminal Records Check. Email dwellstead@nlc.bc.ca and inform her that you are not able to complete the eCRC online. She will then provide you with the paper forms and request 2 government ID copies be provided.

Results

NLC will receive your CRC results directly from the Ministry of Justice and update your NLC records as required. You will be notified once your CRC requirement is cleared.

* Students that have lost or require an additional copy of their Clearance Letter that NLC received previously, may request a copy by emailing records@nlc.bc.ca.

All students taking courses in the Education Assistant program must complete a Ministry of Justice Schedule B Criminal Record Check. **Under no circumstances will students be permitted to complete any practical work in a child care or school setting until NLC has received a clear Schedule B criminal record check.**