

**SCHOOL DISTRICT 60**  
**NORTHERN LIGHTS COLLEGE**  
**MEMORANDUM OF AGREEMENT (MOA)**

Between School District 60 (SD 60) and Northern Lights College (NLC) regarding a collaborative education strategy for Education Assistants employed by SD 60.

**Objective of the Agreement:**

Building on an earlier Memorandum of Understanding first signed on September 30, 2016 this MOA further extends the terms and conditions under which SD 60 Education Assistants will gain access to and obtain credit for courses that comprise NLC's Certificate in Education Assistant and/or Diploma in Education Assistant. Reflecting the strong history of collaboration between SD 60 and NLC, the overall objective of this MOA is to facilitate the ability of SD 60 Education Assistants to complete NLC's Education Assistant credentials.

SD 60 and NLC may hereafter also be referred to as "the parties."

**Terms and Conditions:**

1. SD 60 Education Assistants seeking access to and credit for courses that comprise NLC's Education Assistant Certificate and/or Education Assistant Diploma are required to fulfill all program admission requirements.
2. SD 60 Education Assistants may obtain credit for courses that comprise NLC's Education Assistant Certificate and/or Education Assistant Diploma through three specially negotiated pathways: (2A) PLAR; (2B) discounted rates for registration in regularly scheduled online or face-to-face course sections; and (2C) registration in special face-to-face sections offered by NLC explicitly for SD 60 Education Assistants. These pathways are outlined in more detail below.

**(2A) PLAR**

Throughout the duration of this MOA, SD 60 Education Assistants (with a minimum of 3 years of full-time work experience) may apply to complete portfolio based PLAR through our regular PLAR process.

Where NLC undertakes portfolio based PLAR for the courses, NLC's standard PLAR fees apply on a per student basis (75% of course tuition). Student Services fees and Instruction-related fees do not apply.

In all cases, PLAR requests and credit are 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 program.

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

To assist SD 60 Education Assistants in accessing NLC's regularly scheduled online or face-to-face Education Assistant courses and subject to the terms and conditions identified below, NLC will offer discounted rates to qualified students as follows:

- Tuition will be discounted by 40% for the duration of this agreement.
- Instruction-related fees will be waived.

The following terms and conditions apply to discounted rates for regularly scheduled online or face-to-face sections:

- Student Services fees, including the NLC Student Association fees, will be assessed per NLC's current fee regulations [Tuition & Fees - Northern Lights College - Acalog ACMS™ \(nlc.bc.ca\)](https://www.nlc.bc.ca/acalog/ACMS/ACMS.htm). NLC Student Association fees may be subject to increase during the duration of this agreement.
- Space permitting, SD 60 students may register for Education Assistant courses at the discounted rate on a first-come, first-served basis 10 days 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 SD 60 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.
- If an SD60 student attempts to register during the seat-discounted period, and is initially waitlisted, but is then offered a seat in the same section, the discounted rate will apply to that section only.
- SD 60 Education Assistants 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.

- Notably, SD 60 has a professional development fund that may be used to support SD 60 Education Assistants in their learning at NLC. For further information, the parties will encourage SD 60 Education Assistants to contact SD 60 Danielle Evans at 250-262-6087 or [devans@prn.bc.ca](mailto:devans@prn.bc.ca).

### **(2C) Registration in special Face-to-Face Sections for SD 60 EAs**

Under the mutual agreement of both parties and with sufficient advance notice, 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 2B will be applied without time constraints to all SD 60 Education Assistants registering for the special section.

Where NLC offers special sections explicitly for SD 60 Education Assistants, SD 60 will supplement NLC course revenue as necessary to ensure that NLC reaches a cost-recovery target identified in advance. In these cases, NLC will invoice SD 60 at a designated stable enrollment date for each course.

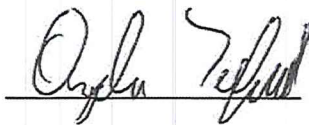
### **Continued Terms and Conditions:**

3. For SD 60 Education Assistants seeking NLC's Education Assistant Certificate and/or Education Assistant Diploma, NLC's standard residency requirements shall apply: the Certificate requires four courses comprising a minimum of 12 credits and one practicum; the Diploma requires five courses comprising a minimum of 15 credits and one practicum. Note that PLAR does not satisfy residency requirements.
4. Students are responsible to order any official NLC transcripts that SD 60 requires. However, students may access and print an unofficial record of grades directly from the NLC student information system (Borealis) at any time.
5. Except as otherwise specified in this MOA, NLC's standard application, admission, payment, refund, and educational policies shall apply.
6. This MOA shall be in place from August 2023 to August 2025 and reviewed in May 2024. At the end of this time period, the MOA may be reviewed, revised, and extended for an additional period of time that is agreeable to both parties.
7. Either party may terminate this MOA upon 90 days advance notice in writing.
8. This MOA is signed on June 22, 2023

**Original to be Signed By:**



Tara Hyland-Russell  
VP Academic and Research  
Northern Lights College



Representative of  
School District 60  
Secretary Treasurer

**Appendix A History of PLAR with SSEAC Modules**

Effective December 1, 2020, the PLAR table below was phased out and no longer used. We keep this appendix as historical only. SD 60 Education Assistants had until December 1, 2020, to request credit under the table-based arrangement. NLC course credit granted under this model were assessed at no cost until December 1, 2020.

PLAR table on next page.

Designated NLC Course	SD60 Modules	SSEAC Modules	To Obtain NLC Course Credit Students Need to:
<b>EDAS 141A:</b> Education Assistant Foundations	SD 60 141A Portfolio Module (comprising 12 hrs)	<b>Module 1:</b> (12 hrs) Foundations of Inclusive Education <b>Module 2:</b> (9 hrs) Professional and Ethical Practice <b>Module 14:</b> (12 hrs) Building Student independence	Submission of EDAS 141A PLAR Package designed by SD 60 and NLC
<b>EDAS 142A:</b> Special Needs	SD 60 142A Portfolio Module (comprising 3 hours)	<b>Module 3:</b> (12 hrs) Supporting Students with Fetal Alcohol Spectrum Disorder <b>Module 7:</b> (30 hrs) 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)
<b>EDAS 146:</b> Understanding Learning Challenges	SD 60 146 Portfolio Module (comprising 18 hrs)	<b>Module 6:</b> (15 hrs) Introduction to Instructional Strategies <b>Module 12:</b> (12 hrs) 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 (IBP)
<b>HDEC 103:</b> Guiding and Caring	SD 60 103 Portfolio Module (comprising 14 hrs)	<b>Module 8:</b> (24 hrs) Understanding Behaviour <b>Crisis Prevention and Intervention Training (CPI)</b> (7 hrs)	Submission of HDEC 103 PLAR Package designed by SD 60 and NLC  CPI is pass/fail
<b>EDAS 154:</b> Education Assistant Professional (This course is no longer available in the revised program-2020)	SD 60 Portfolio (9 hrs)	<b>Module 4:</b> (9 hrs) Basic Sign Language <b>Module 5:</b> (15 hrs) Understanding Common Medical Issues <b>Module 10:</b> (12 hrs) Supporting Youth Transition to Employment, Careers & Independence	Students who have been identified by SD 60 as having all 3 SSEAC modules but not the SD 60 portfolio component will be provided an opportunity to complete the remaining requirements in consultation with SD 60.  Students who do meet the above criteria, will be directed to enroll in a new EDAS elective in place of EDAS 154.
<b>EDAS 144:</b> Curriculum Foundations	SD 60 144 Portfolio Module (Assistive Technology focused- comprising 9 hrs)	<b>Module 11:</b> (12 hrs) Helping Students Think in a Socially Complex World <b>Module 13:</b> (12 hrs) Building a Solid Number Foundation <b>Module 15:</b> (12 hrs) Supporting Literacy Development for Students with Developmental Disabilities	Submission of EDAS 144 PLAR Package designed by SD 60 & NLC.