



# School District No. 60

## PEACE RIVER NORTH

10112 – 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6008 Fax: (250) 262-6048

**DISTRICT ADMINISTRATION OFFICE**

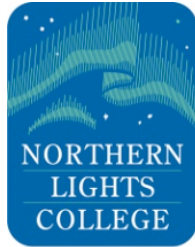
November 28, 2012

Dear Educational Assistants,

Your Union and Employer have been working together over the last year and a half to develop a district protocol to establish Education Assistant requirement for employment.

Educational Assistant Certification is the standard within the province. Recognizing our obligation to meet the needs of students as well as staying current with educational practices and research, the decision has been made to require Post-Secondary Educational Assistant certification within School District #60. It is our commitment to ensure that best practices are being delivered to our students. The committee has researched the standards for certification within the province through a variety of sources. Through Certification, EA's will develop a growing knowledge of how students learn and positive and respectful methods to support learning in order to help students meet their full potential.

For more information on courses that we provide in District please refer to our Webpage [www.prn.bc.ca](http://www.prn.bc.ca) under the "Learning Together" subtitle on the side, you will see our Calendar for the year. Please pay attention to the SSEAC courses that are for EA's and register for any courses that you will need towards your certification.



B.C.'s Energy College™

# EDUCATION ASSISTANT

## INFORMATION FOR PROSPECTIVE STUDENTS

Northern Lights College has been engaged in discussions with School District 60 to develop a collaborative training strategy designed to provide post-secondary Education Assistant (EA) certification for School District employees.

The training initiative required a needs assessment, as well as a number of discussions around streamlining admission requirements, recognized prior learning assessment, subsidized costs, flexible scheduling and varied delivery methods based primarily on face to face delivery with online options for students with a preference for distance studies whether due to flexibility or geographical concerns.

The provincially recognized NLC EA Certificate is comprised of 15 courses (typically three full semesters or 1.5 yrs) and with the completion of 5 additional courses, students may complete an EA Diploma credential or the equivalent of two years which is desirable for those that wish to pursue a Bachelor degree later on.

### GENERAL ADMISSION 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 Program and ensure to include your current email address.
- A copy of **government-issued identification** such as a birth certificate or BC drivers' licence. This is to ensure data submitted matches Ministry records.
- The Northern Lights College **Writing Assessment** is "required" if you **plan to take NLC's ENGL 100** for the EA **Diploma** (instructions and application form included in this package). The Writing Assessment is not a requirement to enter the EA Program and can be completed prior to registering for NLC's ENGL 100 course.
- **Official transcripts** of any post-secondary institutes attended, other than Northern Lights College, for transferring credit.
- \* **Official transcripts are sealed by the sending institute and must be received in an unopened condition. Copies of any certificates for SEAC Modules completed**

- A **comprehensive letter** stating your background, interest, and goals for taking the Education Assistant Program.
- **One current letter of reference** (must be written and dated within the last year), **or** evidence of current employment with School District 60, (If you request this of SD 60 administration, they may be able to provide confirmation of employment in a list to NLC.)

**Questions pertaining to the submission and receipt of application requirements should be directed to the HDEC Department office.**

**Submit all necessary admission requirements to:**

Northern Lights College  
 Attention: Human Development, Education and Care (HDEC) Department  
 Box 1000 (Courier Address: 9820 120 Avenue)  
 Fort St. John, BC V1J 6K1  
 Email: [ecetadept@nlc.bc.ca](mailto:ecetadept@nlc.bc.ca) Fax: (250) 787-6222

## SSEAC Modules

School District 60 has been offering SSEAC training modules on an in-service basis to School District employees. With this in mind, as well as plans by SD60 to continue to offer SSEAC Training, we have designed a prior learning equivalency table for your reference. Students who have completed modules will be given partial course equivalency as noted below and as such will be eligible to take the “modified” (*M*) version of some of the standard Education Assistant Certificate courses. This means that EAs who have not yet taken the some of the SSEAC modules may want to take advantage of the upcoming offerings as it 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)

NLC Course	SEAC Modules	To Obtain Full Credit Students Need to:
EDAS 141A <i>M</i>	Module 1 Module 2	Complete EDAS 141A PLA Package Complete 3 days of in-service for the remaining 24 hours of course content
EDAS 142A <i>M</i>	Module 3 Module 5	Students with Both Module 3 and 5: Complete EDAS 142A PLA Package Complete 3 days of in-service for the remaining 18 hours of course content  Students with Only Module 3: Complete a different PLA Package Complete 3 days of in-service for the remaining 33 hours of course content

EDAS 146M	Module 6	Complete EDAS 146 PLA Package Complete 4 days of in-service for the remaining 30 hours of course content
EDAS 154	Module 4 Module 7 Module 9	If students have at least 2 of the 3 modules they will receive full credit There will be no fees associated with this credit.
HDEC 103M	Module 8 CPI (7 hours)	Complete a PLA Package Complete 2 days of in-service for the remaining 14 hours of course content

Please contact the HDEC department if you would like to set up an appointment. Appointments may be scheduled by telephone on the days noted above as well as other days. If you would like a telephone appointment please send your contact information and availability for phone meetings to the department office by email [ecetadept@nlc.bc.ca](mailto:ecetadept@nlc.bc.ca) and someone will contact you to set up a time.

**You currently hold an EA Certificate or Diploma from another Institution.**

If you have an EA Certificate or Diploma from another institution, please follow the process below to request an academic assessment for possible transfer credit.

- make an appt with Robyn Mallia in the ECEC/EA program, Room 144 at NLC ([\(250\) 787-6234](tel:250-787-6234)); inquiries can also be made by emailing [ecetadept@nlc.bc.ca](mailto:ecetadept@nlc.bc.ca) . The fax is: [250-787-6222](tel:250-787-6222).

- you will need all your course outlines as well as your official transcript (must be received in the sealed envelope from their other institution) – you will also need to fill out a transfer credit request form from the EA admissions page after reviewing the EA certificate course outlines.

- the academic assessment could take 1-3 months depending on workload and how many applications have already been received.

- to help ensure that your academic assessment occurs in a timely manner for future course registration, students are reminded of the program application dates (i.e. June 1 for a September 1 start, October 1 for a Winter start, Feb. 1 for a Spring/Summer start)

Once a complete application has been received, along with the information below (for transfer credit requests), the office will forward on the transfer credit app and application to the Chair for review. Students are welcome to email Cindy Page at [ece-ea-chair@nlc.bc.ca](mailto:ece-ea-chair@nlc.bc.ca) or call [1-855-258-0585](tel:1-855-258-0585) for personal consultation about their situation. For any process questions, they should be directed to Robyn at [ecetadept@nlc.bc.ca](mailto:ecetadept@nlc.bc.ca) .

**If you are a new student:**

- Go to: <http://nlc.bc.ca/Admissions/EducationAssistantAdmissions.aspx>
- Complete a NLC application for admission
- Complete an EA application package for admission

**If you are seeking formal course transfer credit from another post-secondary institution:**

- Go to: <http://www.nlc.bc.ca/Programs/AllPrograms/EducationAssistant.aspx> (EA Certificate or <http://www.nlc.bc.ca/Programs/AllPrograms/EducationAssistantDiploma.aspx> (EA Diploma)

Scroll down and review the course outlines. If you believe you have covered course material in another post-secondary institution.

- Go to: <http://www.nlc.bc.ca/Admissions/EducationAssistantAdmissions.aspx>

Click on the Transfer Credit Form and complete the form identifying the course number you have taken and the NLC course you wish to transfer to. Submit this form with your application, along with confirmation that official transcripts have been requested and will be sent to NLC for review. Provide the course outline(s) or a link to the course outlines from your previous institution for each course you wish to transfer. These outlines and sealed transcripts will be reviewed for course to course transfer