

1. **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

