



Education Assistant Program

The Education Assistant (EA) Certificate and Diploma program respond to community and individual needs by employing flexible, accessible modes of course delivery. Through an extensive program review that involved surveys of key stakeholders and feedback from an Advisory Committee, as of Fall 2020, Northern Lights College (NLC) is pleased to offer a revised EA certificate and diploma credential. As always, NLC is committed to finding pathways for existing students and past graduates of the EA and ECEC programs.

Student acceptance into the EA Programs is contingent upon academic and personal suitability.

The need for well-educated EAs in British Columbia schools is increasing. Specifically, all children and youth who have additional support needs are an integral part of the regular elementary and secondary classrooms.

Education Assistants have proven to be effective in working with the individualized education delivery models now being employed in the schools. Under the supervision of classroom teachers, EAs carry out a whole range of functions, including providing support to individual or groups of students, or to the entire class.

Northern Lights College

Education Assistant Program

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Fort St. John, BC V1J 6K1

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Email: ece-ea-office@nlc.bc.ca

Program Admissions Website: <http://www.nlc.bc.ca/Admissions/Education-Assistant-Admissions>

EDUCATION ASSISTANT INFORMATION FOR PROSPECTIVE STUDENTS

Thank you for your interest in the Education Assistant (EA) Programs at Northern Lights College (NLC). Interested applicants are encouraged to explore the role of an "Education Assistant" before enrolling in the program. If you do not have previous experience in the field, you are encouraged to observe and/or volunteer in a classroom or related setting. If you have experience working in the field, please include this information within your comprehensive letter of intent.

You are advised to submit all items together. Your file will only be reviewed for acceptance once all admission items (see checklist below) have been received. This means that all application items must be completed and received by the application deadline for early registration. Late applications will be accepted after the deadline, with acceptance as time and space permit. See Application Deadlines on Page 3.

To apply to the EA Certificate or Diploma program you need to complete/submit the following items to the ECEC/EA Office (ALL EA admission forms found on [EA Admissions website](#)):

- NEW** - Starting Fall 2020, a valid Solicitor General Schedule B Criminal Record Check (CRC) ("works with children" or "works with children and vulnerable adults") is now an Admissions requirement. Applicants who have completed a valid Schedule B CRC ("works with children" or "works with children and vulnerable adults") for another organization may share their results with Northern Lights College by completing the Sharing steps. Please see NLC's Criminal Record Check procedures for instructions on how to complete or share a CRC at <https://www.nlc.bc.ca/Admissions/Criminal-Records-Check>. Photocopies of a workplace CRC will not be accepted.

Under no circumstances will students be permitted to complete any practical work in a childcare or school setting until NLC has a clear Schedule B Criminal Record Check on file.

- Complete a **Northern Lights College Application for Admissions through Apply Now (Education Planner BC)** or complete the NLC Application for Admissions form. Please specify that you are applying to the EA Certificate or Diploma Program and ensure to include your current email address.
- A \$25.00 non-refundable Northern Lights College **Application Fee, which can be completed through the Apply Now (Education Planner BC) process**. If you complete the NLC Application for Admissions form instead, then you must complete the fee payment with Campus Services (after submitting the Admissions form). Please call 1-866-463-6652 and ask for Campus Services. Your file will not be processed without this fee.
- A copy of **picture government-issued identification** such as a BC drivers' license with your current full legal name. Please take a photo and email it with your application items. This is to ensure data submitted matches Ministry records and is used for ID purposes.
- Applicants from countries that practice Standard Written English must have official transcripts demonstrating successful completion of one of the following **English** courses with a "C" or higher: English Studies 12, English 12, English Literature 12, English 12 First Peoples, English 050, English 099 or an equivalent course. **Official transcripts are sealed by the sending institute and must be received in an unopened condition.** Please ensure official transcripts are submitted **attention to the ECEC/EA Office** (Dawson Creek or Fort St. John campus).

OR

- Any **university-level English** course with a "C" grade or higher.

OR

- Completion of the NLC **Writing Assessment** with a 100-level course placement.
- Applicants who received their secondary education in a language other than English** (domestic and international students) who received their secondary education in French or in a language other than Standard Written English require minimum **IELTs** Academic scores of 6.0 overall with no band less than 6.0.
- A typed, **comprehensive letter** of intent stating your background, interest, and goals for enrolling in the EA program. Tell us about yourself, who you are and why you are interested in applying.
- EA Program **Questionnaire** (found on the Admission's page)
- Two references** using the ECEC-EA Reference Form found on the Admission's page (must be signed and dated within the last year and not relatives).
- The NLC **Certificate of Health** (can be found on our admissions page) signed by your physician and dated within the past year. **Note:** depending on your location in the province, some health authorities and/or schools may require copies of your health-related results.
- Official transcripts** of any post-secondary institutes attended, other than Northern Lights College, if you are applying for *relevant* transfer credit. **Official transcripts are sealed by the sending institute and must be received in an unopened condition.** Please ensure official transcripts are submitted **attention to the ECEC/EA Office** (Dawson Creek or Fort St. John campus).

Application and Registration Deadlines

Application/acceptance to the program and registration into courses are two separate processes.

- For **September** (Fall) admission, all application materials must be submitted to the ECEC/EA office in Fort St. John by May 1st. Registration for accepted students for the Fall term opens in July/August.
- For **January** (Winter) admission, all application materials must be submitted to the ECEC/EA office in Fort St. John by October 1st. Registration for accepted students for the Winter term opens in November/December.
- May-August (**Spring**), May & June (**Intersession**), and for July & August (**Summer**) admission, all application materials must be submitted to the ECEC/EA office in Fort St. John by February 1st. Registration for accepted students for the SPRING, INTERSESSION **AND** SUMMER term opens in March/April.

A deposit of \$250.00 is required per term for registration. Please see the [Registration Guide](#) for more information.

[Click here](#) for academic schedules (key dates listed).

For more information, including program and course descriptions click on:

[EA Certificate](#) OR [EA Diploma](#)

Information on costs for the programs can be found on the [Tuition Guide](#) page by program name.

If you need financial assistance or options, please contact sfaa@nlc.bc.ca

Transfer Credits or Prior Learning Assessment and Recognition [PLAR]

Students coming to the Education Assistant (EA) program with previous studies may look for transfer credits for our NLC EA courses. Applying for transfer credits is a lengthy process.

If you are seeking formal course transfer credit or an academic assessment from another post-secondary institution:

Go to: <http://www.nlc.bc.ca/Programs/All-Programs-Alphabetical/Education-Assistant-Certificate>

Scroll down and review the course outlines. If you believe you have covered course material,

Go to: <http://www.nlc.bc.ca/Admissions/Education-Assistant-Admissions>

If applying for Transfer Credit, complete the [Transfer Credit Form](#) and identify 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 credit.

Applicants are asked to submit as much information as possible. Course outlines speed up the process. Course titles often only imply transfer credit, they do not ensure it. Course descriptions do not suffice; course outlines have learning outcomes, texts, credits, and grading. Students should review the NLC course outlines - available on the NLC EA program website at:

<http://www.nlc.bc.ca/Programs/All-Programs-Alphabetical/Education-Assistant-Certificate> and

include suggestions in their letter of intent indicating which courses they think they may have already covered in previous studies.

*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.

If you are seeking Prior Learning Assessment and Recognition (PLAR):

[Prior Learning Assessment](#)

To proceed, follow the steps below:

Go to: <http://www.nlc.bc.ca/Programs/All-Programs-Alphabetical/Education-Assistant-Certificate>

Scroll down and review the course outlines. If you believe you have covered course material,

Go to: <http://www.nlc.bc.ca/Admissions/Education-Assistant-Admissions>

Some courses may be available to eligible students for assessment through Prior Learning. PLAR is not a replacement for taking a course; it is an option available for students who have considerable previous knowledge and experience to be able to demonstrate their prior learning. For information on how to apply for PLAR email ece-ea-office@nlc.bc.ca

Visiting Students

Students who are currently enrolled in an EA Program at a recognized institution in British Columbia and require less than 50% of their program to be completed through Northern Lights College may apply through Visiting Student status.

For more information, please email ece-ea-office@nlc.bc.ca

Private Institution Course Transferability

Courses taken with private institutions must be accredited with the Private Career Training Institutions Branch (PTIB) in order to be *considered* for eligibility for transfer credit. Education and courses taken at private institutions vary greatly in terms of their transferability. Private institutions outside of BC must be recognized similarly in that province. Applicants 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.privateinstitutions.gov.bc.ca/>

Out-of-Province Transcript Review

Applicants wishing to have out-of-province transcripts reviewed will need to submit official transcripts, course outlines and a fee of \$20.00 plus GST. Please be advised that transfer credits from out of province institutions vary greatly in terms of their transferability. Transcripts will only be reviewed as part of the Admissions process.

International Credential Evaluation Service (ICES)

Applicants 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. Applicants also need to forward copies of full course outlines to the ECEC/EA Office. Transfer credit cannot be considered without full course outlines.

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/>.

*Note: Applicants with a combination of prior learning and experience may wish to explore a Prior Learning Assessment and Recognition (PLAR) process. Information on PLAR is available upon request.