

**NORTHERN LIGHTS COLLEGE  
REGISTRAR'S OFFICE  
PROGRAM INFORMATION AND COMPLETION GUIDE**

**Program Name:** Human Services  
**Credential/Certification:** Advanced Certificate in Human Services  
Professional Development  
**Date Submitted:** March 2024  
**Effective Date:** September 2024

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**Dean:** Nicole Dahlen (Associate Dean)

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**Program Description:** The Advanced Certificate in Human Services Professional Development provides individuals with an opportunity to engage in increased education and career growth. Based on their interests and professional goals, students may choose among a wide variety of courses, all of which are available online. Part-time or full-time study is an option. In consultation with an applicable regulatory body, courses may also be used to meet provincial regulatory requirements.

**Admission Requirements:**

A. Credential-Based Admission:

1. Official transcript from an accredited Canadian post-secondary institution demonstrating completion of a certificate, diploma, or degree in a human services, education, or health care field.

OR

B. Experience-Based Admission:

1. English - Domestic students and students from countries that practice Standard Written English must have official transcripts demonstrating that they have met one of the following English Requirements with a "C" grade or higher: English Studies 12, English First Peoples 12, English 050, or English 099; alternatively, any university-level 100 English course with a "C" grade or higher.

Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.

Students who received their secondary education in a language other than Standard Written English require minimum IELTS Academic scores of 6.0 overall with no band less than 6.0.

2. Comprehensive letter stating experience, interest, and goals. Information on experience must show a minimum of three years in human services, education, and/or health care settings (e.g., K-12, early care and learning, community services, Indigenous services, and/or residential care). Such experience may include working with a child who has diverse abilities and who has been involved in a variety of supportive care models.

**Post-Admission Requirement:**

Clearance letter from the Ministry of Public Safety & Solicitor General for a Schedule B Criminal Record Check (works with Children) or (Works with Children and Vulnerable Adults) must be received prior to registration. Students who have completed a valid Schedule B CRC for another organization may share their results with Northern Lights College by completing the Sharing Form. Note that CRC's must be renewed if they expire before the program is completed.

**Length of Program:** (weeks and total hours) Depending on course selection and availability, full-time students may complete all courses (minimum 450 hours) within an academic year. Part-time students have the option of extending course completion (minimum 450 hours) over a maximum of five academic years.

**Program Intake:** (start/finish dates) Fall, Winter, Spring

**Available Seats:** Varies from course to course.

**Application Deadline:** August 1st for fall intake with semester courses beginning in September; December 1st for winter intake with semester courses beginning in January; April 1st for Intersession (Spring) intake with semester courses beginning in May and July..

**Career Prospects:** Ongoing professional development may diversify career opportunities while also meeting certification requirements.

**Affiliations/Partnerships:**

**Location:** The Advanced Certificate in Human Services Professional Development is typically completed through online study that may involve asynchronous and/or synchronous learning activities. Face-to-face course offerings may be available within the Northern Lights College region or other provincial regions depending on student enrollment or project funding. Note that some courses may require regular access to

working with children in an early care and learning environment or in a K-12 school setting.

**Additional Requirements/Supplies:** (fees, supplies, materials)

1. Instruction Related Fees - covering technology costs & assistance; publishing royalties/readings

2. Textbooks and Licenses for Electronic texts - For computer and internet requirements refer to the NLC Information Technology Minimum Computer Requirement page located at <https://www.nlc.bc.ca/wp-content/uploads/Minimum-Computer-Requirements.pdf>

**Eligibility for Canada Student Loans:** (Yes or No)

Yes

**Required Minimum Grade:** (overall and/or minimum within a course)

Overall or cumulative GPA: 2.00 or 60%; consult individual course outlines for required minimum grades within courses.

**Residency Requirement:** (percentage of courses which must be taken at NLC)  
80%

**Required Courses:** (list courses required to complete credential and total hours for each course)

Ten courses from the following list. All individual course prerequisites must be met.

ENGL 100: Academic Writing (3 credits; 45 hours)

FNST 100: Aboriginal Peoples of Canada (3 credits; 45 hours)

ECED 208: Practicum -- Infants and Toddlers (4 credits; 225 hours)

ECED 210: Practicum -- Diverse Abilities (4 credits; 225 hours)

EDAS 143: Personal Care (3 credits; 45 hours)

EDAS 240: Language Development and Disorders (3 credits; 45 hours)

EDAS 241: Autism Spectrum Disorder (3 credits; 45 hours)

EDAS 242: Fetal Alcohol Spectrum Disorder (3 credits; 45 hours)

EDAS 243: Supporting Children's Mental Health (3 credits; 45 hours)

EDAS 244: High School Literacy and Numeracy (3 credits; 45 hours)

ECEC 201: Building Professional Family Partnerships (3 credits; 45 hours)

HDEC 104: Human Development II (3 credits; 45 hours)

HDEC 102: Health, Safety and Nutrition (3 credits; 45 hours)

ECEC 203: Current Perspectives on Practice (3 credits; 45 hours)

ECED 203A: Development 3 Infants and Toddlers (3 credits; 45 hours)

EDUC 100: Questions and Issues in Education (3 credits; 45 hours)

EDUC 220: Introduction to Educational Psychology (3 credits; 45 hours)

EDUC 230: Introduction to Educational Philosophies (3 credits; 45 hours)

EDUC 240: Social Issues in Education (3 credits; 45 hours)  
WGST 100: Women and Gender Studies (3 credits; 45 hours)  
MGMT 303: Non-Profit Management (3 credits; 45 hours)  
PSYC 224: Organizational Behavior (3 credits; 45 hours)  
HIST 220: History of Childhood in Canada: Indigenous and Settler Children, Then  
and Now (3 credits; 45 hours)

Note 1: As approved by a program Chair, students may receive credit for a maximum of two relevant undergraduate courses that do not appear in the list above, including courses transferred from other institutions. Each course must comprise a minimum of three credits.

Note 2: Students wishing to transfer courses to other post-secondary institutions or to apply courses to regulatory requirements should contact the appropriate external advisor in addition to consulting an NLC program Chair.