



Information Sheet for Tuition-free ECE Registry Certification Pathway Opportunity

Attention: Do you (employee) have your ECEA and does your employer have a minimum of three ECEAs? If yes, then with employer support, ECEAs are invited to apply for our full-time, ECE Work Integrated Learning (WIL.2) Project.

What is it? Through funding received from the Ministry of Advanced Education, Skills and Training, on a pilot basis and subject to adequate enrollment, Northern Lights College (NLC) is presenting an opportunity for multiple staff members in centres to complete the Ministry of Children and Family Development's ECE Certification (basic ECE) without leaving their employment. This basic certification comprises 15 courses. At their own cost, students who wish to earn an NLC ECE Diploma may choose to complete four additional theory courses and a final practicum in either Infant and Toddler or Diverse Abilities.

What does it cost? The employed students will need to pay a NLC application fee of \$25.00, purchase textbooks, and pay miscellaneous student fees each term. However, all tuition fees and instructional resource fees are covered, which results in a *substantial savings*. **Please note that students who leave the pilot cohort to take our regular online courses would then become responsible for all tuition and instruction-related fees.**

When? This Work-Integrated-Learning project will begin February 8th, 2021 and end December 23rd, 2021. The deadline to apply is January 8th, 2021. We encourage all interested individuals to apply. In particular, we encourage multiple employees at a single site to coordinate their submission of individual applications as soon as possible because the Work-Integrated-Learning model is most effective when employees within a centre are able to form a learning community. Please note the priority consideration process described below.

How will applications be processed? Applications from three or more employees who work at a single centre will be considered on a first-come, first-served basis up to January 8th, 2021.

After January 8th, 2021, complete applications from employees at centres with fewer than three applications will be considered on a first-come, first-served basis as space permits.

How will employees study while working? NLC Instructors will work one-on-one with each employee-student to set learning goals related to the context of the workplace. Students' work environment becomes the classroom, and their day-to-day job description becomes an opportunity to demonstrate their learning and growth. Assessments will cross courses, reducing the number of assignments that employee-students will be working on. For example, an employee-student may engage in daily conversations with families. That experience crosses many courses and thus becomes an opportunity for students to engage in planning, research, and reflection for multiple courses.

How to apply?

Employee-students must complete the information below and email a completed file to NLC's ECE office at: ece-ea-office@nlc.bc.ca.

*In the email subject line put: **ECE.WIL.2***

The deadline to apply for the WIL 2021 ECE Certification Pathway intake is **January 8th, 2021**. Questions concerning the WIL project will be taken until December 20th, 2020 to allow us time to respond. *The office will be closed between December 24th – January 3rd*. You can submit Step 1 and 2 at the same time. Completed applications received by the deadline will be considered on a first come, first served basis subject to the conditions described earlier.

Step 1: **Please immediately submit/complete the:*

- [Northern Lights College Application Form](#) and the \$25.00 application fee
- *The Employer letter of Support (attached)*
- *Release of Confidential information form (attached)*
- *Questionnaire (attached)*
- *Comprehensive letter – type-written, identify your goals and interests for completing this program*
- [NLC e-CRC Information and Instructions](#) *While not an admission requirement, your CRC results are required by NLC prior to registering in courses. Please complete this step as soon as possible-Critical timeline.*

**This will allow us to create a file and work with you to complete the admission process*

Step 2: *Submit the remaining admission items:*

- Domestic students and students 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.
OR Any university-level English course with a "C" grade or higher
OR Completion of the NLC Writing Assessment with 100-level course placement. [Application to Writing Assessment](#)
- [Certificate of Health](#)
- 2 Reference Forms [Reference Form](#)
- [Transfer Credit Application Form](#) if applicable for transfer credit, submit an official transcript (for ECEAs who may have taken coursework elsewhere)

What are the centre's responsibilities?

- Complete the required documentation (see above)
- Identify a mentor (and their level of certification) – the mentor (who may also be an owner or director/manager) will be directly supervising their employees.
- Attend an Orientation in mid-to late January (online webinar).



- Attend an initial meeting with the instructional team and agree to attend additional meetings as required to support the employees in your centre.
- Provide an atmosphere/environment for the student/employee and mentor to explore new perspectives and practices.

What are the mentor's responsibilities?

WIL is designed to alleviate some of the pressures associated with mentorship. With this in mind, in consultation with the instructor and student/employee, all parties will agree to the level of mentorship given the centre's context, with the instructor making plans to additionally support the students/employees. Minimally, the mentor should:

- Provide an atmosphere/environment for the student to explore new perspectives and practices.
- **Provide** direct supervision of employees as agreed to in the context of the workplace.
- Meet with the student/employee as agreed and provide informal feedback to the student/employee and instructor as appropriate.

What are the instructional team's responsibilities?

- **Support the centres, mentors and students/employees throughout the process, using relationship as a foundation for success.**
- An instructional team will initiate contact with the centre and employees to understand the workplace context.
- Host an orientation session mid to late January
- Will facilitate students/employees' movement through the courses by supporting students' learning within the workplace.
- Build solutions and strategies that value the workplace as the primary classroom.

What are the student/employee's responsibilities?

- Fulfil the student and employee role. The centre and employee must believe that both roles can be accomplished.
- Attend and actively engage in an ongoing community of practice (i.e. webinar, teams, chat, or if appropriate, in person) – approximately 3 hours per week, which could be held at a time that works for the centre(s) and student/employees (depends on centre coverage, quiet area, schedule, etc.).
- Complete course work – through experiences and goals within the workplace, students/employees will identify appropriate course content and ways of assessment.

