



B.C.'s Energy
College™

Northern Lights College provides programs that prepare students to meet community needs for quality care and education of children, and fulfills provincial licensing requirements for skills, educated, and qualified Early Childhood Education professionals.

Early Childhood Education and Care Diploma Program

The Early Childhood Education and Care Program responds to community and individual needs by employing flexible, accessible modes of course delivery.

Student acceptance into the Early Childhood Education and Care Program is contingent upon academic and personal suitability.

We believe in working cooperatively with other institutions to meet the needs of the learner.

Human Development, Education and Care (HDEC) Department

Box 1000, 9820 120 Avenue

Fort St. John BC V1J 6K1

Toll Free: Call 1-866-INFO-NLC and ask for the HDEC office in Fort St. John

Direct: (250) 787-6211 or (250) 787-6234

HDEC Fax: (250) 787-6222

HDEC Office Email: ecetadept@nlc.bc.ca

Program Website: <http://nlc.bc.ca/subsite.ece.php>

EARLY CHILDHOOD EDUCATION AND CARE

INFORMATION FOR PROSPECTIVE STUDENTS

Thank you for your interest in the Early Childhood Education and Care Diploma Program at Northern Lights College. The following information explains the design and requirements of the program. Please review carefully. You are advised to submit all items together. Your file will not be reviewed for acceptance until all items have been received. This means that all items required for your application must be completed and received by the application deadline, as outlined on page 7.

GENERAL ADMISSION REQUIREMENTS FOR APPLICANTS NEW TO ECEC:

- A \$25.00 non-refundable Northern Lights College **Application Fee**. Your file will not be processed without this fee. Please note that if you have applied for the program through PASBC, you will still be required to pay the application fee if you are new student to NLC.
- A completed **Northern Lights College Application Form**. Please specify that you are applying to the ECEC Diploma Program and ensure to include your current email address. A link to the application form can be found on the program website directly below the “Prospective Students” heading on the right-hand side. **Please ensure to submit the NLC application form and other admission requirements to the HDEC office.**
- A copy of **government-issued identification** such as a birth certificate or BC drivers’ licence. This is to ensure data submitted matches Ministry records.
- A **Canadian Adult Achievement Test (CAAT)** with a Total Language Score Grade 12 or better (instructions and application form included in this package). The CAAT is waived if the student has a minimum “C” or 60% grade in either English 12 (not Communications 12) or First Peoples English 12, or in a recognized and transferable post-secondary English, or has taken OAC English in the Ontario High School system. A transcript must be submitted in lieu of the CAAT. Applicants for whom English is not their first language must also complete the CAAT or submit evidence of a TOEFL Test score of 550 or greater.
- The Northern Lights College **Writing Assessment** is “required” if you plan to take NLC’s ENGL 100 for the ECEC Diploma (instructions and application form included in this package). The Writing Assessment is not a requirement to enter the ECEC Program and can be completed prior to registering for NLC’s ENGL 100 course. It is highly recommended that students outside the Northern Lights College region arrange the exam well in advance, as the process to complete can take up to a month or longer.
- ***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. Please ensure official transcripts are submitted attention to the HDEC Department.**
- A **comprehensive letter** stating your background, interest, and goals for taking the Early Childhood Education and Care Program.
- **Two current letters of reference** (must be written and dated within the last year).
- A current **certificate of good health** from your doctor (form included in this package). If you are currently employed in a Licensed ECE setting, then you may submit a copy of the health certificate from your personnel file.
- **Questionnaire** (form included in this package).

****If you have already completed an ECE Certificate (Basic) Program and are applying to finish your Diploma studies with NLC, please refer to the following general admission requirements.****

- A \$25.00 non-refundable Northern Lights College **Application Fee**. Your file will not be processed without this fee. Please note that if you have applied for the program through PASBC, you will still be required to pay the application fee if you are new student to NLC.
- A completed **Northern Light College Application Form**. Please specify that you are applying to the ECEC Diploma Program and ensure to include your current email address. A link to the application form can be found on the program website directly below the “Prospective Students” heading on the right-hand side. **Please ensure to submit the NLC application form and other admission requirements to the HDEC office.**
- A copy of **government-issued identification** such as a birth certificate or BC drivers’ licence. This is to ensure data submitted matches Ministry records.
- A **copy** of your BC Licence to Practice **OR** a copy of your ECE Certificate and transcripts.
- A **comprehensive letter** stating your background, interest, and goals for taking the Early Childhood Education and Care Diploma Program.
- **Two current letters of reference** (must be written and dated within the last year) – one from a parent of a child you have cared for and one from an employer.
- A current **certificate of good health** from your doctor (form included in this package). If you are currently employed in a Licensed ECE setting, then you may submit a copy of the health certificate from your personnel file.
- The Northern Lights College **Writing Assessment** is “required” if you plan to take NLC’s ENGL 100 (instructions and application form included in this package). The Writing Assessment is not a requirement to enter the ECEC Program and can be completed prior to registering for NLC’s ENGL 100 course. It is highly recommended that students outside the Northern Lights College region arrange the exam well in advance, as the process to complete can take up to a month or longer.

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
Fax: (250) 787-6222

ENGLISH REQUIREMENT

ECEC Diploma students must complete a post-secondary English course at some point in their program. Students may decide to take English prior to enrolling in other program courses or while awaiting acceptance into their program.

You may complete an English course at anytime during your studies, but you are strongly advised to take one early in your program. Some students choose to take the English course prior to being admitted to the program because completing post-secondary English is one option for students who have not met the English entrance requirement and this is one way they can upgrade before taking program specific courses.

Students can choose English courses offered at a nearby institution or may choose to complete ENGL 100 – *Academic Writing* through Northern Lights College. It is up to you. If you choose to complete a post-secondary English course at another institution, you must ensure it is transferable to NLC's ENGL 100 course, and you must forward an official transcript to the HDEC Department so that you will receive transfer credits once you have completed the course. Transferable English courses have an ENG or ENGL course code. It is strongly recommended that you take a course with emphasis on Written Communications and Composition. Business English or Business Communications courses, such as those completed in Applied Business Technology program, are usually not university-transfer level courses and therefore seldom meet the English course requirement.

If you have taken post-secondary English, but you did so more than 20 years ago, it is not considered transferable, unless you demonstrate how you have maintained your skills and knowledge (“currency”) since completing the course. In order to demonstrate currency, you must submit a **résumé** or a **letter** outlining your activities. If you have been employed and evidence of your skills is indicated in your reference letters, then we may also use those letters in the request to the NLC Registrar for transfer credits.

OAC English Credit

Students that graduated under the OAC system in Ontario, and have completed OAC English, do not need to complete the CAAT, as OAC English from Ontario is considered equivalent to our ENGL 099. In order to have this recognized at NLC, applicants **must** have an official transcript sent to the HDEC Department. Please note, however, that students are still required to complete ENGL 100 or an equivalent English course in order to receive their ECEC Diploma.

ACADEMIC ASSESSMENTS

Students who have completed a degree, coursework, or another credential at another institution may want to apply to have their transcripts evaluated for possible transfer credits prior to deciding whether to apply for admission, enrol in courses or prior to applying to the ECE Registry for Assistant or ECE status in BC.

In order to complete any kind of academic assessment, students must submit the following:

- a completed NLC application form (a link to the form can be found on the program website)
- a copy of government-issued identification such as a birth certificate or BC drivers' licence. This is to ensure data submitted matches Ministry records
- a non-refundable application fee of \$25.00 (for all new students to NLC)
- a copy of their transcripts
- a letter describing intent and any relevant experience including descriptions of practica placements or internships in other programs.

Official transcripts must be submitted in order to process any transfer credit, but we can begin the academic assessment with copies while we wait for the official transcripts.

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.

Students are asked to submit as much information as possible. If you have course outlines and descriptions, forwarding them may speed up the process. Course titles often only imply transfer credit, they do not ensure it. In some cases, course descriptions will suffice (i.e., in BC we may be very familiar with the courses at various institutions, but often course outlines are necessary). Students may be asked to request and forward course outlines from the originating institution before any assessment can be completed. Students may review the NLC course outlines and include suggestions in their letter of intent indicating which courses they think they may have already covered in previous studies.

Students may also check the BC ECE Transfer Matrix posted on the BC Transfer Guide website if they have taken some ECE courses through a public post-secondary institution in BC. For more information, visit www.bctransferguide.ca – select “Other Transfer Guides”, then “Program Specific Transfer Guides”, and click on “Early Childhood Education”.

Private Institution Course Transferability

Courses taken with private institutions must be accredited with the Private Career Training Institutions Agency (PCTIA) in order to be eligible for transfer credit. Private institutions outside of BC must be recognized similarly in that province. Students 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 PCTIA website at <http://www.pctia.bc.ca/>.

Out-of-Province Transcript Review

Students wishing to have out-of-province transcripts reviewed will need to submit official transcripts and a fee of \$20.00 plus HST. Please be advised that transfer credits from recognized public post-secondary institutions are likely to transfer, but education and courses taken at private institutions vary greatly in terms of their transferability.

International Credential Evaluation Service (ICES)

Students who have completed credentials outside of Canada **must** have their credentials first evaluated by ICES before forwarding to the HDEC Department for course-by-course assessment. This is to establish the Institution’s recognition in Canada before the individual courses can be assessed for transferability.

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/>.

COMPLETING EDUCATIONAL REQUIREMENTS

Some students come to NLC because they have experienced an interruption in their studies and would like to complete their education requirements so that they can obtain a license to practice. There may be cases where an institution has time limits on completion of their program, which means a student cannot complete at that institution, or a student may have moved before completing a credential.

In some cases, a student may take some NLC courses and transfer them back to their original institution, and in other cases, the student may simply complete any outstanding coursework with NLC and forward both transcripts to the ECE Registry so that the credits can be combined to meet the education requirements set by the ECE Registry. In the latter example, a student will not be eligible for a credential from either institution but will be able to apply for their License to Practice, provided they have met any other licensing requirements.

TRANSFER-IN STUDENTS

A general guideline is to have a student complete at least 25% of her/his requirements with Northern Lights College to attain an NLC credential. Students transferring into the Diploma Program for completion of their ECEC requirements, and wanting to attain a Northern Lights College ECEC Diploma, must submit:

- a completed NLC application form (a link to the form can be found on the program website)
- a copy of government-issued identification such as a birth certificate or BC drivers' licence. This is to ensure data submitted matches Ministry records
- a non-refundable application fee of \$25.00 (for all new students to NLC)
- a letter indicating their specific needs
- official (sealed) transcripts of any post-secondary institutes attended
- course outlines may be required to help determine transfer information.

Students meeting Licensing (ECE Registry) needs, and do not want to complete NLC credential requirements, must submit the preceding requirements for Transfer-In Students, as well as:

- a copy of their assessment letter from the ECE Registry and/or International Credential Evaluation Service (ICES) assessment documents.

TRANSFER-OUT STUDENTS (TRANSFERRING CREDITS TO ANOTHER INSTITUTE)

Students do not have to reapply to the Northern Lights College Early Childhood Education and Care Program if they are currently enrolled in an ECE Program at a recognized institution in British Columbia and if they require less than 50% of their program to be completed through Northern Lights College. A letter will be required from the training institute describing a student's status and educational needs.

Students wanting to complete components of another institute's program with Northern Lights College must submit:

- a completed NLC application form (a link to the form can be found on the program website)
- a copy of government-issued identification such as a birth certificate or BC drivers' licence. This is to ensure data submitted matches Ministry records
- a non-refundable application fee of \$25.00 (for all new student to NLC)
- an introductory letter from the student indicating specific needs
- a letter of good standing from the original institute. It is helpful if the letter indicates the courses that the student will need to take in order to complete the requirements for the other institution. Students are responsible for requesting this letter prior to admission.

REGISTRATION AND LICENSE TO PRACTICE IN THE PROVINCE OF BC

Completion of a program in Early Childhood Education is the first step in becoming a Certified Early Childhood Educator in British Columbia. For information on additional requirements, obtaining “Assistant” Status for employment, or registering as an ECE in BC, please visit the ECE Registry website at <http://www.mcf.gov.bc.ca/childcare/ece/index.htm>.

The ECE Registry can also be contacted toll free through the Child Care Call Centre at 1-888-338-6622 or direct at (250) 356-6501 or by email at ECERegistry@gov.bc.ca.

CRIMINAL RECORD CHECKS

A Criminal Record Check (CRC) will be required by any centre that a student completes practical work in. **Do not send it to the HDEC office.** If you plan to do practical work right away, you are advised to review the practicum requirements and get started on your Criminal Record Checks with 1 or more centres. Student Criminal Record Checks are valid for 1 year. Students who are employed and have a criminal record check on file with their employer should have an “authorization number” on their clearance letter. Using the number from that letter on your Criminal Record Check application will speed up your clearance as a student because this indicates that you are already on the provincial system.

You cannot work with children in a centre unless the centre has a current CRC on file. This also includes practical work (assignments) from non-practicum courses.

Students are responsible for confirming with their Instructor that they have a valid CRC. Students who are found not to have a current check on file with the ECE centre will be immediately withdrawn from any applicable courses. In the event of a required withdrawal of this nature, the student will be responsible for all fees and the college refund policy will be followed.

***Note: There is a non-refundable fee for this service. Criminal Record Check forms are available online at <http://www.pssg.gov.bc.ca/criminal-records-review/>. If you have any questions regarding the Criminal Record Check, call Enquiry BC toll free at 1-800-663-7867 and ask for the Criminal Record Review (Securities Program) in Victoria. Or dial direct at (250) 387-6981.**

If you have a criminal record, you will have to do a CRC at least 8 months before you intend to take courses. You will have to pay the cost of fingerprinting and sending for records to be assessed. A criminal record can severely slow your progress in this program.

****IMPORTANT – RCMP CRCs are not sufficient for ECE settings.****

APPLICATION REVIEW

A student will be notified, by letter, of the status of acceptance into the program once she/he has submitted all of the admission requirements and her/his file has been reviewed. Please note that the review process may take 2 to 4 weeks or longer to complete. A non-refundable materials fee will be required once accepted into the program and before registering for any courses.

APPLICATION AND REGISTRATION DEADLINES

- For **September** (Fall) admission, all application materials must be submitted to the HDEC office in Fort St. John by May 1st. Registration for the Fall semester takes place in July.
- For **January** (Winter) admission, all application materials must be submitted to the HDEC office in Fort St. John by October 1st. Registration for the Winter semester takes place in November.
- For **April & June** (Spring & Summer) admission, all application materials must be submitted to the HDEC office in Fort St. John by February 1st. Registration for the Spring & Summer semesters takes place in March.

COMMON QUESTIONS AND ANSWERS ABOUT THE PROGRAM

What is the program like?

There are 22 courses in the ECEC Diploma Program. Depending on the semester of acceptance, the program may be completed full time in 22 months (Fall intake only) or part time over a period of 3 years or more. However, students complete the program at their own pace. This flexibility works well for both the student who wants to complete quickly and the student with a busy life who cannot take a full course load.

You may leave the program after your first 15 courses and apply for your BC License to Practice through the BC ECE Registry, however, you will not be granted any post-secondary certification of completion. The new credential from Northern Lights College is an ECEC Diploma.

Students can expect to spend 4 to 8 hours per week on each course and 10 to 15 hours per week on practicum. The course work includes lesson work, textbook readings, assignments, and practical work with a group of children.

Do I have to follow a timetable?

Most courses have start and end dates that coincide with a particular semester. It is typical to have specific assignment due dates spaced out throughout the semester, as assigned by the Instructor. If you enrol in several courses in one semester, you will be completing several courses simultaneously – if you only wish to take courses in a “consecutive” manner, then you should only enrol in one course per semester.

What will the courses cost?

The cost of a course varies from \$400 - \$700 or more including textbooks. Current course and textbook costs will be posted on the program website each registration period.

How do I enrol in courses?

Being “accepted” into the program does not mean that you are “registered” in any courses. All students are responsible for “registering” in the various courses each semester. The registration information will be available on the program website each registration period.

How do I pay for the courses?

Students pay for courses at the time of registration and only pay for the courses they are enrolling in for the current semester. Students who are having their education sponsored must have a letter from the funder on file prior to enrolling in courses. Students who will be paying with a student loan must

have loan approval on file at the time of registration. An estimated cost breakdown can be found on the program website.

Is Financial Assistance available?

The ECEC Program is eligible for BC Student Loans. Students considering financial assistance to help them complete their education are strongly advised to contact the Financial Aid office at Northern Lights College in Fort St. John for Specific Guidelines for Financial Aid. Call toll free at 1-866-463-6652, Local 2003. Students can also access Financial Aid information on the Northern Lights College website at <http://nlc.bc.ca>. **Financial aid must be in place well in advance of the semester start date.**

How are the courses delivered?

The ECEC Program is offered in a blend of distributed learning ways. Distance Education courses are offered online and through teleconference.

- **Teleconferenced classes:** Students are linked at the same time by telephone with the Instructor and a number of other students. The student can call from home or any telephone that is convenient. (Please note that teleconferences are toll free, however, if you call in from a cell phone, your calling plan rates will apply.) It is best to use a landline for calling into class due to sound quality.
- **Online:** A student uses an accessible computer with internet capabilities to complete courses. Students are strongly recommended to use a computer to complete and email assignments in, as this ensures the most timely submission and return of assignments.
- **Prior Learning Assessment (PLA):** Some courses may be available to eligible students for assessment through Prior Learning.

Can I start any courses before entering the program?

Yes...if you are pursuing the ECEC Diploma and do not already have a first-year English course, you can take ENGL 100 – *Academic Writing* from Northern Lights College (if available) or any first-year transferrable (3 credit) English course.

You can also go ahead and complete your First Aid requirement.

Do I need to submit a Criminal Record Check (CRC)?

No...you do not need to submit a Criminal Record Check with your application for the program.

What other services are available at Northern Lights College?

- **Aboriginal Student Coordinator** provides support for aboriginal students with educational counselling and funding sources.
- **Disabilities Services Coordinator** provides support for students with identified disabilities and or support needs.

To make an appointment to access services, call toll free 1-866-463-6652, and ask for the Fort St. John Campus. When transferred, ask for Campus Services (Registration/Student Services), Financial Aid, Disabilities Services, or the Aboriginal Coordinator. Have a list of possible telephone contact times available. You can also email the FSJ Campus Services office at fsjstuserv@nlc.bc.ca. Their office hours are Monday through Friday from 8:30 am to 4:30 pm (Mountain Standard Time).

How long will it take to complete my ECEC Diploma?

This depends entirely on your preference but does depend slightly on the semester in which you begin your program. Some students are very determined to complete the program in the shortest time possible, and some students want to pace their studies carefully in order to maintain employment or meet family responsibilities.

What is involved in completing the practica?

The Diploma Program requires 825 hours of field placement. These hours are spread out between 5 courses (practica). Practicum includes experience in licensed Early Childhood Education centres. Students help in the selection of their local community practica placements.

COURSE	HOURS	METHOD
ECED 109A	130 hours	<ul style="list-style-type: none">• Fall and Winter offerings – part time over 10 weeks (including 1 full-time week)• Summer offering (condensed) – part time over 8 weeks
ECED 110	130 hours	<ul style="list-style-type: none">• Fall and Winter offerings – part time over 10 weeks (including 1 full-time week)• Spring offering (condensed) – part time over 8 weeks
ECED 111	165 hours	<ul style="list-style-type: none">• Fall offering – part time over 12 weeks with 3 full-time weeks, or participate in 12 weeks of classes but complete 6-week block (Instructor approves schedule)• Spring and Summer offerings (condensed) – full time over 6 weeks
ECED 208	200 hours	<ul style="list-style-type: none">• Spring offering – full time over 6 weeks or part time over 12 weeks• Summer offering – full time over 6 weeks in even-numbered years (2012, 2014)
ECED 210	200 hours	<ul style="list-style-type: none">• Winter offering – full time over 6 weeks or part time over 12 weeks• Summer offering – full time over 6 weeks in odd-numbered years (2011, 2013)

Can I complete my practica in my workplace?

Students may complete no more than 2 of ECED 109A/110/111 in their work settings. ECED 208 and 210 may be completed in work settings.

Is there anything else that I may need to be successful in the program?

- Access to a video camera in order to complete assignment work (occasionally).
- Access to a computer with high-speed internet connection.
- Access to licensed ECE centres to complete practical work in.
- Good telephone communication system (answering machine or voicemail is helpful).
- Access to methods to submit assignments in a timely manner (email, mail, fax, etc.).
- **An email address.**
- Students who plan to take online courses will need regular access to a computer with basic hardware and software. We use Desire2Learn (D2L) as our online platform.
- Students will complete an orientation to online learning.

Can I get credit for my work experience in the field?

Prior Learning Assessment is an opportunity for students to demonstrate work and or life experiences that, they feel, address the knowledge, skills, and expertise required for a particular course and its stated learning outcomes. Students wishing to pursue their education in this way should be confident that they have the expertise needed to complete the assignments without taking the course. Full credits for the course are given for completed Prior Learning Assessments. The following courses are available through PLA: ECEC 200, ECEC 201, ECEC 202, ECED 203A, HDEC 102, and HDEC 104.

This is not the same as “Transfer Credit” but is actually closer to a form of “course challenge” where students must complete a number of assignments to demonstrate their knowledge and receive a grade and credit for a course without completing the course through standard enrolment. Students will have 3 months to complete and submit the Prior Learning course to the PLA Instructor. Instructor contact is expected to be minimal and focussed on clarification of the assignment requirements. Students may choose to purchase the textbook, or they may choose to utilize their existing resources. Students should have at least 5 years experience in the field, as well as a great deal of “informal” education to be considered for PLA.

Students may choose this option if they have related coursework that is not transferable because it is in a different field or has been obtained through a private institution that is not eligible for transfer credit. Students must complete an application form for each course they wish to take through PLA. Fees include an annual administration fee and a fee for each course taken through PLA. Students taking PLA will not have the option to re-submit failed assignments. If the student is unsuccessful completing the course through PLA, she/he will be required to take the regular course offering.

Guidelines for Eligibility:

1. Students must have a seat in, and be accepted into, the program that they are applying for PLA opportunities for.
2. Students must submit a Prior Learning Assessment Request Form (SEE – “Other Forms” on the website) to the HDEC Department or the Chair.
3. Students must have the appropriate prerequisites to enrol in PLA courses.
4. PLA options are dependant on Instructor availability, and as such, a student request does not guarantee the course will be available in PLA at the time the student would like to complete it.

Prior Learning Assessment Considerations:

- The HDEC Department does not offer a PLA option for practica courses.
- PLA is not another way to **take** the course...it is a method of **course challenge**.
- Instead of challenging a course through a written exam, PLA students must complete a number of assignments.
- **STEPS for Prior Learning Assessment:**
 1. *Student makes formal written request.*
 2. *Student request is received and approved or denied.*
 3. *Student is notified by staff of her/his PLA approval or denial. If the PLA request is approved, the student arranges payment.*
 4. *Student is provided the PLA course, along with due dates and directions for assignment submissions.*
 5. *Student completes all assignments, and then submits the set of assignments to the PLA Instructor.*
 6. *Upon completion of marking, the Instructor will assign a grade for the course. This grade will appear as regular course credit on the student’s transcript.*

- Students are encouraged to think carefully before requesting PLA.
- Instructor contact is expected to be minimal and only necessary for assignment clarification.
- PLA fees include an annual PLA assessment fee that covers all PLA courses taken within a 12-month period. The PLA assessment fee is \$100.00, and each course completed through PLA costs \$90.00. This means the first PLA course will cost \$190.00, and any subsequent PLA courses completed within a 12-month period will cost \$90.00 each. **All fees are subject to change by NLC without notice.**
- In the event that a student is unsuccessful with a Prior Learning Assessment, an opportunity for re-submission will **not** be provided and an “F” grade will be entered on the student’s transcript. Students will have the option to take the course through a regular offering.

FIRST AID REQUIREMENT

Unless otherwise directed, a First Aid certificate is a requirement for HDEC 102 – *Health, Safety and Nutrition* and is usually taken at the same time as the course.

****Please check the ECE Registry website for a list of approved First Aid courses for Early Childhood Educators at http://www.mcf.gov.bc.ca/childcare/ece/pdfs/first_aid_requirement.pdf.**

Once you have completed your First Aid course, submit a copy of the certificate/ticket to HDEC office. The First Aid course can be completed up to 1 year before your training, or while you are enrolled in the HDEC 102 course. You are not required to take another First Aid course if you already have one.

COURSE DESCRIPTIONS

{*Course Titles / Code Legend: Course number – number of credits – course name – (T) = teleconference component}

ECEC 100-3 – Curriculum 1

In this course students will study children’s explorations throughout early childhood curriculum areas in order to understand how play enhances children’s learning and development. Students will develop proficiency in utilizing observations and relevant theories to interpret play episodes as they gain beginning competencies and skills in initiating responsive planning.

ECEC 200-3 – Curriculum 2

This course builds on the basic skills and competencies acquired in Curriculum 1. Students will deepen their awareness and ability to create meaningful learning episodes for young children. They will gain the knowledge and skills to create multi-dimensional learning environments that are flexible, co-created, reciprocal, and culturally and contextually relevant to the specific early childhood programs in which they are a student or employee.

ECEC 201-3 – Building Professional-Family Partnerships (T)

This course examines the knowledge, competencies, and attitudes needed by the early childhood educator to build collaborative partnerships with families. The focus includes an examination of family systems theory, family-centered practice, and opportunities for collaboration in professional-family partnerships.

ECEC 202-3 – Administration and Leadership in Early Childhood Education

This course will prepare students for the roles and tasks required of Administrators or Supervisors of Early Childhood Education (ECE) programs. Students will examine the purpose and nature of ECE programs including but not limited to regulated, non-regulated programs at the local/provincial and federal levels; human resources and financial management; operating and managing child care facilities in a legislative framework; and leadership, professionalism, networking and advocacy.

ECEC 203-3 – Early Learning Framework

Students will examine the B.C. Early Learning Framework and what it means for an educator to engage in a conforming, reforming, and transforming reflective process. The concepts and application of pedagogical narrations of ordinary moments will also be examined through the lens of a transformative vision.

ECED 101-3 – Principles and Practices I (T)

This course introduces the student to the skills and knowledge necessary to plan an early childhood educational program that will meet the needs of the whole child within the context of a group setting. The student will examine the values of quality program components and program evaluation. This includes the study of history, philosophy, and current educational trends in Early Childhood Education.

ECED 109A-3 – Practicum 1 (T)

This course offers supervised practical experience and involvement with young children in an early learning setting. Emphasis is on practicing beginning skills for appropriate care and education. Observing development and beginning programming skills for working with young children within the ECE environment will also be explored.

ECED 110-3 – Practicum 2 (T)

Practicum 2 offers direct experience and involvement with young children in early learning settings. The emphasis is on professional practical competencies (skills) and experience, including observing, planning, presenting curriculum activities and the creation of learning stories. This course provides opportunities for the student to build on previous skills and knowledge attained from Practicum 1 (ECED 109A).

ECED 111-4 – Practicum 3 (T)

This course provides opportunities that enable the student to apply theory to practice and to develop as a professional in the field of Early Childhood Education and Care. It includes supervised practise teaching of young children in an early learning setting for a full-time block placement. The student is required to plan and exercise daily activities as well as integrate previous insight regarding teaching and management skills required in programs for the young child. Emphasis is on demonstrating quality ECE skills, attitudes and knowledge and bridging the student and professional roles.

ECED 150-3 – The Early Childhood Education Professional

Professional issues such as advocacy, ethics, current research and growth trends are examined in this course. Students are introduced to role of provincial and federal professional organizations. Career options and continuing professionalism will also be examined.

ECED 203A-3 – Development 3: Infants and Toddlers

This course is intended to explore and develop knowledge related to human development from prenatal to 3 years of age in a chronological sequence.

ECED 207-3 – Curriculum 3: Infants and Toddlers

This course is intended to provide students an opportunity to explore and develop sensitive and respectful knowledge and skills related to working with infants and toddlers in group care settings.

ECED 208-4 – Practicum 5 (T)

Practicum 5 is designed to enhance the skills and knowledge for working with children from birth to 36 months. It includes both theory and developmentally appropriate practice, including programming and guiding and caring for this age group of children.

ECED 210-4 – Practicum 4: Diverse Abilities (T)

Practicum 4 consists of 200 hours of guided, supervised experience in a licensed early learning, inclusive program. Emphasis is on developing skills and knowledge necessary to provide quality care and learning opportunities for children and families. It includes both theory and developmentally appropriate practice, including programming and guiding and caring for children.

ECED 215-3 – Curriculum 4: Working with Children with Diverse Abilities

Early Childhood students will continue to increase their skills, abilities and knowledge in the care and guidance of children from infancy to the kindergarten years. Emphasis is on addressing diverse abilities in curriculum development and environments. Child development principles will provide the basis for program planning and implementation. The importance of parental involvement is also stressed.

ECTA 121-3 – Interpersonal Communications (T)

This course examines interpersonal communication knowledge and skills for the Early Childhood Education and Education Assistant professional. It combines theory with skill development, useful for promoting self and social awareness.

ENGL 100-3 – Academic Writing

This course provides an introduction to university-level academic writing across the disciplines. While discipline-based coverage may reflect programs at individual campuses, emphasis is placed on the kinds of written communication that actually occur in the humanities, social sciences, and/or natural sciences. Thus, English 100 imparts a greater understanding of the practices and voices that characterize both academic and professional communities. This is not a remedial course.

HDEC 100-3 – Essential Skills for Human Service Workers

This introductory course will focus on foundational skills for students in the human services fields, with an emphasis on the theory and practice of written communication. The research essay, APA style, observation/assessment tools and basic workplace communication methods will be covered.

HDEC 101-3 – Human Development 1

This course provides the student with an introduction to the theories, concepts, research methods, and findings relevant to the study of human development from prenatal through adolescence. Major developmental theories and issues are presented. Emphasis is placed on the application of life-span principles and concepts in individual and social contexts. The effects of heredity and environment, and ethical issues relevant to the research of development, are also presented.

HDEC 102-3 – Health, Safety and Nutrition

This course examines methods of sound health, safety, and nutrition practice in Human Services and Education settings that involve caring for and educating children. Particular attention is given to the promotion and modelling of a healthy, safe environment through management and prevention. This course will encourage reflection of personal health, safety, and nutritional issues as they apply to Early Childhood Educators.

HDEC 103-3 – Guiding and Caring (T)

This course prepares students to guide children's behavior through the implementation of developmentally appropriate and positive approaches in a way that respects children's self esteem and social skills. Emphasis is placed on exploring how relevant factors may impact behaviors (e.g. culture, environment). Prevention and intervention strategies are explored as well as the professional's role in guidance.

HDEC 104-3 – Human Development 2

This course provides the student with an introduction to the theories, concepts, research methods, and findings relevant to the study of human development during adulthood. Major developmental theories and issues are reviewed as well as socioemotional development in adolescence. Dying and bereavement is examined. Emphasis is placed on the application of life-span principles and concepts in individual and social contexts. The effects of heredity and environment, and ethical issues relevant to the research of development, are also presented.

**NORTHERN LIGHTS COLLEGE
EARLY CHILDHOOD EDUCATION AND CARE PROGRAM**

— ENTRANCE QUESTIONNAIRE —

What is the most important need for young children? _____

Why? _____

Have you visited a group daycare, preschool, play group, or kindergarten? If so, please state which. _____

What do you feel were the most important things you saw there? _____

Why do parents make use of a daycare service? _____

How were you disciplined as a child? _____

CERTIFICATE OF HEALTH

NORTHERN LIGHTS COLLEGE
Fort St. John BC

TO THE PHYSICIAN:

_____ is interested in enrolling in the Early Childhood
Name of Applicant
Education and Care Program at Northern Lights College. A brief note regarding the applicant's
general state of health is required. Please complete the following form.

Date: _____, 20_____

I, _____, have found to the best of my knowledge,
_____ to:

_____ be in Poor Fair Good general health

_____ have no communicable diseases

_____ be free of any back problems that may interfere with lifting children

_____ be able to work at a job in a public childcare setting

Signature of Physician

Name of Physician

Address

Telephone

**APPLICATION PROCEDURES FOR THE
CANADIAN ADULT ACHIEVEMENT TEST (CAAT)**
(For applicants who do not live in a Northern Lights College region.)

The CAAT is comprised of 4 multiple choice sections on:

- *Vocabulary (34 items)*
- *Spelling (32 items)*
- *Reading Comprehension (50 items)*
- *Language (54 items)*

1. Take (phoning first may save you time) the “Application to Write the Canadian Adult Achievement Test” form to your nearest educational institute and ask to speak to whomever “invigilates” (watches over people as they write) external exams. Tell them that you need an Invigilator, as you are applying to a program at Northern Lights College in Fort St. John and are required to write a timed entrance exam that can take 2 to 4 hours to complete. You may have to pay this person/educational institute a fee for invigilating your exam – please make sure you ask him/her what the fee is, as you are responsible for paying it!!
2. When you find a qualified person (teacher, principal, college invigilator, librarian, etc.) who is willing to invigilate for you, have this person fill out the middle section and sign the application form (you must fill out the top section). He/She must fill out his/her business address, phone and fax number, as we are unable to send the CAAT to a personal address. **Submit this form and your completed Northern Lights College application form to the HDEC Department, along with a cheque or money order for \$47.40** (NLC Application Fee for new students – \$25.00 and CAAT Fee – \$22.40). As soon as we receive these forms and your payment, the exam can be mailed to your Invigilator.
3. Ask your Invigilator to contact you once she/he has received the exam package, so you and she/he can coordinate a time for writing it. Once you have finished writing the CAAT, your Invigilator will mail it back to the Northern Lights College Invigilator at the Fort St. John Campus.
4. When the NLC Invigilator receives your CAAT, it will be marked, and the results will be given to the HDEC Department. Once all your admission requirements are received (please follow the requirements and deadlines outlined in this application package), your file will be forwarded to the HDEC Chair for assessment. *(Please note that HDEC office staff cannot give out entrance exam results.)*
5. If you would like to complete the Writing Assessment (WA) at the same time as the CAAT, please include a completed Writing Assessment application form and an additional \$11.20. Please note that you are not required to write the CAAT and WA in one sitting, but please ensure your Invigilator is aware that these two exams can take anywhere from 4 to 6½ hours to complete.

**IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE DO NOT HESITATE TO
CONTACT THE HUMAN DEVELOPMENT, EDUCATION AND CARE
(HDEC) DEPARTMENT TOLL FREE AT
1-866-463-6652, LOCALS 6211 OR 6234
GOOD LUCK!!**



APPLICATION TO WRITE THE CANADIAN ADULT ACHIEVEMENT TEST (CAAT)

B.C.'s Energy
College™

PLEASE PRINT

Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone (Residence) _____ (Business) _____

Program of Interest EARLY CHILDHOOD EDUCATION AND CARE

The Invigilator must be one of the following:

Teacher **Principal** **College Invigilator** **Librarian**

Name of Invigilator (must not be a relative) _____

Place of Employment _____ Position Title _____

Address _____

City _____ Province _____ Postal Code _____

Telephone Number _____ Fax Number _____

_____ Date _____ Signature of Invigilator

Please submit \$20.00 plus HST and this completed form to:

Northern Lights College
Attention: HDEC Department
Box 1000 (Courier Address: 9820 120 Avenue)
Fort St. John BC V1J 6K1
Fax: (250) 787-6222

❖ ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE ❖

APPLICATION PROCEDURES FOR THE WRITING ASSESSMENT (WA)

(For applicants who do not live in a Northern Lights College region.)

The Writing Assessment is intended to foster a smooth transition into university-level courses that involve considerable writing. The time allotted for writing the assessment is 2.5 hours. No dictionaries are allowed.

The Writing Assessment consists of two parts. In Part One, you will be asked to summarize a passage that is approximately 600 to 800 words long. Your summary should be 120 to 150 words. In Part Two, you will be asked to compose an essay on a subject that relates to the content of the passage you have summarized. The essay should be 800 to 1000 words.

1. Take (phoning first may save you time) the “Application Form for the Writing Assessment” to your nearest educational institute and ask to speak to whomever “invigilates” (watches over people as they write) external exams. Tell them that you need an Invigilator, as you are registering for an English course at Northern Lights College in Fort St. John and are required to write a 2½-hour, timed entrance exam. You may have to pay this person/educational institute a fee for invigilating your exams – please make sure you ask him/her what the fee is, as you are responsible for paying it!!
2. When you find a qualified person (teacher, principal, college invigilator, librarian, etc.) who is willing to invigilate for you, have this person fill out the middle section and sign the application form (you must fill out the top section). He/She must fill out his/her business address, phone and fax number, as we are unable to send the Writing Assessment to a personal address. As soon as we receive your form and payment, the exam can be mailed to your Invigilator.
3. Ask your Invigilator to contact you once she/he has received the exam package, so you and she/he can coordinate a time for writing it. Once you have finished writing the exam, your Invigilator will mail it back to the Northern Lights College Invigilator at the Fort St. John Campus.
4. When the NLC Invigilator receives your Writing Assessment, it will be forwarded to an Instructor and marked. Please contact the HDEC Department for a copy of your results.
5. If you are also applying to write the Canadian Adult Achievement Test (CAAT) at the same time, please ensure to include the completed NLC and CAAT application forms with appropriate fees. Please note that you are not required to write the CAAT and WA in one sitting, but please ensure your Invigilator is aware that these two exams can take anywhere from 4 to 6½ hours to complete.

**IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE DO NOT HESITATE TO
CONTACT THE HUMAN DEVELOPMENT, EDUCATION AND CARE
(HDEC) DEPARTMENT TOLL FREE AT
1-866-463-6652, LOCALS 6211 OR 6234
GOOD LUCK!!**



APPLICATION TO WRITE THE WRITING ASSESSMENT (WA)

B.C.'s Energy College™

PLEASE PRINT

Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone (Residence) _____ (Business) _____

Program of Interest EARLY CHILDHOOD EDUCATION AND CARE

The Invigilator must be one of the following:

Teacher **Principal** **College Invigilator** **Librarian**

Name of Invigilator (must not be a relative) _____

Place of Employment _____ Position Title _____

Address _____

City _____ Province _____ Postal Code _____

Telephone Number _____ Fax Number _____

_____ Date _____ Signature of Invigilator

Please submit \$10.00 plus HST and this completed form to:

Northern Lights College
Attention: HDEC Department
Box 1000 (Courier Address: 9820 120 Avenue)
Fort St. John BC V1J 6K1
Fax: (250) 787-6222

❖ ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE ❖

WEBSITE RESOURCES FOR THE NLC CAAT &/OR WRITING ASSESSMENT ENTRANCE EXAMS

HOW TO PREPARE FOR NLC ENTRANCE EXAMS:

It is recommended that you study and review the subject material before taking your exam(s). Consider reviewing highschool and college preparatory textbooks, workbooks, study guides, and the GED practice test books. Ask a Librarian at your public library or in an academic library near you for assistance in finding these materials.

The following online resources may be useful for your test preparation:

Canadian Adult Achievement Test (CAAT)

- **English:** reading comprehension, spelling, vocabulary, and grammar
- **Sample CAAT Test** (English, Math & Science) – Trade Entrance Exam Study Guide – Alberta Advanced Education – Apprenticeship and Industry Training:
http://www.tradesecrets.gov.ab.ca/pdf/077_Entrance_Study_Guide.pdf.
- **Sample CAAT Test Questions** for English – Camrose Police Service AB:
<http://www.camrosepoliceservice.ca/UserFiles/File/CAAT%20Test%20Brochure%20v1.pdf>

Writing Assessment (assesses readiness for university-level writing skills)

- Part One: write a summary for a written passage
- Part Two: write an essay

English Essay Writing

- A Basic Process to Follow When Writing an Essay: http://pratt.edu/~wtc/basic_process.html
- Help with Structuring an Essay:
<http://members.aol.com/litpage/structure.html#Advice%20on%20Writing%20a%20Clearly%20Structured%20Essay>
- Essay Writing Centre: <http://essayinfo.com/>
- Guide to Writing a Basic Essay: <http://members.tripod.com/~lklivingston/essay/>
- LEO Literacy Education online: <http://leo.stcloudstate.edu/>
- The Writing Den (Grades 6-12): http://www2.actden.com/writ_den/index.htm
- Tips-O-Matic for sentences, paragraphs, grammar and essays:
http://www2.actden.com/writ_den/tips/contents.htm

English Grammar

- Common Errors in English: <http://www.wsu.edu:8080/~brians/errors/errors.html>
- The Internet Grammar of English: <http://www.ucl.ac.uk/internet-grammar/home.htm>
- Guide to Grammar and Writing at Capital Community College:
<http://grammar.ccc.commnet.edu/grammar/>
- The Blue Book of Grammar and Punctuation: <http://www.grammarbook.com/>

English Summaries

- Writing Summaries: <http://www.columbia.edu/cu/ssw/write/handouts/summary.html>
- Writing Summaries – step-by-step: http://wwwfac.worcester.edu/owl/teacher/writing_summaries.htm
- LEO process for writing a summary: <http://leo.stcloudstate.edu/acadwrite/summary.html>
- Summary Street: <http://lsa.colorado.edu/summarystreet/>
 - Guidelines for writing a summary: <http://lsa.colorado.edu/summarystreet/helptext/guidelines.html>

(compiled by D. Turcotte, Campus Librarian, NLC Library, updated 2009)