



URBAN CIRCLE TRAINING CENTRE INC.

ADULT EDUCATION & EMPLOYMENT PROGRAM

(January 15, 2018 – June 23, 2018)

INTAKE PROCESS

Updated: November 27, 2017

Attend an Information Meeting on one of the following days @ 9:30a.m.:

Wednesday, August 9, 2017	Wednesday, August 23, 2017	Wednesday, September 6, 2017
Thursday, September 21, 2017	Thursday, October 5, 2017	Tuesday, October 17, 2017
Monday, October 30, 2017	Tuesday, November 7, 2017	Friday, November 17, 2017
Tuesday, November 28, 2017	Tuesday, December 5, 2017	Wednesday, January 10, 2018

All Highlighted Dates – Mark your Calendar to Attend
All Applicants MUST Attend an Intake Session

1st INTAKE

Application Deadline:	Friday, August 11, 2017 (4:30p.m.)
Orientation Meeting:	Thursday, August 17, 2017 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Thursday, August 17, 2017 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Monday, August 21, 2017 (p.m. only); Tuesday, August 22, 2017; & Wednesday, August 23, 2017 (a.m. only)
Staff Team Deliberation:	Wednesday, September 6, 2017 (3:00 p.m.)
Notification of Acceptance:	Thursday, September 7, 2017

2nd INTAKE

Application Deadline:	Monday, October 2, 2017 (4:30 p.m.)
Orientation Meeting:	Tuesday, October 3, 2017 (9:00 a.m. – 12:00 p.m.)
Academic Assessment:	Tuesday, October 3, 2017 (1:00 p.m. - 4:00 p.m.)
Interview Dates:	Wednesday, October 4, 2017, Thursday, October 5, 2017 (a.m. only), Friday, October 6, 2017 & Wednesday, October 11, 2017
Staff Team Deliberation:	Tuesday, November 7, 2017 (10:00 a.m.)
Notification of Acceptance:	Tuesday, November 7, 2017

3rd INTAKE

Application Deadline:	Tuesday, November 28, 2017 (4:30 p.m.)
Orientation Meeting:	Thursday, November 30, 2017 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Thursday, November 30, 2017 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Friday, December 1, 2017, Monday, December 4, 2017, & Tuesday, December 5, 2017
Staff Team Deliberation:	December 8, 2017 (10:00am)
Notification of Acceptance:	December 15, 2017

FINAL INTAKE

Application Deadline:	Friday, December 8, 2017 (4:30 p.m.)
Orientation Meeting:	Monday, December 11, 2017 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Monday, December 11, 2017 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Tuesday, December 12, 2017, Wednesday, December 13, 2017 & Wednesday, December 14, 2017
Staff Team Deliberation:	December 18, 2017
Notification of Acceptance:	December 21, 2017

Apprenticeship Orientation ** By Invite Only**

PLEASE NOTE: All applicants MUST complete one of the above scheduled Intake Process before given an acceptance letter.

LATE APPLICATIONS will be accepted in the month of January 2018 until the program start date and will be called – if required.