



URBAN CIRCLE TRAINING CENTRE INC.

ADULT EDUCATION & EMPLOYMENT PROGRAM

(July 16, 2018 – December 14, 2018)

INTAKE PROCESS

January 24, 2018

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

Thursday, January 25, 2018	Friday, February 9, 2018	Wednesday, February 28, 2018
Thursday, March 8, 2018	Tuesday, March 27, 2018	Wednesday, April 11, 2018
Tuesday, April 24, 2018	Tuesday, May 1, 2018	Wednesday, May 16, 2018
Tuesday, May 29, 2018		

All Highlighted Dates – Mark your Calendar to Attend

All Applicants **MUST** Attend an Intake Session

1st INTAKE:

Application Deadline:	Friday, February 9, 2018
Orientation Meeting:	Tuesday, February 13, 2018 (9:00a.m. - 12:00p.m.)
Academic Assessment:	Tuesday, February 13, 2018 (1:00p.m. – 4:00p.m)
Interview Dates:	Wednesday, February 14, 2018; Thursday, February 15/18; & Friday, February 16, 2018
Staff Team Deliberation:	Wednesday, March 7, 2018
Notification of Acceptance:	Friday, March 9, 2018

2nd INTAKE:

Application Deadline:	Friday, March 9, 2018 (4:30p.m.)
Orientation Meeting:	Tuesday, March 13, 2018 (9:00a.m. - 12:00p.m.)
Academic Assessment:	Tuesday, March 13, 2018 (1:00p.m.- 4:00p.m)
Interview Dates:	Wednesday, March 14, 2018; Thursday, March 15/18; & Friday, March 16, 2018
Staff Team Deliberation:	Thursday April 5, 2018 (a.m.)
Notification of Acceptance:	Monday, April 9, 2018

3rd INTAKE:

Application Deadline:	Friday, April 6, 2018 (4:30p.m.)
Orientation Meeting:	Tuesday, April 10, 2018 (9:00a.m. - 12:00p.m.)
Academic Assessment:	Tuesday, April 10, 2018 (1:00p.m. – 4:00p.m)
Interview Dates:	Wednesday April 11, 2018; Thursday, April 12, 2018; & Friday, April 13, 2018
Staff Team Deliberation:	Thursday, May 10, 2018 (a.m.)
Notification of Acceptance:	Thursday, May 10, 2018 (p.m.)

4th INTAKE:

Application Deadline:	Friday, May 18, 2018 (4:30p.m.)
Orientation Meeting:	Wednesday, May 23, 2018 (1:00p.m. - 4:00p.m.)
Academic Assessment:	Wednesday, May 23, 2018 (9:00a.m. - 12:00p.m.)
Interview Dates:	Thursday, May 24, 2018; Friday, May 25, 2018; & Monday, May 28, 20/18
Staff Team Deliberation:	Tuesday, June 12, 2018 (a.m.)
Notification of Acceptance:	Tuesday, June 12, 2018

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