



# URBAN CIRCLE TRAINING CENTRE INC.

## ADULT EDUCATION & EMPLOYMENT PROGRAM

January 14, 2019 to June 19, 2019

### INTAKE PROCESS

(Updated: August 14, 2018)

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

Thursday, July 19, 2018	Wednesday, August 1, 2018	Tuesday, August 14, 2018
Thursday, August 23, 2018	Tuesday, September 4, 2018	Wednesday, September 19, 2018
Wednesday, October 3, 2018	Thursday, October 18, 2018	Tuesday, October 30, 2018
Tuesday, November 6, 2018	Thursday, November 22, 2018	Tuesday, December 4, 2018
Thursday, December 13, 2018	Thursday, January 10, 2019	

All Highlighted Dates – Mark your Calendar to Attend

**All Applicants MUST Attend an Intake Session**

#### 1<sup>st</sup> INTAKE

Application Deadline:	<b>Friday, August 10, 2018 (4:30p.m.)</b>
Orientation Meeting:	Thursday, August 16, 2018 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Thursday, August 16, 2018 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Monday, August 20, 2018; Wednesday, August 22, 2018; & Thursday, August 23, 2018
Staff Team Deliberation:	Thursday, September 6, 2018 (3:00 p.m.)
Notification of Acceptance:	Monday, September 10, 2018

#### 2<sup>nd</sup> INTAKE

Application Deadline:	<b>Monday, October 1, 2018 (4:30 p.m.)</b>
Orientation Meeting:	Tuesday, October 2, 2018 (9:00 a.m. – 12:00 p.m.)
Academic Assessment:	Tuesday, October 2, 2018 (1:00 p.m. - 4:00 p.m.)
Interview Dates:	Wednesday, October 3, 2018; Thursday, October 4, 2018 (a.m. only); Friday, October 5, 2018; & Wednesday, October 10, 2018
Staff Team Deliberation:	Tuesday, November 6, 2018 (10:00 a.m.)
Notification of Acceptance:	Wednesday, November 7, 2018

#### 3<sup>rd</sup> INTAKE

Application Deadline:	<b>Tuesday, November 27, 2018 (4:30 p.m.)</b>
Orientation Meeting:	Thursday, November 29, 2018 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Thursday, November 29, 2018 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Friday, November 30, 2018, Monday, December 3, 2018, & Tuesday, December 4, 2018
Staff Team Deliberation:	Thursday, December 6, 2018 (10:00am)
Notification of Acceptance:	Tuesday, December 11, 2018

#### FINAL INTAKE

Application Deadline:	<b>Friday, December 7, 2018 (4:30 p.m.)</b>
Orientation Meeting:	Monday, December 10, 2018 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Monday, December 10, 2018 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Tuesday, December 11, 2018, Wednesday, December 12, 2018 & Thursday, December 13, 2018
Staff Team Deliberation:	Monday, December 17, 2018
Notification of Acceptance:	Wednesday, December 19, 2018

**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 2019 until the program start date and will be called – if required.

**Apprenticeship Orientation \*\* By Invite Only\*\***