



URBAN CIRCLE TRAINING CENTRE INC.

ADULT EDUCATION & EMPLOYMENT PROGRAM

(July 14, 2019 – December 13, 2019)

INTAKE PROCESS

(Updated: August 14, 2018)

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

Thursday, January 10, 2019	Thursday, February 7, 2019	Tuesday, February 26, 2019
Wednesday, March 13, 2019	Thursday, March 28, 2019	Wednesday, April 10, 2019
Tuesday, April 23, 2019	Thursday, May 2, 2019	Wednesday, May 15, 2019
Tuesday, May 28, 2019		

All Highlighted Dates – Mark your Calendar to Attend

All Applicants **MUST** Attend an Intake Session

1st INTAKE:

Application Deadline:	Friday, February 8, 2019 (4:30p.m.)
Orientation Meeting:	Tuesday, February 12, 2019 (9:00a.m. - 12:00p.m.)
Academic Assessment:	Tuesday, February 12, 2019 (1:00p.m. – 4:00p.m)
Interview Dates:	Wednesday, February 13, 2019; Thursday, February 14/18; & Friday, February 15, 2019
Staff Team Deliberation:	Wednesday, March 6, 2019
Notification of Acceptance:	Friday, March 8, 2019

2nd INTAKE:

Application Deadline:	Monday, March 11, 2019 (4:30p.m.)
Orientation Meeting:	Tuesday, March 12, 2019 (9:00a.m. - 12:00p.m.)
Academic Assessment:	Tuesday, March 12, 2019 (1:00p.m.- 4:00p.m)
Interview Dates:	Wednesday, March 13, 2019; Thursday, March 14/18; & Friday, March 15, 2019
Staff Team Deliberation:	Wednesday April 3, 2019 (a.m.)
Notification of Acceptance:	Monday, April 8, 2019

3rd INTAKE:

Application Deadline:	Monday, April 8, 2019 (4:30p.m.)
Orientation Meeting:	Tuesday, April 9, 2019 (9:00a.m. - 12:00p.m.)
Academic Assessment:	Tuesday, April 9, 2019 (1:00p.m. – 4:00p.m)
Interview Dates:	Wednesday April 10, 2019; Thursday, April 11, 2019; & Friday, April 12, 2019
Staff Team Deliberation:	Thursday, May 9, 2019 (a.m.)
Notification of Acceptance:	Thursday, May 9, 2019 (p.m.)

4th INTAKE:

Application Deadline:	Friday, May 17, 2019 (4:30p.m.)
Orientation Meeting:	Wednesday, May 22, 2019 (9:00a.m. - 12:00p.m.)
Academic Assessment:	Wednesday, May 22, 2019 (1:00p.m. - 4:00p.m.)
Interview Dates:	Thursday, May 23, 2019; Friday, May 24, 2019; & Monday, May 27, 2019
Staff Team Deliberation:	Tuesday, June 11, 2019 (a.m.)
Notification of Acceptance:	Tuesday, June 11, 2019

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