



URBAN CIRCLE TRAINING CENTRE INC.

ADULT EDUCATION & EMPLOYMENT PROGRAM

January 13, 2020 to June 19, 2020

INTAKE PROCESS

(Updated: May 30, 2019)

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

Thursday, July 18, 2019	Thursday, August 1, 2019	Tuesday, August 13, 2019
Thursday, August 22, 2019	Wednesday, September 4, 2019	Thursday, September 19, 2019
Tuesday, October 1, 2019	Thursday, October 17, 2019	Tuesday, October 29, 2019
Thursday, November 7, 2019	Thursday, November 19, 2019	Wednesday, December 4, 2019
Thursday, December 12, 2019	Thursday, January 9, 2020	

All Highlighted Dates – Mark your Calendar to Attend

All Applicants **MUST** Attend an Intake Session

1st INTAKE

Application Deadline:	Friday, August 16, 2019 (4:30p.m.)
Orientation Meeting:	Monday, August 19, 2019 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Monday, August 19, 2019 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Tuesday, August 20, 2019; Wednesday, August 21, 2019 & Thursday, August 22, 2019
Staff Team Deliberation:	Thursday, September 5, 2019 (10:00 a.m.)
Notification of Acceptance:	Monday, September 9, 2019

2nd INTAKE

Application Deadline:	Friday, September 27, 2019 (4:30 p.m.)
Orientation Meeting:	Wednesday, October 2, 2019 (9:00 a.m. – 12:00 p.m.)
Academic Assessment:	Wednesday, October 2, 2019 (1:00 p.m. - 4:00 p.m.)
Interview Dates:	Thursday, October 3, 2019; Friday, October 4, 2019; & Monday, October 7, 2019
Staff Team Deliberation:	Wednesday, October 30, 2019 (10:00 a.m.)
Notification of Acceptance:	Friday, November 1, 2019

3rd INTAKE

Application Deadline:	Friday, November 15, 2019 (4:30 p.m.)
Orientation Meeting:	Thursday, November 21, 2019 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Thursday, November 21, 2019 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Friday, November 22, 2019; Monday, November 25, 2019; & Tuesday, November 26, 2019
Staff Team Deliberation:	Thursday, November 28, 2019 (10:00am)
Notification of Acceptance:	Tuesday, December 3, 2019

FINAL INTAKE

Application Deadline:	Monday, December 2, 2019 (4:30 p.m.)
Orientation Meeting:	Thursday, December 5, 2019 (9:00 a.m. - 12:00 p.m.)
Academic Assessment:	Thursday, December 5, 2019 (1:00 p.m. – 4:00 p.m.)
Interview Dates:	Tuesday, December 10, 2019, Wednesday, December 11, 2019 & Thursday, December 12, 2019
Staff Team Deliberation:	Monday, December 16, 2019 (10:00am)
Notification of Acceptance:	Wednesday, December 18, 2019

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 2020 until the program start date and will be called – if required.

Apprenticeship Orientation ** By Invite Only**