



# URBAN CIRCLE TRAINING CENTRE INC.

## EDUCATIONAL ASSISTANT PROGRAM

(August 28, 2017 – June 23, 2018)

### INTAKE PROCESS

**\*\*REVISED\*\***

Updated: May 18, 2017

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

Wednesday, May 17, 2017

Tuesday, May 30, 2017

Monday, June 5, 2017

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

#### **1<sup>st</sup> Intake:**

Application Deadline:	Wednesday, March 8/17 (4:30 p.m.)
Orientation Meeting:	Monday, March 13/17 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Monday, March 13/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Tuesday, March 14/17; & Wednesday, March 15/17
Staff Team Deliberation:	Wednesday, March 22/17 (3:00 p.m.)
Notification of Acceptance:	Friday, March 24/17

#### **2<sup>nd</sup> Intake**

Application Deadline:	Wednesday, April 5/17 (4:30 p.m.)
Orientation Meeting:	Tuesday, April 11/17 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, April 11/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, April 12/17; & Thursday, April 13/17
Staff Team Deliberations:	Friday, April 21/17 (10:00 a.m.)
Notification of Acceptance:	Friday, April 21/17

#### **3<sup>rd</sup> Intake:**

Application Deadline:	Wednesday, May 10/17 (4:30 p.m.)
Orientation Meeting:	Thursday, May 11/17 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Thursday, May 11/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Monday, May 15/17; Tuesday, May 16/17; & Wednesday, May 17/17
Staff Team Deliberation:	Thursday, June 1/17 (10:00 a.m.)
Notification of Acceptance:	Thursday, June 1/17 (p.m.)

#### **4<sup>th</sup> Intake:**

Application Deadline:	Thursday, July 20/17 (4:30 p.m.)
Orientation Meeting:	Monday, July 24/17 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, July 25/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Thursday, July 27/17 and Friday, July 28/17
Staff Team Deliberation:	Thursday, August 10/17 (10:00 a.m.)
Notification of Acceptance:	Thursday, August 10/17

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

*LATE APPLICATIONS will be accepted after 4<sup>th</sup> Intake July 20, 2017 until the program start date and will be called – if required.*