



# URBAN CIRCLE TRAINING CENTRE INC.

## EDUCATIONAL ASSISTANT PROGRAM

(August 27, 2018 – June 14, 2019)

### INTAKE PROCESS

Updated: 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 on your Calendar to Attend

**All Applicants MUST Attend an Intake Session**

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

Application Deadline:	Wednesday, February 28, 2018 (4:30 p.m.)
Orientation Meeting:	Thursday, March 1, 2018 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Thursday, March 1, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Friday, March 2, 2018, Monday, March 5, 2018, & Tuesday, March 6, 2018
Staff Team Deliberation:	Thursday, March 29, 2018
Notification of Acceptance:	Tuesday, April 3, 2018

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

Application Deadline:	Friday, April 13, 2018 (4:30 p.m.)
Orientation Meeting:	Tuesday, April 17, 2018 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, April 17, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, April 18, 2018, Thursday, April 19, 2018, Friday, April 20, 2018
Staff Team Deliberations:	Monday, May 14, 2018
Notification of Acceptance:	Monday, May 14, 2018

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

Application Deadline:	Friday, May 11, 2018 (4:30 p.m.)
Orientation Meeting:	Tuesday, May 15, 2018 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, May 15, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, May 16, 2018, Thursday, May 17, 2018 (until 2:30), Friday, May 18, 2018
Staff Team Deliberation:	Tuesday, June 5, 2018 (a.m.)
Notification of Acceptance:	Tuesday, June 5, 2018

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

Application Deadline:	Monday, July 16, 2018 (4:30 p.m.)
Orientation Meeting:	Tuesday, July 17, 2018 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, July 17, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, July 18, 2018, Thursday, July 19, 2018, Friday, July 20, 2018
Staff Team Deliberation:	Monday, August 13, 2018 (a.m.)
Notification of Acceptance:	Monday, August 13, 2018

**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, 2018 until the program start date and will be called – if required.