



URBAN CIRCLE TRAINING CENTRE INC.

EDUCATIONAL ASSISTANT PROGRAM

August 26, 2019 – June 19, 2020

INTAKE PROCESS

(Updated: October 30, 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 on your Calendar to Attend
All Applicants MUST Attend an Intake Session

1st Intake:

Application Deadline:	Wednesday, February 27, 2019 (4:30 p.m.)
Orientation Meeting:	Thursday, February 28, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Thursday, February 28, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Friday, March 1, 2019; Monday, March 4, 2019; & Tuesday, March 5, 2019
Staff Team Deliberation:	Tuesday, March 26, 2019
Notification of Acceptance:	Wednesday, March 27, 2019

2nd Intake:

Application Deadline:	Friday, April 12, 2019 (4:30 p.m.)
Orientation Meeting:	Tuesday, April 16, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, April 16, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, April 17, 2019; Thursday, April 18, 2019; Friday & Tuesday, April 23, 2019
Staff Team Deliberations:	Monday, May 6, 2019 (am)
Notification of Acceptance:	Tuesday, May 7, 2019 (pm)

3rd Intake:

Application Deadline:	Friday, May 10, 2019 (4:30 p.m.)
Orientation Meeting:	Tuesday, May 14, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, May 14, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, May 15, 2019; Thursday, May 16, 2019 (until 2:30); & Friday, May 17, 2019
Staff Team Deliberation:	Tuesday, June 4, 2019 (a.m.)
Notification of Acceptance:	Tuesday, June 4, 2019 (p.m.)

4th Intake:

Application Deadline:	Monday, July 15, 2019 (4:30 p.m.)
Orientation Meeting:	Tuesday, July 16, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, July 16, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, July 17, 2019; Thursday, July 18, 2019; Friday, July 19, 2019
Staff Team Deliberation:	Thursday, August 1, 2019 (a.m.)
Notification of Acceptance:	Thursday, August 1, 2019 (p.m.)

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

LATE APPLICATIONS will be accepted after 4th Intake July 20, 2019 until the program start date and will be called if required.