



URBAN CIRCLE TRAINING CENTRE INC.

EDUCATIONAL ASSISTANT PROGRAM

August 24, 2020 – June 18, 2021

INTAKE PROCESS

(Updated: February 04, 2020)

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

Thursday, January 9, 2020	Thursday, February 6, 2020	Tuesday, February 25, 2020
Wednesday, March 11, 2020	Thursday, March 26, 2020	Wednesday, April 8, 2020
Tuesday, April 21, 2020	Tuesday, May 5, 2020	Thursday, May 14, 2020
Tuesday, May 26, 2020		

All Highlighted Dates – Mark on your Calendar to Attend

All Applicants MUST Attend an Intake Session

1st Intake:

Application Deadline:	Tuesday, February 25, 2020 (4:30 p.m.)
Orientation Meeting:	Thursday, February 27, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Thursday, February 27, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Friday, February 28, 2020; Monday, March 2, 2020; & Tuesday, March 3, 2020
Staff Team Deliberation:	Tuesday, March 24, 2020
Notification of Acceptance:	Thursday, March 26, 2020

2nd Intake:

Application Deadline:	Thursday, April 9, 2020 (4:30 p.m.)
Orientation Meeting:	Wednesday, April 15, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Wednesday, April 15, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Thursday, April 16, 2020; Friday, April 17, 2020; & Monday, April 20, 2020
Staff Team Deliberations:	Wednesday, May 6, 2020 (am)
Notification of Acceptance:	Monday, May 11, 2020

3rd Intake:

Application Deadline:	Thursday, May 7, 2020 (4:30 p.m.)
Orientation Meeting:	Tuesday, May 12, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, May 12, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, May 13, 2020; Thursday, May 14, 2020; & Friday, May 15, 2020
Staff Team Deliberation:	Tuesday, June 2, 2020
Notification of Acceptance:	Thursday, June 4, 2020

4th Intake:

Application Deadline:	Monday, July 13, 2020 (4:30 p.m.)
Orientation Meeting:	Tuesday, July 14, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, July 14, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, July 15, 2020; Thursday, July 16, 2020; Friday, July 17, 2020
Staff Team Deliberation:	Tuesday, July 28, 2020
Notification of Acceptance:	Thursday, July 30, 2020

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 13, 2020 until the program start date and will be called if required.