



# URBAN CIRCLE TRAINING CENTRE INC.

## HEALTH CARE AIDE/HEALTH UNIT CLERK PROGRAM

(August 28, 2017 – June 23, 2018)

### INTAKE PROCESS

\*\*REVISED\*\*

Updated: May 18, 2017

**Attend an Information Meeting on one of the following days @ 9:30 a.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 22/17 (4:30 p.m.)
Orientation Meeting:	Monday, March 27/17 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Monday, March 27/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Tuesday, March 28/17; & Wednesday, March 29/17
Staff Team Deliberation:	Tuesday, April 4/17 (3:00 p.m.)
Notification of Acceptance:	Wednesday, April 5/17

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

Application Deadline:	Tuesday, April 18/17 (4:30 p.m.)
Orientation Meeting:	Thursday, April 20/17 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Thursday, April 20/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Monday, April 24/17; & Tuesday, April 25/17
Staff Team Deliberations:	Wednesday, May 3/17 (10:00 a.m.)
Notification of Acceptance:	Wednesday, May 3/17

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

Application Deadline:	Wednesday, May 17/17 (4:30 p.m.)
Orientation Meeting:	Tuesday, May 23/17 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, May 23/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, May 24/17; Thursday, May 25/17; & Friday, May 26/17
Staff Team Deliberation:	Tuesday, June 13/17 (10:00 a.m.)
Notification of Acceptance:	Tuesday, June 13/17 (p.m.)

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

Application Deadline:	Friday, July 21/17 (4:30 p.m.)
Orientation Meeting:	Monday, July 24/17 (1:00 p.m. – 4:30 p.m.)
DRP (Reading) Assessments:	Tuesday, July 25/17 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, July 26/17 & Thursday, July 27/17
Staff Team Deliberation:	Friday, August 11/17 (10:00 a.m.)
Notification of Acceptance:	Friday, August 11/17

**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 21, 2017 until the program start date and will be called – if required.*