



URBAN CIRCLE TRAINING CENTRE INC.

HEALTH CARE AIDE/HEALTH UNIT CLERK PROGRAM

(August 27, 2018 – June 14, 2019)

INTAKE PROCESS

Updated: January 24, 2018

Attend an Information Meeting on one of the following days @ 9:30 a.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 your Calendar to Attend
All Applicants **MUST** Attend an Intake Session

1st Intake:

Application Deadline:	Friday, February 16, 2018 (4:30 p.m.)
Orientation Meeting:	Wednesday, February 21, 2018 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Wednesday, February 21, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Thursday, February 22, 2018 (a.m.), Friday, February 23, 2018, & Monday, February 26, 2018
Staff Team Deliberation:	Friday, March 23, 2018 (3:00 p.m.)
Notification of Acceptance:	Friday, March 23, 2018

2nd Intake:

Application Deadline:	Tuesday, April 3, 2018 (4:30 p.m.)
Orientation Meeting:	Wednesday, April 4, 2018 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Wednesday, April 4, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Thursday, April 5, 2018, Monday, April 9, 2018, & Tuesday, April 10, 2018
Staff Team Deliberations:	Tuesday, May 1, 2018 (1:00p.m.)
Notification of Acceptance:	Wednesday, May 2, 2018

3rd Intake:

Application Deadline:	Friday, May 4, 2018 (4:30 p.m.)
Orientation Meeting:	Tuesday, May 8, 2018 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, May 8, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, May 9, 2018, Thursday, May 10, 2018, & Friday, May 11, 2018
Staff Team Deliberation:	Tuesday, May 29, 2018 (a.m.)
Notification of Acceptance:	Tuesday, May 29, 2018 (p.m.)

4th Intake:

Application Deadline:	Monday, July 23, 2018 (4:30 p.m.)
Orientation Meeting:	Tuesday, July 24, 2018 (1:00 p.m. – 4:30 p.m.)
DRP (Reading) Assessments:	Tuesday, July 24, 2018 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, July 25, 2018, Thursday, July 26, 2018, & Friday, July 27, 2018
Staff Team Deliberation:	Friday, August 10, 2018
Notification of Acceptance:	Friday, August 10, 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 4th Intake July 23, 2018 until the program start date and will be called – if required.