



URBAN CIRCLE TRAINING CENTRE INC.

HEALTH CARE AIDE/HEALTH UNIT CLERK 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 your Calendar to Attend
All Applicants MUST Attend an Intake Session

1st Intake:

Application Deadline:	Friday, February 15, 2019 (4:30 p.m.)
Orientation Meeting:	Wednesday, February 20, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Wednesday, February 20, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Thursday, February 21, 2019 (a.m.), Friday, February 22, 2019, & Monday, February 25, 2019
Staff Team Deliberation:	Thursday, March 21, 2019 (9:00 a.m.)
Notification of Acceptance:	Monday, March 25, 2019

2nd Intake:

Application Deadline:	Monday, April 1, 2019 (4:30 p.m.)
Orientation Meeting:	Tuesday, April 2, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, April 2, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, April 3, 2019; Monday, April 8, 2019; & Tuesday, April 9, 2019
Staff Team Deliberations:	Tuesday, April 30, 2019 (1:00p.m.)
Notification of Acceptance:	Wednesday, May 1, 2019

3rd Intake:

Application Deadline:	Friday, May 3, 2019 (4:30 p.m.)
Orientation Meeting:	Tuesday, May 7, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, May 7, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, May 8, 2019, Thursday, May 9, 2019, & Friday, May 10, 2019
Staff Team Deliberation:	Friday, May 31, 2019 (a.m.)
Notification of Acceptance:	Friday, May 31, 2019 (p.m.)

4th Intake:

Application Deadline:	Monday, July 22, 2019 (4:30 p.m.)
Orientation Meeting:	Tuesday, July 23, 2019 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, July 23, 2019 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, July 24, 2019; Thursday, July 25, 2019; & Friday, July 26, 2019
Staff Team Deliberation:	Thursday, August 8, 2019 (a.m.)
Notification of Acceptance:	Thursday, August 8, 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 Final Intake July 22, 2019 until the program start date and will be called – if required.