



URBAN CIRCLE TRAINING CENTRE INC.

HEALTH CARE AIDE/HEALTH UNIT CLERK 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 your Calendar to Attend

All Applicants MUST Attend an Intake Session

1st Intake:

Application Deadline:	Friday, February 14, 2020 (4:30 p.m.)
Orientation Meeting:	Wednesday, February 19, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Wednesday, February 19, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Thursday, February 20, 2020 (until 2:15 p.m.); & Monday, February 24, 2020
Staff Team Deliberation:	Thursday, March 19, 2020 (10:00 a.m.)
Notification of Acceptance:	Monday, March 23, 2020

2nd Intake:

Application Deadline:	Friday, March 27, 2020 (4:30 p.m.)
Orientation Meeting:	Tuesday, March 31, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, March 31, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Monday, April 6, 2020; & Tuesday, April 7, 2020
Staff Team Deliberations:	Monday, April 27, 2020 (10:00 a.m.)
Notification of Acceptance:	Tuesday, April 28, 2020

3rd Intake:

Application Deadline:	Friday, May 1, 2020 (4:30 p.m.)
Orientation Meeting:	Tuesday, May 5, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, May 5, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, May 6, 2020; Thursday, May 7, 2020; & Friday, May 8, 2020 (a.m. only)
Staff Team Deliberation:	Thursday, May 28, 2020 (10:00 a.m.)
Notification of Acceptance:	Friday, May 29, 2020

4th Intake:

Application Deadline:	Monday, July 20, 2020 (4:30 p.m.)
Orientation Meeting:	Tuesday, July 21, 2020 (9:00 a.m. – 12:00 p.m.)
DRP (Reading) Assessments:	Tuesday, July 21, 2020 (1:00 p.m. – 4:30 p.m.)
Interview Dates:	Wednesday, July 22, 2020; Thursday, July 23, 2020; & Friday, July 24, 2020
Staff Team Deliberation:	Thursday, August 6, 2020 (10:00 a.m.)
Notification of Acceptance:	Friday, August 7, 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 Final Intake July 20, 2020 until the program start date and will be called – if required.