



**SCHOOL OF HUMAN SERVICES (Continuing Education)
EDUCATIONAL ASSISTANT DIPLOMA PROGRAM**

APPLICATION QUESTIONNAIRE

Thank you for your interest in the Educational Assistant Program. Mohawk College is proud of its leadership in this field and recognizes that excellent applicants contribute to that success.

ADMISSION REQUIREMENTS:

The following are the MINIMUM requirements:

1. Applicants must submit an official copy of a Grade 12, College or University transcript showing English completion at the general or advanced levels. If you do not have your Grade 12 diploma, you may apply as a Mature Student by writing a Mature Student test. Testing can be setup by calling 905-575-2714. If your previous education was obtained outside Canada you can contact International Credential Assessment Services at 1-800-321-6021, or visit www.icascanada.ca for assessment/translation services.
2. Elementary and/or secondary school classroom experience (volunteer or paid). A minimum of 30 documented hours will be needed. These must be from the current academic year.
3. Two letters of reference detailing your involvement in the school site are also required. They must be on school letterhead and signed by the Principal and/or Teacher at that site. The letters should include confirmation of the hours, duties and that the school would be supportive of your application into the program.
4. Excellent oral and written communication skills.
5. Basic computer skills (e.g. word processing, data management, internet) before taking Computers in Education. Students should be familiar with computers and email based systems prior to considering an online delivery option. Internet access is utilized for both in class and online delivery.
6. Resume (recommended).

ADDITIONAL REQUIREMENTS FOR FIELD PLACEMENTS

All accepted students will be required to complete field placements in schools. The following requirements must be met before you will be allowed to start a placement.

1. Written police clearance (Vulnerable Sector Screening). This is a requirement of every School Board.
2. Current Standard First Aid and CPR- Level C. CPR-C will need to be updated yearly.

WRITTEN APPLICATION:

Attached is the Application Questionnaire for the EA Program. All parts must be completed and full documentation included when returned. This information will be kept confidential and will not be returned to you after review for program acceptance.

1. Complete (or have completed and signed as indicated) ALL of the attached forms. Return original forms and keep copies for your records.
2. Attach the originals of all written material and references EXCEPT for your certificates, diplomas, etc. for which a PHOTOCOPY must be attached. DO NOT SUBMIT ORIGINALS AS THEY WILL NOT BE RETURNED. Official transcripts must be in a sealed envelope or sent in by the institution (school).
3. Remove the first two pages and keep for your reference.
4. Send the application to:
Mohawk College
School of Continuing Education
Attention: Barbara Hammill
P.O. Box 2034
Hamilton, ON
L8N 3T2

IMPORTANT APPLICATION DATES:

Applicants are accepted into this program twice per year.

1. Fall (September intake) – Applications must be received by June 15. Applicants will be notified of the status of their application (accepted / conditionally accepted / denied) in writing by August 1.
2. Winter (January intake) – Applications must be received by November 1. Applicants will be notified of the status of their application (accepted / conditionally accepted / denied) in writing by December 1.

Yours truly,

Linda Jones
Academic Coordinator
Educational Assistant Program
linda.jones@mohawkcollege.ca

**SCHOOL OF HUMAN SERVICES (CONTINUING EDUCATION)
EDUCATIONAL ASSISTANT DIPLOMA PROGRAM**

APPLICATION QUESTIONNAIRE

Please **PRINT** Clearly

Fall (September) Intake _____

Winter (January) Intake _____

Fennell _____

Distance Education _____

NAME	
STREET ADDRESS	
CITY	
POSTAL CODE	
HOME TELEPHONE	
EMAIL ADDRESS	
STUDENT NUMBER (if you have one from previous Mohawk College studies)	

1. PREVIOUS COURSES: Your application must include an official (sealed or sent by your school) grade 12 transcript. If you are unable to provide this document, you will need to complete the mature student testing at Mohawk College and provide proof of successful completion with the submission of the application.

EDUCATION DETAILS			
TYPE	DATES (YEARS)	SCHOOL or INSTITUTION	PROOF ENCLOSED
Secondary School			
Mature Student Standing			
College / University			
Non-credit / Interest			

2. EXPERIENCE as an EDUCATIONAL ASSISTANT in paid or volunteer positions. For each one, specify whether paid (P) or volunteer (V).

DATES	SCHOOL/INSTITUTION	PRINCIPAL	TEACHER(S)	P or V

3. COMPUTER EXPERIENCE: Check off all of the items for which you have basic computer knowledge:

_____ Word Processing (e.g. Word)

_____ Data Management (e.g. Excel)

_____ Internet Access

4. RELATED EXPERIENCE, including volunteer experience, in positions other than in a school (e.g. coaching, Brownies, Guides, Scouts, nursery schools, etc.)

DATES	DESCRIPTION OF ROLES/DUTIES

5. OTHER SKILLS/INTERESTS/ACTIVITIES which relate to the EA role (e.g. CPR, First Aid, Hobbies)

6. STATEMENT OF SCHOOL-BASED EXPERIENCE: Complete and have a PRINCIPAL sign the enclosed STATEMENT OF SCHOOL-BASED EXPERIENCE form.

7. LETTERS OF REFERENCE: Attach a minimum of two (2) **original letters** of reference relating to the number of hours and quality of your elementary and/or secondary school classroom experiences as an adult volunteer or EA, written/typed on school letterhead. These should support the hours indicated in number 2 of this application. The letters must be completed by a school administrator or a teacher from the site.

8. OTHER INFORMATION: You may attach a resume, additional letters of reference, and any other information which might assist us in determining your eligibility for the EA program.

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SCHOOL OF CONTINUING EDUCATION
EDUCATIONAL ASSISTANT PROGRAM**

STATEMENT OF SCHOOL-BASED EXPERIENCE

This document must be accompanied by two letters of reference and confirmation of hours on school letterhead.

MOHAWK COLLEGE APPLICANT	
SCHOOL	
PRINCIPAL	
BOARD/DISTRICT	

*****As Principal, I hereby certify that the applicant named above has completed the approximate number of hours of elementary and/or secondary school-based volunteer or paid experience in the current academic year*****

TYPE OF EXPERIENCE	HOURS TO DATE	PAID OR VOLUNTEER
Direct student assistance with academic needs		
Direct student assistance with life skills or health needs		
General classroom support		
Direct assistance to the teacher		
Indirect support in the school (e.g. shelve library books)		
Support of staff and students beyond the school (e.g. field trips)		
Other (specify)		
TOTAL HOURS TO DATE		

COMMENTS:

This document is not considered official until signed.

APPLICANTS SIGNATURE: _____

DATE: _____

PRINCIPALS SIGNATURE: _____

DATE: _____

N.B. A Board office Supervisor/Administrator may sign in place of a Principal.

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SCHOOL OF CONTINUING EDUCATION
EDUCATIONAL ASSISTANT DIPLOMA**

PROGRAM OF STUDY GUIDELINE

A selection of courses are offered both in-class and online every semester. There are three semesters per year. Courses followed by ** may be completed prior to acceptance into the program and, once successfully recorded in your academic record, will count towards the program of study.

****This is a guideline only. If you are unable to complete three courses per semester then you should complete courses in the suggested order before moving to the next semester choices. Overall timeline for diploma completion is a maximum of five years.****

Successful Completion of ALL courses is needed for Diploma exit status.

Semester One:

HSCIHZAE5	Standard First Aid, CPR-C (CPR must be recertified annually)
SAFE10004	Safety in an Educational Setting
EDUCEDE14	Foundations of Education

Semester Two:

EDUC10002	Cultural Diversity in an Educational Setting
EDUCEDE17	Personal & Interpersonal Dynamics
EDUCEDE15	Orientation: Practicum 1
or PSYCSS156	Introductory Psychology **

Semester Three:

EDUCEDE19	Computers in Education **
COMMLL041	Communications (Languages) **
EDUCEDE16	Orientation: Practicum 2
or PSYCSS271	Developmental Psychology **

Semester Four:

EDUCEDE21	Classroom Skills
EDUCEDE22	Exceptionalities 1 (required prerequisites: PSYCSS156 and PSYCSS271)
EDUCEDE24	Educational Assistant Role: Practicum 3
or COMP10006	Adaptive Computer Technology in Education

Semester Five:

EDUCEDE23	Exceptionalities 2
EDUC10040	Communication in an Educational Setting – Part I
EDUCEDE25	Educational Assistant Role: Practicum 4
or OPELXXXXX	General Elective Option 1 **

Semester Six:

EDUCEDE26	Exceptionalities 3
EDUC10041	Communication in an Educational Setting – Part 2
OPELXXXX	General Elective Option 2 **

Semester Seven:

EDUC10004	Learning How to Learn
EDUC10036	Supporting English Language Learners
COMM10034	Ethics & Active Citizenship **

Semester Eight:

EDUC10001	Autism Spectrum Disorder – Assisting Student Development
EDUC10037	Life Skills & Job Coaching
MATH10038	Mathematics **

Semester Nine/Ten:

These semesters would be utilized to complete the program requirements not completed as listed above. If a student has completed one option then they would take the alternate course in this semester.