

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SCHOOL OF CONTINUING EDUCATION
EDUCATIONAL ASSISTANT DIPLOMA Program for EA Apprenticeship Grads

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:

1. Applicants must submit a copy of completion of the Educational Assistant Apprenticeship program.
2. Two letters of reference detailing your involvement in a 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 briefly describe your responsibilities be supportive of your application into the program.
3. Basic computer skills (e.g. word processing, data management, internet). 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.

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, transcripts, etc. for which a PHOTOCOPY must be attached. DO NOT SUBMIT ORIGINALS AS THEY WILL NOT BE RETURNED.
3. Remove the first two pages and keep for your reference.
4. Send the application to:
Mohawk College
School of Continuing Education
Attention: Barb 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.
2. Winter (January intake) – Applications must be received by October 1.

**MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY
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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 <small>(if you have one from previous Mohawk College studies)</small>	

1. PREVIOUS COURSES: Attach a **photocopy** of your diplomas, transcripts, certificates and/or mature student test results. **You must include your Apprenticeship transcript.**

EDUCATION DETAILS			
TYPE	DATES (YEARS)	SCHOOL or INSTITUTION	PROOF ENCLOSED <small>*photocopies only*</small>
Secondary School			
EA Apprenticeship Program			
College / University			
Non-credit / Interest			

2. EXPERIENCE as an EDUCATIONAL ASSISTANT.

DATES	SCHOOL/INSTITUTION	PRINCIPAL	TEACHER(S)	Grade or class

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

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

7. LETTERS OF REFERENCE: Attach a minimum of two (2) original letters of reference from a principal or teacher relating to your responsibilities and quality of your elementary and/or secondary school classroom experiences.

