



Education Assistant Certificate Program Application and Checklist

Please include with this application, in addition to completing this form:

- **\$30.00 application fee** – non-refundable.
- **Two (2) letters of reference**, preferably from professionals in education, child care, special needs services, recreational programs, or community agencies.
- **Transcripts / Diploma** or proof of completion of **Grade 12** and other post-secondary programs, if applicable. GED not accepted.
- **Record / summary of 100 hours appropriate work / volunteer experience.**
- **Statement that the applicant will pass a Criminal Records Check for working in the vulnerable sector – the College will run this check upon acceptance into the program.**
- **Optional: resume and any other documentation that may enhance your application.**

**Application Deadline for Fall 2020:
Friday, March 20, 2020.**

Late applications may be considered **but only if space remains** and once applicants who met the application deadline have been considered.

Please print

Legal Name: _____
Last name First name Middle name(s)

Address: _____

City: _____ **Postal Code:** _____

E-mail address: _____

Phone (preferred contact): _____

Phone (secondary cell or work number, if available): _____

** Proficiency in English language (written and oral) is required. Assessment of English level may be requested at the discretion of the coordinator.*

Legal Name: _____
Last name First name Middle name(s)

Educational / Work Background

High School Graduation:
School _____ Year: _____

Date of Birth _____

List any relevant accredited courses completed or Certificates/
Diplomas / Degrees earned:

Year	Course / Award name	School/ Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Employment:

Work and/or Volunteer Experience related to Schools (public, private,
elementary, secondary), Special Needs, Health, Social Service,
Community Recreation, etc.

Year(s)	Organization / Program	Role
_____	_____	_____
_____	_____	_____
_____	_____	_____

I consent to a Criminal Record Check upon admission to the EA Program Yes No

Signature: _____ Date: _____

Submit completed application:

- 1. By Mail or In Person:** Ridge Meadows College, Riverside Centre, 20575 Thorne Avenue, Maple Ridge, V2X 9A6
- 2. By Fax – 604-463-5437:** Fax submission must be followed by submission of application package in person or by mail.

Only applicants who will be given further consideration will be contacted by May 1, 2020.

Applications will be reviewed by a committee of program instructors and college administration. Their decisions regarding applications are final and not subject to appeal.