



# EARLY LEARNING & CHILD CARE AND EDUCATIONAL ASSISTANT



PORTAGE  
COLLEGE

# Early Learning & Child Care Certificate

This one year certificate program will provide you with the credentials to work in institutions or children's programs at the childhood level from birth to age twelve.

The program focuses on key areas of childhood growth and development, diverse abilities, program strategies, building and sustaining strong rapport between children and their families, and professionalism in the workplace. This program is offered online and incorporates practical learning experiences.

All courses transfer to other provincial college ELCC programs, there is a 30 block transfer option to Athabasca University BPA program. Some of the ELCC courses transfer to the Portage College EA program.

Courses will be delivered by Collaborate and Moodle from 6:30 to 9:00 on Monday and Tuesday evenings.

## Course Descriptions

**Written Communication - ENGL 100 (3 credits)**  
(This course transfers to the EA Certificate)

ENGL 100 concentrates on the development and improvement of academic writing skills that meet post-secondary college standards. The course reviews effective essay writing skills and considers the summary, report, and critique. The focus of ENGL 100 is the research paper and APA style. The course projects effective writing and avoidance of plagiarism as intrinsic professional competencies. Job search considerations include the cover letter, targeted electronic resume, and portfolio. You will develop computer skills to augment composition, formatting, and proofing of all scholastic papers.

**Human Development - ECDE 100 (3 credits)**  
(This course transfers to the EA Certificate)

In this course you will explore the major theories of human development and will focus specifically on birth to age 12-18. Areas of study will include physical, cognitive, emotional, and social development.

**Learning Through Play - ELCC 114 (3 credits)**

This course presents information on the goals and philosophy of developmentally appropriate programs for children. You will examine their role in the development of caring relationships within a diverse environment that is focused on child-centered curriculum and play.

**Practicum I & Integration Seminar - ELCC 103 (2 credits)**  
Please note practicums are full days

This field practicum consists of full-time supervised placements for four-weeks in early childhood programs. You may be placed in daycares, kindergartens, Head Start Programs and other preschool environments. You will integrate class theory with field placement experiences through discussion and group activities. During the practicum, time is designated for an online integration seminar. *Prerequisite:* successful completion of ECDE 100 Human Development or approved advance credit.

**Roles and Responsibilities - ELCC 122 (3 credits)**

This course provides you with the knowledge required to work professionally and effectively in ELCC environments. You will become knowledgeable about professional ethics, program operational matters, codes of conduct, job descriptions, and role clarifications. Policies on early childhood from the National Association for the Education of Young Children (NAEYC) and Alberta Child and Youth Services are also covered.



**Interpersonal Competence - RSER 103 (3 credits)**  
(This course transfers to the EA Certificate)

In this course interpersonal communication skills are emphasized as a vital part of human services. This course provides you with an opportunity to gain a greater understanding of the basic communication concepts and skills, to examine their everyday communication behaviours, and to apply your new knowledge and self-awareness to your own experience. The main goal of this experience is to help you expand your repertoire of skills for communicating more effectively.

**Infants and Toddlers - ELCC 107 (3 credits)**

This course focuses on the developmentally and culturally appropriate high quality programming that is appropriate for infants and toddlers in home-based and group care environments.

**Observing and Recording Skills - ELCC 132 (3 credits)**

This course will focus on basic observation and recording skills used for observing children. Subsequent intervention strategies to work with children following the observation will be explored.



**Developmental Disabilities - RSER 101 (3 credits)**  
(This course transfers to the EA Certificate)

This is an introductory course to disability studies and provides you with an opportunity to explore the lives of persons with disabilities including families, special needs, diverse characteristics, and life styles.

**Practicum II & Integration Seminar - ELCC 133 (4 credits)**

This practicum placement is eight-weeks (280 hours) in an assigned early childhood setting. You will assume duties and responsibilities as assigned by the practicum on-site supervisor and are responsible for arrangements necessary to complete College expectations and assignments. There is time designated for an online integration seminar. *Prerequisite:* ELCC 103 or approved advanced credit.

**Guiding Behaviour - ECDE 111 (3 credits)**  
(This course transfers to the EA Certificate)

You will learn skills and effective intervention techniques designed to positively and appropriately guide the behaviour of preschool and school-age children, and to nurture a safe and healthy environment for children and staff.

**School-Age Care - ELCC 130 (3 credits)**

This course provides you with knowledge related to program development and implementation. Content covers: safety supervision, behavior management, developmentally and culturally appropriate programming, and the overall role of an effective worker in an out-of-school environment with school-age children.



# Early Learning & Child Care Diploma

The diploma program builds upon the certificate program and will prepare you to work in early learning programs in a supervisory capacity.

Emphasis is on the development of knowledgeable and skilled practitioners who can model and lead best practices in early learning and child care. The program course content will provide you with advanced knowledge and skills in the areas of: developmentally appropriate programming strategies for children with diverse abilities and backgrounds; specialized practice in meeting the needs of children with exceptionalities and developmental disabilities; sociology of the Canadian family; building interpersonal relationships with children and their families; professionalism and leadership in the work environment; nurturing child health and wellness; enhanced learning strategies in language and literacy; advanced skills in guiding and managing behavior.

The program offers a combination of theoretical instruction and practical learning experiences in an early learning environment.

All courses transfer to other provincial college ELCC programs, there is a 60 block transfer option to Athabasca University BPA program. Some of the ELCC transfer to the Portage College EA program.

**Courses will be delivered by Collaborate and Moodle from 6:30 to 9:00 on Wednesday and Thursday evenings.**

## Course Descriptions

### Children with Exceptionalities - ECEA 209 (3 credits) (This course transfers to the EA Diploma)

This course provides you with the knowledge of various types of exceptionalities and with skills to assist in developing appropriate programming strategies for children with exceptional needs and abilities. You will learn appropriate intervention techniques and how to utilize these when working individually with children and in integrated settings. Inclusive education is studied as it relates to Alberta classrooms. This course will provide in depth study of disabilities common in today's schools including Autism Spectrum Disorder, FASD, and Emotional and Behavioural Disabilities. Specific programming strategies will be pursued.

### Advanced Studies in Developmental Disabilities - RSER 201 (3 credits) (This course transfers to the EA Diploma)

This course builds on RSER 101 and focuses on developing a greater understanding and appreciation for the multifaceted aspects of developmental disabilities. This course provides you with knowledge of various types of exceptionalities and with skills to assist in developing appropriate programming strategies for children with exceptional needs and abilities. You will learn appropriate interventions techniques and how to utilize these when working individually with children and in integrated settings. Inclusive education is studied as it relates to Alberta classrooms.

### ELCC Curriculum - ELCC 212 (3 credits)

This course will cover developmentally appropriate practice, the history of early learning, and planning developmentally appropriate activities. You will also gain an understanding of guiding language and literacy in diverse families.

### Early Childhood Foundations - ECEA 201 (3 credits) (This course transfers to the EA Diploma)

This course focuses on the historical perspectives which have contributed to, and have influenced the current philosophies and practices in the early childhood field today. Various contemporary program models are explored with an emphasis on Alberta's educational system and initiatives.

### Sociology of the Family - ECEA 206 (3 credits) (This course transfers to the EA Diploma)

This course will provide you with the knowledge of family structures, family dynamics, and the various factors that influence growth and development of the family in Canadian society.

### Practicum I & Integration Seminar - ELCC 203 (2 credits) Please note practicums are full days

This practicum provides you with experiences in early childhood programs such as daycares, playschools or Head Start Programs. The practicum focuses on the application of increased knowledge of developmentally appropriate programming, child development theory, and effective communication with children. During the practicum, time is designated for an online integration seminar. **Prerequisite:** successful completion of ELCC certificate program.

### Developmentally Appropriate Guidance - ELCC 211 (3 credits)

This course will cover the planning and designing of early learning environments and implementing developmentally appropriate guidance. You will also gain an understanding of management of persistent problem behavior and interacting with diverse families and parents.



### Child Health - ECDE 210 (3 credits) (This course transfers to the EA Diploma)

This course is designed to provide basic knowledge and skills in maintaining and enhancing child health and wellness in a safe and nurturing environment. There is specific emphasis on the health needs of children with developmental disabilities.

### Language, Growth & Development - ELCC 222 (3 credits)

You will learn the role of reading, writing, speaking and listening in early learning. Skills covered include: early language intervention, application of oral language skills, speech strategies, and speech technologies. You will develop materials and teaching strategies to assist children with speaking and listening.

### Practicum II & Integration Seminar - ELCC 233 (4 credits) Please note practicums are full days

You may be placed in a pre-school, daycare program or other early learning environments where you will assume supervised duties and responsibilities as required by the practicum site. During the practicum, time is designated for an online integration seminar. **Prerequisite:** ELCC 203.

### Introduction to Daycare Administration - ELCC 215 (3 credits)

This course pursues issues related to operating a daycare and includes pre-school and daycare licensing regulations, programming regulations, funding regulations, record keeping requirements, and program and staff supervision.



# Educational Assistant Certificate

The one-year Educational Assistant certificate program will prepare you to work alongside teachers in the classroom. You'll study child growth and development, learning strategies, interpersonal skills and professionalism.

Course content will provide you with the knowledge and skills in the areas of: child growth and development; learning strategies to support curriculum for diverse learners; interpersonal skills and working as a professional team member. This program offers a combination of theoretical instruction along with practical experience in an educational setting.

Transferability to other provincial colleges is available. Some courses are transferable to the Early Learning and Child Care Certificate program. There is a 30 block credit transfer to the Athabasca University BPA program.

Courses will be delivered by Collaborate and Moodle from 6:30 to 9:00 on Monday and Tuesday evenings.

## Course Descriptions

### Written Communication - ENGL 100 (3 credits) (This course transfers to the EA Certificate)

ENGL 100 concentrates on the development and improvement of academic writing skills that meet post-secondary college standards. The course reviews effective essay writing skills and considers the summary, report, and critique. The focus of ENGL 100 is the research paper and APA style. The course projects effective writing and avoidance of plagiarism as intrinsic professional competencies. Job search considerations include the cover letter, targeted electronic resume, and portfolio. You will develop computer skills to augment composition, formatting, and proofing of all scholastic papers.

### Human Development - ECDE 100 (3 credits) (This course transfers to the EA Certificate)

In this course you will explore the major theories of human development and will focus specifically on birth to age 12-18. Areas of study will include physical, cognitive, emotional, and social development.

### Introductory Language and Literacy for Educational Assistants - EDAS 112 (3 credits)

This course will focus on how children develop language and literacy skills in school settings. It will include a history of philosophy in language and literacy learning as well as current practice and trends. Developmentally appropriate practice, language in diverse families, and the role of reading, writing, speaking and listening in literacy will be explored.

### Practicum I & Integration Seminar - EDAS 103 (2 credits) Please note practicums are full days

This practicum is a four-week placement (140 hours) in an assigned educational setting. You will assume duties and responsibilities, as assigned by the practicum on-site supervisor and are responsible for arrangements necessary to complete College expectations and assignments. There is time designated for an online Integration Seminar. *Prerequisite:* successful completion of ECDE 100 Human Development or approved advance credit.

### Roles and Responsibilities - EDAS 122 (3 credits)

This course will provide you with the knowledge required to work professionally and effectively with classroom teachers and in the overall school environment. You will become knowledgeable about professional ethics, ATA policy regarding assistants in the school, school policies and related operational matters, code of conduct, job descriptions, and role clarifications.

### Interpersonal Competence - RSER 103 (3 credits) (This course transfers to the ELCC Certificate)

In this course interpersonal communication skills are emphasized as a vital part of human services. This course will provide you with an opportunity to gain a greater understanding of the basic communication concepts and skills, to examine your everyday communication behaviours, and to apply your new knowledge and self-awareness to your own experience. The main goal of this experience is to help you expand your repertoire of skills for communicating more effectively.

### Observation and Assessment - RSER 102 (3 credits)

Learning in this course involves the study and development of basic behavioural observation, assessment and individual program planning (IPP) strategies that are fundamental to the habilitation and rehabilitation of persons with developmental disabilities. Techniques of objective behavioural descriptions, observation and recording of behaviour are emphasized.

### Program Design - RSER 122 (3 credits)

Study in this course is designed to provide you with a working knowledge of the principles of applied behaviour analysis and its utility in designing behavioural plans within the context of individual program plans (IPP). You will be taught to design and implement programs that assist persons with disabilities to learn new, or adapt existing behaviours. Programming strategies considered are transferable to a wide variety of settings, ages and abilities. It is expected that you will utilize your observation and assessment skills (RSER 102) as a pre-requisite to effective program design.

### Developmental Disabilities - RSER 101 (3 credits) (This course transfers to the ELCC Certificate)

This is an introductory course to disability studies and provides you with an opportunity to explore the lives of persons with disabilities including families, special needs, diverse characteristics, and life styles.

### Guiding Behaviour - ECDE 111 (3 credits)

#### (This course transfers to the ELCC Certificate)

You will learn skills and effective intervention techniques designed to positively and appropriately guide the behaviour of preschool and school-age children, and to nurture a safe and healthy environment for children and staff.

### Practicum II & Integration Seminar - EDAS 123 (2 credits)

This practicum is a four-week placement (140 hours) in an assigned educational setting. You will assume duties and responsibilities, as assigned by the practicum on-site supervisor and are responsible for arrangements necessary to complete College expectations and assignments. There is time designated for an online Integration Seminar. *Prerequisite:* ECDE 103 or approved advanced credit.

### Introductory Math Learning - EDAS 113 (3 credits)

This course will focus on developing mathematical concepts, skills and abilities at the pre-math, early math, elementary, middle school math levels and some high school level math. The emphasis will be on the role of the educational assistant in the selection of effective and appropriate strategies used when providing math assistance to students. Curriculum design and programming will include a specific emphasis on mathematical experience.



# Educational Assistant Diploma

Building on the foundations of the EA Certificate, learning in this program will: explore the historical and philosophical influences on current best practices in school-age educational programming; examine the sociology of the Canadian family; develop specialized practice in supporting programming for children with exceptionalities and developmental disabilities; expand understanding and strategies in the areas of mathematics and language learning; strengthen insights and approaches for working effectively as a contributing team member in planning and supporting school-age learning. This program offers a combination of theoretical instruction along with practical experience in an educational setting.

Transferability to other provincial colleges is available. Some courses are transferable to the Portage College Early Learning and Child Care Diploma program. There is a 60 block credit transfer to the Athabasca university BPA program.

**Courses will be delivered by Collaborate and Moodle from 6:30 to 9:00 on Wednesday and Thursday evenings.**



## **Children with Exceptionalities - ECEA 209 (3 credits)** **(This course transfers to the ELCC Diploma)**

This course will provide you with the knowledge of various types of exceptionalities and with skills to assist in developing appropriate programming strategies for children with exceptional needs and abilities. You will learn appropriate intervention techniques and how to utilize these when working individually with children and in integrated settings. Inclusive education is studied as it relates to Alberta classrooms. This course will provide in depth study of disabilities common in today's schools including Autism Spectrum Disorder, FASD, and Emotional and Behavioural Disabilities. Specific programming strategies will be pursued.

## **Advanced Studies in Developmental Disabilities - RSER 201 (3 credits)** **(This course transfers to the ELCC Diploma)**

This course builds on RSER 101 and focuses on developing a greater understanding and appreciation for the multifaceted aspects of developmental disabilities. This course provides you with the knowledge of various types of exceptionalities and with skills to assist in developing appropriate programming strategies for children with exceptional needs and abilities. You will learn appropriate interventions techniques and how to utilize these when working individually with children and in integrated settings. Inclusive education is studied as it relates to Alberta classrooms.

## **Advanced Program Design I - EDAS 221 (3 credits)**

RSER 221 builds on RSER 102 and 122, allowing you to expand your skills in designing effective programs for challenging behaviours. Emphasis is placed on developing communication-based intervention.

## **Early Childhood Foundations - ECEA 201 (3 credits)** **(This course transfers to the ELCC Diploma)**

This course focuses on the historical perspectives which have contributed to, and have influenced the current philosophies and practices in the early childhood field today. Various contemporary program models are explored with an emphasis on Alberta's educational system and initiatives.

## **Sociology of the Family - ECEA 206 (3 credits)** **(This course transfers to the ELCC Diploma)**

This course will provide you with the knowledge of family structures, family dynamics, and the various factors that influence growth and development of the family in Canadian society.

## **Practicum I & Integration Seminar - EDAS 203 (2 credits)** **Please note practicums are full days**

This practicum provides you with experiences in school-based programs. The practicum focuses on the application of increased knowledge of developmentally appropriate programming, child development theory, and effective communication with children. During the practicum, time is designated for an online Integration Seminar. **Prerequisite:** successful completion of EA certificate program.

## **Advanced Curriculum in Math - EDAS 213 (3 credits)**

You will gain an advanced perspective on numeracy and the development of appropriate curriculum. This course focuses on developing strategies to assist children with math skills in each of the four math strands outlined by Alberta Education. The emphasis will be on the role of the Educational Assistant in selecting effective and appropriate strategies while providing math assistance to students.

## **Child Health - ECDE 210 (3 credits)** **(This course transfers to the ELCC Diploma)**

This course is designed to provide basic knowledge and skills in maintaining and enhancing child health and wellness in a safe and nurturing environment. There is specific emphasis on the health needs of children with developmental disabilities.

## **Advanced Behavioural Guidance for the EA - EDAS 211 (3 credits)**

You will build advanced skills and effective intervention techniques designed to effectively manage persistent problem behavior in school settings. This course will include an in-depth analysis of contemporary theories on child guidance and anti-bias curriculum.

## **Advanced Language & Literacy Development - EDAS 212 (3 credits)**

In this course you will learn appropriate strategies for enhancing reading, writing, speaking and listening. These skills include early literacy intervention, reading comprehension, word attack skills, expressive story reading, and spelling strategies. You will develop materials and teaching strategies to effectively assist children with reading and writing.

## **Practicum II & Integration Seminar - EDAS 223 (2 credits)** **Please note practicums are full days**

You will be placed in a school setting where you will assume supervised duties and responsibilities as required by the practicum site. During the practicum, time is designated for an online Integration Seminar. **Prerequisites:** EDAS 203.

# Online Delivery

Lectures, discussions and lesson presentations occur at a specific time and day with the expectation that all students will be available to participate. Our experienced instructors deliver excellent instruction and meaningful interactions with our students via Moodle and Collaborate.

## Moodle

Moodle is a learning management software that offers an online environment for instructors and students to interact with one another, and with the learning content and resources. Students and instructors communicate using text based web-conferencing. Instruction, content and resources are available in a variety of web based formats, and students can complete, submit and track their assignments and access their grades.



## Collaborate

Students connect to Collaborate directly from within the accompanying Moodle site. Collaborate is an online, real time interactive virtual classroom with voice-over-internet capability that facilitates engaged teaching and learning amongst faculty, students and the course content.

Collaborate facilitates learning via the web, video, and audio functionality and its tools include a shared whiteboard, virtual breakout rooms, emoticons, web tours and more.

## Technical Requirements

You will require a broadband internet connection (Dial up is not supported) and a personal computer manufactured in the last four years for the best results. Students taking online or blended courses will need a USB headset.

# How to Apply

## Step 1

Make sure you have the prerequisites. If you don't have them, Portage College has upgrading options available.

## Step 2

Go to [www.portagecollege.ca](http://www.portagecollege.ca) then click on Apply, now you can either apply online at ApplyAlberta or fill in a PDF Application for Admission form. Send the completed PDF by mail, fax, email or in person. In order for us to process your application, we require a non-refundable \$50 application fee.

## Step 3

If you attended high school or post-secondary in Alberta, transcripts will be sent automatically when you apply online at ApplyAlberta. If you fill out a paper application, you must arrange to have the necessary transcripts sent to Portage College.

ALL students whose first language is not English must meet one of the following:

- IELTS Academic Format with minimum scores as follows: Listening 7.5; Reading 6.5; Writing 7.0; Speaking 7.0.
- TOEFL iBT (internet Based) with minimum test scores as follows: Listening 23; Reading 21; Writing 25; Speaking 22.

Testing must have been completed within two years prior to application to the program.

# Application Deadline

We accept Early Learning and Child Care and Educational Assistant applications on a continuous basis. Registration is monthly; you can enroll at any point in the academic year provided that you have the program prerequisites and the course prerequisites. Once you enroll, you will be assessed and possibly interviewed by the Coordinator. Contact our Student Advisor to find out more details.

# Fees

Tuition for these programs is calculated using "cost-per-credit" one credit is \$116. You can easily calculate the cost by multiplying the number of credits shown next to each course by \$116. There are other fees such as, Students' Association fee \$68.95 per semester and Technical fee \$68.48 per semester. Fees are due prior to each course start date.

# Textbooks

The Portage College Bookstore stocks all the course material selected by your instructors at a competitive price. You may purchase your textbooks at the College Bookstore: By Phone: Toll free 1.866.623.5551 ext. 5647 or 780.623.6655 simply call in your order, have your list ready and your credit card details. By fax: 780-623-5639 or by email: [bookstore@portagecollege.ca](mailto:bookstore@portagecollege.ca).

# Scholarships, Bursaries & Awards Available to EA and ELCC Students

Portage College has many awards, bursaries, and scholarships available for students.

ACCESS PIPELINES INC. - Value: \$2,500 - Number Available: 2  
BOARD OF GOVERNORS' ENTRANCE SCHOLARSHIP - Value: \$800 - Number Available: 1  
CAREER & TECHNOLOGY STRAND ENTRANCE BURSARY - Value: \$300 - Number Available: 4 per deadline  
DEAN'S SCHOLARSHIP AND ACADEMIC ACHIEVEMENT AWARD - Value: Certificate and \$500 - Number Available: 1 per program  
EMERGENT NEED BURSARY - Value: up to \$200 maximum - Number Available: Varies  
FLIGHT SERGEANT ERLYN E. KIRBY MEMORIAL BURSARY - Value: \$1000 - Number Available: 1  
GERALD WHITE HUMANITARIAN AWARD - Value: \$500 - Number Available: 4  
GOING FORWARD SCHOLARSHIP - Value: \$500 Number Available: 2 (one for Early Learning and Child Care/one for Educational Assistant)  
HELPING HAND BURSARY - Value: \$200 (student with no children), \$400 (student with children) - Number Available: 8 each per semester  
INDIGENOUS CAREERS AWARD - Value: \$2000 - Number Available: varies  
INVEST IN YOUR FUTURE SCHOLARSHIP EARLY ADMISSION AWARD - Value: Varies  
JASON LANG SCHOLARSHIP - Value: \$1,000 - Number Available: Varies  
KEN DRYDEN STUDENT DEDICATION BURSARY - Value: \$1,000 - Number Available: 2  
LAC LA BICHE BICENTENNIAL BURSARY - Value: \$500 - Number Available: 2  
LAURENCE DECORE AWARD FOR STUDENT LEADERSHIP - Value: \$500 - Number Available: 2  
LOUISE MCKINNEY SCHOLARSHIP - Value: \$2,500 - Number Available: 2  
MÉTIS EDUCATION FOUNDATION, MÉTIS - SCHOLAR AWARDS - Value: \$2,500 - \$3,000 - Number Available: Varies  
MYRNA G. FOX HUMAN SERVICES SCHOLARSHIP - Value: \$500 - Number Available: 1  
OUT-OF-PROVINCE STUDENT BURSARY - Value: \$300 - Number Available: 12  
PORTAGE COLLEGE BOARD OF GOVERNORS' BURSARY - Value: \$250 - Number Available: 16  
PORTAGE COLLEGE ENTRANCE SCHOLARSHIP - Value: \$500 - Number Available: 40  
PORTAGE COLLEGE FOUNDER'S LEGACY AWARD - Value: \$1,000 - Number Available: 1  
PORTAGE COLLEGE ROLE MODEL & AMBASSADOR AWARD - Value: \$500 - Number Available: 8 per semester  
POW WOW ASSOCIATION AWARD - Value: \$300 - Number Available: 1  
PRACTICUM BURSARY - Value: \$300 - Number Available: 6 per deadline  
PRESIDENT'S ENTRANCE SCHOLARSHIP - Value: \$1,000 - Number Available: 1  
PROJECT HERO - Value: Tuition - Number Available: 1  
QUALITY OF LIFE AWARD - Value: \$150 - Number Available: 3  
SECOND YEAR CAREER BURSARY - Value: \$300 - Number Available: 10

For more information about criteria, deadlines and method of application go to [www.portagecollege.ca](http://www.portagecollege.ca).



## Early Learning & Child Care Certificate

### Program Length and Certification

- One year
- Portage College Certificate

### Entrance Requirements

#### Educational:

- English 30-1 or 30-2 or 30 or 33
- If less than 60% in English 30/33 or English 30-1 or 30-2 a score of 12.9 on Nelson-Denny Test is accepted
- Students whose first language is not English must meet language requirements

#### Documents:

- High School or College Transcripts
- Criminal Check Waiver Form
- Criminal Record Check

### Career Potential

Graduates of the Early Learning & Child Care Certificate program are prepared to work effectively with children and their families in preschool programs, daycares, day homes, Head Start programs and other agencies providing services and support to children from birth to age twelve.

## Educational Assistant Certificate

### Program Length and Certification

- One year
- Portage College Certificate

### Entrance Requirements

#### Educational:

- English 30-1 or 30-2 or 30 or 33
- If less than 60% in English 30/33 or English 30-1 or 30-2 a score of 12.9 on Nelson-Denny Test is accepted
- Math 10 Applied or Pure or Math 13 or Math 10 or Math 10C or Math 10-3
- Students whose first language is not English must meet language requirements

#### Documents:

- High School or College Transcripts
- Criminal Check Waiver Form
- Criminal Record Check

### Career Potential

Graduates of the Educational Assistant Certificate program are prepared to work in school environments and other agencies providing educational services to children and youth.

## Contact Information

#### Dean

Robin Tizzard  
780-639-7121  
robin.tizzard@portagecollege.ca

#### Coordinator

Patricia Flatla  
780-623-5500  
patricia.flatla@portagecollege.ca

#### Program Student Advisor

Loranda Ahnassay  
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loranda.ahnassay@portagecollege.ca

#### Marketing Specialist

Emily Steele  
780-623-5654  
emily.steele@portagecollege.ca

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Toll Free: 1-866-623-5551  
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Fax: 780-623-5580  
[www.portagecollege.ca](http://www.portagecollege.ca)

## Early Learning & Child Care Diploma

### Program Length and Certification

- One year
- Portage College Diploma

### Entrance Requirements

#### Educational:

- Early Learning & Child Care Certificate

#### Documents:

- College Transcripts
- Criminal Check Waiver Form
- Criminal Record Check

### Career Potential

Graduates of the Early Learning & Child Care Diploma program are prepared to work in a supervisory capacity in children's programs at an early childhood level from birth to age twelve.

## Educational Assistant Diploma

### Program Length and Certification

- One year
- Portage College Diploma

### Entrance Requirements

#### Educational:

- Educational Assistant Certificate

#### Documents:

- College Transcripts
- Criminal Check Waiver Form
- Criminal Record Check

### Career Potential

The Educational Assistant Diploma program enhances the graduates knowledge and skills in children's programming with a focus on in-depth study of school-age educational programs.