



DELTA TEACHING ASSISTANT CERTIFICATE (DTAC) PROGRAM *Fall 2017*

Information/ Application Package

Delta Teaching Assistant Certificate (DTAC) Program participants develop knowledge and skills necessary to work with K-12 students with special physical, behavioural, or learning needs. The DTAC program prepares its participants to support students in mainstream, learning assistance, resource room, English literacy, and alternate settings. The part-time program is offered over 10 months, through evening and Saturday classes and 6 weeks of full-time practicum experience.

Since DTAC's inception in 2000, the program has regularly responded to feedback from employers, teachers, and graduates by incorporating practical, sought-after skills and up-to-date information into the curriculum. DTAC coordinators and instructors are experienced educational professionals or specialists in relevant fields of health care, assistive technology, communication skills, and behavioural support. Program content and demand for Education Assistants in Metro Vancouver are reviewed yearly and adjustments are reflected in the curriculum, practicums, and the student selection process.

DTAC Certificate Completion Requirements

To receive the Delta Teaching Assistant Certificate, a student will have attended the necessary courses and successfully completed assignments in the program, including:

- Evening Core Courses = 182 hours
- Saturday Core Workshops = 108 hours
- Electives = 18 hours
- First Aid = 8 hours
- Practicum = 180 hours

Within the program, students complete these recognized certifications: CPI Nonviolent Crisis Intervention, POPARD Autism Spectrum Disorders, POPFASD, and Red Cross first aid. Via Electives, students may optionally complete Foodsafe and High Five certificates.

Program Involvement

Although DTAC is a part-time program, the coursework is quite intensive, with regular attendance and completion of all assignments mandatory. Issues such as commitment to the field of education, availability for evening and Saturday classes and 6 weeks of full-time school-day practicums, finances for tuition and supply fees, and transportation to classes and practicum sites are important considerations in your decision to become involved.

Class Locations

Classes are held at Delta Manor Education Centre, 4750 - 57 Street, in Ladner. Occasional workshops may be presented at alternative locations in Delta. Practicums are arranged individually at a variety of secondary and elementary schools throughout Delta and Richmond.

Elective Workshops (DTAC 800 Series)

Graduates are required to complete three elective workshops of their choice. Workshops may be taken before or during the program. They are designed for students enrolled in the Delta Teaching Assistant Certificate Program but persons who are considering enrolling in the DTAC program in the future may wish to register for Elective Workshops to sample program topics or to gain credits in advance. Available workshops are listed at <http://onlineca.activecommunities.com/connectandlearn>

Application Requirements

The Priority Deadline for Fall 2017 is Friday, MARCH 3, 2017

** Late applications will be considered **only** if space remains once applicants who met the priority deadline have been considered. Applicants are advised that, during the past few years, spaces have **not** been available for late applicants.*

- Completion of “Application For Admission” form (*attached*)
- A hand-written, one-page letter/ statement about why you feel you are a good candidate (to include any experience dealing with children, youth, or persons with special needs)
- Two letters of reference, preferably from professionals in education, special needs programs, child care, recreation, or community service.
- Transcript or proof of Grade 12 or equivalent; or transcript of post-secondary program

It is recommended that prospective students attend the free **DTAC Information Session**, presented annually in February. Visit <http://onlineca.activecommunities.com/connectandlearn> for the next date.

Pre-Requisites

- High School Graduation, or equivalent
- Excellent communication skills in written and oral English (an assessment may be requested)
- Ability to pass a Criminal Records Check for work in the vulnerable sector

Assets for Applicants

- Volunteer or work experience with children or youth in the school setting
- Volunteer or work experience with children, youth, or adults with special needs
- Familiarity with the various roles of education assistants in the school system
- Strong numeracy and academic aptitude
- Post-secondary courses in education, psychology, special needs, or health care
- Other training related to health care, child care, behavioural support, or home support

Selection Process

Class size each year is limited. Applicants are evaluated on completeness and quality of the submitted application; receipt by the priority deadline; strength of the hand-written statement (content, clarity, writing skills, spelling, and grammar); quality of reference letters; relevant work and/or volunteer experience, especially in special needs or K-12 settings; understanding of the role of an education assistant; preparedness for the program's demanding schedule; and other applicable educational, academic, or personal credentials. A short list is created from applications received by the priority deadline and short-listed applicants are invited for personal interviews. All applicants learn the outcome by regular mail. Applicants not accepted into the program are placed on a prioritized waiting list. *Due to the large number of qualified applicants received by the application deadline each year, late applications are not reviewed until applicants received by the priority deadline have been considered.*

Notification and Registration

Applicants accepted into the program are notified in writing. Orientation material, including registration information, is provided to successful applicants at the time of acceptance.

Professional and Academic Conduct

The role of Education Assistant involves a combination of knowledge, skills, and positive working relationships. All of these factors are taken into consideration in evaluating a student's progress in the program. DTAC students are expected to adhere to important policies regarding attendance, confidentiality, and academic and personal conduct. As well, during class time, students should be prepared to participate actively in discussions, individual and group oral presentations, written reports, and physical activity (safe lifting techniques, personal safety, woodworking shop practice, and more).

Tuition Fees, Income Tax, and Financial Assistance

This program is not presently eligible for student loans or similar forms of public financial assistance. Tuition fees are generally due at the start of each specific course, with those dates scattered over the length of the program (typically September, January, and April). *Fees are not all due at one time.* Delta School District, Continuing Education Branch is certified by Employment and Social Development Canada so qualifying courses are eligible for Education Amount and Tuition Amount deductions for income tax purposes.

Tentative Course Schedule, 2017/ 2018

Course content and scheduling are subject to change.

Course	Day	Time	Dates
DTAC 301: Child Development and Children with Exceptionalities	12 Tuesdays*	6:30 – 9:30 PM	September – November, 2017
DTAC 890: Basic Health Care + Safe Lifting Workshop	11 Thursdays*	6:30 – 9:30 PM	September – November, 2017
DTAC 900: Practicum 1	10 weekdays	School hours	2 weeks, as arranged Spring <i>or</i> Fall 2017
DTAC 701**: Core Saturday Workshop Series	13 Saturdays	9:00 AM– 3:30 PM	September, 2017 to June, 2018
DTAC 401: Understanding Behaviour Management	6 Tuesdays	6:30 – 9:30 PM	January – February, 2018
DTAC 450: Emerging Topics in Education	6 Tuesdays	6:30 – 9:30 PM	February – March, 2018 <i>No class during Spring Break</i>
DTAC 201: Issues In Education	12 Thursdays	6:30 – 9:30 PM	January – April, 2018 <i>No class during Spring Break</i>
DTAC 600: Autism Spectrum Disorders (POPARD)	5 Saturdays	8:30 AM– 4:00 PM	5 Saturdays, January – February, 2018
DTAC 501: Adapting & Modifying Curriculum	6 Tuesdays + 6 Thursdays	6:30 – 9:30 PM	April – May, 2018
DTAC 650: Fetal Alcohol Spectrum Disorder (POPFASD On-line)	6 sessions	Various	Students may select from several scheduled on-line courses.
DTAC 895: Emergency First Aid	1 Saturday	9:00 AM – 5:00 PM	Students may select individually from several advertised dates.
DTAC 800 Elective Workshop Series	Saturdays	9:00 AM– 3:30 PM	Students must complete 3 workshops before the completion of the program.
DTAC 901: Practicum 2	20 weekdays	School hours	4 weeks, as arranged Winter <i>or</i> Spring 2018

* *When there are 2 cohorts, these classes will be run on opposite nights.
(For example, one cohort would attend DTAC 301 on Tuesday, the other cohort on
Thursdays.) All students attend on Tuesday and Thursday nights.*

** **Core Saturday Workshops** include: Literacy, Conflict Resolution, Non-Violent Crisis Intervention (CPI) certification, Augmentative & Alternative Communication, Aboriginal Education, Assistive Technology, Kindergarten Learning, Secondary School Math, Mandt System certification, Shop Orientation and Safety, and Interpersonal Skills.

Course Fees, 2017/ 2018*

* **Fees are subject to change** but these are the anticipated fees for Fall 2017. Tuition fees are required on or before the first date of each individual course or practicum assignment. Students are not expected to pay for full program at one time.

- DTAC 201 (36 hours) \$320
- DTAC 301 (36 hours) \$320
- DTAC 401 (18 hours) \$185
- DTAC 450 (18 hours) \$185
- DTAC 501 (36 hours) \$320
- DTAC 600 (30 hours) \$320
- DTAC 650 (6 hours) \$185
- DTAC 701 (78 hours) \$675
- DTAC 890 (32 hours) \$285 + text (\$40)
- DTAC 900: 2-week Full-time Practicum \$195
- DTAC 901: 4-week Full-time Practicum \$425
- 3 Electives (800 series) \$150 to \$200 (workshop fees vary)*
- Emergency First Aid \$ 75

TOTAL CLASSROOM & PRACTICUM HOURS = 496

TOTAL TUITION FEES = \$3,640.00 to \$3,690.00*

ADDITIONAL COSTS: *Course manual in DTAC 890 (\$40), photo ID badge (\$15), Criminal Records Check fees (\$28), and typical classroom supplies are additional.*

Employment Opportunities

The Delta Teaching Assistant Certificate Program qualifies graduates to work in K-12 schools in British Columbia but Delta School District cannot guarantee that any student will be hired once they have graduated from this program. Program content and demand for Education Assistants are reviewed annually, bringing changes to the curriculum and student selection process. The demand for Education Assistants is influenced, either provincially or in each specific School District, by budget priorities, student enrollment, inclusion policies, and other hiring factors. Qualifications and hiring processes for Education Assistants vary between Districts.

DTAC has incorporated practical skills, current research, and regional priorities into the curriculum; has modified the program regularly to respond to the feedback of provincial programs, local employers, and graduates; and has made efforts to raise awareness of its graduates' skills with local School Districts.

To learn more about the career and qualifications favoured by individual School Districts, prospective applicants are encouraged to visit the *Make A Future: Careers in BC Education* website at: <http://www.makeafuture.ca>. Search the sections on "Education Assistants" under the "Careers" tab for details on position titles, qualifications, and salary ranges, and the "Metro Vancouver" section in the "Regions & Districts" tab for profiles of local School Districts and the nature of their posted opportunities, etc.



**DELTA TEACHING ASSISTANT CERTIFICATE PROGRAM
APPLICATION FOR ADMISSION**

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): _____

Educational/ Work Background

High School Graduation:
School _____ **Year:** _____

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

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

** Proficiency in English language (written and oral) is required. Canadian Adult Achievement Test completion may be requested at the discretion of the coordinator.*

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

Please include with this application:

- ___ **Two letters of reference**, preferably from professionals in education, child care, special needs programs or services, recreational programs, or community agencies

- ___ **A HAND-WRITTEN letter/ statement** indicating why you feel you will be a good candidate for this program (approximately one page, to include any experience dealing with children of all ages or individuals with special needs)

- ___ **Transcripts or proof of completion** of Grade 12 or post-secondary program

Application Deadline for Fall 2017: Friday, March 3, 2017*.

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

Signature: _____ Date: _____

Submit completed application:

1. **In Person:** at the Continuing Education Office, 4750 – 57th Street, Ladner
2. **By Mail:** Delta Teaching Assistant Certificate Program, Continuing Education, 4750 – 57th Street, Delta, B.C. V4K 3C9
3. **By Fax – 604-940-5520:** *Fax submission must be followed by submission of original documents in person or by mail.*