

# Community & School Support Program

## Information Package (Updated Oct. 2023)

### Education Assistant Certificate (EA) and Community Support Worker Certificate (CSW)

An online program offered through Prince George CNC Campus, School of  
Human Services, University transfer, and Business Studies  
Registration in the CASS program requires an active home email address

Students should expect to spend between 10 and 12  
hours of study time for each course per week

- 1 Course = 10 – 12 hours of study time per week
- 2 Courses = 20 – 24 hours of study time per week
- 3 Courses = 30 - 36 hours of study time per week
- 4 Courses = 40 – 48 hours of study time per week

If you are working or have significant “other”  
responsibilities, we recommend no more than two  
courses for the first semester.

Note: A Criminal Record Check must be on file at the CNC Office of the Registrar to  
register for CASS 105, 190 or 195



The Prince George Campus of the College of New Caledonia is located on the traditional territory of the Lheidli T'enneh. The CASS Program acknowledges their graciousness for welcoming knowledge-seekers to their territory.

## Table of Contents

<b>Program Description .....</b>	<b>4</b>
The Philosophy of the CASS Program .....	4
Successful Education Assistants and Community Support Workers: .....	5
Program Goals.....	5
Students from other Colleges and Universities .....	5
Education Assistant and Community Support Worker Certificates Overview .....	6
Calendar and Course Descriptions.....	7
Registering in Community and School Support Courses .....	7
Getting started in CASS Courses .....	7
Tuition, Fees & Purchasing Course Materials .....	7
Completing your Certificate in 3 Semesters .....	8
Completing both the Community Support Worker and Education Assistant Certificates .....	8
Technological Requirements .....	8
CNC Contact Information.....	9
Transferring Credits in the CASS Program .....	9
Transferring Core Course credits from other CNC programs .....	10
Transferring Core Course Credits from other post-secondary institutions.....	10
Obtaining Core course credits through the Prior Learning Assessment and Recognition process ...	10
Transferring elective credits from other post-secondary institutions .....	11
Transferring elective credits through Prior Learning Assessment Recognition Portfolio .....	12

### **Continuing versus Returning Students**

Continuing Students take at least one course in the Fall and Spring semesters.

Returning Students take one or more Fall or Spring semesters off. Students have 10 years to complete the program, however, programs evolve to stay current. If you take a semester off, you must reapply to the program, and you will be subject to any changes or new graduating requirements in the program. For example, during the Fall 2021 semester, a new course was added. All students starting or returning to the program during or after the Fall 2021 semester must complete, (or PLAR\*) the new course.

\* PLAR – Prior Learning and Assessment Recognition is available for students who are currently working in field related to the credential they are seeking.

## Program Description

The Community & School Support (CASS) Program aims to increase the professionalism of staff working with persons with developmental disabilities or special needs. CASS offers the following two Certificates:

- Education Assistant (EA) Certificate
- Community Support Worker (CSW) Certificate

The Education Assistant (EA) Certificate prepares human service workers to work as classroom education assistants, assisting children with disabilities in school settings.

The Community Support Worker (CSW) Certificate prepares human service staff to work with people (throughout the life span) with developmental disabilities in the community.

CNC – Prince George offers all CASS courses online using the Moodle Learning Management System. As long as you have easy access to a computer and high-speed Internet, you can complete your course work anywhere. You do not need to leave your employment or relocate to study.

As a CNC student, you have access to many exceptional support services. These include the CNC Library, Counselling and Advising Services, Financial Aid, and Disability Support Services. The most important support, however, will be from your instructors. CASS instructors organize a variety of engaging resources and learning activities and provide regular feedback on your progress.

Before starting your educational journey at the College of New Caledonia, please:

- contact your local School District or Community Living Agency to confirm their training requirements will be met through the CASS Program
- be advised that all students must complete a BC Ministry of Justice Criminal Record Check for Children and Vulnerable Adults with CNC to register in CASS 105 Practicum, and CASS 195 Education Assistant Practicum or CASS 190 Community Support Worker Practicum
- be advised that students in the practicums must obtain and submit their placement contact information at the beginning of the semester

## The Philosophy of the CASS Program

The purpose of the Community & School Support Program is to help support staff and primary caregivers develop the skills, knowledge, and attitudes necessary for supporting people with developmental disabilities or special needs. Fundamental to the CASS program are the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice
- Individuals with developmental disabilities have the right to work with skilled staff in community and school settings

### **Successful Education Assistants and Community Support Workers:**

- Enjoy being with people who have diverse abilities
- Are respectful of people from diverse cultural, economic, and other backgrounds
- Are flexible and creative thinkers
- Enjoy learning and new challenges
- Are prepared to take casual employment (at least initially) and shift work
- Are in good physical and mental health as human service work is demanding

### **Program Goals**

Students who have completed the Education Assistant or Community Support Worker Certificate will be able to

1. Communicate openly, honestly, and with transparency when working with individuals with disabilities, professionals, co-workers, and families
2. Respect the diverse abilities, skills, and rights of people with disabilities
3. Practice the human services professional and ethical standards of behavior within school and community organizations
4. Discuss and implement positive approaches to address new skills and problem behaviors
5. Identify the communication function of problem behaviors
6. Identify the philosophy and guiding principles of person-centered planning
7. Practice good health strategies for both themselves and the people they support, as well as recognize the needs of people with special health considerations
8. Implement a modified school-based curriculum or simple life skill literacy plan and community-based program
9. Demonstrate adaptability, creativity, flexibility and properness to face new challenges when working with people of diverse economic, cultural, racial, and geographical backgrounds

### **Becoming a CASS student involves:**

1. Identifying the certificate, you wish to obtain (Education Assistant or Community Support Worker)
2. Applying to the College of New Caledonia by completing and submitting the application form found at <https://cnc.bc.ca/admissions/apply>
3. Applying to the Community and School Support Program (either Community Support Worker or Education Assistant) - Prince George Campus
4. Registering for classes as soon as registration opens  
All students registering for CASS 105 CASS 190 or CASS 195 must have a Criminal Records Check on file at the CNC Office of the Registrar. Be sure to contact the Office of the Registrar as soon as possible.

### **Students from other Colleges and Universities**

Students attending from another college or university who want to take a CASS course to transfer back to their home institution need to:

- Ensure transfer credit agreement at: <https://www.bctransferguide.ca/program/cass/transfer>
- Submit a letter of permission from your home institution to the CNC Office of the Registrar
- Submit a copy of your transcript to the CNC Office of the Registrar
- Apply to CNC
- Apply to the CASS Program

## Education Assistant and Community Support Worker Certificates Overview

<b>Community Support Worker and Education Assistant Certificate Program Planner</b>	
<b>Common Core Courses:</b>	
<b>All CSW and EA Certificate students complete the following courses:</b>	
A minimum of "C" grade is required in all courses before registering in CASS 190 or 195	
<ul style="list-style-type: none"> <li>• <b>CASS 105</b> Intro to CASS Practicum (3 credits) PLAR<sup>1</sup> option available. <b>A Criminal Record Check must be on file at the CNC Office to register for CASS 105.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 110</b> Communication Skills (3 credits) PLAR option available</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 120</b> Human Diversity (3 credits)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 130</b> Ethical Foundations of Practice (3 credits) PLAR option available</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 140</b> Part I: Positive Approaches to Teaching &amp; Learning (3 credits)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 145</b> Part II: Positive Approaches to Teaching &amp; Learning (3 credits) Prerequisite: CASS 140</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 150</b> Life Planning &amp; Support Systems (3 credits)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 160</b> Physical Care/Health and Wellness (3 credits) PLAR option available CASS 160 can be taken at the same time as the practicum</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 180</b> Supporting Literacy Learning for Diverse Populations (3 credits) PLAR option available</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>CASS 189 Approved Elective</b> (3 credits) The Approved Elective must be completed within 10 years of registration in the program. PLAR option available</li> </ul>	
<b>CSW students also complete:</b>	<b>EA students also complete:</b>
<ul style="list-style-type: none"> <li>• <b>CASS 190</b> CSW Practicum (4 credits) Prerequisites: CASS 105, CASS 110, CASS 120, CASS 130, CASS 140, CASS 145, CASS 150, &amp; CASS 180. <b>A Criminal Record Check must be on file at the CNC Office to register for CASS 190</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CASS 195</b> EA Practicum (4 credits) Prerequisites: CASS 105, CASS 110, CASS 120, CASS 130, CASS 140, CASS 145, CASS 150 &amp; CASS 180. <b>A Criminal Record Check must be on file at the CNC Office to register for CASS 195</b></li> </ul>
<b>Community Support Certificate (34 Credits)</b>	<b>Education Assistant Certificate (34 Credits)</b>
* Approved for CASS Elective by a CASS Faculty member or Academic Advisor is required	

<sup>1</sup> PLAR – Prior Learning Assessment Recognition. The following CASS courses are eligible for PLAR: CASS 105, 110, 130, 160 and 180. The CASS Dean is responsible for identifying the number of credits and courses students can PLAR.

## Calendar and Course Descriptions

Education Assistant Certificate - <https://cnc.bc.ca/programs-courses/programs/detail/education-assistant-certificate>

Community Support Worker Certificate - <https://cnc.bc.ca/programs-courses/programs/detail/community-support-worker-certificate>

## Registering in Community and School Support Courses

Courses required for the Education Assistant or Community Support Worker Certificate are numbered with the "CASS" designation (e.g., CASS 110, CASS 120). After being admitted to the program, you will receive a notification to register for "CASS" courses. **Please review the course descriptions and prerequisites in this package carefully before choosing your courses.**

If the course you want is already full, you will be waitlisted. Don't be discouraged! We make every effort to accommodate waitlisted students. However, it is your responsibility to monitor your waitlisted status to see if a seat in the course becomes available. If you are notified that a seat opens, you must register immediately, or the seat will be offered to the next student on the list. You can monitor your waitlisted status online via CNC Connect (<https://cncconnect.cnc.bc.ca>).

**Once registered, students have ten years to complete their Education Assistant or Community Support Worker Certificate. However, if you miss a semester, you will be considered a returning rather than continuing student and subject to any changes in the program.**

## Getting started in CASS Courses

Your instructor will contact you by email a day or two before the start of the semester. (Make sure you have given the Office of the Registrar an **active home email address**.) The email from your instructor will:

- Introduce your instructor and provide you with their CNC contact information.
- Guide you in activating your CNC Email Account.
- Guide you in accessing your online CASS course(s) on Moodle (your online classroom)

## Tuition, Fees & Purchasing Course Materials

Students pay tuition, application, registration, technology, enhanced service, and development fees. Because these fees are subject to change, please see the most current College of New Caledonia Fee Schedule at <https://cnc.bc.ca/admissions/application-info>

Students also pay for required course materials (e.g., textbooks, manuals). They are **not** included in tuition fees. Please contact the CNC Bookstore for course materials required for CASS courses: <https://bookstore.cnc.bc.ca/>. Students in Prince George may purchase materials directly from the Bookstore. Students in other locations should contact the Bookstore for shipping information. Costs for paper, printer ink, and other incidentals should also be considered when taking CASS courses.

Students registered in CASS 105 Introduction to CASS Practicum, CASS 190 Community Support Worker Practicum, and CASS 195 Education Assistant Practicum also pay Criminal Record Check fees. If you plan to register in any of the above courses, you must have a Criminal Record Check on file at the CNC Office of the Registrar.

### **Completing your Certificate in 3 Semesters**

- Semester 1 (Fall) CASS 105, 110, 120, and 140
- Semester 2: (Spring) CASS 130, 145, 150 and CASS 180
- Semester 3: (Intersession) CASS 160, CASS 189, and the Practicum (CASS 190 or CASS 195)

The key to planning your studies is to take CASS 140 and 145 sequentially. Registration in the final Practicums, CASS 195 (Education Assistant) or CASS 190 (Community Support Worker), occurs after completing all the prerequisite course work with at least a "C" grade in each course. The CASS Elective and CASS 160 can be completed at the same time as your practicum.

### **Completing both the Community Support Worker and Education Assistant Certificates**

If you wish to complete more than one certificate, you need to:

- Complete your first certificate (EA or CSW)
- Re-apply to the CASS Program identifying your second certificate (EA or CSW)
- Complete CASS 105 Practicum in a placement that matches your second certificate
- Complete three courses (9 credits) of studies relating to the certificate sought (courses will be determined in consultation with the CASS Faculty)
- Complete your practicum for the certificate sought (CASS 195 - EA Certificate or CASS 190 - CSW Certificate)

### **Technological Requirements**

CASS courses are offered online using a course management system called Moodle. To be successful in your course work, you need basic proficiency in keyboarding, word processing, email, and the ability to work online efficiently and effectively. CASS instructors do not teach these skills.

### **Required: Computer with High-Speed Internet Access**

CASS courses are delivered via the Internet, so easy access to a computer and High-Speed Internet is essential. A computer capable of supporting video and other large files is required for most courses. Increasingly, workplace documentation is completed on the computer, so basic keyboarding and word processing skills are necessary. The CASS program assumes that students have basic "online" skills (e.g., can find and navigate through websites; can send and receive an email with file attachments).

### **Required: Activated CNC Email/Webmail Accounts**

When you become a CNC student, you will receive a CNC webmail (email) account. Activating and using this account for course-related communication is required. <https://cnc.bc.ca/services/it-services/account/email>

### **Required: Microsoft Office**

MS Office (Word) is required and available online (free) for CNC students to download. Assignments must be submitted online.



## CNC Contact Information

**Office of the Registrar:** If you have any questions about applying, admission, or course registration, contact the CNC Office of the Registrar for assistance.

Address: College of New Caledonia, 3330 – 22<sup>nd</sup> Avenue, Prince George, BC, V2N 1P8  
Phone: (250) 561-5800 or 1-800-371-8111, 5867  
Email: [registrarsoffice@cnc.bc.ca](mailto:registrarsoffice@cnc.bc.ca)  
Fax: (250) 561-5861

**Academic Advising:** For career, educational, personal, and other types of professional counseling, contact the Academic Advising Office.

Phone: (250) 561-5818 or toll-free 1-800-371-8111, local 5818  
Fax: (250) 561-5861  
Email: [advising@cnc.bc.ca](mailto:advising@cnc.bc.ca)

**Academic Success Centre:** Are you unsure of your English skills? Contact the ASC for an English (Reading & Writing) assessment.

Phone: (250) 561-5837 or 1-800-371-8111, Local 5837  
Email: [asc@cnc.bc.ca](mailto:asc@cnc.bc.ca)  
Webpage: <https://cnc.bc.ca/services/prince-george/academic-success-centre>

**Accessibility Services:** If you are a person with a documented disability, please discuss any academic accommodations you require with Accessibility Services at:

Phone: (250) 561-5838 or 1 (800) 371-8111, Local 5838  
Email: [access@cnc.bc.ca](mailto:access@cnc.bc.ca)  
Fax: (250) 561-5879  
Webpage: <https://cnc.bc.ca/services/accessibility>

**Aboriginal Resource Centre (ARC):** The College of New Caledonia is located on the traditional territory of the Lheidli T'enneh. CNC acknowledges their graciousness for welcoming knowledge-seekers to their territory. The ARC offers a variety of support services for Aboriginal learners in a culturally safe environment.

Phone: (250) 562-2131 ext. 5460 or 5488 or 1 (800) 371-8111 ext. 5460 or 5488

Email: [arc@cnc.bc.ca](mailto:arc@cnc.bc.ca)

Webpage: <https://cnc.bc.ca/services/prince-george/aboriginal-resources>

## Transferring Credits in the CASS Program

There are five ways in which transfer of credits into the CASS program can occur:

- transferring core course credits from other CNC programs
- transferring core course credits from other post-secondary Institutions
- obtaining elective credits through the Prior Learning Assessment and Recognition process
- transferring elective credits from CNC courses
- transferring elective credits from other post-secondary institutions
- obtaining elective credits through a Prior Learning Assessment and Recognition portfolio

All courses considered for transfer credit must be completed within ten years of your registration in CASS courses.

### **Transferring Core Course credits from other CNC programs**

Please contact a CNC Academic Advisor to confirm that your student record has noted the transfer of credit from other CNC programs. Eligible courses must have been completed within the last ten years. Courses include:

- ECCL and SSWK Communication courses for CASS 110
- Nursing or Health Care aid courses for CASS 160
- SSWK 245 for CASS 120

### **Transferring Core Course Credits from other post-secondary institutions**

The CASS program is a member of the BC Ministry of Advanced Education's Human Services Articulation Committee (Community & School Support Sub-sector). See the BC Transfer Guide website for details: <https://www.bctransferguide.ca/program/cass/transfer>

If the College of New Caledonia has an established transfer agreement with another post-secondary institution, credit for specific courses may be granted upon request.

- Fill out the Transfer Credit Request form at <https://cnc.bc.ca/admissions/transfer/transfer-credit-request-form>
- Pay the application fee through the Office of the Registrar
- Submit an official transcript to the Office of the Registrar

### **Obtaining Core course credits through the Prior Learning Assessment and Recognition process**

Students who have significant experience as an uncertified Education Assistant or Community Support Worker are welcome to seek Prior Learning Assessment Recognition (PLAR) credits for one or more of the following courses: CASS 105, 110, 130, 160, 180, or 189 The PLAR Process may (at the discretion of the Program Dean) involve writing a compressive exam, completing an assignment, or developing a Portfolio. Students have one semester to complete the Prior Learning Assessment Recognition Process

The Prior Learning Assessment and Recognition process involve:

- Applying to become a CNC student
- Applying to the Education Assistant or Community Support Worker Certificate
- Contacting your Employer to inquire if there is a refund available for completing the Prior Learning Assessment Recognition (PLAR) Process.
- Contacting the CASS PLAR instructor to discuss the PLAR Process
- Completing the PLAR request form at <https://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=193> and submitting it to the program coordinator
- Contacting the Office of the Registrar and paying the PLAR fees
- Accessing a Moodle site where you will find additional information and guidelines for completing your PLAR
- Completing the PLAR tasks and submitting them to the CASS PLAR instructor
- Your CASS PLAR instructor will submit the PLAR Completion form to the Office of the Registrar

## **The CASS Elective (CASS 189)**

Students in the CASS program must complete a three-credit elective course for certification for either the Educational Assistant or a Community Support Worker Certificate. Applicable courses must be approved by an Academic Advisor or a CASS Coordinator and relate to the philosophy of the CASS program.

CASS Electives provide students with an opportunity to receive recognition for relevant transfer credit course work they have completed. EA students are advised to contact their local School District to confirm specific course requirements as they may be able to use employer-required courses in the CASS program. Elective work must be completed, and documentation approved before students qualify for either the Community Support Worker or Education Assistant Certificate.

Transcripts and other documents must be in English or translated by a BC Certified Translator or the International Credential Evaluation Service.

An official transcript is a certified statement of academic achievement from an accredited college or university. If you have official transcripts, you may apply for transfer credit, provided your studies relate to the philosophy of the CASS program. Courses must have been completed within ten years of registration into the CASS program.

When submitting your application for transfer credit, be sure to keep all original copies of all your documents, as they may not be returned after the evaluation process.

Transfer Credit evaluation may take up to eight weeks and is only reviewed during the academic year (September to April). Requirements for transfer credit are subject to change without notice. Incomplete requests will be returned to the applicant.

An elective can be a single three-credit course, or a collection of non-credit courses (workshops or professional development activities) related to your CASS studies.

Post-secondary courses from the following disciplines are appropriate electives:

First Nations Studies	Sciences
Health Care Aid	Math
Social Sciences	Human Services
Nursing	Disability Studies
Fine Arts	Early Childhood Education
Education	Social Work

### **Transferring elective credits from CNC courses**

Please contact a CNC Academic Advisor to confirm the transfer of credit from other CNC programs is noted as your Elective on your student record. Eligible courses must be completed within the last ten years.

### **Transferring elective credits from other post-secondary institutions**

Courses recognized by the British Columbia Ministry of Advanced Education's post-secondary articulation committees are given priority. Courses from private institutions that are not part of a provincial articulation are addressed through the Continuing Education (non-credit) section of Transfer Credits. The steps involved are as follows:

1. Fill out the Transfer Credit Request form at <https://cnc.bc.ca/admissions/transfer/transfer-credit-request-form>
2. Pay the application fee through the Office of the Registrar
3. Submit an official transcript to the Office of the Registrar

The Office of the Registrar will review the request and grant credit if approved.

### **Transferring elective credits through Prior Learning Assessment Recognition Portfolio**

You may develop a portfolio of non-credit courses (workshops and professional development) relating to the philosophy of the CASS program as an elective. Credit may be granted through the PLAR (Prior Learning Assessment and Recognition) process.

Your portfolio of courses and workshops needs to total 45 hours of study. The courses or workshops in the portfolio must include an evaluative component (e.g., completed assignments, quizzes, projects, or exams that have been evaluated) and a grade (e.g., pass/fail, certificate, or letter of completion from the presenting organization) as well as a course or workshop outline or description. Documentation of participation (or grades) must be included in your portfolio.

Examples of non-credit courses include:

- Autism Spectrum Disorder (offered through CNC's Continuing Education)
- Introduction to Mental Health (offered through CNC's Continuing Education)
- Foundations of Conflict Resolution (offered through CNC's Continuing Education)
- POPARD (Provincial Outreach Program for Autism and Related Disorders)
- POPFASD (Provincial Outreach Program for Fetal Alcohol Spectrum Disorder)
- Sign Language
- Therapeutic Crisis Intervention Training (TCI)

Non-credit courses must have been completed within ten years of your CASS registration.

NOTE: First Aid and Food Safe are not accepted in this portfolio.

The Prior Learning Assessment and Recognition (PLAR) process involves:

- Applying to become a CNC student
- Applying to the Education Assistant or Community Support Worker Certificate
- Contacting your Employer to inquire if there is a refund available for completing the Prior Learning Assessment Recognition (PLAR) Process.
- Contacting the CASS PLAR instructor to discuss the PLAR Process
- Completing the PLAR request form at <https://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=193> and submitting it to the program coordinator
- Contacting the Office of the Registrar and paying the PLAR fees
- Accessing a Moodle site where you will find additional information and guidelines for completing your PLAR
- Completing the PLAR tasks and submitting them to the CASS PLAR instructor
- Your CASS PLAR instructor will submit the PLAR Completion form to the Office of the Registrar