



College of  
New Caledonia

## Community and School Support Program

Education Assistant Certificate  
Community Support Worker Certificate

(An online program offered through Prince George CNC  
Campus)

Registration in the CASS program requires an active email address

Information & Application Package  
(2020-2021)

The College of New Caledonia is on  
the traditional territory of the Lheidli  
T'enneh. CNC acknowledges their  
graciousness for welcoming  
knowledge-seekers to their territory.

School of University Studies and Career Access  
Prince George, BC

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## Program Description

The purpose of CNC – Prince George’s Community & School Support (CASS) Program is to increase the professionalism of staff working with persons with developmental disabilities or special needs. Two Certificates are offered through the Program:

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

The Education Assistant (EA) Certificate prepares human service workers to work as classroom education assistants, providing assistance to 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.

CASS courses through the Prince George campus are offered online using the Moodle course 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 (see page 20). 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 registered in CASS 195 Education Assistant Practicum and/or CASS 190 Community Support Worker Practicum must complete a BC Ministry of Justice Criminal Record Check for Children and Vulnerable Adults
- be advised that students seeking practicum placements should obtain and submit their placement contact information prior to registering in the practicum

## 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. The program is based on 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. Human service work is demanding

## Education Assistant and Community Support Worker Certificate Overview

<b>Community Support Worker and Education Assistant Certificate Program Planner</b>	
<b>Common Core Courses:</b> All EA and CSW Certificate students complete the following courses:	
• <b>CASS 110</b> Communication Skills (3.0 credits)*	
• <b>CASS 120</b> Human Diversity (3.0 credits)*	
• <b>CASS 130</b> Ethical Foundations of Practice (3.0 credits)*	
• <b>CASS 140</b> Part I: Positive Approaches to Teaching & Learning (3.0 credits)*	
• <b>CASS 145</b> Part II: Positive Approaches to Teaching & Learning (3.0 credits) * Prerequisite: CASS 140*	
• <b>CASS 150</b> Life Planning & Support Systems (3.0 credits)*	
• <b>CASS 160</b> Physical Care/Health and Wellness (3.0 credits) Can be taken at the same time as the practicum	
• <b>CASS 180</b> Supporting Literacy Learning for Diverse Populations (3.0 credits)*	
• <b>CASS Approved Elective</b> (3.0) credits ** Can be taken at the same time as the practicum – or after. Certificate will not be issued until the Approved Elective is completed	
<b>CSW students also complete:</b>	<b>EA students also complete:</b>
• <b>CASS 190</b> CSW Practicum (3.0 credit) Prerequisites: CASS 110, CASS 120 CASS 130, CASS 140, CASS 145, CASS 150 & CASS 180	• <b>CASS 195</b> EA Practicum (3.0 credits) Prerequisites: CASS 110, CASS 120, CASS 130, CASS 140, CASS 145, CASS 150 & CASS 180
<b>Community Support Certificate (30 Credits)</b>	<b>Education Assistant Certificate (30 Credits)</b>
* “C” grade or better	
** CASS Electives must be approved by a CASS Faculty member or Academic Advisor.	

### Calendar Descriptions

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

## Completing your Certificate in 3 Semesters

Qualified students (currently working in the field or have submitted their 65 hours of volunteer experience form) can, if they wish, complete their certification in three semesters by completing their studies in the following order or a variation of this order.

- Semester 1: CASS 110, 120 and 130
- Semester 2: CASS 140/145 (Fast Track), CASS 150 and CASS 180 (permission for the Fast Track required)
- Semester 3: CASS 160, CASS Elective and the Practicum (CASS 190 or CASS195)

The key to planning your studies is to take CASS 140 and 145 sequentially or together in the Fast Track. (Contact a CASS instructor for more information on the Fast Track). Registration in the Practicums: CASS 195 (Education Assistant) and CASS 190 (Community Support worker) occurs after completing 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.

Although CASS 110, CASS 120 CASS 130, CASS 150, CASS 180 can be completed in any order, we recommend you take them in order when possible. CASS 160 and your elective can be taken at the same time as (or after) the practicum but they must be completed before you receive your certificate.

## Completing both CASS Certificates

Students who wish to complete more than one certificate need to:

- Complete your first certificate (EA or CSW)
- Complete program application requirements (volunteer experience, or employment related to the certificate being sought)
- Re-apply to the CASS Program identifying your second certificate (EA or CSW)
- Complete four courses (12 credits) of studies relating to the certificate being sought (courses to be determined in consultation with the CASS Faculty)
- Complete your practicum relating to the certificate being sought (CASS 195 - EA Certificate or CASS 190 - CSW Certificate)

**Students have ten years from the time of first registration to complete their Education Assistant and/or Community Support Worker Certificate**

## **Course Articulation (Transfer)**

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: <http://www.bctransferguide.ca/program/cass/transfer>

Transfer credit may be applied to CASS courses under the following conditions.

- A. In cases where the College of New Caledonia has an established transfer agreement with another post-secondary institution, credit for specific courses may be granted upon request. Note: Students initiate this request. See: <https://cnc.bc.ca/services/advising/transfer>

B. In cases where the College of New Caledonia **does not** already have an established transfer agreement with another institution (e.g., with private training institutions that do not participate in Ministry of Advanced Education Articulation Committees), the minimum documentation students need to provide includes:

- A transcript issued from the institution attended showing a final grade, the credit value assigned to the course, and the total instructional hours allotted to the course
- A course outline indicating learning outcomes and methods of evaluation used
- A cover letter indicating how your course learning objectives apply to the CASS course for which you are seeking transfer credit

**Note 1:** Students must initiate these requests. Transfer credit is not assigned automatically.

**Note 2:** Course transfer options also exist between the College of New Caledonia's Community & School Support Program, Social Service Worker Program, and Early Childhood Care and Learning programs. Students who have a Nursing degree (RN or practical) or a Home Care certificate are granted credit for CASS 160.

The following Equivalencies (must have been taken within ten years of application to the CASS program) are noted:

- SSWK 145 or ECCL 178 (or ECE 176 & 177) = CASS 110
- SSWK 225 = CASS 120

Business and Nursing English or Communications courses are not considered equivalent to CASS 110

## Technology Requirements

CASS courses are offered online program using a course management system called Moodle. To be successful in your course work, you need to have at least a basic knowledge of keyboarding, word processing, email, and the Internet.

### **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 key boarding 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 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.

### **Required: Microsoft Office**

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

### **Required: Digital Video Camera Access**

## Application, Admission & Registration

Becoming a CASS student involves four steps:

1. Applying to the College of New Caledonia – Prince George Campus
2. Applying to the CASS Program. This step also involves identifying the certificate you will be working towards)
3. Admission to the a) Education Assistant or b) Community Support Worker Certificate. (you will be notified as soon as your application to the CASS program has been accepted
4. Registering in CASS Courses

Each of these steps is explained in more detail below.

### Applying to the College of New Caledonia: Prince George Campus

Please apply for the program online: <https://cnc.bc.ca/admissions/apply>

### Applying to the Community and School Support Program

Your first step is to identify the certificate you plan to work towards:

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

Apply to the CASS Program online, by mail, in person, or fax.

Download the application package here: [https://cnc.bc.ca/docs/default-source/programs-human-services/community-support-worker/cass-information-and-application-2019-2020.pdf?sfvrsn=d1c9d780\\_0](https://cnc.bc.ca/docs/default-source/programs-human-services/community-support-worker/cass-information-and-application-2019-2020.pdf?sfvrsn=d1c9d780_0)  
application form.

Please note that you will need to mail, fax or deliver your application form.

- **Mail or Deliver in Person** your completed CNC General Application Form, EA forms, and the CNC Application fee to:

College of New Caledonia  
Office of the Registrar  
3330 - 22<sup>nd</sup> Ave.  
Prince George, BC  
V2N 1P8

If mailing, please do not send cash. Enclose a cheque or credit card (VISA or MasterCard) Authorization.

- **Fax** your completed CNC General Application Form and CASS forms to:

College of New Caledonia – Prince George Campus  
Office of the Registrar  
(250) 561-5861

Faxed applications must include credit card (VISA or MasterCard) authorization.

## Applying to the Education Assistant Certificate

You can apply for full admission into the Education Assistant Certificate in one of three ways:

**Path #1:** For **working paraprofessionals** (e.g., education assistants employed in public schools or Group 1 Independent Schools), **or**

**Path #2:** For **active volunteers** with at least 65 hours of school-based volunteer experience completed within three years of admission into the Education Assistant Certificate program, **or**

**Path #3:** Students may register in CASS 110 and CASS 120 while completing their 65 hours of volunteer experience. When Special Admission Students have accrued their 65 hours of volunteer experience, the **Education Assistant Volunteer Experience Record** must be completed by the supervising teacher or principal and submitted to the Office of the Registrar. In order to continue in the EA or CSW program (i.e., change from Special Admission to Full Admission status), you must:

- Complete at least 65 volunteer hours in a public school classroom
- Return the completed **Education Assistant Certificate Volunteer Experience Record** to the CNC Office of the Registrar, **and**
- Complete CASS 110 and CASS 120 successfully. (A minimum “C” grade is required to enter the practicum.)

## Applying to the Education Assistant Certificate: Forms

The application process involves filling out forms and gathering documentation. The forms you need to complete for each admission pathway are listed below and included in this package.

**Path #1: Letter of Reference** (on school district letterhead) from your current employer.

**Path #2: Education Assistant Volunteer Experience Record** completed by your supervising teacher or principal to verify at least 65 hours of classroom volunteer experience.

**Path #3: Education Assistant Volunteer Experience Record** completed by your supervising teacher or principal. While completing volunteer experience, Path #3 applicants may also complete CASS 110 and CASS 120.



## Education Assistant Certificate Education Assistant Certificate Checklist

Identify your application pathway for admission to the Education Assistant Certificate and be sure to submit the necessary documents.

Education Assistant Checklist

**Path #1: Paid Paraprofessional.** I am currently working as a paid Education Assistant in a public school (or Group 1 Independent School). I have attached:  
verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade. (See below if you do not have English 12 equivalent.)  
a letter (on school district letterhead) confirming my employment as an Education Assistant.

**Path #2: Volunteer Service Provider.** I have or am currently volunteering in a school classroom following the BC Curriculum requirements. I have attached:  
 verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade. (See below if you do not have English 12 or equivalent.)  
The **Education Assistant Volunteer Experience Record** completed by my supervising teacher or principal documenting that I have volunteered at least 65 hours in the past 3 years.

**Path #3: Special Admission.** I am not ready yet for full admission into the Education Assistant Certificate. As a special admission student, I:  
realize I can register only in CASS 110 Communication Skills, CASS 120 Human Diversity: A Disability Perspective or CASS 130 Ethical Foundations of Practice  
have attached verification (such as a transcript) of completing English 12 or equivalent with a minimum "C" grade. (See below if you do not have English 12 or equivalent.)  
will complete 65 hours of school-based volunteer experience and submit the completed Education Assistant Certificate - Volunteer Experience Record to verify this. When CNC receives this record, I will switch from "special" to "full" admission status.

**I do not have English 12 or equivalent.** Therefore, I will write a CNC administered test of English to confirm equivalency. I understand **it is my responsibility** to contact CNC's Testing and Tutoring Services (1-800-371-8111, local 5837) and arrange to write this test. If I do not meet the required assessment level, I understand I must upgrade my English skills before I am admitted to the program.

**I have my Community Support Worker Certificate** and wish to obtain my Education Assistant Certificate (indicate path 1 or 2 to meet the entrance requirements and submit the appropriate forms/letters).



### Education Assistant Certificate Volunteer Experience Record

Name \_\_\_\_\_ Date \_\_\_\_\_

If you are applying for admission to the Education Assistant Certificate as a volunteer service provider, this form is **to be completed by the teacher or principal supervising your work as volunteer in a public school classroom.** If applying via Path #2 Volunteer Service Provider, this completed form must accompany your general CNC Application for Admission. If you are applying via Path #3 Special Admission, this completed form must be submitted **before** your transfer to full admission status can occur.)

Thank you for completing this form. Please describe briefly the volunteer work the applicant performed

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Overall, how would you rate the applicant's performance?

Excellent \_\_ Very Good \_\_ Good \_\_ Adequate \_\_ Poor \_\_

Dates of Volunteer Service: \_\_\_\_\_  
From D/M/Y to D/M/Y

Average Hours/Week Worked: \_\_\_\_\_ Total Hours: \_\_\_\_\_

#### Name/Address of Sponsoring School

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Supervisor's Name/Title (please print) \_\_\_\_\_

School Phone Number \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Education Assistant Application

## Applying to the Community Support Worker Certificate

You can apply for full admission into the Community Support Worker Certificate in one of four ways:

- Path #1:** For **working paraprofessionals** (e.g., Community Support Workers employed by community living or other agencies serving people with developmental disabilities and their families), **or**
- Path #2:** For **active volunteers** with at least 65 hours of community-based volunteer experience working with people with developmental disabilities (e.g., coaching Special Olympics) completed within three years of admission into the Community Support Worker Certificate program, **or**
- Path #3:** For caregiver (**parent or legal guardian**) of a person with a developmental disability and over 19 years of age, **or**
- Path #4:** When Special Admission Students have accrued their 65 hours of volunteer experience, the **Community Support Worker Volunteer Experience Record** needs to be completed by the agency supervisor. In order to continue in the CSW program (i.e., change from Special Admission to Full Admission status), you must:
  - Return the completed **Community Support Worker Certificate Volunteer Experience Record** to the CNC, Office of the Registrar **and**
  - Complete CASS 110 and CASS 120 successfully. (A minimum “C” grade is required to enter the practicum.)

## Applying to the Community Support Worker Certificate: Forms

The application process involves filling out forms and gathering documentation. The forms you need to complete for each admission pathway are listed below and are included in this package.

- Path #1: Letter of Reference** (on agency letterhead) from your current employer.
- Path #2: Community Support Worker Certificate Volunteer Experience Record** completed by your volunteer supervisor.
- Path #3: Caregiver Personal Statement** completed by you (the applicant).
- Path #4:** Students may register in CASS 110, CASS 120 and/or CASS 130 while completing their 65 hours of volunteer experience. When Special Admission Students have accrued their 65 hours of volunteer experience, the **Community Support Worker Certificate Experience Record** must be completed by the supervising teacher or principal and submitted to the Office of the Registrar. In order to continue in the CSW Certificate program (i.e., change from Special Admission to Full Admission status), you must:
  - Complete at least 65 volunteer hours at a Community Living Agency
  - Return the completed **Community Support Worker Volunteer Experience Record** to the CNC Office of the Registrar, **and**
  - Complete CASS 110 and CASS 120 successfully. (A minimum “C” grade is required to enter the practicum.)

Identify your application pathway for admission to the Community Support Worker Certificate and be sure to submit the necessary documents.

- Path #1: Paid Paraprofessional.** I am currently working as a paid Community Support Worker for an agency providing services to people with developmental disabilities. I have attached: Verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade. (See below if you do not have English 12 equivalent.) a letter (on agency letterhead) confirming employment as a Community Support Worker.
- Path #2: Volunteer Service Provider.** I am currently working as a volunteer in a community-based program providing services to people with developmental disabilities. I have attached: Verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade. (See below if you do not have English 12 or equivalent.) the **Community Support Worker Volunteer Experience Record** completed by the agency supervisor verifying that I have volunteered at least 65 hours in the past 3 years.
- Path #3: Caregiver.** As the caregiver of a person with developmental disabilities, I have attached: Verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade. (See below if you do not have English 12 or equivalent.) the completed **Caregiver Personal Statement**.
- Path #4: Special Admission.** I am not ready yet for full admission into the Community Support Worker Certificate. As a special admission student, I: realize I can register only in CASS 110 Communication Skills and/or CASS 120 Human Diversity: A Disability Perspective. have attached verification (such as a transcript) of completing English 12 or equivalent with a minimum "C" grade. (See below if you do not have English 12 or equivalent.) will complete 65 hours of community-based volunteer experience and submit the completed Community Support Worker Certificate - Volunteer Experience Record to verify this. When CNC receives this record, I will switch from "special" to "full" admission status.
- I do not have English 12 or equivalent.** Therefore, I will write a CNC administered test of English to confirm equivalency. I understand **it is my responsibility** to contact CNC's Testing and Tutoring Services (1-800-371-8111, local 5837) and arrange to write this test. If test results do not meet the required assessment level, I understand that I must upgrade my English skills before I am admitted into the program.

**I have my Education Assistant Certificate** and wish to get my Community Support Worker Certificate. (Indicate path 1 or 2 to meet the entrance requirements and submit the appropriate forms/letters).

**Community Support Worker Certificate Volunteer Experience Record**

Name \_\_\_\_\_ Date \_\_\_\_\_

If applying via Path #2 Volunteer Service Provider, this completed form must accompany your general CNC Application for Admission. If you are applying via Path #4 Special Admission, this completed form must be submitted **before** your transfer to full admission status can occur.)

Community Support Worker Application

Thank you for completing this form. Please describe briefly the volunteer work the applicant performed

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Overall, how would you rate the applicant's performance?

Excellent \_\_ Very Good \_\_ Good \_\_ Adequate \_\_ Poor \_\_

Dates of Volunteer Service: \_\_\_\_\_  
From D/M/Y to D/M/Y

Average Hours/Week Worked: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**Name/Address of Sponsoring School**

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Supervisor's Name/Title (please print)

School Phone Number

Supervisor's Signature

Date



Caregiver Personal Statement Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Please complete this form if you are applying for admission to the Community Support Worker Certificate via Path #3 Caregiver (i.e., as a **caregiver of a person with a developmental disability** you are a **parent or legal guardian** and over 19 years of age).

Community Support Worker Application

1. Please briefly describe the **type(s) of support** you have provided and **how long** you have provided this support.

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2. Please describe what **personal qualities** you possess that would contribute to the human service field. (Use additional paper if needed.)

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(Community-based volunteer experience is strongly recommended in addition to personal experience)

## Registering in Community and School Support Courses

Courses required for the Education Assistant and/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 notification to register in “CASS” courses. **Please review the course descriptions and course prerequisites in this package carefully before choosing your courses.**

You can register:

- **Online at:** <https://cncconnect.cnc.bc.ca/>
- Or in person at the  
Office of the Registrar  
College of New Caledonia  
3330 - 22<sup>nd</sup> Avenue  
Prince George, BC  
V2N 1P8

Students can register in a **maximum** of three CASS courses without special permission. Students who are full time students, have successfully completed one semester and are not working outside the home may ask for special permission to take four courses. (Three courses are considered a full-time course load.) Registering in more than one CASS course is **not recommended** if you are also working and/or have significant family or other responsibilities.

If the course you want is already full, you will be waitlisted. Don't be discouraged! We make every effort to accommodate waitlisted students. It is your responsibility, however, to monitor your waitlisted status to see if a seat in the course becomes available. You can monitor your waitlisted status online via CNC Connect

## Getting started in my CASS Courses

Your instructor will contact you by email before the start of the semester. (Make sure you have given the Office of the Registrar an **active home email address**.) This email will:

- Introduce your instructor and provide you with his/her CNC contact information.
- Guide you in activating your CNC Computer Account and CNC Email Account.
- Guide you in accessing your online CASS course(s) on Moodle. (Moodle is the course management system CNC uses.)

## Tuition, Fees & Purchasing Course Materials

Students pay a number of fees. These include 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.

Required course materials (e.g., textbooks, manuals) need to be purchased separately. 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 190 CSW Practicum and CASS 195 Education Assistant Practicum also pay Ministry of Justice Criminal Record Search fees. Details will be sent to students registered in the Practicum.

## **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

### **Counselling & Advising Office:**

For career, educational, personal and other types of professional counselling, contact the Counselling & 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)

### **Testing and Tutoring Services (TTS):**

Are you unsure of your English skills? Contact the TTS for an English (Reading & Writing) assessment.

Phone: (250) 561-5837 or 1-800-371-8111, Local 5837  
Email: [tts@cnc.bc.ca](mailto:tts@cnc.bc.ca)  
Webpage: [http://www.cnc.bc.ca/Exploring/Services/student\\_services/css.htm](http://www.cnc.bc.ca/Exploring/Services/student_services/css.htm)

### **Accessibility Services:**

If you are a person with a documented disability, please discuss any academic accommodations you require with Accessibility Services. They can be reached 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

## 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 supports services to Aboriginal learners in a culturally safe environment.

Phone: (250) 562-2131, local 5460 or 5488 or 1 (800) 371-8111, local 5460 or 5488  
Email: [arc@cnc.bc.ca](mailto:arc@cnc.bc.ca)  
Webpage: <https://cnc.bc.ca/services/prince-george/aboriginal-resources>

## Community & School Support Program:

Both the Education Assistant and the Community Support Workers Certificates are part of the Community and School Support Program in the School of University Studies and Career Access. Visit Education Assistance Certification online at: <https://cnc.bc.ca/programs-courses/programs/detail/education-assistant-certificate> and the Community Support Certification at: <https://cnc.bc.ca/programs-courses/programs/detail/education-assistant-certificate> Our Dean (Alison Anderson) can be contacted at (250) 562-2131, Local 5826 or 1 (800) 371-8111, Local 5826.

## Transferring Credits into the CASS Program

CASS Electives provide students with an opportunity to receive recognition for relevant transfer credit course work **or** significant evaluated continuing education courses 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.

**Note:** The same course work **cannot** be used for both electives and prior to submitting documents for transfer credit you must apply and be admitted into the CASS Program. For more information about applying to the CASS program contact an Academic Advisor at 250-562-2131 or 10800-371-8111 (ext. 5818)

## Requesting CNC Transfer Credit for CASS Electives

Students in the CASS program are required to identify a three credit elective course for certification for either the Educational Assistant or as a Community Support Worker Certificate (Note: The same elective cannot be used for both certificates). Applicable courses must relate to the philosophy of the CASS program. Courses relevant to the CASS philosophy and completed within ten years of your first registration in either the EA or CSW certificate will be given priority for transfer credit. Courses completed more than ten years ago will not be considered for transfer credit.

Students seeking an Education Assistant or Community Support Worker Certificate and who have successfully completed other course work at CNC (ABE or ESL are not eligible) may have one (or more) courses on their CNC transcripts that can be used as an elective for their CASS certification. If you have one or more courses on your transcripts you do not need to do anything more. See Students with Credit Courses and Official CNC Transcripts (below) for course qualifications.

To receive credit for courses, documentation must show successful completion of eligible courses completed within the last ten years. Post-secondary courses from the following disciplines are appropriate electives. Courses recognized by the British Columbia Ministry of Advanced Education's post-secondary articulation committees are given priority. For more information see the BC Transfer Guide at: <http://bctransferguide.ca>. Courses from private institutions that are not part of a

provincial articulation process are addressed through the Continuing Education (non-credit) section of Transfer Credits.

- Aboriginal Studies
- Health Care Aid
- Social Sciences
- Nursing
- Disabilities Studies
- Fine Arts
- Education
- Social Work
- Early Childhood Education
- Human Services
- Maths
- Sciences

Other (Courses not on the above list require special approval from CASS Faculty. Rational for your application must be supported in a cover letter with the appropriate documentation (see above).

**Examples include:**

- FASD 260 (offered by CNC's Lakes District Campus)
- FNST 100: An Introduction to the World View of First Nations People
- CASS 160 Physical Care (for EA students)
- CASS 180 Supporting Literacy Learning in Diverse Classrooms (for CSW Students)
- Math 190 Math for Teachers
- English 103 composition and Style
- Psych 101 Introduction to Psychology
- Soc 101 Introduction to Sociology
- Psyc 389 Introduction to Learning Disabilities (offered by Athabasca University)

### **Students with Credit Courses and Official Transcripts from other BC or Canadian Public Postsecondary Institutions (Elective Credits)**

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

The following documentation must be submitting when applying for transfer credit for your elective. Note that the same course cannot be applied to both certificates

1. Completed Transfer Credit Request Form. See <https://cnc.bc.ca/services/advising/transfer>
2. An official transcript from the issuing institution and a cover letter summarizing your request for transfer credit. The transcript must show a "C" (60%) or better grade for the course for which transfer credit is being applied.
3. A letter summarizing parallel learning objectives of course(s) taken, with those from the CNC courses for which elective credit is requested. See <https://cnc.bc.ca/services/advising/transfer> <http://tools.cnc.bc.ca/courseoutlines/> to view CASS Course Outlines.

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.

### **Students Requesting Transfer Credit from Continuing Education (non-credit) (Elective Credits)**

You may develop a portfolio of non-credit courses (workshops and professional development) relating to the philosophy of the CASS program as an elective. Your portfolio of courses and workshops need to total 45 hours of study. Each non-credit course 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.

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

**Submit your Request for Transfer Credit for CASS Electives to the:**

Student Services  
College of New Caledonia  
3330-22nd Avenue  
Prince George BC, V2N 1P8  
Phone: 250-561-5818  
Toll Free: 1-800-371-8111 Ext. 5818  
Fax: 250-561-5879