Early Childhood Care & Education

PROGRAM ADMISSION PACKAGE

Selkirk College | HEALTH & HUMAN SERVICES

DEAR APPLICANT,

Greetings and thank you for your interest in the [Early Childhood Care & Education Program](#) at Selkirk College.

Selkirk College offers a nine-month Early Childhood Care & Education Certificate Program. Students will be prepared to work with young children and their families in a variety of exciting and rewarding roles. You will learn how to participate in the planning and delivery of programs that focus on healthy child development and develop relationships within the field of early care and learning.

Courses are chosen and developed to prepare entry into practice, and/or to transfer into higher level studies that can be taken at Selkirk College or a transferring institution. If you have any questions, you can contact the Enrolment Officer or visit the frequently asked questions page online.

Sincerely,

Jocelyn Schroeder, RN, BSN, MSN
School Chair, School of Health & Human Services

GENERAL INFORMATION

Thank you for your interest in the Early Childhood Care & Education Certificate Program. Please complete all of the necessary sections in this package. Please read the program policies concerning admission into the program.

Acceptance to the program is based on a first qualified basis given that the applicant meets all the requirements. Upon completion of the application package, you will be sent a letter of acceptance into the program. Please submit this completed package by email to: **hhsadmissions@selkirk.ca**

ACADEMIC REQUIREMENTS

☐ High school graduation or equivalent

☐ English 12 or equivalent with a C or higher (60%) or English 60 from Selkirk College

NON-ACADEMIC REQUIREMENTS

☐ Applicants must be able to demonstrate compliance with Public Health Officer's orders with respect to COVID-19 vaccine requirements

☐ Proof of a negative tuberculosis test or a clear chest x-ray that is less than 6 months old for those who have been requested to have this from our community partners

☐ Ministry of Justice Criminal Record Check

☐ Resumé

☐ One-on-one interview with a faculty member

Recommended:

☐ Computer skills

☐ Drivers license or access to transportation for practicum placement

OFFICIAL TRANSCRIPTS

Official Transcripts from high school and all post-secondary institutions attended submitted directly to Selkirk College. Please review how to submit transcripts to Selkirk College.

You need to obtain the Criminal Record Check from the Ministry of Justice. Please do not go to your local police station as we no longer accept Criminal Record Checks from the RCMP for this program.

This part of the package is to inform you about the Health and Human Services Criminal Record Check process. The Criminal Records Review Program is part of the Ministry of Justice. The program is responsible for processing criminal record checks under the Criminal Records Review Act. Criminal record checks are done to protect the most vulnerable people in our society from and physical, social, economic or sexual abuse. This new Criminal Record Check is more extensive, increasing public safety and confidence in our institutions, while providing a professional and efficient administrative process.

Every post-secondary institution in British Columbia has been requested to have their students in a Health and Human Services Program complete this check. The Criminal Record Check is valid for five (5) years.

The following students are **not** eligible to apply online and must complete a paper application:

• People under 19 years of age

• People who have lived in Canada less than 2 years

ONLINE REQUESTING SERVICE

1. Go to: justice.gov.bc.ca/criminalrecordcheck

2. Review the information to ensure you are able to use this service. If you are not able to use this online service, see information below titled **PAPER APPLICATION PROCESS**

3. If you are able to use this service, scroll to the bottom of the CRC website page and enter the Selkirk College access code: **ZWN7NCEP5C**

4. Enter in the characters you see in the security image and either click "Request a New Criminal Record Check"or "Share the results of a Completed Criminal Record Check".

    a. Request a New Criminal Record Check – for those applicants who have never had a criminal record check done before or whose check has expired.

    b. Share the results of a Completed Criminal Record Check – for those applicants who currently have a check and would like to share it with Selkirk College.

5. Choose the correct options and review the next page. By selecting "Next" you are agreeing/consenting to a Criminal Record Check for Selkirk College. Review and agree to the terms on the next page.

6. Enter in your personal information on the next page. Once you have entered your information you will beasked to review. Once you have reviewed the information, click "Next" to proceed with identity verification.

7. If the system cannot complete the request to initiate a criminal record check online, please print the page by clicking the "Print" button at the bottom of the page and scan and email the form to hhsadmissions@selkirk.ca

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PAPER APPLICATION PROCESS

If you would prefer, or are required, to fill out the paper application contact the Enrolment Services Office at hhsadmissions@selkirk.ca and request the form. One will be sent to you. The form is electronically fillable – **please use Adobe Acrobat to fill out the form**.

Please read information and instructions on Page 1. To avoid processing delays, ensure all fields are complete. Providing your driver's licence number or BCID number may expedite the process. Some parts of the form are already auto-populated. Only fill out **Part 1: Applicant Information**, **Part 3: Position with Organization (Required)** - enter **Student**, and lastly **Part 5: Consent for Release of Information and Acknowledgments**.

Once the form is filled out, please print and sign the form. Scan the form plus two pieces of ID to the Enrolment Services Office at hhsadmissions@selkirk.ca. Note: One piece of ID must be government issued (drivers licence preferred) and displays applicant's name, date of birth, signature and photo. Please put drivers licence number on the consent form if it is being provided for ID.

After your application is received and reviewed by the Enrolment Services Office, it will be forwarded to the Ministry of Justice for processing. The Ministry of Justice will email directions to the email address provided for payment. Please be sure to check your spam/junk mail folders for this email. Once payment has been received your application will be processed. The cost of the criminal record check is $28.

Read the full Criminal Records Review Act for specific information such as definitions, the use of information, the effects of finding an individual is a risk or fines that may be imposed for failure to comply with the act. (Note, this electronic version of the act is being updated and may not contain the recent changes.)

The Criminal Record Check will be sent directly to the college. You will only be contacted by the Governor General if there is a relevant offence found.

For any questions or assistance with this process, please contact the Enrolment Services Office at hhsadmissions@selkirk.ca or by phone at (250) 365-1232.

COMPUTER SKILLS SELF-ASSESSMENT

Student Name:	Student Number:

Computer Knowledge	Yes	No	Unsure
I can identify the basic parts of a computer system			
I can properly start and shut down acomputer system			
I can start and close a computer program			
I can describe some common uses of computers in society			
I can use a mouse/pointing device			
Word Processing	Yes	No	Unsure
I can create a new word processing document			
I can edit a document			
I can save a document to the storage drive			
I can print a document			
I can retrieve a document			
I can use tools such as spell check or thesaurus			
Electronic Communication	Yes	No	Unsure
I search online			
I can complete an online form			
I can add to favourites/bookmark bar			
I can send and receive email, including attachments			

If you answered No/Not Sure to one or more of the questions in the Computer Skills Self-Assessment, you can use the following strategies to help you to complete computer-related assignments throughout the program.

- Ask a friend or family member to demonstrate the basic skills of using a computer, including identifying its main parts, turning it on/off, starting and shutting down a computer program and using a printer.

- Follow online tutorials to learn how to create a document on the computer

- Unsure how to use the search using the internet? Work with another student who understands how to complete an internet search.

- If you do not have an email account, you can find a tutorial online on how to set up something using Google, Microsoft or Yahoo.

Student Name:	Student Number:

DECLARATION

I certify that I have provided accurate and authentic information in this application. I understand that falsification or plagiarism of my application will result in the withdrawal of my application and/or the offer of admission.

The information on this form is collected under the general authority of the College and Institution Act 41.1 (2) a. It is directly related to and needed for the selection of applicants for the **Early Childhood Care & Education Program**. The information will be used to make admissions decisions.

If you have any questions about the collection and use of this information, please contact Jocelyn Schroeder, Chair of the School of Health and Human Services at jschroeder@selkirk.ca or call toll free at 1 (888) 953-1133, Ext.: 21289

☐ **I HAVE READ & UNDERSTAND THIS DECLARATION**

☐ **I DO NOT AGREE / DO NOT UNDERSTAND THIS DECLARATION**

_____
APPLICANT SIGNATURE

_____
DATE SIGNED

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