

## ECCE Program Application Package

---

Applications to the Early Childhood Care & Education (ECCE) program are accepted on a first applied, first qualified basis until the program is full. If there are more than enough qualified applicants for this program, applicants will be waitlisted for a seat in the next program intake.

Note: Recommended Group Information Session will be offered sometime in May or June for full-time applicants. It is designed to assist students in making an informed decision about pursuing a career in Early Childhood Education. Part-time applicants will be required to discuss their individualized program selection with an educational advisor.

---

## Academic Admission Requirements

Prospective students must meet the following academic requirement:

1. Provincial English 12 with a C or better, or equivalent, or successful English Placement.

Official transcripts must be submitted to provide proof of academic requirements. Transcripts are only considered official when they bear the seal and signature of the institution or agency from which they were sent. Post secondary transcripts must be in a sealed envelope from the sending institution.

---

## Other Admission Requirements

In addition to fulfilling the academic admission requirement listed above, a prospective student must submit the following:

1. Application for Admission to NIC (available online at [www.nic.bc.ca](http://www.nic.bc.ca))
2. Student Information Form (in this package)
3. Requisite Skills and Abilities (in this package)

## Mail the completed forms directly to:

Admissions, **Comox Valley Campus**, 2300 Ryan Road, Courtenay BC V9N 8N6

**Note:** *It is the student's responsibility to be certain that all components of the application are complete. **Incomplete applications will not be considered.** Students are encouraged to complete the admission requirements as soon as possible as acceptance into the program is assessed by the completion date of these requirements.*

---

## Before Classes Begin

Once accepted to the program, but before classes begin, the student will be required to:

1. Complete a *Solicitor General Consent for Criminal Record Search* form. This form will be sent to you from the admissions office once you are offered a seat in the program. **\*DO NOT SUBMIT A RCMP CRIMINAL RECORD CHECK.\*** Processing costs will be incurred by the student. Note: Part-time students will complete and send this form, two (2) months prior to the start of their practice placements.
  2. Hold a current Child Care First Aid certificate, or equivalent. It is the responsibility of the student to maintain certification throughout the program. Check with your local registration office for available courses. Note: Full-time Certificate students will be taking their First Aid training in the first week of classes in September.
  3. Full-time students will be required to submit a *Portfolio* containing the following documentation on the first day of class. Note: Part-time students will be required to submit the portfolio to their practicum instructor before beginning their practice placements.
    - a. Completed *Personal Immunization* form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.
    - b. Medical form. Obtain a "Written opinion of a medical practitioner that the mental and physical health of the person is adequate for the job." (*Community Care Facility Act*). This form will be sent to you by the admissions office when you are offered a seat in the program.
    - c. Two (2) personal reference letters that support the student's suitability for work with young children.
    - d. Authorization Number. This number will be on the letter you receive back from the Solicitor General office after you submit your consent for Criminal Record Review.
-

**ECCE Student Information Form**

---

**Personal Information**

*Please notify the College if there is a change in any of the information provided herein.*

Full Name: \_\_\_\_\_

Former Surname: \_\_\_\_\_ Birthdate: (yy/mm/dd) \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

---

Emergency Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

---

**High School Education**

Grade completed: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

---

**Post-secondary Education**

---

---

---

---

**Other courses, training camps, seminars, etc.**

---

---

---

---



## ECCE Requisite Skills and Abilities

---

British Columbian families expect the child care system to provide their children with safe, supportive and educational care. Meeting this expectation requires that Early Childhood Educators be educated so that they are able to provide safe, competent and ethical care.

This outline is meant to assist you in identifying challenges that could influence your success in the ECCE program. Please note that the examples provided are intended to mean “including, but not limited to”. If you have any concerns, please contact the ECCE Department Chair.

---

### COMMUNICATIVE/INTERPERSONAL REQUISITE SKILL AND ABILITY

- Speak and understand spoken English well enough to avoid mixing up words and meanings
- Write and understand written English well enough to avoid mixing up words and meanings
- Recognize your own non-verbal signals and interpret those received from others while considering individual difference in expression and meaning
- Verbal communications to adults and children alike are done in a respectful, honest and non-judgmental manner maintaining dignity, diplomacy and sensitivity
- Develop relationships and rapport with individuals and groups of both adults and children
- Recognize the individual needs of children, their families and colleagues

#### *Example 1:*

The student: obtains information from observations about a particular child while working on a development assignment and communicates well with the other child care team regarding discoveries about the child.

#### *Example 2:*

The student: supports a child through an upsetting altercation with another child; identifies that people have needs and perspectives that might be different from the student.

---

### BEHAVIOURAL REQUISITE SKILL AND ABILITY

- Manage own behaviour well enough to provide safe, competent and nurturing early Child Development and Care
- Engage with self and others to maintain a safe environment
- Respond appropriately in situations that are stressful or that involve conflict
- React appropriately to giving and receiving physical touch and working in close proximity with young children
- Fulfill responsibility as part of a team
- Manage time appropriately and is able to multi-task while maintaining a safe, supervised environment
- Acts as a good role model including healthy eating habits, effective calm problem solving, neat outward appearance, respectful mannerisms, and observing and following practicum site rules and regulations
- Has adaptability and flexibility in a busy environment

#### *Example 1:*

The student: sets priorities in the face of multiple demands by scanning the area and identifying what to do based on safety and positive outcomes.

#### *Example 2:*

The student: observes the educators or co-students and recognizes where she/he is needed to complement the activity.

---

**ECCE Requisite Skills and Abilities (page 2)**

---

**SENSORY PERCEPTUAL REQUISITE SKILL AND ABILITY**

Ability to perceive with each of the following senses well enough to provide care and participate in educational activities.

- Sight
- Hearing
- Touch
- Voice

*Example:*

The student: can scan and observe all areas of a child care program regardless of the surroundings; can hear sounds of distress or alarm, and can readily comfort and hold a child; feel a forehead for the possibility of a fever; or hold a hand while singing a song.

**COGNITIVE REQUISITE SKILL AND ABILITY**

- Apply observations and learning to practice
- Remember information over a brief period of time
- Remember information from past experiences
- Problem-solve to develop professional judgment
- Reason to develop professional judgment
- Exercise critical enquiry skills to develop professional judgment
- Apply basic mathematical skills (add, subtract, multiply, and divide)

*Example:*

The student: recalls learned guidance strategies and applies them to practice; perceives when situation requires further inquiry; recalls written or oral information provided by either parents or colleagues; is respectful of confidential nature surrounding work with children, families and colleagues in the ECE field; uses past experience to inform current decisions.

**PHYSICAL REQUISITE SKILL AND ABILITY**

Caring for children can be physically demanding. Ability to perform each of the following requisites to provide safe child care and participate in educational activities.

- Stand and maintain balance
- Appropriate energy level
- Manual dexterity
- Move within limited spaces
- Push and pull
- Perform repetitive movements
- Perform sequences of hand-eye coordination
- Bend with ease
- Reach
- Lift and carry children and object
- Walk, climb

*Example:*

The student can: fully participate in active indoor and outdoor play with children; sit and play with children on the floor; climb play structures when necessary; respond appropriately to each child's expression of need; offer physical support to children with special needs; restrain child from falling or running into the street; carry injured or sick child; students and caregivers must ensure that children are supervised and involved in safe activities at all times.

**ECCE Requisite Skills and Abilities (page 3)**

---

**ENVIRONMENTAL REQUISITE SKILL AND ABILITY**

*(nature of adverse environmental conditions on the student)*

Caring for children can be stressful. There may be a number of situations happening at once, and the student must be prepared physically and mentally to handle accidents and emergencies at any time.

- The capacity to maintain own mental stability
- Maintain healthy heart and blood pressure
- Ability to maintain healthy body weight
- Maintain healthy skin
- Free of chronic conditions, uncontrolled allergies and/or asthma

*Example:*

The student: is able to manage own stress and mental stability while remaining capable of sound decision making process when working with children and families; maintains healthy body weight; responds quickly to situations threatening safety of children, families, staff and self; maintains healthy skin, free of conditions that become worse with frequent hand washing or stress; is able to provide support to children and families in crisis while maintaining own composure and respecting ethical obligations to the profession.

---

**I have read the list of Requisite Skills and Abilities. If now, or at any time during my education program I have difficulty demonstrating one or more of the Requisite Skills and Abilities and would like assistance then it is my right and my responsibility to advise my education program. I can make this request by contacting teaching ECCE faculty member(s).**

**Having read the above with care and attention, your signature will reflect your understanding of the above information and its implication.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

References:

- ECEBC Code of Ethics
- Practice Experience Student Evaluation Booklet (based on ECEBC Competencies)