

## Education Assistant Certificate Program Application and Checklist

**Please include the following with this application, in addition to completing this form:**

- 1. \$30.00 application fee** – non-refundable.
- 2. Two (2) letters of reference**, preferably from professionals in education, childcare, special needs services, recreational programs, or community agencies.
- 3. 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 any individuals with special needs.
- 4. Transcripts / Diploma** or proof of completion of **Grade 12** and other post-secondary programs, if applicable.
- 5. Statement that the applicant will pass a Criminal Records Check for working in the vulnerable sector** – the College will run this check upon acceptance into the program.
- 6. Optional: resume and any other documentation that may enhance your application.**
- 7. Copy of Photo Identification with birthdate (ex: Driver's License, Passport, BCID)**

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

**Please print clearly the following information:**

**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):** \_\_\_\_\_

**Please select which intake:**

January Intake



20575 Thorne Avenue  
Maple Ridge, B.C. V2X 9A6  
Email: [rmc@sd42.ca](mailto:rmc@sd42.ca)  
Phone #: 604-466-6555 (Ext 2.)  
Website: [www.rmcollege.sd42.ca](http://www.rmcollege.sd42.ca)

*\* Proficiency in English language (written and oral) is required. Assessment of English level may be requested at the discretion of the coordinator.\**

**Educational / Work Background**

**High School Graduation:**

**School Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

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

<b>Year</b>	<b>Course / Award name</b>	<b>School/ Institution</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Current Employment:**

\_\_\_\_\_

**Work and/or Volunteer Experience related to Schools (public, private, elementary, secondary), Special Needs, Health, Social Service, Community Recreation, etc.**

<i>Year(s)</i>	<i>Organization / Program</i>	<i>Role</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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I consent to a Criminal Record Check upon admission to the EA Program  Yes  No

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

**Submit completed application:**

1. **By Email:** [rmc@sd42.ca](mailto:rmc@sd42.ca)
2. **By Mail or In Person to the following address:**  
Ridge Meadows College, Riverside Centre  
20575 Thorne Avenue,  
Maple Ridge, B.C. V2X 9A6

**Applications will be reviewed by a committee of program instructors and college administration. Their decisions regarding applications are final and not subject to appeal.**