



**URBAN CIRCLE TRAINING CENTRE INC.**  
**ADULT EDUCATION & EMPLOYMENT PROGRAM**  
(August , 2025 to June , 2026)  
**INTAKE PROCESS**

(Updated: February 3, 2025)

**Attend an Information Meeting on one of the following days:**

- ❖ Tuesday, February 4, 2025 @ 10AM
- ❖ Wednesday, February 19, 2025 @ 2PM
- ❖ Tuesday, March 4, 2025 @ 10AM
- ❖ Wednesday, March 19, 2025 @ 2PM

**All Highlighted Dates – Mark your Calendar to Attend**

**1<sup>st</sup> Intake:**

<b>Application Deadline:</b>	<b>Thursday, February 6, 2025 (4:30 PM)</b>
Orientation Meeting:	Tuesday, February 11, 2025 (9:30 AM – 12:00 PM)
DRP (Reading) Assessments:	Tuesday, February 11, 2025 (1:00 PM – 4:30 PM)
Interview Dates:	Thursday, February 13, 2025 & Friday, February 14, 2025
Staff Team Deliberation:	Wednesday, March 5, 2025 (3:00PM)
Notification of Acceptance:	Monday, March 10, 2025

**PLEASE NOTE:** All applicants **MUST** complete one of the above scheduled Intake Process before given an acceptance letter.