



# URBAN CIRCLE TRAINING CENTRE INC.

## EDUCATIONAL ASSISTANT PROGRAM

(September 18, 2023 to June 14, 2024)

### INTAKE PROCESS

(Updated: February 8, 2023)

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

- ❖ Tuesday, February 14 @ 2:00PM
- ❖ Tuesday, March 14 @ 2:00PM
- ❖ Wednesday, April 12 @ 2:00PM
- ❖ Wednesday, May 10 @ 2:00PM
- ❖ Wednesday, June 7 @ 2:00PM
- ❖ Wednesday, March 1 @ 10:00AM
- ❖ Wednesday, March 29 @ 10:00AM
- ❖ Tuesday, April 25 @ 10:00AM
- ❖ Thursday, May 25 @ 10:00AM

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

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

|                              |  |
|------------------------------|--|
| <b>Application Deadline:</b> | <b>Wednesday, April 5, 2023 (4:30 PM)</b>                                  |
| Orientation Meeting:         | Wednesday, April 12, 2023 (9:30 AM – 12:00 PM)                             |
| DRP (Reading) Assessments:   | Wednesday, April 12, 2023 (1:00 PM – 4:30 PM)                              |
| Interview Dates:             | Thursday, April 13, 2023; Friday, April 14, 2023; & Monday, April 17, 2023 |
| Staff Team Deliberation:     | Thursday, April 20, 2023 (10:00AM)   |
| Notification of Acceptance:  | Monday, April 24, 2023   |

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