



URBAN CIRCLE TRAINING CENTRE INC.

EDUCATIONAL ASSISTANT PROGRAM

(September 16, 2024 to June 13, 2025)

INTAKE PROCESS

(Updated: February 29, 2024)

Attend an Information Meeting on one of the following days:

- ❖ Wednesday, February 21, 2024 @ 2PM
- ❖ Wednesday, March 13, 2024 @ 2PM
- ❖ Wednesday, April 10, 2024 @ 2PM
- ❖ Tuesday, March 5, 2024 @ 10AM
- ❖ Thursday, March 21, 2024 @ 10AM
- ❖ Tuesday, April 23, 2024 @ 10AM

All Highlighted Dates – Mark on your Calendar to Attend

1st Intake:

Application Deadline:	Friday, March 15, 2024 (4:30 PM)
Orientation Meeting:	Tuesday, March 19, 2024 (9:30 AM – 12:00 PM)
DRP (Reading) Assessments:	Tuesday, March 19, 2024 (1:00 PM – 4:30 PM)
Interview Dates:	Wednesday, March 20, 2024; Thursday, March 21, 2024; & Monday, March 25, 2024
Staff Team Deliberation:	Thursday, March 28, 2024 (10:00AM)
Notification of Acceptance:	Wednesday, April 3, 2024

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