

**EARLY CHILDHOOD EDUCATION - BASIC CERTIFICATE  
 APPLICATION FOR ADMISSION** (revised 2018-11-28)

- Part time - 2 year completion ... select program start:  January  April  September
- Part time - 3 year completion ... select program start:  January  April  September
- Full time - daytime program September to July

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

Date of Birth: \_\_\_\_\_  
   Month  Day  Year

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

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

Email: (print clearly) \_\_\_\_\_

**Educational Background:**

High School:    Location: \_\_\_\_\_    Year Graduated: \_\_\_\_\_

Post Secondary:

<u>Name of Institution/Program</u>	<u>Years of Attendance</u>	<u>Degrees/Certificates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other relevant training or non-credit courses (e.g. personal development, leadership training, parenting courses, courses related to young children).

<u>Institution</u>	<u>Duration and Year</u>
_____	_____
_____	_____
_____	_____

**Volunteer Experience with Children and Families**

Organization	<u>Type of Experience</u>	<u>Ages of Children</u>	<u>Years Volunteered</u>
_____	_____	_____	_____
_____	_____	_____	_____

**Employment Experience:**

<u>Employer</u>	<u>Type of Work</u>	<u>Years Employed</u>
_____	_____	_____
_____	_____	_____

**References:**

List the names of three references that could be contacted to recommend you as a suitable candidate for this program. In addition, submit their signed reference letter.

<u>Name &amp; Position</u>	<u>Phone No.</u>
_____	_____
_____	_____
_____	_____

**Checklist of documents to be submitted with this application:**

- ( ) Copy of academic transcripts and other documents relevant to childcare training
- ( ) Two page autobiography (include details about your values, interests, and the reasons for choosing to care for and educate young children)
- ( ) Proof of completion of English 12 or Communications 12 with a C+ OR will write or has written an English test with BCCE
- ( ) 3 signed reference letters; at least one should be from past employment/study
- ( ) Completed form for Consent to a Criminal Record Check
- ( ) Completed form for ECE Student Medical Examination – Physician’s Report
- ( ) Submit the ECE Basic Application Fee \$30

**How to submit the application form and application fee:**

Email: [ece@burnabyschools.ca](mailto:ece@burnabyschools.ca) and pay ECE Basic Application Fee at [www.burnabycce.ca](http://www.burnabycce.ca) Course Code 3000 OR in person to Burnaby Continuing Education, 5325 Kincaid St, Burnaby V5G 1W2.

Once this application is submitted, you will be contacted for an interview and English test if required.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date