

EARLY LEARNING AND CHILDCARE CERTIFICATE & DIPLOMA
SCHOOL OF EDUCATION AND TRADES

UPDATED: SEPTEMBER 2022

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION

- See the [Academic Calendar for Early Learning and Childcare Certificate](#)
- See the [Academic Calendar for Early Learning and Childcare Diploma](#)
- **In Alberta there are three levels in Early Childhood Educator Certification.** Each level can be obtained by completing courses through Red Deer Polytechnic (RDP), resulting in increased compensation.
 - **Level One** (formerly Child Development Assistant Certification) requires successful completion of one 3-credit ELCC course.
 - **Level Two** (formerly Child Development Worker Certification) requires a completed ELCC Certificate.
 - **Level Three** (formerly Child Development Supervisor Certification) requires a completed ELCC Diploma.
- RDP offers up to two years of study in Early Learning and Childcare (ELCC) and three admission pathways:
 1. Apply to the one-year ELCC Certificate if you are mostly interested in working with children and supporting their learning.
 2. Apply to the two-year ELCC Diploma if you are interested in taking on more responsibility and leadership in your work with children and families.
 3. Apply to Year 2 of the ELCC Diploma if you already have an ELCC Certificate from RDP or an approved equivalent ELCC certificate from another accredited post-secondary institution.
- The Early Learning and Childcare (ELCC) programs may be taken through three different modes of delivery:
 1. **All on campus (onsite)**
 - Part-time or full-time
 - Students can begin *onsite* in the Fall or Winter term
 2. **All online**
 - Part-time or full-time
 - Students can begin *online* in the Fall, Winter, or Spring term

- Currently the online ELCC program cannot be taken outside of Canada; it is based on Alberta and Canadian dynamics.
- *Students enrolled in the online program complete the entire program within their community.*
- The ELCC online program uses multiple technologies to assist students. Students require regular and reliable access to a computer/tablet with a speaker and mic, internet access, and email access.
- **Online courses are mostly asynchronous which means there is no in class or virtual class component.** However, there will be up to 6 real-time online sessions throughout the term.
- Each online course generally requires a minimum of 10 hours of course-related work per week.
- Students access course materials, resources, classmates, and their instructors through our learning management system.
- We are currently using Blackboard and Blackboard Collaborate (web-based video/audio) to provide instruction to students. All students registered in online courses make email, telephone and chat room contact with faculty, classmates, and resources.
- Please visit our [Flexible Learning website](#) for more information about online learning.

3. Blended (a combination of onsite and online courses)

- Part-time or full-time
- Students in the onsite program may register in online courses to suit their schedule, or to pick up a missing course.

WHAT IS THIS GUIDE?

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program. **Please read the information presented in this guide carefully before registering in courses.**
- If you are transferring to another institution to complete your program, we strongly advise that you read the Academic Calendar of your destination institution for full information.

GRADUATION REQUIREMENTS:

- **To be awarded the ELCC Certificate**, all eleven courses (listed under Year 1 below) must be completed with a passing grade.
- **To be awarded the ELCC Diploma**, all twenty-one courses (listed Year 1 and 2 below) must be completed with a passing grade.
- A certificate will not be granted if a diploma has been awarded.
- In your last term of study contact our Student Records to apply to graduate with your certificate (studentrecords@rdpolytech.ca). In your email be sure to include your RDP Student ID number.

WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.

- **Fall** term (September through December)
- **Winter** term (January through April)
- **Spring** term (May through June): Spring term is an optional, condensed term. Course offerings are limited.
- **Summer** term (July through August): Summer term is an optional, condensed term. Course offerings are limited.

HOW MANY COURSES SHOULD I TAKE A TERM?

- The maximum number of courses you can take in the Fall or Winter terms is 5 courses and 2 courses in the Spring.
- This certificate program is designed to be completed in one year and the diploma is designed to be completed in two-years. **To complete your program in this timespan, you would need to take the maximum number of courses per term (5 courses in the Fall; 5 courses in the Winter; and 1 or 2 courses in the Spring).**
- We encourage you to find the best course load for you to be successful in your courses and your program!
- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit www.rdpolytech.ca/psfunding.
- *If you are an International Student, it is your responsibility to ensure that you comply with the requirements stated in your **Study Permit**.* There may be regulations about the number of credits (or courses) that must be taken each term, whether online courses may be taken, etc. Please check your Study Permit for details and contact RDP's International Office (international@rdpolytech.ca) if you have questions.

WHAT HAPPENS IF I TAKE LESS THAN THE RECOMMENDED COURSE LOAD?

- You may need an extra term or year to complete your program.

WHAT IF I COMPLETED COURSES AT ANOTHER POST-SECONDARY INSTITUTION?

- Once you are admitted to RDP, you can then apply to have your post-secondary courses assessed for transfer credit through our [Recognition of Prior Learning Office](#). Once admitted to RDP you can complete an [RPL application form](#) and provide the Polytechnic Assessors with any and all transcripts, course outlines/descriptions, or other documentation necessary to support your PLAR application.

NOTE: To qualify for a Red Deer Polytechnic program credential, students must complete at least 50% of the credit requirements for the credential through enrolment in RDP courses.

REGISTRATION AND PROGRAM AUDIT

- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
 - Registering in classes
 - Waitlisting
 - Checking Prerequisites and Corequisites
 - Courses listed as **prerequisites** must be completed before you start the course in question.
 - Courses listed as **co-requisites** must be taken at the same time as the course in question.
 - Viewing Your Schedule
 - And much more!
- You can also see for yourself exactly which criteria each course will meet, by using **Grad Tracker**. To access this, log in to the Loop and select Online Services→Student Services→Grad Tracker.
- After you have completed your registration, if you would like an advisor to review your registration please submit a [Registration Review Form](#).
- **Please refer to the [Practicum Information](#) section of this guide before registering in practicums.**
- Courses have a variety of suffixes after the number (i.e. EDAS 116-**A**, EDAS 160-**Z**). The letter or numeral at the end of a course number identifies the way a course is offered – the mode of delivery.

COURSE SUFFIX	MODE OF COURSE DELIVERY
A	This course requires attendance onsite (e.g. ELCC 314- A).
X, Y or Z	This course is offered online . (e.g. ELCC 305- Z)
51 or 53	

Practicum courses include a seminar. The seminars are numbered and must be taken with the appropriate A or Z section of the practicum (e.g. ELCC 310-A is taken with ELCC 310-51, and ELCC 310-Z is taken with ELCC 310-53).

SUGGESTED COURSE SEQUENCE AND/OR GRADUATION CHECKLIST (UNOFFICIAL)

***If you are admitted to the ELCC Certificate or you are in Year 1 of the ELCC Diploma, you must complete the Year 1 Courses listed below.**

**The Delivery Methods listed in the checklist below are subject to change. Please consult official [RDP Timetable](#).

REQUIREMENT	PREREQUISITE	COMMENTS	DELIVERY METHOD	COMPLETED
YEAR 1 COURSES				
COMM 150- College and Workplace Writing or COMM 250- Business and Workplace Writing (3 credits)		Prerequisite for COMM 250: a final grade of 60% or greater in ELA 30-1 or RDP's ENGL 95 (or equivalent).	<ul style="list-style-type: none"> Recommended in first term of study, if possible. If you previously completed ENGL 219 at RDP, do not take COMM 150 or COMM 250. 	
ELCC 201 (3 credits)	Foundations of Early Learning & Childcare		Fall→ Blended or Online Winter→ Blended or Online Spring→ Online	
ELCC 206 (3 credits)	Introduction to Special Needs	<ul style="list-style-type: none"> EDAS 152 may be used in lieu of ELCC 206, if taken before Fall 2021. This has a heavy course load. We do not recommend that you take this course in your first term (especially if you are an international student). 	Fall→ Blended or Online Winter→ Blended or Online Spring→ Not available.	
ELCC 211 (3 credits)	Child Development		Fall→ Blended or Online Winter→ Blended or Online Spring→ Not available	

ELCC 212 (3 credits)	Play and Document.			Fall→ Blended or Online Winter→ Blended or Online Spring→ Not available	
ELCC 213 (3 credits)	Interpersonal Relations		• EDAS 116 may be used in lieu of ELCC 213.	Fall→ Blended or Online Winter→ Blended or Online Spring→ Online	
ELCC 215 (3 credits)	Literacies and Dramatic Play			Fall→ Blended or Online Winter→ Blended or Online Spring→ Not available	
ELCC 217 (3 credits)	Guiding Behavior			Fall→ Blended or Online Winter→ Blended or Online Spring→ Not available	
ELCC 218 (3 credits)	Responsive Experiences			Fall→ Blended or Online Winter→ On-campus or Online Spring→ Online	
PRACTICUMS					
ELCC 210 (4 credits)	Practicum I	Prerequisites: four 200-level ELCC courses (not including COMM) must be completed or in progress.	<ul style="list-style-type: none"> • See registration deadlines • 200-level practicums occur full days on Tuesdays and Thursdays for both working and non-working placements. 	Offered every term with online and onsite seminars.	
ELCC 220 (4 credits)	Practicum II	Prerequisites: all 200-level ELCC courses (not including COMM) must be completed or in progress.s	<ul style="list-style-type: none"> • See registration deadlines • 200-level practicums occur full days on Tuesdays and Thursdays for both working and non-working placements. 	Offered every term with online and onsite seminars.	

****All year 1 courses (200-level) must be completed before taking year 2 courses (300-level) with the exception of the ELCC Option. If you register in the 300-level courses before completing the 200-level courses you will be dropped from the course(s).**

REQUIREMENT	PREREQUISITE	COMMENTS	DELIVERY	COMPLETED
YEAR 2 COURSES				
ELCC 309 (3 credits)	Indigenous Ways in Early Learning & Childcare		Fall→ Blended Winter→ Not available Spring→ Online	
ELCC 315 (3 credits)	Program Administration		Fall→ Blended Winter→ Online Spring→ Online	
ELCC 317 (3 credits)	Creative Play Perspectives		Fall→ Online Winter→ On-campus Spring→ Not available	
ELCC 321 (3 credits)	Family Studies		Fall→ Blended Winter→ Online Spring→ Not available	
ELCC 323 (3 credits)	Responsive STEM Environments		Fall→ Blended Winter→ Online Spring→ Not available	
ELCC 325 (3 credits)	Designing for Special Needs		Fall→ Online Winter→ Blended Spring→ Not available	

ELCC 329 (3 credits)	Trauma Sensitive Practices			Fall→ Online Winter→ Blended Spring→ Not available	
ELCC Option (3 credits)	<i>Choose one of the following options:</i> <ul style="list-style-type: none"> ▪ ELCC 305- School-Age Care Studies ▪ ELCC 308- Family Support ▪ ELCC 327- Infant and Toddler Studies 		<ul style="list-style-type: none"> • If you have taken previous post-secondary courses, you may submit a RPL application to determine if a course can be used towards this option. 	ELCC 305 is available online only in the Fall. ELCC 308 is available online only in the Spring. ELCC 327 is available online only in the Winter.	
PRACTICUMS					
ELCC 310 (5 credits)	Practicum III	Prerequisites: four 300-level ELCC courses must be completed or in progress.	<ul style="list-style-type: none"> • 300-level practicums occur full days on Mondays and Wednesdays and half days on Fridays for both working and non-working placements. • This course may be eligible for Prior Learning. You may submit a RPL application to determine if this is the case. 	Offered in every term with onsite or online seminars.	
ELCC 320 (5 credits)	Practicum IV	Prerequisites: ELCC 310 and final 300-level ELCC courses (ELCC 309, 315, 317, 321, 323, 325, 329 and one ELCC option) must be completed or in progress.	<ul style="list-style-type: none"> • 300-level practicums occur full days on Mondays and Wednesdays and half days on Fridays for both working and non-working placements. • This course may be eligible for Practicum Prior Learning. You may submit a RPL application to determine if this is the case. 	Offered in every term with onsite or online seminars.	

IMPORTANT NOTES

1. **Not all courses are offered in each delivery mode every term!** To graduate in one-year, you must plan your courses carefully by looking at the Fall, Winter and Spring timetables once they are released. The timetable for Fall, Winter and Spring is released annually in late April (prior to the start of these terms).
2. **If a course is full, put yourself on the waitlist and please be patient!** Up until the last day to add/drop courses for the term, students may be given seats in a course from the waitlist. It is not uncommon for a student to get into a course from the waitlist, nor for a new section to be opened if there are a lot of waitlisted students. Instructions for how to add yourself to the waitlist for a course have been provided under Registration Information in your Loop account.
3. **If you unsuccessful in passing a prerequisite course to one of your practicums, you cannot take the practicum until this course has been successfully completed, which will delay graduation in your program.**

PRACTICUM INFORMATION

- Early Learning and Childcare practicums allow students to weave together what they understand in a theoretical way from the courses they have completed and apply this in real-life early childhood settings. Students are guided to construct developmentally appropriate experiences in these settings with young children and with their families. Students in practicums will spend at least 200 hours over the whole term in their practicum sites.
- **Placements**
 - Working practicums (paid) can be completed in the student's current workplace if that workplace meets ELCC practicum placement criteria as determined by the Practicum Facilitator. If you have questions about this, please contact edpracticum@rdpolytech.ca.
 - Non-working practicums (unpaid) can be completed, either in Red Deer or in the student's home community.
 - Non-working practicum placements are arranged by the School of Education and Trades within the greater Red Deer area.
 - Placements outside of Red Deer must be initiated by the student. Details of the potential placement information are communicated to the School of Education and Trades using a Practicum Request form electronic link after the registration deadline has passed.
- **Registration Deadlines**
 - Students registering in practicums must do so at least TWO MONTHS (8 weeks) prior to the start of the term to ensure that placements can be arranged in time.

Fall term deadline	July 1st
Winter term deadline	November 1st
Spring term deadline	March 1st

- **After the registration deadline has passed**, a *Practicum Request form* (electronic link) will be sent to students' RDP email to collect placement information. Forms that arrive late or incomplete will require students to drop the course and postpone practicum to a later semester.
- **Record Checks**
 - **Criminal Record Check** that includes a **Vulnerable Sector Check**. The Criminal Record check should be completed in the student's home community and can take up to six weeks to process.
 - Please be advised that the RCMP are prohibited from conducting **Vulnerable Sector Checks** on persons under the age of 18. Due to the Youth Criminal Justice Act, the RCMP is only permitted to issue a Criminal Record Check (name based convictions), and even then, the results may only be released to federal, provincial or municipal government organizations. Once the applicant turns 18 years of age they may apply for a Criminal Record Check and Vulnerable Sector Check for non-government organizations. Underage students will need to plan their registration accordingly to be able to request their checks and complete their observation hours. Students that will not turn 18 in time to complete observation hours should contact the edpracticum@rdpolytech.ca immediately to discuss their options.
 - Students also require a **Child Intervention Check**. This is obtained through the provincial government and in Alberta, it is through the [Ministry of Children's Services](#).
 - While not an admission requirement for the program, some practicum placements will not allow students to complete their hours if these documents are not in hand of the first day of practicum.
 - Additional information about obtaining these Checks is provided to students through RDP email after they have been admitted to the program.
- Students with **Study Permits** who are admitted to a program that has a practicum or clinical placement in childcare, primary/secondary school teaching, or health service field occupations, must complete their **Medical Authorization** as required by [Citizenship and Immigration Canada](#) **one month prior to the start of classes**. This is required for Early Learning and Childcare programs. Students with International Student status admitted to online programs at RDP are not eligible for Student Visas.
- Visit [Education Programs Practicum Website](#) for further information about practicums.

TRANSFER INFORMATION

- **Early Learning and Child Care Certificate, Red Deer Polytechnic**
The following ELCC and COMM courses can be considered for credit towards the RDP [Educational Assistant Certificate](#) program.

ELCC Course	Accepted in RDP's Educational Assistant Certificate Program in lieu of:
COMM 150 or COMM 250	COMM 150 or COMM 250 (or ENGL 219)
ELCC 213 (Interpersonal Relations)	EDAS 116 (Human Relations)
ELCC 217 (Guiding Behaviour)	EDAS 153 (Fostering Positive Behaviour)
ELCC 210/220 (Practicum) <i>*If completed in a Kindergarten or Grade 1 classroom, apply for RPL.</i>	EDAS 114 (Field Experience)

ELCC Diploma graduates may transfer to related fields at some university programs. If you are interested in universities beyond those listed below, you must consult the Academic Calendar of your transfer institution and contact that institution for further information. Please note, admission to university programs is usually a competitive process. Admission requirements, the application process, and admission deadlines for each program and university will vary.

- **Red Deer Polytechnic’s Bachelor of Education Degree (Block Transfer)**

A completed ELCC Diploma from RDP will provide up to 36 credits (12 courses) in the RDP Bachelor of Education program, Early Years Specialization. The courses contributing to this block transfer are listed below. Students interested in this pathway will need to meet the B.Ed program admission requirements and take the required non-Education courses including ENGL 219 and 220.

Early Learning and Child Care	Accepted in RDP’s Bachelor of Education Degree Program in lieu of:
ELCC 213	EDUC 1301
ELCC 211	EDUC 1305
ELCC 210	EDUC 1500 (field experience only – AP)
ELCC 212, 218, 323, 321, 329, 308	18 credits toward a minor in early childhood
ELCC 201, 305, 315, 327	Up to 9 credits in open options

- **Bachelor of Child and Youth Care, University of Victoria**

RDP’s ELCC Diploma is accepted for 60 credits (two years) towards [Bachelor of Child and Youth Care](#). Applicants must have a minimum cumulative GPA of B. Successful applicants are admitted to Year Three. Transfer applicants do not need to meet high school admission requirements. Contact the Student Advisor in the School of Child and Youth Care at University of Victoria at 250-721-7984.

- **Bachelor of Child Studies, Mount Royal University**

Students possessing RDP’s ELCC diploma may apply to the post-diploma [Bachelor of Child Studies](#) degree program. Students accepted with a completed ELCC diploma can receive transfer credit up to 60 credits. For further information contact Angie Smith, Academic Advisor at MRU at 403-440-8906 or asmith@mtroyal.ca.

- **Bachelor of Child and Youth Care, MacEwan University**

MacEwan University accepts RDP’s ELCC Diploma for a block transfer of 51 credits towards the first two years of [Bachelor of Child and Youth Care](#). An additional three courses are required for admission to year three: CYCW 0100 (Bridging), CYCW 114 (Counselling) and CYCW 201 (Mental Health.) The first two can be completed by distance in the spring term and CYCW 201 can be taken by distance in the fall once admitted. For further information, contact the MacEwan Student Advisors at 780-497-5657.

- **Bachelor of Education Elementary, University of Alberta**

Students who completed RDP’s ELCC Diploma will receive up to 30 credits towards the Bachelor of Elementary at U of A. For program information see the [academic planning guides](#) for B.Ed. Elementary; for block transfer information contact the UofA Faculty of Education Undergraduate Student Services (780-492-3659). Years 3 and 4 of the UofA B.Ed Elementary program are completed on the UofA campus.

- **Bachelor of Professional Arts (Human Services), Athabasca University**

Athabasca University is an Alberta-based distance university that offers many undergraduate and graduate programs as well as certificates. Athabasca University accepts a block transfer of 60 credits (two years) towards [Bachelor of Professional Arts \(Human Services\)](#). For information contact AU Student Advising at 1-800-788-9041 ext. 5201 or advising@athabascau.ca.

- **Various Bachelor degrees, University of Calgary**

Graduates of 2-year diploma programs from Red Deer College will be awarded up to 5 full course (up to 30 credits) junior Open Options towards a [University of Calgary](#) degree program. See [Alberta Transfer Guide](#) and [contact U of C Advisors](#).

CONTACT INFORMATION AND HELPFUL RESOURCES

Red Deer Polytechnic Student Connect Centre	<ul style="list-style-type: none">• studentconnect@rdpolytech.ca• www.rdpolytech.ca/SCC• 403.342.3254
Red Deer Polytechnic website	rdpolytech.ca
Education Practicum Office	edpracticum@rdpolytech.ca