

**EDUCATIONAL ASSISTANT CERTIFICATE**  
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](#)
- The Educational Assistant Certificate (EDAS) 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
    - *Students enrolled in the online program complete the entire program within their community. Students in the online program complete the practicums in their region. Practicums are arranged by the RDP Education Practicum Office.*
    - The EDAS 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 often have a synchronous instructor-led component in the evening.** In addition to class time, each course will require a minimum of 3 hours of course 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)**

- o Part-time or full-time
- o Students in the onsite program may register in online courses along with onsite 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.**

## GRADUATION REQUIREMENTS:

- **To graduate from the EDAS Certificate**, you must pass all 12 courses and achieve a minimum cumulative GPA of 2.00.
- In your last term of study contact our Student Records to apply to graduate with your certificate ([studentrecords@rdpolytech.ca](mailto: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 or 6 courses and 1 or 2 courses in the Spring.
- This program is designed to be completed in one year. To complete your program in one year, you would need to take the maximum number of courses per term (5 courses in the Fall; 5 courses in the Winter; and 1-2 courses during 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](http://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](mailto:international@rdpolytech.ca)) if you have questions about your permit.

## 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](#), 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.

- If you have previous experience as an Educational Assistant, contact our Education Practicum Office ([edpracticum@rdpolytech.ca](mailto:edpracticum@rdpolytech.ca)) regarding possible recognition of prior learning credit for EDAS 114 *immediately after your admission to the EDAS program.*

## REGISTRATION AND PROGRAM AUDIT

- Registration is pre-set for **full-time, onsite students in the Fall term only**, which means these students will automatically be registered into their courses. If you do not fall into this category, please refer to the next point.
- 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
<b>A</b>	This course requires attendance <b>onsite</b> (e.g. EDAS 111- <b>A</b> ).
<b>X, Y or Z</b>	This course is offered <b>online</b> (e.g. EDAS 160- <b>Z</b> ).

## GRADUATION CHECKLIST (UNOFFICIAL)

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

REQUIREMENT	PREREQUISITE	COMMENTS	DELIVERY	COMPLETED
<b>COMM 150</b> (3 credits)		<ul style="list-style-type: none"> <li>• Recommended in first term of study.</li> <li>• If you previously completed COMM 250 or ENGL 219 at RDP do not also take COMM 150.</li> <li>• If you completed a post-secondary Communications or English course at another institution, <a href="#">apply for RPL</a>.</li> </ul>		

<b>EDAS 111</b> (3 credits)	Role of the Educational Assistant		<ul style="list-style-type: none"> <li>EDAS 111 must be completed <i>before</i> taking EDAS 181 (Practicum I).</li> <li>We recommend taking EDAS 111, 116 and 160 early in your program to ensure that you have prerequisites for Practicum I.</li> </ul>	Fall→ On-campus or Online  Winter→ Not available  Spring→ Online	
<b>EDAS 116</b> (3 credits)	Human Relations		<ul style="list-style-type: none"> <li>EDAS 116 must be completed <i>before</i> taking EDAS 181 (Practicum I).</li> <li>ELCC 213 may be accepted in lieu of EDAS 116.</li> </ul>	Fall→ On-campus or Online  Winter→ Online  Spring→ Not available	
<b>EDAS 151</b> (3 credits)	Trends in Inclusive Practice			Fall→ On-campus or Online  Winter→ Online  Spring→ Not available	
<b>EDAS 160</b> (3 credits)	Supporting Students in Literacy		<ul style="list-style-type: none"> <li>EDAS 160 must be completed <i>before</i> taking EDAS 181 (Practicum I).</li> </ul>	Fall→ On-campus or Online  Winter→ Not available  Spring→ Online	
<b>EDAS 161</b> (3 credits)	Supporting Students in Numeracy			Fall→ Online  Winter→ Online or On-campus  Spring→ Not available	
<b>EDAS 152</b> (3 credits)	Physical and Behaviour Support			Fall→ On-campus or Online  Winter→ Online	

				Spring→ Not available	
<b>EDAS 153</b> (3 credits)	Fostering Positive Behaviour			Fall→ Online  Winter→ Online or On-campus  Spring→ Not available	
<b>EDAS 170</b> (3 credits)	Classroom Technology			Fall→ Not available  Winter→ Online  Spring→ Online	
<b>EDAS 154</b> (3 credits)	Neurodevelopmental Support		<ul style="list-style-type: none"> <li>If you have previously completed, EDAS 158 or three 1-credit EDAS option courses (EDAS 163, 164, 165, 166, 167), this may be accepted in lieu of EDAS 154.</li> </ul>	Fall→ Online  Winter→ Online or On-Campus  Spring→ Not available	
<b>EDAS 181</b> (4 credits)	Field Practice (Practicum I)	Prerequisites: <b>EDAS 111, 116, and 160.</b> All 3 courses must be successfully completed <b>before</b> taking EDAS 181.	<ul style="list-style-type: none"> <li><b><u>See registration deadlines</u></b></li> <li>This practicum consists of 15 hours in seminar and 2 full-time days per week in fieldwork over 15 weeks.</li> <li>This course includes a seminar. The seminars are numbered and must be taken with the appropriate A- Z section of the practicum (e.g. EDAS 181-<b>A</b> is taken with EDAS 181-<b>51</b>). <b>The seminar and</b></li> </ul>	Fall→ Not available  Winter→ In-person practicums with online seminars  Spring→ Not available	

			<b>practicum are linked.</b>		
<b>EDAS 114</b> (4 credits)	Field Experience (Practicum II)	Prerequisites: <i>all EDAS courses</i> must be successfully completed <b>before</b> taking EDAS 114.  (COMM is not included in these EDAS courses)	<ul style="list-style-type: none"> <li>• <b>See registration deadlines</b></li> <li>• Usually taken in the Spring term</li> <li>• This is a full-time practicum with four weeks of field experience.</li> <li>• This practicum does not have a seminar.</li> </ul>	Fall→ In-person practicums available.  Winter→ Not available  Spring→ In-person practicums available.	

### IMPORTANT NOTES

1. **Not all courses are offered every term!** To graduate in one-year, you must plan your courses carefully by looking at the Fall, Winter and Spring timetable 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. **Put yourself on the waitlist if a course is full.** 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 do this are in your Loop.
3. **If you unsuccessful in passing a prerequisite course to one of your practicums,** you cannot take the practicum until this course has been completed, which will delay graduation in your program.

### PRACTICUM INFORMATION

- **Placements-**
  - Those currently working as an Educational Assistant may be placed in their school to complete their practicums.
  - Non-working practicum placements are arranged by Red Deer Polytechnic.
  - Details of the potential placement information are communicated to the School of Education using a Practicum Request Form electronic link, which is sent to the students through RDP email after the registration deadline.
- **Registration Deadlines-**
  - Students registering in practicums EDAS 181 or EDAS 114 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	<b>July 1<sup>st</sup></b>
Winter term deadline	<b>November 1<sup>st</sup></b>
Spring term deadline	<b>March 1<sup>st</sup></b>

- **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](mailto: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.
  - In addition to practicum, some of the Educational Assistant courses are taught at West Park Middle School and/or have observations at other local schools. The Alberta Government requires people who work directly with children to have a **Criminal Record Check** that includes a **Vulnerable Sector Check** and **Child Intervention Check**.
  - The deadline to submit your **Police Record Check** with **Vulnerable Sector** and your **Child Intervention Record Check** to the Education Practicum Office is **at least 1 (one) month prior to the start of classes** (see [Academic Schedule](#)).
  - It will take several weeks to obtain these checks, so you are advised to start the process at least two months ahead. For information about submitting documents, please click [here](#).
- 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**. 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 your practicum placement.

## TRANSFER INFORMATION

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

EDAS Course	Accepted in RDP's Early Learning and Child Care Certificate Program in lieu of:
COMM 150 or COMM 250 (or ENGL 219)	COMM 150 or COMM 250

EDAS 116 (Human Relations)	ELCC 213 (Interpersonal Relations)
EDAS 152 (Overview of Exceptionalities) <i>*If completed <u>before</u> Fall 2021</i>	ELCC 206 (Child Dev. and Exceptionalities)
EDAS 153 (Fostering Positive Behaviour)	ELCC 217 (Guiding Behaviour)
EDAS 181 or 114 (Field Experience) <i>*Only a practicum completed in a classroom up to the grade one level will be considered; <a href="#">apply for RPL</a>.</i>	ELCC 210 (Practicum I)

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

A completed Educational Assistant Certificate from RDP will provide up to 15 credits (5 courses) in the RDP Bachelor of Education program. 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.

Educational Assistant	Accepted in RDP’s Bachelor of Education Degree Program in lieu of:
EDAS 116	EDUC 1301
EDAS 151	EDUC 1304
EDAS 114	EDUC 1500 (field experience only – AP )
EDAS 152, 153, 154	Up to 9 credits in open options

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

[Athabasca University](#) accepts RDP’s Educational Assistant Certificate for 30 credits toward [Bachelor of Professional Arts](#) (Communication Studies or Human Services). Students are required to present an additional 30 credits prior to admission into the Bachelor of Professional Arts program. For more information, contact Athabasca University at 1-800-788-9041.

- **Educational Assistant Diploma, Lethbridge College**

[Lethbridge College](#) accepts RDP’s Educational Assistant Certificate for 30 credits towards their online [Educational Assistant Diploma](#). For more information, contact Lethbridge College at 403-320-3393.

## CONTACT INFORMATION AND HELPFUL RESOURCES

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