What is the ELCC Outreach Program?
Red Deer College’s Outreach Program in Early Learning and Child Care offers students the opportunity to study at the college level while continuing to work. At RDC, students can obtain an ELCC Certificate. Successful completion of one ELCC course is equivalent to the Alberta Government Child Development Assistant Certification (Level I); a completed ELCC Certificate is equivalent to an Alberta Government Child Development Worker Certification (Level II); and a completed ELCC Diploma is equivalent to an Alberta Government Child Development Supervisor (Level III).

The ELCC Certificate distance delivery program is based at RDC and combines two Saturday seminars (on campus), home study and two audio classes done online. A certificate can be completed through distance, part-time study over a two-year period (full time, on campus students complete a certificate in one year). Outreach students can enter the ELCC program in Fall, Winter (January/February term or March/April term) or Spring terms and can register as part-time or full-time, as they also have the option of combining on campus and Outreach delivery.

Where do I start?

You can submit an online application to RDC through Apply Alberta, the Alberta Post-Secondary Application System. This online application process makes it easy for you to apply for admission and if you attended high school or post-secondary in Alberta, your transcripts will automatically be sent electronically to RDC at no cost to you. Go to www.rdc.ab.ca.

Follow these easy steps:
1. Click on Apply.
2. You can apply electronically or complete a printed application form.
3. You will need to find your Alberta Student Number (ASN). This step is applicable to all students, whether you are a resident of Alberta or not. If you are not a resident of Alberta and/or have never attended an Alberta high school or post-secondary school, an ASN will be assigned to you.
4. Create your personal and academic profile at Apply Alberta.
5. Select Red Deer College to have your profile forwarded to us and then complete the remaining portion of the RDC application.
Will I be accepted?
All distance students at the Certificate level are conditionally accepted and Outreach students do not initially have to meet on-campus admission requirements.

Please Note: In addition to the program admission requirements applicants, whose first language is not English, must demonstrate English language proficiency. Refer to the Admission section of the Academic Calendar for further information. https://rdc.ab.ca/future-students/international-students/international-admissions#English-Language-Proficiency.
You do not need a high school diploma in order to apply. (After successful completion of two courses and the consent of the Chair you may be admitted into the ELCC Certificate Program).

Would you like to complete an ELCC Diploma?
The completion of your ELCC Certificate will allow you to pursue Diploma level studies where offered at accredited colleges throughout Alberta.

What courses do I take?
For a list of course descriptions, please visit our website at: https://rdc.ab.ca/future-students/admissions/timetable/list.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCC 201</td>
<td>Foundations of ELCC</td>
</tr>
<tr>
<td>ELCC 206</td>
<td>Child Development/Exceptionalities</td>
</tr>
<tr>
<td>ELCC 211</td>
<td>Child Development</td>
</tr>
<tr>
<td>ELCC 212</td>
<td>Program Planning I</td>
</tr>
<tr>
<td>ELCC 213</td>
<td>Interpersonal Relations I</td>
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<tr>
<td>ELCC 215</td>
<td>Program Planning II</td>
</tr>
<tr>
<td>ELCC 217</td>
<td>Guiding Behavior</td>
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<tr>
<td>ELCC 218</td>
<td>Program Planning III</td>
</tr>
<tr>
<td>ELCC 210</td>
<td>Practicum I</td>
</tr>
<tr>
<td>ELCC 220</td>
<td>Practicum II</td>
</tr>
<tr>
<td>COMM EC</td>
<td>Either COMM 150 or 250 or a suitable college level COMM or ENGL course</td>
</tr>
</tbody>
</table>

ELCC Certificate Distance Courses in Red Deer end with Y, for example: ELCC 212Y. The exception is the ELCC practicum courses, they end with Z. eg. 210Z/220Z
Certificate Blended Delivery courses are based in Red Deer and combine the strengths of print-based independent study materials, with computer-facilitated support, as well as on-site classroom delivery two Saturdays per course.

When are courses scheduled?

ELCC Certificate
Blended Delivery: Two Year Rotation – Red Deer Y Sections
Fall 2015 & 2017 ELCC 213 Interpersonal Relations I
Winter (Jan/Feb) 2016 & 2018 ELCC 211 Child Development
Winter (Mar/April) 2016 & 2018 ELCC 201 Foundations of ELCC
Spring 2014, 2016, & 2018 ELCC 206 Child Development & Exceptionalities
Fall 2014 & 2016 ELCC 215 Program Planning II
Winter (Jan/Feb) 2015 & 2017 ELCC 217 Guiding Behavior
Winter (Mar/April) 2015 & 2017 ELCC 212 Program Planning I
Spring 2015 & 2017 ELCC 218 Program Planning III
Note: All Outreach courses are offered in predictable cycles. With the exception of COMM and Practicum, the courses rotate every two years. You need to be aware of when each course is offered next, because if you decide not to take a course, it may be two years before it is available again.

COMM 150 or COMM 250
ELCC Certificate students are required to take a Communications course (COMM 150 College and Workplace Writing or COMM 250 Business and Workplace Writing) or a suitable college level English course. To do this through distance/online you must register for a Z section. ELCC students will be required to take a College Placement Test before registering in a written communication course (COMM 150 or COMM 250). The achieved test score will be used as an indicator of placement in COMM 150 or COMM 250. Students with 60% or greater in ELA 30-1 will be exempted from this test and qualify to register in COMM 250. For a list of COMM course descriptions, please visit our website at: https://rdc.ab.ca/future-students/admissions/timetable/list.

The Communications courses are taught within a different department. Questions you have about these courses should be directed to:
Dr. Kathryn Pallister, Communications Instructor/CPC Head
(403) 342-3109
kathryn.pallister@rdc.ab.ca

On Campus Certificate Courses – A Sections
You may be able to accelerate your learning by coming on-campus for a course not offered through distance at the time you would like to take it. (For example, in fall 2014, ELCC 201A is offered on campus as a three-hour class on Fridays.)

Course times are available on the RDC website, in the online timetable. Times may vary from year to year, but on-campus certificate courses are usually on Mon/Wed/Fri (A Section)
- Fall: ELCC 201, ELCC 217, ELCC 212, ELCC 211
- Winter: ELCC 215, ELCC 218, ELCC 206, ELCC 213

Guidelines:
- Students are required to have internet access for all distance courses. Audio classes are held online and a computer compatible headset with microphone is required for participation in these sessions.
- Courses (with the exception of practicum—see Appendix E on ELCC Practicum Information) can be taken in any order.
- Credit may be given for similar college or university courses. Contact the department at 403-342-3326 or 403-342-3334 or ELCCinformation@rdc.ab.ca for information.

Using the ELCC Program Planning Form:
Following these directions you will find the “ELCC Program Planning Form”. This will explain how to fill it in. Once you have determined when each of the courses you require comes up in the cycle, you will also know your date of completion.
1. Enter any ELCC courses you have taken at RDC. You can access your transcript through TheLoop. Unofficial transcripts are available at no charge through your personal Loop account:
   - Log into your Loop account as you usually do
   - Click on the Online Services button at the top of the page.
   - Click on the green Student Services tab.
   - Click on Student Records.
   - Click on Academic Transcript.
     - at Transcript Level choose all levels or credit
     - at Transcript Type choose unofficial
   - Click on Submit.
   - Your unofficial transcript should pop up.
   - To print a copy of your transcript click on Request Printed Transcript.

2. If you have taken courses at other institutions that you think may qualify for credit at RDC, contact the ELCC Outreach Coordinator to discuss this. (You will need to supply transcripts from other educational institutions to formalize this through RDC Articulation Services.)

3. List the courses that might work for a term. Then move on to the next term. Continue doing this until you think you have at least one term identified for each course you require and to identify the date when you will complete the program requirements.

4. List the courses you wish to take on the Program Planning Form. Make sure you include practicum (you can take these courses in the fall, winter or spring), and identify the term in which you would like to take COMM.

5. To find available COMM sections you need to access the RDC Timetable https://rdc.ab.ca/future-students/admissions/timetable/list. You can also look up Course Reference Numbers (CRN’s) for each of your courses here. The timetable is posted in late March each year for the coming academic year.

6. Be aware that our Red Deer College Certificate (Blended Delivery) program currently requires 2 years to complete. This is the time you should expect to be in the program unless you are willing to add a daytime course or you obtain permission to take a course from another college.

7. Updated information on our courses can be found by accessing Course Descriptions from the RDC Timetable website. https://rdc.ab.ca/future-students/admissions/timetable/list.
   a. Term – Select the term you wish to see course offerings for.
   b. Subject – Select ELCC.
   c. Course # - Leave blank.
   d. Click on Apply.
   e. All courses offered in the selected term will appear. To obtain additional information on the course, click on the course name. To obtain days of the week and times for the course, click on Meeting Times.

8. Once you are aware of the courses you require you can register online following the directions given in Appendix C.

9. If you have been accepted as an ELCC student, you can register for all courses offered within the current academic year (September to June), or you can register by term. By registering early you can ensure that you have a place in the course.
## ELCC Program Planning Form

**Student:** __________________________  **Certificate Completion Date:** __________________________

### Certificate

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELCC 201</td>
<td>Foundations of Early Childhood Development</td>
<td></td>
</tr>
<tr>
<td>ELCC 206</td>
<td>Child Development and Exceptionalities</td>
<td></td>
</tr>
<tr>
<td>ELCC 211</td>
<td>Child Development</td>
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<td></td>
</tr>
<tr>
<td>ELCC 218</td>
<td>Program Planning III</td>
<td></td>
</tr>
<tr>
<td>ELCC 210</td>
<td>Practicum I ***<em>(Pre-approval required before registering)</em></td>
<td></td>
</tr>
<tr>
<td>ELCC 220</td>
<td>Practicum II ***<em>(Pre-approval required before registering)</em></td>
<td></td>
</tr>
<tr>
<td>COMM</td>
<td>Communication (150 or 250)</td>
<td></td>
</tr>
</tbody>
</table>

***Pre-approval is required to take Practicum***

Distance students must obtain permission from the ELCC Practicum Coordinator **before** registering for Practicum. An **ELCC Outreach Practicum Request Form** has been included or you can obtain one by calling the ELCC office at 403.342.3226. Once completed, please fax the form to 403.357.3618. The form **MUST** be submitted **at least ONE month prior** to the term in which you wish to take a practicum. Please make a note of this on your planning form.

**Please keep in mind that:** All Outreach courses are offered in predictable cycles. With the exception of COMM and Practicum, many of them come up every two years, but you need to be aware of when each course is offered next, because if you decide not to take a course, it may be two years before it is available again.

This form is provided for your convenience. We recommend that you print it out to keep as a reference to guide you in registering for courses each year. If you have questions about your program plan, please have your completed form handy to use as a reference, or email it as an attachment along with your question. On the next page you will see a list of who you can contact for support and how to reach them.
Questions?

For assistance please contact:

Lynn Fischer
ELCC Program Assistant
Phone: 403 342-3334 or 1-888-732-4630
E-mail: lynn.fischer@rdc.ab.ca

Maureen Girvan
Outreach Coordinator
Phone: 403-342-3423
E-mail: maureen.girvan@rdc.ab.ca

Shauna Philip
ELCC Practicum Coordinator
Phone: 403-342-3425
E-mail: shauna.philip@rdc.ab.ca

Early Learning and Child Care
Website: www.rdc.ab.ca/elcc

Distance Learning
They are available to help support you throughout your online studies with us. The Distance Learning office has created some program specific webpages, just for you, at: www.rdc.libguides.com/ELCCDistance and www.rdc.libguides.com/DistanceLearning
Phone: 403.357.3664
Email: distance.learning@rdc.ab.ca

Is funding available?
Contact Student Funding and Awards Telephone: 403-342-3254 or E-mail: financialaid@rdc.ab.ca
Appendix A: RDC Admission Requirements

Certificate Program

1. High School Diploma with a minimum mark of 50% in ELA 30-1 OR a minimum mark of 65% in ELA 30-2 OR

2. Mature Student: You must be 19 years of age or older, out of high school at least one full year before the program starts, and have a minimum mark of 50% in ELA 30-1 OR a minimum mark of 65% in ELA 30-2 OR

a minimum score at the 50th percentile on the English component of the College Board Placement Test (written on campus) or the Test of Adult Basic Education (written off campus) and a score of 2-3 on a writing sample.

Please Note: In addition to the program admission requirements applicants, whose first language is not English, must demonstrate English language proficiency. Refer to the Admission section of the Academic Calendar for further information. https://rdc.ab.ca/future-students/international-students/international-admissions#English-Language-Proficiency.

*Note: The Alberta government requires people who work directly with young children to have a current immunization record and a criminal record check. While not an admission requirement for the program, some practicum agencies and field placements may require Criminal Record Checks of students working in their organizations. Information about obtaining Criminal Record checks will be provided to students after they have been admitted to the program. Some programs may require medical examinations, as well.

Part Time and Outreach Students

1. You may meet the requirements above OR

2. Mature Students may be admitted as conditional students to two ELCC courses in the certificate program.

Communications Course Placement Testing

ELCC students will be required to take a College Placement Test before registering in a written communications course (COMM 150 or COMM 250). The achieved test score will be used as an indicator of placement in COMM 150 or COMM 250. Students with 60% or greater in ELA 30-1 will be exempted from this test and qualify to register in COMM 250.
Appendix B: Welcome to TheLoop at RDC!

What is TheLoop?

This secure site is your connection to RDC. This is where you can:

- Access your RDC email account, final grades, services and supports, academic schedule, RDC timetable (current course offerings and availability), library books and media
- Log in to RDC Blackboard
- Pay for courses, display your class schedule, request official transcripts, display account balance
- Print your T2202A for tax purposes (these will not be mailed out to you)
- Create, manage and join group homepages for clubs, affiliations and interests and much more…

You can access TheLoop at https://portal.rdc.ab.ca/cp/home/displaylogin. Please note that the ‘www’ prefix should not be indicated.

To log into the portal you will need the username and password information given below.

**USERNAME:**

What is my User Name? It can be found on your RDC Letter of Acceptance, or RDC Billing Statement.

**PASSWORD:**

Continuing students will use their old password – the one you had used for any previous RDC courses.

New students will initially use their birth date as their password (yyyymmdd). You will be able to reset your password after logging in for the first time.

**If you have trouble logging in, contact the RDC Service Desk at:**

Phone: 403.342.3580
Email: Servicedesk@rdc.ab.ca
Appendix C:
Web Registration for Certificate Courses (Y)

Plan ahead. Know the courses you would like to register for, and their course reference number (CRN). You can find a course CRN by:

- View the timetable term by term through TheLoop by selecting the Registration tab, scroll down to Step 3, and select The RDC Timetable
- Review available courses through the online timetable term by term: www.rdc.ab.ca/academic_calendar/timetable

How to register through TheLoop

1. Log into TheLoop.
2. Go into the Registration tab.
3. Click on Add or Drop Classes. (add, drop or waitlist)
4. Select a term.
5. Input the course reference number (CRN) associated with the course(s).
6. Click submit.
7. Continue points 3 to 5 for each term.
8. Display a Current Schedule to show the courses you have successfully registered in. (status of **Registered Web** means you are in the class)

To view or print your schedule of classes, return to the Registration menu and select Concise Student Schedule, and enter the term you would like to view.

To view, print or pay your tuition owing, select the Money Matters tab to view “My Account”. To make a payment online, click on the term you would like to apply payment, and then select eBill + ePayment at the bottom of the page. A new page will open up; from there select Make a Payment.

If you encounter difficulties with error messages while attempting to register on-line, you can send an email to bannerwebhelp@rdc.ab.ca and it should be answered the next business day, or you can contact the Registrar’s Office at 403.342.3400 for help.
Appendix D: What do I need to do before classes begin?

Register for Courses

Once you have completed a program or course plan with your program’s department, you may register through TheLoop by clicking on the Online Services icon, or by going through the Registration tab. If you require guidance, please contact the Distance Learning office for assistance at 403.357.3664 or email at distance.learning@rdc.ab.ca

Contact the Cashiers

If you haven’t done so already, make sure you contact the Cashiers in order to pay your tuition and fees by the Academic Schedule deadlines. They can be reached at 403.342.3132. You may also pay your tuition and fees using a credit card through TheLoop.

Order Your Texts

Once you register for classes, order your texts. Textbooks are usually available to order one month prior to term start up. If you can come on campus, the RDC Bookstore is open weekdays, and most Saturdays. The Bookstore is also open for extended hours during the first week of classes. You can also order your textbooks online at: www.rdc.bkstr.com

What is TheLoop?

The Loop is your main connection to the College, and it is where you will log into your courses. It is through this student portal that you will access your RDC email account (very important to check for communication from the College!), view your unofficial transcripts or course schedule, and print your T2202A for tax purposes. Your admission letter and statement will include your Loop username. Your password will expire every 125 days, so be sure to keep it current. https://portal.rdc.ab.ca

How will I access my course?

Log into TheLoop and click on the Blackboard 9.1 icon to go into your course. You will receive access on the first day of classes. Need help? Go to www.rdc.libguides.com/support_services, and click on the Instructions & Access tab.

Check out the RDC Academic Schedule

This schedule includes important College dates including the last day to add and/or drop courses, withdrawal, College closures, advises when final exam schedules or grades will be available:

RDC.ab.ca > Current Students > Academic Schedule

Did You Know? RDC has a toll free number that you can call, and then asked to be transferred to any area within the College. The number is 1.888.732.4630.
Appendix E: ELCC Practicum Information

Overview
Early Learning and Child Care practicums allow students to weave together what they understand in a theoretical way from the courses they have taken 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.

Pre-approval is required to take Practicum
Distance students must obtain permission from the ELCC Practicum Coordinator before registering for Practicum. An ELCC Outreach Practicum Request Form has been included or you can obtain one by calling the ELCC office at 403.342.3226. Once completed, please fax the form to 403.357.3618. The form MUST be submitted at least ONE month prior to the term in which you wish to take a practicum. Please make a note of this on your planning form.

Credit Requirements
Students are required to complete eight credits of practicum (2 courses) in the Early Learning and Child Care Certificate. You are eligible to take your first practicum course (ELCC 210) after you have successfully completed or are currently taking your fourth core ELCC certificate course and you are eligible to take your second practicum course (ELCC 220) after you have successfully completed or are currently taking your eighth core ELCC certificate course.

This integration of course work with practical experience provides you with an opportunity to put into practice many of the ideas and theories presented to you in college classes and enables you to plan more demanding assignment projects as you progress.

Placement Requirements
It may be possible for students to take both of their certificate practicum courses in their place of employment but this is only with prior ELCC department approval. Placements must be in a setting that meets eligibility requirements. If you will be involved in a non-working practicum placement, you will complete your practicum in a setting that involves children birth through age eight; examples of these placements include: day care, play school/preschool, pre-kindergarten, kindergarten, family day home, early intervention program, before and after school program, or infant program.

The RDC ELCC certificate program certifies that you are capable of working with children in a variety of settings. Therefore, our goal is to provide you with as many diverse child care experiences as possible during your ELCC program, and since Day Care Qualifications provides certification for our students, group care must be part of a student’s practicum experience. Students will have a Faculty Consultant who will provide support and guidance in their professional growth.
Practicum Hours
Outreach practicum experiences are designed to give students working full time in an ELCC program the opportunity to complete practicum learning experiences in a minimum of 8 weeks, with on-campus or non-working students generally needing up to 13 weeks to complete their hours. In the spring term, both working and non-working students will complete the practicum learning experience in 8 weeks. Although there are different responsibilities depending on the particular practicum placements, the consistent element in all programs is that students will spend no less than 200 hours and a minimum of 8 weeks of time in the practicum site. This includes interaction with children, planning and preparing activities for children, collecting resource ideas and materials, consulting with parents, peers, and other professionals, completing child observations, and attending staff meetings. Because each practicum placement has unique characteristics, the specific expectations will be different for each placement. In addition, each student will have different needs and interests within each practicum situation, and the specific practicum goals and objectives may be achieved in different ways. The Practicum Coordinator and your Faculty Consultant will assist you to determine the makeup of your practicum experience.

Student Responsibilities
In Outreach practicum experiences, students are expected to develop plans for individual and groups of children based on observations and child development knowledge, gather resources, complete children’s records and files, attend meetings, and provide support to other adults and to the program in a variety of ways. Critical factors in the student's development as a professional are commitment to the children, team skills with other caregivers, and active involvement in providing quality care and programming for young children and their families. Each student will complete a combination of: weekly journals, weekly tasks, develop a professional action plan to demonstrate appropriate planning skills, and undertake a special project. When you are deciding on the timing of your practicum, do consider that a significant part of the work occurs outside of the early childhood setting. It is a course, and as such does not simply replicate the work experience.

Working vs. Non-working Practicum
Working Practicum:
If your practicum is in your place of employment, discuss the practicum expectations with your direct supervisor. It is your responsibility to get permission to use your workplace as a practicum site, and to advise your supervisor of the dates of upcoming visits from your Faculty Consultant. The college does not contact employers, so this must be done by the student. Please make arrangements for a time to meet with the Faculty Consultant following each visit. This will take a minimum of 30 minutes after each of the visits. You do not have to have your employer participate in evaluation. If you have a change in employment during the practicum period this may put the success of your practicum in jeopardy. If this occurs, you must first provide this information to the Practicum Coordinator for consideration and if it is determined that you can continue with practicum it is your responsibility to find an alternate practicum setting. If it is not possible to find another site, you will not receive credit for the practicum. You are not obligated to stay at a job to complete a practicum, nor is an employer obligated to keep you. So, be sure that your employment is stable before beginning a practicum.

Non-Working Practicum:
If your practicum is not in the center in which you are employed, the ELCC Practicum Coordinator will inform you of the child care placement in which you will be completing your
practicum if you reside in the central Alberta region. If you are outside of this area, the Practicum Coordinator will help you with this process.

Typical vs. Atypical Practicum

Within the ELCC certificate year, you are able to complete a maximum of one atypical practicum experience. Typical and atypical experiences are described in the following ways.

Typical practicum:

Occurs when you have ongoing day-to-day child contact in your practicum placement.

Atypical practicum:

Occurs when you are in a practicum placement that does not require you to have ongoing day-to-day child contact or is outside of the normal practicum timelines. These experiences often include (but are not limited to): practicum in the role of program director or coordinator, practicum in the role of family day home consultant or visitor, prior learning assessment and the Mexico practicum experience.

Atypical practicum experiences require preapproval from the Practicum Coordinator prior to registering for practicum. If you feel your practicum placement would be considered atypical, it is your responsibility to ensure the Practicum Coordinator is aware of your request for an atypical practicum as you submit your practicum request form.

Criminal Record Check (including vulnerable sector check) and Intervention Record Check

As you prepare for practicum, it is important for you to be prepared with all of the required documentation in place. Please see the following information regarding Criminal Record Check and IRC information.

Criminal Record Check (CRC)

Prior to going into a practicum placement, you must have a current criminal record check which includes the vulnerable sector check. In many places, this process will take at least 4 weeks to complete.

In addition to the importance of having this check completed, it is also important to note that the process used for the processing of this check has changed over the years; you can review these changes at the following website: http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm

As a result of these changes, if you are required to submit fingerprints, it can take extended periods of time to complete this check (up to six months) and this may delay your entrance into practicum.

Depending on where you obtain this check from, there may be a charge for the criminal record check.

Intervention Record Check (IRC)

When working with children, you are often required to obtain an intervention record check. The following information has been obtained from the Government of Alberta website to help explain what this is. You can go to the following website to learn more about this check: http://www.programs.alberta.ca/Living/CommonQuestion.aspx?N=770&id=1767
This site explains an IRC check as the following: “A child intervention record check, or child welfare check, is a review to determine whether an adult has an existing intervention record with, Children and Youth Services, which indicates that the person may have caused a child to be in need of intervention as defined by the Child, Youth and Family Enhancement Act.”

**Prior Learning Assessment for Practicum**

Students can apply to demonstrate their skills in practicum by applying for a prior learning assessment. In order to apply for a prior learning assessment in a practicum course, you are required to produce documentation demonstrating that you have achieved the course objectives through other related experiences. Students are allowed to apply for one prior learning assessment in their certificate year. In addition, you must be able to document 2 years of related full time paid experience within an acceptable program to be eligible for a prior learning assessment. If a student is accepted for the prior learning assessment for practicum, in order to complete this for ELCC 210 or 220, students must demonstrate satisfactory performance of the required objectives in the RDC Child Care Centre for one week (5 working days) and complete a practicum journal or other required documentation as requested from the practicum placement. Prior learning assessments are typically completed in the RDC Child Care Centre during the Spring term (May or June). Other timelines may be possible, upon agreement with the Practicum Coordinator. In order to obtain specific information on the prior learning assessment process, contact the ELCC Practicum Coordinator. A fee, as set by the RDC Registrar’s office, will be applied for the prior learning assessment process.

Students may also be eligible to apply for transfer credit. More information about this option is available by contacting the Chair of the ELCC program.
Appendix F: Alberta Government Levels

Overview
The Alberta Government has a separate certification system for child care workers based on three levels:
- Child Care Assistant (was Level I)
- Child Care Worker (was Level II)
- Child Care Supervisor (was Level III)

The ELCC Certificate at RDC qualifies you to apply for a government Child Care Worker (Level II) certification from the Alberta Government.

Government Levels I, II and III – Applying for Certification
For further information on Government certification, contact Children and Youth Services at 1-800-661-9754 to reach the Child Development Branch. (You can also request Children and Youth Services through the Government Rite line – 310-0000.)

Click on the link below to get to access the forms you need to complete, along with instructions about how these are used. You can apply for Level 2 once you have completed all of the course requirements for your ELCC Certificate.

Child Care Certification through Alberta Children’s Services
http://www.child.alberta.ca/home/1158.cfm