

**DELTA TEACHING ASSISTANT CERTIFICATE (DTAC) PROGRAM**

**SEPTEMBER/FALL 2025**

**Information/ Application Package**

**Train to be an Education Assistant!**

Delta Teaching Assistant Certificate Program participants develop knowledge and skills necessary to work as an Education Assistant (EA) with K-12 students in a variety of inclusive settings. The DTAC program prepares its graduates to participate as a valuable member of a team in the ongoing implementation of inclusive learning opportunities and to play a key role with the classroom teacher in maintaining a culture of equity and success for all students. The part-time program is offered over 10 months, through evening and Saturday classes and 6 weeks of full-time practicum experience.

Since DTAC’s inception in 2000, the program has continuously responded to changes and updates in the field by incorporating practical, sought-after skills and current information into the curriculum. DTAC coordinators and instructors are experienced educational professionals or specialists in relevant fields. Program content, provincial and local educational priorities, and demand for Education Assistants in Metro Vancouver are reviewed regularly and adjustments are reflected in the curriculum, practicums, and the student selection process.

**TRAINING INSTITUTION AND PROGRAM PHILOSOPHY**

Delta School District is an innovative, inclusive community where all learners belong. It is a provincial school authority, and its Continuing Education branch is certified by Employment and Social Development Canada. The program’s part-time schedule is paced to ensure mastery of the material and to effectively prepare students for their future careers in dynamic workplace settings. Students can expect quality instruction and practicum placements within a manageable schedule and with affordable tuition rates.

**CERTIFICATE COMPLETION REQUIREMENTS**

To receive the certificate, a student must attend and successfully complete:

\* Core Courses = 264 hours

\* First Aid = 8 hours

\* Practicums = 180 hours (6 weeks full-time)

Within the program, students also complete these recognized certifications: CPI Nonviolent Crisis Intervention, POPARD ASD, High Five, and Emergency First Aid.

**PROGRAM INVOLVEMENT**

Although DTAC is a part-time program, the coursework is quite intensive, so regular attendance and completion of all assignments is mandatory. Commitment to the field of education, professional conduct, ability to commit to the schedule of evening and Saturday classes and 6 weeks of full-time school-day practicums, finances for tuition, and transportation to classes and practicum sites are important considerations in your decision to become involved.

**CLASS LOCATIONS**

Classes are held at Delta Manor Education Centre, 4750 - 57 Street, in Ladner. Occasional workshops may be presented at alternative, content-appropriate locations within Delta. Practicums are arranged individually at a variety of secondary and elementary schools in Delta.

**APPLICATION REQUIREMENTS**

The Deadline for September 2025 is Friday, March 14, 2025

\* Completion of “Application For Admission” form (below)

\* A hand-written, one-page letter/ statement about why you feel you are a good candidate, to include any experience working with children, youth, or persons who require extra support in educational, community, or family settings

\* Two letters of reference, preferably from professionals in education, inclusive programs, child care, medicine, recreation, or community service

\* Transcript or proof of Grade 12 or equivalent; or post-secondary transcript

**PRE-REQUISITES**

\* High School Graduation, or equivalent

\* Strong written and spoken English, demonstrated by successful completion of English 12 or Communications 12, or a post-secondary English course. Other English proficiency credentials or indicators (IELTS, TOEFL, LPI, etc.) will be considered on an individual basis but an English assessment may be requested prior to admission

\* Familiarity with the roles of Education Assistants in the school system

\* Ability to pass a Criminal Records Check for work in the vulnerable sector

**ASSETS FOR APPLICANTS**

\* Volunteer or work experience with children or youth in school settings (K to 12)

\* Volunteer or work experience with children, youth, or adults who require extra support

\* Strong numeracy and academic aptitude

\* Post-secondary courses in education, psychology, special needs, or health care

\* Prior training related to health care, child care, behavioural support, or home support

**SELECTION PROCESS**

Class size each year is limited so selection into the program is based on a competitive process. Applicants are evaluated on their initial application package and, for some, through further written and personal interviews, focusing on these criteria:

\* completeness of the application, including both references and hand-written letter

\* strength of hand-written statement, including clarity and writing skills

\* demonstrated understanding of the role of an education assistant

\* demonstrated proficiency with English language, written and spoken

\* preparedness for the program’s demanding schedule and practicum placements

\* relevant work and/or volunteer experience

\* related prior education and other applicable academic qualifications

Strong written and spoken English skills are required since employers indicate that Education Assistants must communicate successfully with the educational support team and with students who may have communication challenges, and provide curricular support to students, including in the higher grades. As well, DTAC students study in a challenging adult learning environment and are introduced to many theoretical, educational, and physiological concepts, so evaluations within the program rely on written work, oral presentations, and interpersonal communication.

**NOTIFICATION AND ACCEPTANCE**

Applicants accepted into the program are notified by e-mail. Orientation material, including registration information, is provided to successful applicants upon acceptance.

**PROFESSIONAL AND ACADEMIC CONDUCT**

Education Assistants act as role models and provide educational support to students with specific learning needs. DTAC students are expected to adhere to important policies regarding attendance, confidentiality, and academic and personal conduct. As well, during class time, students should be prepared to participate actively in discussions, individual and group presentations, written reports, and physical workshops (safe lifting techniques, personal safety, shop practice, and more). While traditional marking does constitute part of student assessment, students are urged to focus on mastery of skills and knowledge in each course with the ultimate goal that you feel informed, prepared, and confident to support students in their learning environment.

**TUITION FEES, INCOME TAX AND FINANCIAL ASSISTANCE**

This program is not presently eligible for Canada student loans or similar forms of public financial assistance. Tuition fees are generally due at the start of each specific course, with those dates scattered over the length of the program (typically September, January, and April). Fees are not all due at one time. Delta School District, Continuing Education Branch is certified by Employment and Social Development Canada, so DTAC courses are eligible for Tuition Amount deductions for income tax purposes.

**COURSE CONTENT – SUBJECT TO CHANGE**

DTAC 201/1: Orientation

DTAC 201/2 – 5: Classroom Technology

DTAC 201/6 – 9: Literacy

DTAC 201/10: Models of Disability

DTAC 201/11: Ethics/Role of the EA

DTAC 201/12: Augmentative and Alternative Communication (ACC)

Total: 36 hours

DTAC 301/1: IEP, Intro to Ministry of Education Codes

DTAC 301/2: Child Development

DTAC 301/3-7: Physical and Intellectual Disabilities

DTAC 301/8: Midterm Exam

DTAC 301/9: ADHD & Executive Functioning

DTAC 301/10: Anxiety

DTAC 301/11: Chronic Health and Brain Injury

DTAC 301/12: Project Wrap Up

Total: 36 hours

DTAC 350/1-5: Basic Health Care

DTAC 350/6: Back Care and Lifting

Total: 18 hours

DTAC 401/1 – 6: Understanding Behaviour

Total: 18 hours

DTAC 450/1: Sexual Orientation & Gender Identity

DTAC 450/2: Life Skills Classroom

DTAC 450/3: Deaf and Hard of Hearing Students

DTAC 450/4: EA and Teacher Team Collaboration

Total: 12 hours

DTAC 501/1: Inclusive Strategies for Writing

DTAC 501/2: Inclusive Strategies for Reading

DTAC 501/3 – 4: English Language Learners

DTAC 501/5 – 6: Universal Design for Learning

DTAC 501/7-8: Visuals for All

DTAC 501/9: Moving from Trauma-Informed to Trauma Practiced

DTAC 501/10: Visual Impairment in Inclusive Settings

DTAC 501/11: FASD Module

DTAC 501/12: Demonstration of Knowledge

Total: 36 hours

DTAC 601/1-5: Introduction to Autism Spectrum Disorders – Practical Applications with POPARD

Total: 30 hours

DTAC 701/1: Professional Communication

DTAC 701/2: Indigenous Education

DTAC 701/3: High Five Certification

DTAC 701/4: CPI Certification

DTAC 701/5: Disclosures, Duty to Report, and ACES

DTAC 701/6: Social Emotional Learning

DTAC 701/7: Kindergarten Learning (Location: GRAY Elementary, North Delta)

Total: 42 hours

DTAC 801/1: Fetal Alcohol Syndrome

DTAC 801/2: All Youth Matters – Inclusion Training

DTAC 801/3: Elementary Math Overview

DTAC 801/4: Life Skills Classroom (Location: Seaquam Secondar, North Delta)

DTAC 801/5 – 6: Secondary Math Overview (3 hour each)

DTAC 801/7: Interview and Resume Skills

Total: 36 hours

**COURSE FEES 2025\***

\* Fees are subject to change, but these are the anticipated fees for Fall 2025. Tuition fees are required on or before the first date of each course or practicum assignment. Students are not expected to pay for the full program at one time.

·         DTAC 201 (36 hours) $450.00

·         DTAC 301 (36 hours) $450.00

·         DTAC 350 (18 hours) $225.00 + $50 Workbook

·         DTAC 401 (18 hours) $225.00

·         DTAC 450 (12 hours) $150.00

·         DTAC 501 (36 hours) $450.00

·         DTAC 601 (30 hours) $375.00

·         DTAC 701 (42 hours) $525.00

·         DTAC 801 (36 hours) $500.00

·         DTAC 900: 2-week Full-time Practicum $330.00

·         DTAC 901: 4-week Full-time Practicum $600.00

·         Emergency First Aid $100.00

 TOTAL TUITION FEES = $4,380.00

ADDITIONAL COSTS:

\* Photo ID badge ($20)

\* Criminal Records Check fees ($28)

\* Typical classroom supplies (note paper, memory devices, display material, kit contents, writing implements, etc.)

**EMPLOYEMENT OPPORTUNITIES**

The demand for Education Assistants continues to be strong in British Columbia. DTAC has incorporated practical skills and current research into the training; has modified the program regularly to respond to provincial curriculum as well as feedback from local employers and graduates; and has a proven track record with local School Districts.

The Delta Teaching Assistant Certificate Program qualifies graduates to work in K-12 schools in British Columbia but Delta School District cannot guarantee that any student will be hired once they have graduated from this program. The demand for Education Assistants is influenced, either provincially or in each specific School District, by budget priorities, student enrollment, inclusion policies, and other hiring factors. Qualifications and hiring processes for Education Assistants will vary between School Districts.

Learn more about the career and qualifications favoured by individual School Districts at the Make A Future: Careers in BC Education website at: [http://makeafuture.ca](http://makeafuture.ca/)  Search the sections on “Education Assistants” under the “Careers” tab for details on position titles, qualifications, and salary ranges.



**DELTA TEACHING ASSISTANT CERTIFICATE PROGRAM**

**APPLICATION FOR ADMISSION**

Please include with this application, in addition to completing this form:

\_\_\_ A HAND-WRITTEN letter/ statement indicating why you feel you will be a good

 candidate for this program (approximately one page), to include any experience

 dealing with children of any age or any individuals who require extra support

\_\_\_ Two (2) letters of reference, preferably from professionals in education, child care,

 inclusive services, recreational programs, or community agencies

\_\_\_ Transcripts or proof of completion of Grade 12 or post-secondary program.

Additionally, proficiency in English language (written and spoken) is required so if completion of English 12, Communications 12, or a post-secondary English course are not evident, please indicate your current level of English and any relevant test scores or credentials. Separate assessment of English level may be requested at the discretion of the coordinator.

**Deadline for Fall 2025: Friday, March 14, 2025**

Please print

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

 First name Last name

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (preferred contact, whether cell or landline): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (secondary number, if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational/ Work Background

High School Graduation:

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_

List any relevant accredited courses completed or Certificates/ Diplomas/ Degrees earned:

 Year Course/ Award name School/ Institution

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Current Employment:

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Work and/or Volunteer Experience related to Schools (public, private, elementary, secondary), Inclusive Programs, Health, Social Service, Community Recreation, etc.

Year(s) Organization/ Program Role

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit completed application:

1.In Person: at the Continuing Education Office, 4750 – 57th Street, Ladner

2. By Mail: Delta Teaching Assistant Certificate Program, Continuing Education,

 4750 – 57th Street, Delta, B.C. V4K 3C9

3. By e-mail – ContinuingEducation@deltaschools.ca: PDF or MS Word formats only.