This academic planning guide highlights major points regarding required coursework, course registration, program regulations, graduation requirements, and credit transfer opportunities for the Early Learning and Childcare Certificate. Further important information is located in the online RDC Calendar and School of Education website (see page 5).

Students are advised to read this entire document before choosing courses and registering or making changes to their course registration.

This guide is available at www.rdc.ab.ca/apg and on the Registration page in The Loop.

RDC’s one-year certificate in Early Learning and Childcare prepares students to enter the early learning and childcare profession. Early childhood educators plan, organize and lead activities to help children develop intellectual, physical and emotional skills.

Focus is placed on the integration of theory and practice. This is facilitated by two practicum placements in a variety of early learning and care program environments. Each certificate course focuses on a different aspect of working with young children, including the image of the child, guiding behavior, child development, nutrition planning and bulletin boards, planning and participating in play experiences, and interacting with children who have special needs.

Graduates of our Early Learning and Childcare Certificate have the credentials to enter a second year of study and complete RDC’s Early Learning and Childcare Diploma.

In Alberta there are three levels in Child Development Certification. Each level can be obtained by completing courses through RDC.

Child Development Assistant Certification (formerly Level One) requires successful completion of one 3-credit ELCC course, Child Development Worker Certification (formerly Level Two) requires a completed ELCC Certificate, and Child Development Supervisor Certification (formerly Level Three) requires a completed ELCC Diploma.

PROGRAM DELIVERY

The ELCC Certificate may be taken through three different modes of delivery:
- part-time or full-time study with all ELCC classes taught on the RDC campus,
- part-time or full-time in online courses only, or
- part-time or full-time with a combination of on-campus and online courses.

Students can begin on-campus in the fall or winter term and for the online program, students can begin in the fall, winter or spring term.

The Certificate may be completed in one year through online and/or on-campus courses in full-time study or over a longer time period through part-time study.
Learning Through Online Study

All courses in the ELCC Certificate may be taken through online study. Students enrolled in the online program complete the entire program within their community. Students in the on-campus program may register in online courses along with on-campus courses to suit their schedule or to pick up a missing course. Currently the online ELCC program cannot be taken outside of Canada; it is based on Alberta and Canadian dynamics.

- 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 asynchronous which means they can be completed at each student’s pace with all assignments due by the end of the term.
- In addition to class time, each online course generally requires a minimum of 10 hours of course-related work per week.
- 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.
- Information about books and materials for online courses will be available in Blackboard 9.1 (on RDC’s The Loop) at the start of each term. Students have access to The Loop once given admission to RDC.
- The Flexible Learning office has valuable information about online learning.

ELCC CERTIFICATE: PROGRAM REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>COMM 150 or COMM 250 Communications</td>
<td>College and Workplace Writing (recommended) – Take in fall term if possible or Business and Workplace Writing Prerequisite for COMM 250: a final grade of 60% or greater in ELA 30-1 or RDC’s ENGL 95 (or equivalent). If you previously completed ENGL 219 at RDC do not also take COMM 150 or COMM 250.</td>
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<tr>
<td>ELCC 201</td>
<td>Foundations of Early Childhood Development</td>
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<td>ELCC 206</td>
<td>Child Development and Exceptionalities</td>
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<tr>
<td>ELCC 210</td>
<td>Practicum I</td>
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<td>• NOTE: See Practicum Information below.</td>
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<tr>
<td>ELCC 211</td>
<td>Child Development</td>
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<td>ELCC 212</td>
<td>Program Planning I</td>
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<td>ELCC 213</td>
<td>Interpersonal Relations</td>
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<tr>
<td>ELCC 215</td>
<td>Program Planning II</td>
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<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 220</td>
<td>Practicum II</td>
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<td>• NOTE: See Practicum Information below.</td>
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</table>

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 and a minimum of 8 weeks of time in their practicum sites.
Practicums can be completed in the student’s current work place that is licensed/regulated. Alternatively, non-working practicum placements can be arranged by the School of Education 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 using a Practicum Request form electronic link, which is sent to the students through RDC email after they have registered in the course.

ELCC 210 (Practicum I) is the first practicum and is taken when the student has completed or is completing the FOURTH (4th) ELCC course. (This is half way through the 8 ELCC core-course requirement.) COMM courses are not included in these ELCC courses. Certificate practicums occur full days on Tuesdays and Thursdays for both working and non-working placements.

ELCC 220 (Practicum II) is the second practicum and is taken when the student has completed or is completing the EIGHTH (8th) ELCC course. (This is the last of the 8 ELCC core-course requirement.) COMM courses are not included in these ELCC courses. Again, Certificate practicums occur full days on Tuesdays and Thursdays for both working and non-working placements.

Students registering in a practicum course (ELCC 210 or ELCC 220) must do so at least TWO MONTHS (8 weeks) prior to the start of the term. A Practicum Request form electronic link is sent to students through RDC email and must be returned within 8 weeks prior to the start of the term. For fall term, this deadline is July 1st, for the winter term the deadline is November 1st and for the spring term, it is March 1st. Please note that registration in a practicum after these deadlines is subject to department approval.

Students are required to have a recent 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. Students also require an Intervention Record 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 RDC email after they have been admitted to the program.

PLANNING YOUR COURSES

Not all ELCC and COMM courses are offered every term or in each delivery mode every term. This means it is important for students to carefully sequence courses so they will be ready to enter the practicums and can complete the program and graduate according to their personal timeline and goals.

Full-time status for the purpose of RDC and for government student loans is considered three to five 3-credit courses (9 to 15 credits) in a fall or winter term and in a spring term full-time status is two 3-credit courses (6 credits). Students with other funding agencies and international students with a Study Permit may have full-time status requirements that differ from the above; check with agencies.

At RDC five courses per term is a maximum course load in a Fall or Winter term; two courses is the maximum for a Spring term. Plan out your course sequencing for the year:

<table>
<thead>
<tr>
<th>Term One (Fall, Winter or Spring)</th>
<th>Term Two (Fall, Winter or Spring)</th>
<th>Term Three (Fall, Winter or Spring)</th>
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<tbody>
<tr>
<td>course online on campus</td>
<td>course online on campus</td>
<td>course online on campus</td>
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RDC has a 50% residency requirement which means at least 50% of the coursework in the ELCC Certificate must be completed through RDC courses.

COURSE REGISTRATION

Students in the online program (part-time or full-time) and students in the part-time on-campus program select their courses and self-register in courses. (Students enrolled in the full-time on-campus pre-set program will automatically be registered in courses.)

When using Look-Up Classes (in The Loop) to choose your courses you will notice the courses have a variety of suffixes after the number (i.e. ELCC 211-A, ELCC 210-53). The letter or numeral at the end of a course number identifies the manner in which a course is offered – the mode of delivery.

<table>
<thead>
<tr>
<th>COURSE SUFFIX</th>
<th>MODE OF COURSE DELIVERY</th>
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<tbody>
<tr>
<td>A</td>
<td>This course requires attendance on campus (i.e. ELCC 211-A).</td>
</tr>
<tr>
<td>X, Y or Z</td>
<td>This course is offered online. (i.e. ELCC 210-Z)</td>
</tr>
<tr>
<td>51 or 53</td>
<td>Practicum courses include a seminar. The seminars are numbered and must be taken with the appropriate A or Z section of the practicum (i.e. ELCC 210-A and ELCC 210-51 or ELCC 210-Z and ELCC 210-53).</td>
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</table>
International students with Study Permits must ensure they comply with the requirements stated in their permits. 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.

Visa 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 Status admitted to online programs at RDC are not eligible for Student Visas.

Note: Because seats are limited in each course students are advised to register in courses for each term when they become eligible to register. Waiting to register in courses may result in having to waitlist for courses or waiting to take them in a future term.

STUDENTS WITH PREVIOUS POST-SECONDARY COURSES or PREVIOUS LEARNING

If you completed courses in other RDC programs or at other accredited post-secondary institutions or if you have work experience in the field see Recognition of Prior Learning. You are advised to apply for Prior Learning Assessment immediately upon applying to Red Deer College to investigate possible advanced placement or transfer credit; there may be implications regarding the courses you will or will not take.

GRADUATION REQUIREMENTS

To be awarded the ELCC Certificate all eleven courses in the program must be completed with a passing grade. In your last term of study contact Student Records to apply to graduate with your certificate (studentrecords@rdc.ab.ca). Include your RDC student ID number.

FURTHER POST-SECONDARY STUDY

Early Learning and Childcare Diploma, Red Deer College
When you complete the ELCC Certificate (with a 1.7 GPA or greater) you will meet the admission requirements for RDC’s Early Learning and Childcare Diploma! To find more information talk to the ELCC student facilitator or contact the School of Education advising specialist; also see the academic planning guide for the Diploma program here. Information regarding Change of Program forms and course registration for students currently enrolled in the on-campus Certificate program during the winter term will be provided in class during the month of March.

Educational Assistant Certificate, Red Deer College
The following ELCC courses can be accepted for credit towards the RDC Educational Assistant Certificate. The age of coursework may affect credit granted.

<table>
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<tr>
<th>ELCC Course</th>
<th>Accepted in RDC’s Educational Assistant Certificate program in lieu of:</th>
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<tr>
<td>ELCC 206 (Child Development and Exceptionalities)</td>
<td>EDAS 152 (Overview of Exceptionalities)</td>
</tr>
<tr>
<td>ELCC 210 (Practicum I)</td>
<td>EDAS 114 (Field Experience) <em>If completed in school setting.</em></td>
</tr>
<tr>
<td>ELCC 211 (Child Development)</td>
<td>EDAS 1xx (one 3-credit EDAS Option at 45 hours)</td>
</tr>
<tr>
<td>ELCC 213 (Interpersonal Relations)</td>
<td>EDAS 116 (Human Relations)</td>
</tr>
<tr>
<td>COMM 150 or COMM 250 (or ENGL 219)</td>
<td>COMM 150 or COMM 250</td>
</tr>
</tbody>
</table>

Bachelor of Professional Arts (Human Services), Athabasca University [www.athabasca.ca](http://www.athabasca.ca)
The ELCC Certificate is accepted in a block transfer of 30 credits towards Bachelor of Professional Arts (Human Services). Students are required to present an additional 30 credits prior to admittance into the BPA program. Athabasca University is an Alberta based distance university. For information about this program contact the Athabasca University Information Centre toll-free at 1-800-788-9041.
HOW TO FIND MORE INFORMATION

Red Deer College  
www.rdc.ab.ca  
403-342-3400

School of Education  
https://rdc.ab.ca/education  
Office 2510  
403-342-3334  
education@rdc.ab.ca

Advising and Recruiting Specialist  
Caroline Graham  
education@rdc.ab.ca

Advising and Recruiting Associate  
Verna Penner  
education@rdc.ab.ca

ELCC Certificate Practicum Facilitator  
Lois Maplethorpe  
Lois.Maplethorpe@rdc.ab.ca

Note: Between April 30th and August 20th please contact the School of Education instead at 403-342-3334 or education@rdc.ab.ca.

RDC Flexible Learning  
http://rdc.ab.ca/programs/flexible-learning/flexible-learning  
403-357-3664 or toll-free 1-888-732-4630, ext. 3664  
flexible.learning@rdc.ab.ca

Prior Learning Office  
http://rdc.ab.ca/programs/academic-calendar/prior-learning/prior-learning  
rpl@rdc.ab.ca

TheLoop Login  
https://portal.rdc.ab.ca

RDC Tuition & Other Fees  
http://rdc.ab.ca/future-students/funding-awards/funding-awards

Campus Store (textbooks)  
https://rdc.ab.ca/current-students/facilities-services/rdc-campus-store

Kindly include your RDC student ID number in all email and phone messages. You will find it in your Letter of Admission.

RESPONSIBILITY OF STUDENT

Please be aware you are responsible for ensuring your course registration is complete and appropriate for the Early Learning & Childcare Certificate program and to apply for Recognition of Prior Learning if you previously completed post-secondary courses from another institution.