



**Community Living College**  
**A division of the Campbell River and**  
**District Association for**  
**Community Living**  
**301 Dogwood St., Campbell River, BC**  
**V9W 2Y1 Canada**

PTIB Registration Number:

3927

Telephone: 250-286-0391  
 Fax: 250-286-3732  
 Email: info@cradacl.bc.ca

Community Living College is designated by the Private Training Institutions Branch

**STUDENT INFORMATION**

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

BC Mailing Address

Postal Code

Permanent Mailing Address (including country) if available and different from above

Postal Code

Student Telephone Number

Alternative Telephone Number

Student Email Address

International Student:

Yes

No

If you are an international student:

Citizenship: \_\_\_\_\_

Do you have a study permit?

Yes

No

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit?

Yes

No

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender

Male

Female

**Voluntary Disclosure**

\*You may voluntarily provide the personal information listed below:

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit?

Yes

No

If you answered "Yes", please indicate if you are:

First Nations

Métis

Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?

Yes

No

### Program Information

Community Support Worker

Program Title (as registered with PTIB)

245

13

March 4, 2019

May 29, 2019

Hours of Instruction  
during Contract Term

Program Duration in Weeks

Expected Contract  
Start Date

Expected Contract  
End Date

Credential Issued on  
Graduation

Diploma

Certificate

Program Delivery Method  
(select all that apply)

In-class

Distance

Combined

Language of  
Instruction:

English

Required course materials and technological resources not provided by the institution (if applicable):

### PROGRAM ADMISSION REQUIREMENTS

- Completion of Grade 12, GED or equivalent or a Mature Student (defined as being 19 years of age as of the start date of the program )
- Successful completion of Admission Examination

#### Work Experience Requirements:

Prior to commencing practicum, students must present the following documentation.

- A clean criminal record check
- An approved letter from a Physician indicating the applicant is in good physical and mental health
- Immunization records and Negative Tuberculosis test
- Class 5 driver's license
- Food Safe Certificate
- Occupational First Aid with Industry Standard

**Note:** Students who have not provided the documentation listed before the work experience start date will not be permitted to go on practicum.

**Program admission requirements may not be waived by the student or the institution.**

## PROGRAM OUTLINE

<b>Program Description</b>	The Community Support Worker program is designed to provide students with the necessary skills, knowledge and attitude to successfully support individuals with developmental disabilities.
<b>Career Occupation</b>	Successful graduates of this program will receive certification as a Community Support Worker; qualified to work in day programs, residential programs and community based programs offering services to people with developmental disabilities.
<b>Admission Requirements</b>	<ul style="list-style-type: none"><li>• Completion of Grade 12 or GED or Mature student of not less than 19 years as of the start date of the program</li><li>• Successful completion of Admission Examination</li></ul> <p>Prior to commencing work experience practicum, students must present the following documentation:</p> <ul style="list-style-type: none"><li>• A clean criminal record check</li><li>• An approved letter from a Physician indicating the applicant is in good physical and mental health</li><li>• Immunization records and Negative Tuberculosis test</li><li>• Class 5 driver's license</li><li>• Food Safe Certificate</li><li>• Occupational First Aid with Industry Standard</li></ul>
<b>Learning Objectives</b>	<p><b>Upon completion of this program the successful student will:</b></p> <ul style="list-style-type: none"><li>• Demonstrate knowledge of the principles of community living and support.</li><li>• Demonstrate through practical application competency in the application of the principles of community living and support.</li><li>• Demonstrate and apply the competencies in teaching skill development to clients.</li><li>• Apply the principles and techniques of personal service planning, goal setting and life style planning in real world settings.</li><li>• Be able to successfully support individuals with challenging behaviors.</li><li>• Know and be able to apply techniques to keep oneself safe during behavioral interventions.</li></ul>
<b>Method(s) of Evaluation</b>	<p>To assess competencies, students will be evaluated in the following manner.</p> <ol style="list-style-type: none"><li>1) Students will be required to complete a mid-term and final exam program exam.</li><li>2) Students will be required to complete homework assignments.</li><li>3) Students will maintain a practicum reflection journal which will provide them with the opportunity to</li></ol>

demonstrate and document how they are applying the Principles of Community Living in situations and to reflect on their practice.

- 4) Periodic collaborative practicum evaluations will be conducted by the practicum supervisor.

The student must achieve a summative grade of 66% in order to successfully pass the program

**Completion Requirements**

The student must achieve a summative grade of 66% and have an 88% class and practicum attendance rate to successfully complete the program

**Program Duration**

Total program duration is 245 hours of instruction over a 13-week period consisting of 196 hours classroom instruction and 49 hours of practicum.

**Homework Hours**

Students can expect to complete approximately 4 hours per week of homework

**Delivery Method(s)**

Indicate how the program is delivered

- In-class instruction
- Distance education
- Combined delivery (both in-class and distance)

**Required course materials**

Students will be provided with all required course materials. This is included in the tuition

Community Support Worker	Number of hours
Human Development	30
History of Developmental Disabilities	14
Parent Movement, Principles of Community Living, Normalization, Integration and Inclusion	20
Values and Ethics, The Community Support Professional, Confidentiality, Privacy Protection	24
Practicum 1	24
Syndromes and Other Causes of Developmental Disabilities, Autism Spectrum Disorder, Sensory Integration	20
Fetal Alcohol Spectrum Disorder	8
Review and Mid-Term Exam	6
Mental Health & Developmental Disabilities	16
Understanding Challenging Behavior and Positive Behavior Supports	16
Practicum 2	25
Observation, Documentation and Recording, Incident Report Writing	12
Compassion Fatigue	4
Standards of Care, Residential Care Regulations, Medication Administration, Dysphasia	20
Final Review and Final Exam	6
<b>Total Instructional Hours</b>	<b>196</b>
<b>Total Work Experience Hours</b>	<b>49</b>
<b>Total Program Hours</b>	<b>245</b>

### WORK EXPERIENCE (if applicable)

Requirements for participation:

- A clean criminal record check (documentation submitted)
- An approved letter from a Physician indicating the applicant is in good physical and mental health
- Immunization records and Negative Tuberculosis test (documents submitted)
- Class 5 driver's license (Copy to be placed on file)
- Food Safe Certificate (Copy to be placed on file)
- Occupational First Aid with Industry Standard (Copy to be placed on file)
- Successful completion of all required program courses
- Completion of all course material and homework assignments prior to work experience start date

Estimate of the costs to complete:

- Students are expected to provide their own transportation to and from work experience site

Geographic area or region of the province where the work experience component will be provided:

- Campbell River and Comox Valley, British Columbia

Date(s) on which work experience is intended to be provided:

Practicum 1: week 5 of program

Practicum 2: week 10 of program

Number of hours of instruction: 24

Number of hours of instruction: 25

Start date:

End date:

Start date:

End date:

### REGULATORY REQUIREMENTS (if applicable)

Not Applicable

PROGRAM COSTS (\$CDN)	DOMESTIC	INTERNATIONAL
Total tuition payable during contract term	\$1,520	\$
Registration/Application Fee	\$50	\$
Administrative Fees	\$0	\$
Prior Learning or Portfolio Assessment Fee (if applicable)	\$0	\$
Textbooks	\$0	\$
Computer/Tablet	\$0	\$
Supplies/Materials	\$0	\$
Lab Fees	\$0	\$
Uniforms	\$0	\$
Other	\$0	\$
Reductions (please specify – includes discounts or scholarship amounts)	\$0	\$
<b>Total Amount Payable under this Enrolment Contract</b>	<b>\$1,570</b>	<b>\$</b>

**PAYMENT TERMS**

Method of payment:     Cash     Cheque     Credit Card     Other: \_\_\_\_\_

**Payment Plan Amount(s):**

**Date(s) due:**

\$50.00 Registration fee

Date of registration

\$520.00

First week of program

\$500.00

30 days after start date

\$500.00

60 days after start date

**REFUND POLICY**

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student’s parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student’s parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition

due under the student enrolment contract.

5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or
  - (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or
  - (b) the program is provided solely through distance education.

**PRIVATE TRAINING INSTITUTIONS BRANCH**

**203 – 1155 West Pender Street, Vancouver, BC, V6E 2P4**

**Tel. (604) 569-0033 or 1-800-661-7441**

**Fax. (778) 945-0606**

**<http://www.privatetraininginstitutions.gov.bc.ca>**

**[PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)**

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

**STUDENT DECLARATION**

- I have read, understood, and agree to the terms and conditions of this enrolment contract.
- I have received a signed copy of this contract.
- I have been provided with the following.
  - ✓ Student Attendance Policy
  - ✓ Tuition Refund Policy
  - ✓ Work Experience Policy
  - ✓ Student Dismissal Policy
  - ✓ Student Grade Appeal Policy
  - ✓ Dispute Resolution Policy
  - ✓ Respect and Fair Treatment Policy (Student Conduct)
  - ✓ Program Outline

The information provided is true and accurate and I am 19 years of age or older. If under the age of 19, a parent or legal guardian must also sign the contract.

I consent to the Institution sharing my personal information with the Ministry of Advanced Education for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with applicable Provincial privacy legislation, of my enrolment and reporting information between Canada College Vancouver and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed

Parent or Legal Guardian Signature (if applicant is under the age of 19)

Date signed

**INSTITUTION SIGNATURE**

Signature of Institution Representative

Date Signed