



DEPARTMENT OF HUMAN SERVICES  
Early Learning and Child Care Program

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A large, light green scroll graphic with rounded corners and a vertical strip on the left side, resembling a rolled-up document. The text is centered on the scroll.

**Online/Distance  
Education  
Student Handbook  
July, 2020**

*Revised: April, 2020*

This Handbook is Subject to Change

DEPARTMENT OF HUMAN SERVICES

# Early Learning and Child Care Program

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Grande Prairie Regional College, Grande Prairie, Alberta  
April, 2020

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Department of Human Services  
Grande Prairie Regional College  
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# **Important Information**

The Distance Student Handbook is an official College Document. You are expected to read this information carefully so you will know the College policies and regulations, program pre-requisites, standards and requirements. The information in this handbook is accurate and valid as of June 2020. Grande Prairie Regional College reserves the right to alter, add, and/or delete specific courses and regulations as required.

Grande Prairie Regional College acts in accordance with the Freedom of Information and Protection of Privacy Act.

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Department of Human Services  
Grande Prairie Regional College  
10726-106 Avenue  
Grande Prairie, Alberta T8V 4C4

# Welcome

*Welcome to the Early Learning Child Care Distance/Online Program at Grande Prairie Regional College. Congratulations on your decision to pursue further learning!*

We are pleased to have the opportunity to help you achieve your educational goals through our Distance/Online education program.

We know that the decision to enroll in an educational program is a major commitment of time, money, and energy. We fully support your commitment to distance/online education and look forward to supporting your long-term goals and achievements.

This student handbook contains important to get you started, including a description of our program, an outline of College policies, and useful information on how to work more efficiently as a Distance/Online student. Please feel free to contact us if you need any additional information.

We wish you success in your studies and hope that your experience is an enjoyable one.

The Department of Human Services  
Grande Prairie Regional College

## ***WHAT DO YOU NEED TO COMPLETE THE ELCC CERTIFICATE/DIPLOMA PROGRAM AT GPRC?***

- \* *Digital camera/Smart phone that takes videos, or access to one.*
- \* *Access to a computer and the Internet. (May need to Zoom/Skype/Facetime for practicums)*
- \* *An email address – once registered, you will be given a GPRC student account, it is the student's responsibility to check your GPRC email often.*
- \* *Access to young children in a group care setting.*

# Early Learning and Child Care Distance/Online Directory

Grande Prairie Regional College, 10726 – 106 Ave, Grande Prairie, AB T8V 4C4

Main Campus Switchboard: 780-539-2911

Toll-Free Line: 1-888-539-GPRC (4772)

Website: [www.gprc.ab.ca](http://www.gprc.ab.ca)

Email: [elconline@gprc.ab.ca](mailto:elconline@gprc.ab.ca)

INFORMATION ABOUT	CONTACT	PHONE NUMBER	EMAIL
Admission Requirements	Student Services Distance Assistant	780-539-2050 780-539-2983	<a href="mailto:admissions@GPRC.ab.ca">admissions@GPRC.ab.ca</a> <a href="mailto:ELCCOnline@GPRC.ab.ca">ELCCOnline@GPRC.ab.ca</a>
Course Registration	Distance Assistant	780-539-2983	<a href="mailto:ELCCOnline@GPRC.ab.ca">ELCCOnline@GPRC.ab.ca</a>
Program Advising	Distance Coordinator	780-539-2786	<a href="mailto:TRay@GPRC.ab.ca">TRay@GPRC.ab.ca</a> <a href="mailto:ELCCOnline@gprc.ab.ca">ELCCOnline@gprc.ab.ca</a>
Course Information	Your Instructor	Varies	Varies
Practicum Information	Distance Coordinator Distance Assistant	780-539-2786 780-539-2983	<a href="mailto:TRay@GPRC.ab.ca">TRay@GPRC.ab.ca</a>
Advanced Credit	Distance Coordinator	780-539-2786 780-539-2983	<a href="mailto:TRay@GPRC.ab.ca">TRay@GPRC.ab.ca</a>
Course Extensions	Your Instructor	Varies	Varies
Financial Aid, Student Loans, Bursaries	Financial Aid	780-539-2845	<a href="mailto:financialaid@GPRC.ab.ca">financialaid@GPRC.ab.ca</a>
Graduation & Convocation	Registrar's Office	780-539-2819	<a href="mailto:graduation@GPRC.ab.ca">graduation@GPRC.ab.ca</a>
Library Services (on-Campus)	Library and Media Services	780-539-2939	<a href="mailto:library@gprc.ab.ca">library@gprc.ab.ca</a>
Unofficial Transcript of Marks	myGPRC	780-539-2885	<a href="https://my.gprc.ab.ca">https://my.gprc.ab.ca</a>
On Line Course Issues & Moodle Inquiries	Edtech Department	1-877-832-7667 #1 Tech Support #1 Moodle Support	<a href="mailto:edtechrequests@GPRC.ab.ca">edtechrequests@GPRC.ab.ca</a>
myGPRC Issues, Marks, Unofficial Transcripts	Student Services	780-539-2885	<a href="mailto:my.GPRC@GPRC.ab.ca">my.GPRC@GPRC.ab.ca</a>
Username, Passwords, Computer Account	Help Desk	780-539-2933	<a href="mailto:helpdesk@GPRC.ab.ca">helpdesk@GPRC.ab.ca</a>
Course Billing & Receipt Inquiries	Finance Department	780-539-2912	<a href="mailto:finance@GPRC.ab.ca">finance@GPRC.ab.ca</a>
Official College Transcript Requests	Student Services	780-539-2015	<a href="http://www.gprc.ab.ca">www.gprc.ab.ca</a> Services → Transcripts

# Introduction

Congratulations! You have just joined one of the fastest growing sectors of adult education today. Adults in increasing numbers throughout the world are choosing to take advantage of the educational opportunities provided by Distance/Online learning systems such as this one offered by Grande Prairie Regional College.

Adult learners are generally people like you who already have many social, professional, and family commitments and therefore choose alternate forms of professional/career development. Grande Prairie Regional College recognizes the validity and importance of these commitments and is dedicated to meeting the needs of both full-time and part-time learners, on and off campus.

## **How does our Distance/Online Learning Program help you, the part-time learner?**

1. Our program provides students with regularly scheduled intakes throughout the year.
2. Distance/Online learning offers you the autonomy to select your own study hours and place of study. Distance/Online learning may be a welcome alternative to travelling long distances to participate in evening or weekend courses.
3. Our Distance/Online learning program offers you the services of a fully qualified instructor from the Department of Human Services. Your instructor is willing to answer your questions, to discuss educational issues, offer advice, and listen to your concerns.

These are just some of the ways in which our program can help you meet your educational and professional goals. We view Distance/Online education as a **learning partnership and a collaborative effort**. Your success is our success.



# Department of Human Services

## Our Mission

The mission of the Department of Human Services is to be recognized for educational excellence in the fields of early learning and child care and educational assistant training.

## Our Mandate

The mandate of the Department of Human Services is to provide educational programs in accordance with sound pedagogy and provincial curriculum standards. The program will promote students' awareness of the fundamental values on which human services practice are based, and an understanding of the relevant issues faced by individuals and their families in preparation for work in community programs. The Department of Human Services will also provide a model daycare program to serve children, families, students and professionals and other community members.

## Our Programs

The Department of Human Services provides the following credentials:

- Early Learning and Child Care Certificate
- Early Learning and Child Care Diploma
- Educational Assistant Certificate

This Distance/Online handbook provides information for students in the Early Learning and Child Care program.

All of our instructors are qualified in the field of Early Learning and Child Care or Human Services with the appropriate educational degree and numerous years of experience working as professionals with young children in a variety of early childhood settings. Faculty from other disciplines may instruct courses when relevant.

## Program Philosophy

The Early Learning and Child Care Program at Grande Prairie Regional College is educating and training students using a particular philosophical approach about how young children learn. This philosophy is known as constructivism.

We believe that as children grow and develop, they construct their own knowledge and understanding of the world by becoming actively involved with the individuals and materials that are available to them. This philosophical approach forms the basis of a developmentally appropriate curriculum for preschool children.

A developmentally appropriate curriculum for young children is deemed to be appropriate for the age span of children within the group. It is implemented with attention to the different needs, interests, socio-cultural experience and developmental levels of those individual children. Through careful observation of the children, teachers and caregivers select materials and activities that promote development in all areas: social, physical, language, intellectual, creative, and emotional.

Children are not only free to choose from a wide variety of activities and materials, they are encouraged to think, experience, explore, question and search for answers. Long, uninterrupted periods of play are considered essential for children to plan, follow through, and complete their activities.

## **Program Overview**

The Early Learning and Child Care Program will prepare you for a career working with children from birth to age twelve. You will study child development theories, methods for supporting children's learning and development, and the dynamics of relationships with other adults. Your studies will help you understand how to apply a developmentally appropriate curriculum for application in preschools, day care centers, school age programs, kindergartens, family day homes, Aboriginal Head Start programs and special programs like early intervention programs.

Practicum is a major component of the Early Learning and Child Care Program. It serves as an introduction to the variety of program options available to young children and their families and as a means of implementing theory into practice. Practicum requirements vary depending upon the year in which you are enrolled.

Further information about practicum requirements click here [Practicum Information](#)

Graduates of Early Learning and Child Care program may find employment in:

- a. Child Care centers
- b. Preschools
- c. Family day homes
- d. Out-of-school care programs
- e. Kindergarten programs and other classroom (as educational assistants)
- f. Early intervention programs
- g. Programs within Parent Link Centers; and
- h. Head start programs
- i. Other social/family related services

Please ensure when you are taking any online courses that it transfers to the institution who is granting the credential (certificate or diploma). For more information, please contact the Department.

## Program Progression

Student academic and practicum performance will be reviewed each semester or as required.

Students who fail two courses worth two or more credits in a semester will be placed on academic probation for the following semester.

Students who fail three courses worth two or more credits will be required to withdraw for one semester from the full-time program. Readmission to the program on a part-time basis will be subject to departmental review.

In order to progress in the program, students must achieve a **minimum grade of C-** in all Early Learning and Child Care courses.

## Early Learning and Child Care Program

*There are a number of educational options available to students enrolled in the Early Learning and Child Care Program. The following lists the current options available:*

### **Certificate Program – 36 Credits**

This program will prepare students as front line workers in a wide variety of early childhood settings. Early Learning and Child Care Certificate graduates qualify for Child Development Worker Certification (formerly Level 2 Certification) through the Alberta Child Care Staff Certification Office, Department of Human Services.

Click here for course list [Certificate Program](#)

### **Diploma Program – 32 Credits**

Once a student has completed the Certificate Program and receives a cumulative grade point average (GPA) of at least 2.0; students may proceed to the Diploma program. The Diploma program provides students with a greater variety of employment opportunities with young children and their families and more opportunity for advancement within the field of Early Learning and Child Care. Diploma graduates will receive additional preparation for administrative and supervisory positions within the field. Diploma graduates qualify for Child Development Supervisor Certification (formerly Level 3 Certification) through the Alberta Child Care Staff Certification Office, Department of Human Services.

Click here for course list [Diploma Program](#)

The Early Learning & Child Care Program may be completed on a full time or part time basis. Students may take courses on-campus or through Distance/Online learning (or a combination of the two).

### **Transfer between Alberta Colleges**

If you are interested in continuing your academic career, and have questions about transferring to other institutions within Alberta or outside the province, please contact Academic Advising in Student Services, by calling our toll-free number at 1-888-539-GPRC (4772).

### **Statute of Limitations**

Students who have taken courses in the Early Learning and Child Care Certificate or Diploma program within the last ten years, but have not graduated with either a Certificate or Diploma will normally be required to retake the courses after the ten (10) year period is up; to ensure validity and currency in the program. Courses exempt from this Statute of Limitations are: HS1130, HS1000 and CD2080.

## Distance/Online Course Format

All of the Distance/Online courses are offered as per the course schedule and completed independently with an assigned instructor. All courses are offered in an online format. Click here for the course schedule [#Course Schedule](#)

Students complete their courses independently with the support of their course instructor. The completion timelines for each course will be 15 weeks. Depending on the course and instructor, students may choose to work through a course in a shorter time frame.

## Course and Practicum Fees

All Fees Effective July 2020

### Course Fees – On Line *(Fees subject to change)*

Please click on the link below to see the current timetable to acquire current course information, schedule and fees.

<https://www.gprc.ab.ca/programs/courses/>

### Practicum Fees *(Fees subject to change)*

Please click on the link below to see the current timetable to acquire current course information and fees.

<https://www.gprc.ab.ca/programs/courses/>

Click here to check deadline dates for payment [#Course Schedule](#)

Please visit this link for payment methods:

[https://www.gprc.ab.ca/services/pay\\_fees/payment-methods.html](https://www.gprc.ab.ca/services/pay_fees/payment-methods.html)

The GST (Goods and Services Tax) is not added to tuition fees.

## Certificate Program – 36 Credits

There are eleven (11) courses within the first year of the Early Learning and Child Care programs, as well as, two (2) practicum placements and (accompanying seminars).

Courses within the first year of the program are:

CD1000	Child Development I (3)
CD1011	Introduction to Early Learning and Child Care (2)
CD1020	Health, Safety, and Nutrition (2)
CD1050	Art, Literature, and Music (3)
CD1100	Child Development II (3)
CD1330	Understanding Children’s Play (3)
CD1350	Supporting Children’s Play (3)
CD1370	Guiding Children’s Behavior I (2)
CD2070	Infant Toddler Care (2)
HS1130	English (3)
HS1000	Interpersonal Communications I (2)
CD1045	Practicum I (3)
CD1145	Practicum II (5)

The numbers in brackets beside the course name, refer to the credit value for each course.

**Students are required to take the HS1130 English course as one of their first ELCC courses. When beginning the program, it is highly recommended that students register in one course at a time.**

### Year One Course Descriptions:

Click here to get course descriptions <https://www.gprc.ab.ca/programs/elcc-certificate.html>

## Diploma Program – 32 credits

After successful completion of the first year of the Early Learning and Child Care program, students may begin second year courses. There are nine (9) courses in the second year, as well as, two (2) practicum placements and (accompanying seminars).

Courses included in the second year program are:

CD2020	Environments for Young Children (2) (taken just before or with CD2145)
CD2030	Administering Early Learning and Child Care Programs (2)
CD2050	Science, Math and Social Knowledge (3)
CD2110	Working with Families (3) (taken just before CD2145)
CD2120	School Age Care and Development (3)
CD2380	Guiding Children’s Behavior II (2)
HS1217	Language and Literacy (2)
HS2100	Individuals with Exceptionalities (3)
CD2080	Interpersonal Communications II (2)
CD2045	Practicum III (4)
CD2145	Practicum IV (6)

\*\*CD2090 is no longer part of the curriculum –if have taken this course please contact the Department for advising.

The numbers in brackets beside the course name, refer to the credit value for each course.

**It is highly recommended that students speak with an advisor if they want to register in multiple courses.**

## Year Two Course Descriptions

Click here to get course descriptions <https://www.gprc.ab.ca/programs/elcc-diploma.html>

## Practicum Information

### CD1045 Practicum I (3 Credits; 15 weeks)

Practicum I comprises a minimum of **120 hours** of direct contact with children in an early childhood program. **Pre-requisites: CD1000, CD1050 and CD1330.**

### CD1145 Practicum II (5 Credits; 15 weeks)

Practicum II comprises a minimum of **256 hours** of direct contact with children in an early childhood program and **15 hours of Seminar.**

**Pre-requisite: all Year 1 courses or permission of the Department**

### CD2045 Practicum III (4 Credit; 15 weeks)

Practicum III comprises a minimum of **168 hours** of direct contact with children in an early childhood program and up to **15 hours of Seminar.** **Pre-requisite: Certificate in Early Learning and Child Care, CD2050, HS1217 and CD2380.**

### CD2145 Practicum IV (6 Credit; 15 weeks)

Practicum IV comprises a minimum of **228 hours** of direct contact with children in an early childhood program, accompanied by a seminar. **Prerequisites: Successful completion of all first and second year courses and a First Aid/Infant CPR Certificate.**

**NOTE: It is strongly recommended that CD2020 Environments and CD2110 Working with Families be successfully completed immediately prior to CD2145 Practicum IV.**

Students who are not currently working in an early childhood program may complete the required hours in an approved early childhood setting within Canada. Students may complete a workplace practicum if working in a Government licensed program within Canada.

#### **Seminar:**

Seminar is intended to provide for the students ongoing professional growth while integrating theory with practice. Students will participate in seminar related activities including reflections on the students own practices, and exploration of issues in the field of early childhood. Seminar is normally offered online through ZOOM (an online discussion forum within Moodle). Typically, seminar occurs one evening per week/bi-weekly throughout practicum. In order to successfully complete the seminar, students must attend all scheduled seminars and complete all tasks/activities.

An ELCC Practicum Request Form needs to be completed by the deadline dates listed in the course schedule. Click here to see the deadline dates [Practicum Deadlines](#) . The application form is available at <https://www.gprc.ab.ca/d/elccpracticum>

**In order to complete practicums outside of Alberta, placement must be within Canada. Students must be employed and provide proof of Workman's Compensation Coverage.**



## Practicum Application Deadline Dates

Practicum placements **MUST** be in a government licensed program.

Practicum observations by faculty are often conducted via electronic means (e.g. - Zoom, Skype, FaceTime). In person observations for practicum will occur only if an instructor is available in your area. Internet/computer requirements can be confirmed by contacting [edtechrequests@gprc.ab.ca](mailto:edtechrequests@gprc.ab.ca)

The practicum application form is available on the College website at <https://www.gprc.ab.ca/d/elccpracticum>

Summer:

August Practicum                      Apply by June 30, 2020

Fall:


November Practicum                      Apply by September 25, 2020

Winter:

February Practicum                      Apply by December 18, 2020

**\*Students must apply by the above dates.**

**\*Student must be accepted for the practicum prior to paying for it.**



**Due to budgetary constraints, there is no guarantee that practicum will be offered.  
Please contact the Department for more information.**

## CD1045 Practicum I – Prior Learning Assessment

The Early Learning and Child Care program provides students with the opportunity to obtain credit for the CD1045 practicum based on work experience, formal education, and/or self-studies. You may be eligible for Advanced Credit Practicum I based on Prior Learning Assessment by either:

1. \*Providing written documentation of satisfactory performance of paid or voluntary work in at least three types of Early Learning and Child Care settings of not less than 75 hours each;

OR

2. Completing a portfolio with required information that demonstrated your competence in working with children. The portfolio would include evidence of your abilities provided by video-recordings, feedback from your employer and co-workers, examples of planning, and documentation of the children's use of materials.

Students must apply for Prior Learning Assessment by completing an *Assessment of Prior Learning Application Form* <https://www.gprc.ab.ca/d/elccdform> . **Applying for PLA does not guarantee that credit will be given.** Students will need to satisfactorily meet the requirements within **3 months** of their application to receive credit.

Students need to:

- 1) Apply for Prior Learning Assessment (PLA) <https://www.gprc.ab.ca/d/elccdform>
- 2) Submit completed application form to the Distance Education Coordinator, [TRay@GPRC.ab.ca](mailto:TRay@GPRC.ab.ca) or fax 780-539-2751
- 3) Pay PLA fees online (50% tuition + applicable fees) [https://www.gprc.ab.ca/services/pay\\_fees/payment-methods.html](https://www.gprc.ab.ca/services/pay_fees/payment-methods.html)
- 4) Submit required documents within the deadline

**For more information about the Prior Learning Assessment, contact the Distance Education Coordinator at 780-539-2786.**

\*To receive credit for CD1045 based on PLA from previous experience, the student must submit three letters of support from the supervisor of the three different programs in which the student has experience. Each letter must include the following information:

- The name/type of the program
- The dates employed/volunteered
- Age group of children
- Responsibilities of student
- Statement indicating all responsibilities were met satisfactorily

## Application, Registration & General Information

*Early Learning and Child Care Distance/Online course registrations are accepted throughout the year, on a first-come, first-served basis. Students may be placed on a waitlist depending on course and instructor availability.*

Courses are offered in August, November, February and May as noted below.

**It is highly recommended that students only register into one (1) course at a time.**

August Intake Registration Deadline: July 31, 2020	November Intake Registration Deadline: October 30, 2020	February Intake Registration Deadline: January 29, 2021	May Intake Registration Deadline: April 30, 2020
Year 1: CD1000 (3) CD1011 (2) CD1020 (2) CD1100 (3) CD1330 (3) HS1000 (2) HS1130 (3)	Year 1: CD1000 (3) CD1050 (3) CD1330 (3) CD1350 (3)* CD1370 (2) CD2070 (2) HS1130 (3)	Year 1: CD1000 (3) CD1011 (2) CD1020 (2) CD1100 (3) CD1330 (3) HS1000 (2) HS1130 (3)	Year 1: CD1000 (3) CD1050 (3) CD1350 (3)* CD1370 (2) CD2070 (2) HS1130 (3)
Year 2: CD2080 (2)** CD2030 (2) CD2110 (3)**** CD2380 (2) HS2100 (3)	Year 2: CD2020 (2)*** CD2050 (3) CD2120 (3) HS1217 (2)	Year 2: CD2080 (2)** CD2030 (2) CD2110 (3)**** CD2380 (2) HS2100 (3)	Year 2: CD2020 (2)*** CD2050 (3) CD2120 (3) HS1217 (2) HS2100 (3)

\*CD1350 has a pre-requisite of CD1330

\*\*CD2080 has a pre-requisite of HS1000

\*\*\*CD2020 taken just before or with CD2145

\*\*\*\*CD2110 taken just before CD2145

For Practicum dates and deadlines, click here: [#Practicum Dates](#)

### Distance/Online Course Start Dates

All courses run for 15 weeks:

August 15, 2020 – November 28, 2020

November 15, 2020 – February 28, 2021

February 15, 2021 – May 31, 2021

May 15, 2021 – August 28, 2021

Final Date to register: July 31, 2020

Final Date to register: October 30, 2020

Final Date to register: January 29, 2021

Final Date to register: April 30, 2021

## Admission Requirements

### Certificate Program Admission Requirements

To be accepted into this program, you must have an Alberta Education High School Diploma or equivalent with successful completion of grade 12 English. *If you are 18 years of age or older and do not have these prerequisites, contact Admissions at 780-539-2922.*

It is strongly recommended that students take HS1130 English course as one of their first three courses.

### Diploma Program Admission Requirements

Successful completion of the Early Learning and Child Care certificate program.

### Part-Time Student Admission

You may enroll in up to three courses (8 credits) without admission to the program. You may be considered for admission to the program if you have successfully completed English 30-1 or English 30-2 (as per admission requirements) or a 3-credit College level English course. If you do not have the English requirement, you must register in HS1130 English as your first course.

A proficiency test in English will be required for any student whose first language is not English. Contact Student Services Admissions at 780-539-2773 for more information.

**The Early Learning and Child Care Distance/Online Program is designed for students with an adequate level of English proficiency. This would normally be equivalent to College level English.** Students who choose to enroll in the Distance/Online program and are not proficient in oral and written English may put themselves at risk of failure. Students who do not demonstrate an adequate level of competency in English may be asked to withdraw from the course(s) in which they are registered.

## Application Procedure

To apply for the Early Learning and Child Care Distance/Online program, new and returning students to GPRC are required to complete an Application and submit an application fee of \$70.00. To submit an application, go to <https://www.gprc.ab.ca/apply/>.

You are a returning student if you have been away from your studies for at least one full academic year. You do not pay an application fee if you are continuing your studies into the next academic year. If continuing, you simply locate the button “Intent to Continue” under Admissions in your MyGPRC account. If you are uncertain, contact [Admissions@gprc.ab.ca](mailto:Admissions@gprc.ab.ca). The Admissions Office will assist you.

Once the student’s Application, Application Fee and Official Transcripts are received and admission requirements met, an acceptance letter will be sent to the student.

## Alberta Student Number (ASN)

All students registering into a Distance/Online course must have an Alberta Student Number, whether you attended school in Alberta or not. If you are not sure what your number is, please go to the following website for information: <https://learnerregistry.ae.alberta.ca/> and select “Look-up”

## Course Registration Procedures

To register for courses on the scheduled start date, students must complete the registration process by the deadline date. Contact the Distance Assistant at [elccconline@gprc.ab.ca](mailto:elccconline@gprc.ab.ca) to register. Click here to view the course schedule [Course Schedule](#)

To help determine your next course(s) and view previous courses completed at Grande Prairie Regional College, students can go to <https://my.gprc.ab.ca> and view their unofficial transcript.

## Payment

Payment in full is required, and includes the **TUITION, and ADMINISTRATION FEES.**

Please visit this link for payment methods:

[https://www.gprc.ab.ca/services/pay\\_fees/payment-methods.html](https://www.gprc.ab.ca/services/pay_fees/payment-methods.html)

The GST (Goods and Services Tax) is not added to tuition fees.

## Sponsorship

Students who are being sponsored by an agency or employer need to complete a Confirmation of Sponsorship Form and Fax to 780-539-2751 or email it to [ELCC@gprc.ab.ca](mailto:ELCC@gprc.ab.ca)

[https://www.gprc.ab.ca/files/forms\\_documents/Confirmation\\_of\\_Sponsorship.pdf](https://www.gprc.ab.ca/files/forms_documents/Confirmation_of_Sponsorship.pdf)

## Student Financial Aid

Students may be eligible for part-time loans, grants, bursaries, or scholarships. Information on financial assistance is available by visiting the GPRC website at [www.gprc.ab.ca](http://www.gprc.ab.ca) or by contacting the College's Financial Aid Office, toll-free at 1-888-539-4772 or email [financialaid@gprc.ab.ca](mailto:financialaid@gprc.ab.ca)

## Advanced Credit

Advanced credit may be granted to applicants who have completed the equivalent of some course work at another institution or in other programs at GPRC. Advanced credit will only be given to courses that have been completed within the last 10 years and a minimum grade of C- has been achieved.

Students wanting credit for courses taken at other post-secondary institutions must have official transcripts mailed directly from the issuing institution to GPRC for assessment for credit towards a GPRC credential. Students may be required to show proof of content by course outline(s), and other materials deemed necessary. The assessment can take anywhere from six (6) to eight (8) weeks to complete. If additional information is required, or the program is experiencing a high volume of requests it may take longer. Failure to provide this information upon request may impede the assessment process. Students waiting for their assessment to be completed may register in a course(s); however, if the course duplicates course work already completed, the student will receive credit for one course only. GPRC cannot officially approve any courses as being applicable to a student's program until the assessment is fully completed.

Students requesting an assessment are required to apply to the Early Learning & Child Care Distance/Online program and provide an email address. Once the student assessment is complete, the student will receive an email indicating what transfer credit, if any, has been awarded and how it has been applied to their program of study. Students who require assistance in understanding their evaluation results, or in program planning, may contact the Distance Coordinator at 780-539-2786.

The Department Chairperson or designate will determine advanced credit. The maximum advanced credit that may be granted is one half (50%) of the course load of a diploma program. Advanced credit, if awarded, will be put on the students transcript.

## **Access to Children**

For Early Learning and Child Care students, it is assumed that you will already be currently employed in the field of early learning and child care. If you are not working with young children **YOU MUST HAVE ACCESS TO CHILDREN IN A GROUP SETTING** e.g. Pre-school, kindergarten, daycare center.

**You cannot complete courses in the Early Learning and Child Care Program without access to young children in a group setting.**

## **Course Materials**

**Online courses – all materials are available through accessing your Moodle account with the exception of textbooks which are the responsibility of the student to purchase upon registration in the course.** Please note that after ordering your textbook, it can take a week for you to receive it, depending on availability.

**Textbooks are the student's responsibility**  
**A Textbook List is available to view online at:**  
<https://www.gprc.ab.ca/d/elccrqdtextbook>

## Learning Activities

Courses contain units that have a variety of **learning activities** that need to be complete and submitted to the course instructor for feedback. Students must complete the learning activities in order to pass the course.

## Assignments

Each unit of the courses includes one or more major assignments. Assignments will be submitted and marked by the course instructor via Moodle.

**Instructors have the right to set specific deadlines for assignments and learning activities.**

## Computer Requirements

**Minimum Computer Requirements:** Please refer to <https://moodle.gprc.ab.ca/mod/page/view.php?id=33606>

## Course Instructors and Instructional Support

Each Distance/Online course has a course instructor. Students will receive a letter by email prior to their course start date, containing the instructor's name, email address, phone number, and instructor hours. Instructors communicate with students through their GPRC student email account.

**It is the students' responsibility to contact the course instructor and activate their GPRC student email by the course start date.**

The instructor is the student's main link of communication for the course; and will be able to answer questions about the course work, as well as, provide the student with information about the College services available to them. Instructors are available to offer students support and guidance as they progress through the course; and offer subject matter assistance, engage in scholarly discussion, mark learning activities and assignments, and provide feedback. Our instructors are thoroughly trained to support and facilitate student learning.

Students who choose to complete the course in a significantly compressed amount of time may have to wait to receive feedback and grades on their work.

Occasionally, there are times when course instructors may not be available. In such cases, instructors will provide students with advanced notice and will make adjustments to the students' course end date to accommodate their absence.

## Student Evaluation and Grading System

Your assignments will be graded using an alpha grading system as outlined below. All final grades are submitted to the Registrars' Office using alpha grades. Alpha grades will be converted to four-point equivalence for the calculation of Grade Point Averages. **A passing grade in the Human Services Department is a C- for all courses.**

ALPHA GRADE	4 – POINT EQUIVALENCE		DESCRIPTOR
A+	4.0	90 – 100%	Excellent
A	4.0	85 – 89%	
A-	3.7	80 – 84%	First Class Standing
B+	3.3	80 – 84%	
B	3.0	73 – 75%	Good
B-	2.7	70 – 72%	
C+	2.3	67 – 69%	Satisfactory
C	2.0	65 – 66%	
C-	1.7	60 – 63%	
D+	1.3	55 – 59%	Fail
D	1.0	50 – 54%	
F	0.0	0 – 49%	

## Course Withdrawal and Refund of Fees

Students have six business days from the course start date to withdraw, in writing, for a full refund less a \$50.00 administration deposit

Email [registration@gprc.ab.ca](mailto:registration@gprc.ab.ca) and [elcconline@gprc.ab.ca](mailto:elcconline@gprc.ab.ca)

After these dates, there are NO refunds on any course fees.



## Practicum Withdrawal

When a student registers and pays for a Distance practicum and the student withdraws from the course or cancels their registration, no refund will be given.

## Withdrawal Guidelines

Students who do not wish to continue in a Distance/Online course must email the course code, course date, full name, GPRC Student ID number and state their intent to withdraw to [registration@gprc.ab.ca](mailto:registration@gprc.ab.ca) and [elcconline@gprc.ab.ca](mailto:elcconline@gprc.ab.ca)

Once written notice is received, student record will be modified as follows:

- NO Grade** If **written** notice of withdrawal from a course is received within six (6) business days from the course start date, the course will be dropped from the student record and no grade will be assigned. Students would receive a full refund less a \$50.00 administration deposit.
- W** If **written** notice of withdrawal from a course is received within ninety (90) calendar days of the course start date, the student will be assigned a grade of W in the course.
- WF** If **written** notice of withdrawal from a course is received more than ninety (90) calendar days of the course start date, the student will be assigned a grade of WF in the course.
- F** **Students who do not officially withdraw from a course or who fail to complete a course will be assigned a grade of F. Failure to complete the Withdrawal Form may impact the student's record and refund.**

## Course Extension Policy

In extremely exceptional cases, a course extension may be given. Students may request a course extension of up to a maximum of 20 days; and are required to have completed a minimum of 50% of the course work. The course instructor has the right to determine if the student qualifies for an extension; therefore all requests must be submitted and approved by the course instructor.

## Grades – myGPRC

Once a student has completed a course, the student needs to log on to myGPRC <https://my.gprc.ab.ca> to access their grades. No statement of grades will be mailed.

If you believe a mistake has been made in the calculation or reporting of your final grade, you should discuss the matter with your instructor. If your instructor is not available, or if you are not satisfied with your grade, you should apply in writing for a reappraisal of your final grade. You must

apply to Student Services for a reappraisal of final grade within ninety days of the publication of final grades. Your final grade may be lowered, raised or left unaltered as a result of the reappraisal. All decisions are final. (See GPRC calendar for information on reappraisals, [www.gprc.ab.ca](http://www.gprc.ab.ca) )

## Transcript Records

All GPRC transcript records are issued by the Registrar's Office upon the completion and submission of a *Transcript Request Form* <https://www.gprc.ab.ca/services/transcripts/index.html> Students requesting official transcripts must complete and submit the form with their original signature. Unofficial transcripts can be accessed in the student's myGPRC account.

## Name and Address Changes

If you change your name, address, email or telephone number while enrolled in a Distance/Online education course, please advise your instructor and the College as soon as possible. Students submit these changes on their MyGPRC account.

If a name change is required, email [registration@gprc.ab.ca](mailto:registration@gprc.ab.ca) for the necessary form.

## Graduation/Convocation

**Please note that Graduation refers to the credential that is awarded by GPRC for successful completion of required program coursework.** Once you have successfully completed all the required coursework for your program, you may be eligible to receive your Certificate/Diploma. In order to receive this credential, you must apply, and may do so through your myGPRC account (under My Courses/Graduation).

**Convocation refers to the ceremony celebrating your success.** For information on Convocation please go to [https://www.gprc.ab.ca/services/conv\\_grad/](https://www.gprc.ab.ca/services/conv_grad/).

**If you are looking to receive your government levels (Child Development Assistant, Worker or Supervisor), you must contact the issuing body. (See Child Care Certification below). GPRC does not issue this certification, however you will probably need to order your official GPRC transcripts to be sent as part of the application.**

## Child Care Certification

Students who qualify for Child Development Assistant (Level 1), Child Development Worker (Level 2), or Child Development Supervisor (Level 3) certification need to apply to the Child Care Staff Certification Office, Alberta Children and Youth Services. Students will need to complete and submit the Transcript Request Form, <https://www.gprc.ab.ca/services/transcripts/index.html> to have their official transcripts sent directly to the Child Care Staff Certification Office, Department of Human Services.

Note: Child Care Staff Certification requires that the student's transcript indicate that the student has completed a Certificate or Diploma. To ensure this credential is recorded on their transcript, current students must apply through their mygprc account (under My Courses/Graduation).

For more information please visit

<http://humanservices.alberta.ca/family-community/child-care-providers-staff-certification.html> or call 1-800-661-9754 or email [cs.staffcertification@gov.ab.ca](mailto:cs.staffcertification@gov.ab.ca).

## Faculty Evaluations

About two-thirds through your course, you will have the opportunity to evaluate your course instructor. It is important that you do so. You will receive an email a few days prior to the evaluation being available online.

## Online Services and Student E-mail Accounts

Upon successful completion of the GPRC admission process, you will be **issued a student ID** number and a GPRC student e-mail address. As a Distance/Online student, we encourage you to utilize the GPRC website as a tool to access the online services that are available to students. Students will have access to the College calendar, the Learning Resource Centre, schedules and deadlines, as well as, other important information. **Distance/Online students are required to use their GPRC e-mail account.** E-mail is the most commonly used form of communication between the College and student; and will keep you informed with up-to-date information about the College. For help setting up your student e-mail account, please visit <https://www.gprc.ab.ca/services/techsupport/> or contact Student Technical Support toll-free at 1-877- 823-7667.

## Learning Resources Centre (Library)

The GPRC Learning Resources Centre website (<http://www.gprc.ab.ca/library/>) is the main portal for information about GPRC Library resources and services. From the library's website, you can access the GPRC Library catalogue, learn more about GPRC Library services, access and search journal databases, e-books and e-journals, the Library's Help Centre and much more. Student information and resources including library instruction, student guidebooks, and research assistance is also provided.

While the GPRC Library catalogue and some resources are freely available for searching by anyone, journal databases and most e-books are licensed for use by GPRC students, faculty, and staff. Please be prepared to enter your name and student ID number for access to most online resources.

The Library website also provides information about to access to library catalogues from other libraries and reciprocal loan agreements.

## Policy of Plagiarism and Cheating

Plagiarism is the unacknowledged use of another individual's ideas, words, or information, or sequence of ideas or arguments. Plagiarism is not only academically worthless, but it also constitutes academic theft. Accordingly, the College has adopted appropriate penalties for plagiarism. For further information, please go to

<https://www.gprc.ab.ca/about/administration/policies/fetch.php?ID=68>

### Penalties

At the discretion of your instructor and depending on the seriousness of the offence, the following penalties may be imposed if plagiarism is detected:

- Re-write the paper or essay if time permits;
- Receive FAIL on the essay or paper;
- Receive FAIL for the course; and/or
- A forced withdrawal from the College.

### Forced Withdrawal

Any infraction that may result in forced withdrawal from the College shall be dealt with by a departmental committee consisting of the department Chairperson, the instructor concerned or his/her delegate, and one other department member to be selected by the Chairperson in consultation with the members of the department.

The decision to refer the matter to a departmental committee shall be made solely by the instructor to whom the paper in question was submitted. The final decision of forced withdrawal from the College shall be made by the Registrar upon the recommendation of the departmental committee.

### Notification

In an effort to prevent repeated plagiarism and/or cheating, your instructor may deem it appropriate to notify the Registrar of the offense so that subsequent plagiarism and/or cheating (if any) is dealt with accordingly. You shall be notified if any such action is taken by your instructor.

### Appeal

Any appeal should follow the guidelines set out in "Procedures for the Resolution of Academic Grievances". Contact the Distance Coordinator at (780) 539-2786 for this information, or go online to [www.gprc.ab.ca](http://www.gprc.ab.ca).