



## REQUEST FOR ACADEMIC ASSESSMENT

Send to: Pacific Rim Early Childhood Institute Inc.  
Box 1086, Cobble Hill, BC, V8H 4C9

Academic assessments are available for all registered students. Pacific Rim Early Childhood Institute Inc. accepts transfer credit from other **accredited Canadian institutions** for courses with similar credit hours and curriculum content. The required hours for each course are set by the Ministry of Children and Family Development and can be viewed at [www.earlychildhoodeducator.com/programs](http://www.earlychildhoodeducator.com/programs) under each individual course. Please review the Academic Assessment Policy at the end of this document before submitting a Request for Academic Assessment.

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Please list course(s) you wish to have assessed and note which Pacific Rim courses you believe they are equivalent to:

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Students must mail this completed form with:

- ☐ An official transcript (reflecting credit hours) for the course/s being assessed
- ☐ A summary of topics covered (detailed course outlines)
- ☐ A bank draft or money order for the amount of \$245

I understand and agree with the information in this application form and submit it together with official documentation for the course/s being challenged and the \$245 non-refundable assessment fee. **NOTE: Personal cheques are NOT accepted.**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pacific Rim Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This signed form is an official copy of your receipt



## Academic Assessment Policy

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Students may be able to earn credit towards an Institute certificate for related courses previously completed at a recognized institution. Assessments will only be done when credentials have been completed within the last 10 years. Students must complete a Request for Academic Assessment form and send it in, together with the required fee. Official documentation for the course/s being assessed must also be submitted. This includes a transcript from a recognized institution, a summary of topics covered with topic hours, and a portfolio of any work completed. The majority of courses must be taken through Pacific Rim for a certificate to be issued; otherwise, only a transcript will be issued. The institution that provides the majority of the training should issue the completion certificate.

Courses eligible for assessment are ECE courses completed by students from universities, colleges and recognized institutions that provide ECE courses. The assessment involves a review of the course description and hours to determine if the particular course covers the course content and objectives included in the Pacific Rim course. To be eligible for assessment, courses must have a grade value of at least "C" or 60%.

Once the course is assessed as equivalent, it is added to the transcript as "CR" – Credit Granted.

Workplace learning or life experience is not part of the assessment process by Pacific Rim.

Any student that is not starting at the beginning of a program must have an academic assessment completed prior to joining part way through a program. Students just taking a single course (ECE 111, ECE 112 or ECE 113) for ECEA certification or renewal are not required to apply for an academic assessment unless they wish to take further courses in the program. Students that have completed a full Early Childhood Education program at a different recognized institution do not need to apply for an academic assessment, instead they will submit their official transcripts as prerequisite to the ITE or SNE programs.