Infant Toddler Educator Certificate

Program Outline

PROGRAM NAME: *Infant Toddler Educator Certificate*
PROGRAM HOURS: *470*
PROGRAM DURATION: *25 weeks, full-time*

PROGRAM DESCRIPTION
This program focuses on growth and development in the first three years of a child's life as well as safety of children under the age of three. It includes appropriate curriculum for this age group, relationships with the families of the children, theories related to infant growth and development, and administering an Infant/Toddler Centre.

CAREER OCCUPATION
This program prepares graduates to work in a group child care facility licensed as an Infant Toddler Educator (ITE) and in related careers in the sector of Early Childhood Education.

ADMISSION REQUIREMENTS
Prospective students for all programs must submit the following:
1) A $250 non-refundable application fee; and
2) A completed online application including the following:
    a. An **admission interview** indicating suitability for the program.
    b. An **official transcript** indicating successful completion of:
        i. **Grade 12 English** or equivalent course; or
        ii. Any Canadian university-level English course; or
        iii. An English Assessment indicating English proficiency equivalent to successful completion of Grade 12 English from a recognized university or college.
    c. Two **letters of reference** indicating suitability to be an Early Childhood Educator (current within a year).
    d. Government issued **photo identification** such as a driver's licence. Students must be 19 years of age prior to starting a full-time program.
    e. A **criminal record check** (current within a year) indicating that no criminal record is found for the purpose of working with children. *
    f. A **declaration of health** declaring suitability and capacity to be an Early Childhood Educator.

*An updated Criminal Record Check may be required for practicum placements if it has expired before the practicum portion of the program.

The Basic ECE Certificate program **must** be completed prior to beginning the Infant Toddler Educator or Special Needs Educator Certificate programs.

LEARNING OUTCOMES
At the end of this program, students will be able to demonstrate a knowledge of the different levels of care required for children under three, how to facilitate learning in young children through play and curriculum, how to help parents of young children deal with separation issues, what the components of quality care look like in an infant/toddler environment, how to develop clear health and hygiene policies, and how to supervise and motivate staff.

METHODS OF EVALUATION
The final grade for each course will be calculated and weighted based on grades received for the assignments and exam required for each course. The final outcome for the practicum will be calculated and weighted based on satisfactory completion and submission of the assignments, activities and evaluation(s) required.

GRADUATION REQUIREMENTS
A student is eligible to graduate from a program when he/she has successfully completed all courses and practicums in that program. Students are required to receive a passing grade of "C" or higher for all academic courses and a "Pass" for all practicums. Upon completion of all three Certificate programs, students are granted an ECE Diploma.

Transfer students must have completed at least the majority (51%) of the training through Pacific Rim Early Childhood Institute in order to receive a Certificate or Diploma. Students completing a certificate or diploma that have not taken the majority of the program through PRECI may still order and receive a transcript of courses.

REQUIRED TEXTBOOKS
A complete list of required textbooks can be found in our textbook list.

TECHNOLOGY REQUIRMENTS
To successfully complete the program, students will need to have regular access to a reliable computer with access to the Internet, a personal email account, Microsoft Word (or an equivalent to read and write .doc or .docx files), and Acrobat Reader (or equivalent to read .pdf files). In addition, students will require access to a printer and scanner.

FEES AND OTHER EXPENSES
Exam proctors may charge a fee to supervise the final exam. This fee will vary depending on the proctor a student has selected. The proctor fee is usually between $30 and $75 per exam.

PENALTIES
Students are required to abide by the ECEBC Code of Ethics at all times, submit original work (no cheating or plagiarism), respect all staff members and members of the community, submit assignments on time, submit extension requests on time (if required), submit complete assignments which follow the grading criteria, act professionally, maintain a clear criminal record check for the purposes of working with children, and comply with all the requirements of the Student Enrollment Contract. The "Academic Dishonesty Policy" and "Dismissal Policy" are available to read in the Student Handbook.

Program Organization

This Infant Toddler Educator Certificate Program is made up of the following courses, which should be taken in the order listed. The learning of each course will build on and reinforce the learning of the previous course.

- **Infant/Toddler Growth and Development** (10 weeks – 70 hours)
- **Working with Families** (10 weeks – 45 hours)
- **Centre Administration** (10 weeks – 45 hours)
- **Working with Infants and Toddlers I** (10 weeks – 65 hours)
- **Working with Infants and Toddlers II** (10 weeks – 45 hours)
- **Infant Toddler Practicum** (5 week full time block – 200 hours)