

# Student Handbook

Information Package

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## Welcome

Welcome to Pacific Rim Early Childhood Institute!

We are thrilled to have you join our community of dedicated and passionate individuals who are committed to shaping the future of early childhood education!

Whether you are just beginning your journey or advancing your knowledge in the field, we are excited to support and guide you every step of the way.

As a student here, you will have the opportunity to engage with supportive, knowledgeable instructors, learn best practices in the ECE field and gain valuable real-world experience through practicum opportunities.

Once again, welcome to Pacific Rim Early Childhood Institute. We look forward to being part of your educational journey and helping you achieve your goals in the rewarding field of early childhood education.

Best regards,

The Pacific Rim Early Childhood Institute Team!

## Introduction

Pacific Rim Early Childhood Institute Inc. is designated by the Private Training Institutions Regulatory Unit (PTIRU) and has been offering individual courses, certificate programs and a diploma program in early childhood development since 1989.

There are three Certificate programs and a Diploma program in Early Childhood Education that are offered via distance education. Program graduates are eligible to apply for Certification in British Columbia (BC) through the BC ECE Registry. The Agreement on Internal Trade allows for labour mobility by providing a pathway for eligible students who obtain certification in one participating province to transfer that

certification to any other participating province for an equivalent certificate. Visit our certification website for more information about labour mobility in Canada.

## Mission Statement

Our mission is to deliver high-quality, student-centered education that equips future educators to excel in their careers and make a meaningful impact on society. We are committed to providing an accessible and flexible learning environment that adapts to the needs of real people. By continuously innovating and maintaining high standards, we ensure that our programs remain relevant and effective, allowing our students to contribute positively to their communities. We also aim to influence the broader educational sector by promoting ethical practices, raising industry standards, and making quality education affordable for all.

## Our Vision

We envision PRECI as the leading institution in early childhood education, recognized for our commitment to quality, accessibility, and innovation. We strive to set the standard in the industry by providing a modernized, inclusive, and flexible education that prepares our graduates to excel in their careers and make a lasting positive impact on society. Our vision is to continue being a force for good, ensuring that future generations benefit from the groundwork laid by our graduates.

## Our Values

Our core values are the foundation of everything we do at PRECI. These values guide our operations, culture, and interactions, ensuring that we stay true to our mission and purpose.

**Innovation:** We embrace new ideas and creative solutions, ensuring our programs remain relevant and effective for our students and staff.

**Integrity:** We uphold the highest ethical standards in all our actions, fostering trust and transparency throughout our institution.

**Sustainability:** We commit to long-term success, not just for our institution, but for the broader society, ensuring our practices benefit future generations.

**Excellence:** We strive for the highest quality in education and continuously seek to improve, aiming to exceed expectations in every aspect of our work.

**Diversity & Inclusion:** We create an inclusive environment where education is accessible to everyone, ensuring that all members of our community feel valued and supported.

## Program Overview

The training assists students to:

- Develop skills to work with young children and gain an understanding of best practices and care;
- Develop skills to effectively work in partnership with other ECE professionals and parents;
- Facilitate the social, emotional, cultural, and physical development of young children through developmentally appropriate, evidence-based practices; and
- Be recognized for their theoretical and practical training by potential and/or current employers.

Pacific Rim Early Childhood Institute provides three certificate programs:

Basic Early Childhood Educator Certificate

- specializing in working with children ages 3–5

Infant/Toddler Educator Certificate

- specializing in working with children ages 0–3

Special Needs Educator Certificate

- specializing in working with children ages 0–5 that require additional support

A diploma is granted upon completion of all three certificate programs.

These certificate programs are offered via distance education with a required on-site practicum component which the student will arrange in their community if an approved licensed group care facility is available in accordance with the Practicum Policy where the British Columbia Child Care Sector Occupational Competencies can be demonstrated and practices reflect the British Columbia Early Learning Framework. If an appropriate local practicum placement cannot be arranged, travel may be necessary. The Private Training Institutions Regulatory Unit (PTIRU) requires that no remuneration is received during practicums.

Students must be able to complete course work online using MS Word. Students must also be able to effectively communicate with Pacific Rim’s representatives on their own

behalf. Due to confidentiality, staff members are not able to discuss concerns, policies or course work with third parties (i.e., spouse, sponsor, relative, or guardian).

All students are required to follow the Code of Ethics provided by the Early Childhood Educators of British Columbia (ECEBC).

Distance Basic Early Childhood Education Certificate Program

This Basic Early Childhood Education 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. The Basic ECE Certificate must be completed prior to enrolling in Post-Basic Infant Toddler Educator Certificate and Special Needs Educator Certificate programs and an Early Childhood Education Diploma is granted upon successful completion of all three certificate programs. For further information, full program outlines are linked to each of these programs.

### **Basic ECE Certificate**

- Health, Safety and Nutrition (10 weeks – 45 hours)
- Child Growth and Development (10 weeks – 98 hours)
- Guiding and Caring (10 weeks – 65 hours)
- Practicum One – Observing and Recording (5 weeks – 225 hours)
- Foundations in Early Childhood Education (10 weeks – 65 hours)
- ECE Curriculum One (10 weeks – 70 hours)
- ECE Curriculum Two (10 weeks – 65 hours)
- ECE Curriculum Three (10 weeks – 65 hours)
- Interpersonal Communication (10 weeks – 65 hours)
- Practicum Two (3-week full time block – 125 hours)
- Practicum Three (3-week full time block – 120 hours)

### **Distance Post-Basic Early Childhood Education Programs**

There are two Post-Basic Certificate Programs, which are 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 Educator Certificate**

- 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)
- Practicum – Infants and Toddlers (5-week full time block – 200 hours)

### **Special Needs Educator Certificate**

- Infant/Toddler Growth and Development (10 weeks – 70 hours)
- Working with Families (10 weeks – 45 hours)
- Centre Administration (10 weeks – 45 hours)
- Inclusion in Early Childhood Settings Part I (10 weeks – 65 hours)
- Inclusion in Early Childhood Settings Part II (10 weeks – 45 hours)
- Practicum – Inclusion in Early Childhood Settings (5 week full time block – 200 hours)

### **Early Childhood Education Diploma**

Students who complete all three certificate programs (basic, infant/toddler and special needs) will receive the Early Childhood Education Diploma. Students wishing to take both Post-Basic certificate programs are not required to repeat Infant/ Toddler Growth and Development, Working with Families or Centre Administration.

## **Course and Program Enrollment**

Each academic course requires between 4 and 10 hours of study a week. The practicums are full-time, on-site training blocks that are designed to give students practical knowledge of child care environments. These practicum placements are arranged by the student at a group licensed child care facility.

Pacific Rim strives to make courses available on a schedule that serves its students. During peak-demand periods there may be occasions when course enrollment is full. New enrollment will be available on the first day of the following month, starting at 6:00am (Pacific Time).

The programs are offered on a part-time and full-time basis.

### **Part-Time – 45% course load**

All new students are entered into the program with part-time status. Part-time students have the flexibility to work through the program at their own pace. Course enrollment is continuous and can be completed online at [http://earlychildhoodeducator.com/student/web\\_reg/](http://earlychildhoodeducator.com/student/web_reg/). Courses must be taken in order. Part-time students may take breaks between courses as desired. Students are encouraged to take one course at a time and complete it before taking their next course. Prerequisite courses must be completed before advancing to the next course in the program. Once a course is started, it must be completed by its end date to avoid extension fees or an “incomplete” grade. Part-time students pay for each course upon enrollment in that course and are not required to pay for an entire program in advance.

### **Full-Time – 100% course load**

There are a limited number of full-time spaces available in each program. Prior to entering a sponsorship agreement, or becoming a full-time student, please inquire with the administrator if there is any availability. Students who are working with a sponsorship or employment agency are often required to complete their training in a full-time program to satisfy accountability requirements. The full-time Basic ECE Certificate requires 41 weeks to complete. The Post-Basic ECE Certificate programs each require 25 weeks to complete. Full-time status is accomplished by following a schedule of completing two to three courses at a time. If full-time students are being accepted, students must complete a long-term contract and timetable outlining specific start dates for each course in the program. If a student is accepted into a full-time program, courses are reserved upon acceptance into the program and delivered according to the schedule provided on the timetable. Full-time students are required to pay for an entire program in advance. Full-time students take two to three courses every 10 weeks and study a minimum of 25 hours per week.

## **Course Delivery**

The Certificate programs use a combination of distance learning and on-site practicums. On-site practicums must be completed at approved licensed child care facilities under the supervision of a qualified ECE Mentor, where the British Columbia Child Care Sector Occupational Competencies can be demonstrated and practices reflect the British Columbia Early Learning Framework

Once students have enrolled and paid for a course online, the course material will be available through the Student Portal. Each course contains learning resources, commentaries and questions for each unit. Students complete assigned readings out of the course textbook and learning resources, and then complete assignments to be submitted to their instructor via email. At the end of the course, students request an examination to be sent to an approved exam supervisor (proctor). Students are eligible to write proctored online exams provided they have access to the required technology, are able to observe all the conditions of the exam, and do not have any previous incidents of academic dishonesty.

Emails are not archived by instructors and are deleted regularly for confidentiality. Please retain copies of assignment work and correspondence if they are required for your records.

## **Program Closure Dates**

Pacific Rim Early Childhood Institute is closed annually for two weeks in the summer and two weeks in the winter. Students who are scheduled to take courses during these times will be given free extensions to compensate for the closures.

Pacific Rim Early Childhood Institute's main office closes for statutory holidays, however students can continue to complete their assignments on these days.

## **Instructor Qualifications**

Pacific Rim Instructors have:

- A degree/diploma/certificate related to the field of early childhood education;
- 24 months of full-time occupational experience in the field of early childhood education or 10 years of demonstrated experience in early childhood education; and
- Experience and qualifications in distance education.

Instructors often work in teams with assistants who are also appropriately qualified.

## **Provincially/Federally Recognized Governing Bodies**

Pacific Rim has had ongoing communication with the provincially recognized governing bodies to ensure ongoing compliance since its inception in 1989. Pacific Rim is committed to staying current in our policies, procedures and programming to maintain the highest industry standards and meet all regulatory requirements.

Pacific Rim is provincially designated by the Private Training Institution Branch (PTIRU).

Pacific Rim is provincially recognized by the Ministry of Education and Child Care's BC ECE Registry as a recognized training institution. All three certificate options offered are listed as approved programs at, <http://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/training-and-professional-development/become-an-early-childhood-educator/recognized-ece-institutions>.

As our programs are recognized provincially, Pacific Rim training is therefore recognized by certification and licensing authorities across Canada through the Agreement on Internal Trade (AIT).

Pacific Rim is a federally designated institution (APTM) for Canada Student Loans.

## Resources

**Textbooks must be ordered and received prior to enrolling in a course to ensure availability.**

Required textbooks are available for students to purchase online through links on our website at [www.earlychildhoodeducator.com/books](http://www.earlychildhoodeducator.com/books). To purchase a textbook online, simply click the “Buy now Online” link beside the required textbook.

Students who do not wish to purchase books online may order them from any other source such as the publisher or a local college or university. The University of Victoria bookstore maintains an inventory of most Pacific Rim textbooks. If ordering textbooks from UVic, visit [www.uvicbookstore.ca](http://www.uvicbookstore.ca) and click on “textbook online & booklist”, select PRIM 400 then start searching.

It is also recommended that students seek reputable reference materials and resources through public libraries and local Child Care Resource and Referral (CCRR) agencies.

## Admission Policy

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. A transcript or official exam result showing proof of English Language Proficiency based on the requirements in the Language Proficiency Policy.
  - 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.

Students wishing to start directly into the Post-Basic Infant Toddler Educator and/or Special Needs Educator Certificate programs must additionally submit the following:

- 1) Official transcripts from a recognized BC training institution indicating successful completion of the Basic ECE Certificate Program, or equivalent from another province; and
- 2) A copy of provincial certification indicating successful completion of the Basic ECE Certificate program.

Students wishing to transfer partway through a program must additionally submit the following:

- 1) A request for an Academic Assessment, including:
  - a. A \$245 non-refundable Assessment Fee;
  - b. Official transcripts from an ECE program at a recognized BC training institution, or equivalent from another province; and
  - c. Detailed course outlines.

Neither the Institute nor the student can waive the minimum admission requirements.

### **Registration Procedure**

- Each new student to Pacific Rim must complete the registration process at <http://earlychildhoodeducator.com/student/register>.
- Registration is continuous and is open throughout the month until monthly intake numbers have been reached.

- New registration spaces become available on the first day of each month, starting at 6:00am (Pacific Time). Prospective students are encouraged to register as early as possible as there is no waitlist.
- Registration is approved when the registration payment has been received and all the admission prerequisites have been reviewed and accepted.
- Students may begin enrolling in courses once their registration has been approved.
- Students must purchase required textbooks prior to enrolling in a course.
- Information is collected in compliance with PTIRU bylaws and our privacy policy.

### Costs

	Domestic Students	International Students**
<b>One-time registration fee</b>	\$250 (non-refundable)	\$500 (non-refundable)
<b>Academic courses for all programs</b>	\$695 per course	\$1015 per course
<b>Basic practicum component</b>	\$795 per practicum	\$1265 per practicum
<b>Post Basic practicum component</b>	\$995 per practicum	\$1565 per practicum
<b>Academic assessments*</b>	\$245 (non-refundable)	\$245 (non-refundable)
<b>Transcripts*</b>	\$25 each	\$25 each
<b>Extensions*</b>	\$50 per unit and exam	\$50 per unit and exam
<b>Textbooks</b>	Textbooks are purchased separately by students and are not included in course costs.	
<b>Proctor Fees*</b>	Exam proctors may charge a fee to supervise each exam. This fee will vary depending on the proctor a student has selected. The proctor fee is usually between \$50 and \$100 per exam. Pacific Rim ECI has partnered with Proctorio to deliver online proctored exams. <a href="#">Eligible students</a>	

	may choose to use this service for the cost of \$30 per exam.
<b>Travel</b> (if necessary)	Students may find it necessary to travel to <b>write exams</b> and/or <b>complete practicums</b> . Costs will vary depending on each student's individual situation and location.

Fees in effect as of July 1, 2023

\*Fees are subject to change without notice.

\*\*An international student is considered to be a person that is not a Canadian citizen or a permanent resident or that has been determined under the Immigration and Refugee Protection Act to be a Convention Refugee.

## Payment Policy

### General Payment Information

Pacific Rim Early Childhood Institute offers three payment methods for each transaction. Payment may be made through PayPal, e-transfer or bank draft/money order. Personal cheques, and currency are NOT accepted.

Prior to sending a payment for:

- Registration, students must complete the online registration application: <https://www.earlychildhoodeducator.com/student/register/> .
- Course Tuition, students must complete online enrollment for the course(s) they wish to begin: [https://www.earlychildhoodeducator.com/student/web\\_reg/](https://www.earlychildhoodeducator.com/student/web_reg/) .
- An Academic Assessment, students must complete the online academic assessment request: [https://www.earlychildhoodeducator.com/student/academic\\_assessment/new/](https://www.earlychildhoodeducator.com/student/academic_assessment/new/) .
- A Course Extension, students must complete the online extension form: <https://www.earlychildhoodeducator.com/student/extension/> .
- A Transcript, students must complete an online transcript request: [https://www.earlychildhoodeducator.com/student/transcript\\_requests/](https://www.earlychildhoodeducator.com/student/transcript_requests/) .

Upon completion of an online application or request, students may choose to pay immediately through PayPal, or choose to send a bank draft or money order. To pay by e-transfer, students must email [studentservices@earlychildhoodeducator.com](mailto:studentservices@earlychildhoodeducator.com). Students choosing to pay online through PayPal may do so using a PayPal account or using a Credit Card as a guest. It is also possible for a third party to complete the PayPal payment on behalf of the student if they are present during the transaction.

Students choosing the bank draft or money order payment method will receive an email at the end of the transaction that includes a "Payment via Mail" form. All bank drafts or money orders mailed to the institute must arrive with the "Payment via Mail" form. Payments not arriving with the completed "Payment via Mail" form will be returned.

Bank drafts or money orders should be made out to: "Pacific Rim Early Childhood Institute". The abbreviated name, "Pacific Rim ECI", will also be accepted.

Registration must be completed and accepted prior to sending in any tuition payments. Tuition payment for multiple courses (up to three courses at a time, at the Institution's discretion) may be submitted on one cheque, provided the student has completed online enrollment for all the courses that payment is being sent for and plans on starting them all simultaneously.

Tuition payments are made prior to beginning each course. Tuition will only be accepted for courses that students have enrolled in. Tuition must be paid in full, prior to beginning each course.

Tuition refunds will be made in accordance with our Refund Policy. Registration and academic assessment fees are non-refundable.

### **Special Considerations for Sponsorship**

Students with a sponsorship letter on file may begin the program prior to full payment being received. For this to be possible, a credible sponsorship agency must indicate the forthcoming payment schedule in the sponsorship letter. For all other students,

payments should be submitted as outlined in the “General Payment Information” section of this policy.

Payments must be issued for a single student. Lump payments that arrive on behalf of more than one student will be returned.

A government or business cheque may be accepted in lieu of a bank draft or money order, although any NSF fees incurred by the institute will be charged back to the sender. Please note, in compliance with the Freedom of Information/Protection of Privacy Act (RSB1996) c. 165, a sponsor cannot make changes to the student’s registration, including transferring registration to another student.

Prior to sending payment, sponsors must understand and accept the liability for course fees on behalf of the student/employee and, if required, have a clear plan in place on how repayment will be made.

Eligible refunds are issued to the student, regardless of the payee. It may be possible to issue a refund directly to the payee, but only with the student’s express permission. T2202 tax receipts will be issued in the student’s name, regardless of the payee. Please ensure you arrange clear repayment expectations (if required) prior to sending payment on anyone’s behalf. Any repayment plans are strictly between the student and the lender. It is possible that a full or partial refund will be made in the student’s name, should they withdraw or be dismissed.

In the case of student loan funding, refunds must be issued directly to the student aid office and will not be issued to the student.

### **Refund Policy**

Pacific Rim Early Childhood Institute Inc. is designated by the Private Training Institutions Regulatory Unit and complies with the refund policy of this designating body.

- Registration fees are non-refundable.

- Refunds required under this policy will be paid to student aid (if a student is student aid funded), the student, or with the student’s permission, to the person who paid the tuition or fees on behalf of the student, within 30 days after receiving notice of withdrawal or refusal of study permit; providing a notice of dismissal; or the date on which the first 30% of the hours of instruction are provided (no-show).
- If a student enrolled in a program without having met the admission requirements for the program and the student did not misrepresent the student’s knowledge or skills when applying for admission, and the registrar advises the institution to refund tuition and course fees, 100% of tuition and course fees may be refunded.
- If Pacific Rim Early Childhood Institute Inc. receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or with the student’s permission, the person who paid on behalf of the student, full or partial tuition that was paid in relation to a course or program in which the student is enrolled under the following circumstances:

Circumstances when Refund Payable	Amount of Refund
<b>Before program start date, institution receives a notice of withdrawal:</b>	
<ul style="list-style-type: none"> <li>• No later than seven days after student signed the enrolment contract, and</li> <li>• Before the program start date.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of tuition and all related fees, other than the registration fee. Related fees include: administrative fees, assessment fees, and fees charged for textbooks or other course materials, if applicable.</li> </ul>
<b>After program start date, institution provides a notice of dismissal or receives a notice of withdrawal</b>	
<ul style="list-style-type: none"> <li>• No later than seven days after the program start date</li> </ul>	<ul style="list-style-type: none"> <li>• The Institution may retain up to 10% of tuition, to a maximum of \$1,000 paid or payable under a contract.</li> </ul>

<ul style="list-style-type: none"> <li>• Student has completed no more than 10% of the program</li> </ul>	<ul style="list-style-type: none"> <li>• The Institution may retain up to 10% of tuition paid or payable under a contract.</li> </ul>
<ul style="list-style-type: none"> <li>• Student has completed no more than 10% but less than 30% of the program</li> </ul>	<ul style="list-style-type: none"> <li>• The Institution may retain up to 30% of the tuition paid or payable under a contract.</li> </ul>
<ul style="list-style-type: none"> <li>• Student has completed more than 30% but less than 50% of the program</li> </ul>	<ul style="list-style-type: none"> <li>• The Institution may retain up to 50% of tuition paid or payable under a contract.</li> </ul>
<ul style="list-style-type: none"> <li>• Student has completed 50% or more of the program</li> </ul>	<ul style="list-style-type: none"> <li>• No refund due</li> </ul>

Completed means the student has received an evaluation of their performance for the specified percentage of hours of instruction. If a student completed a portion of a program for which they did not receive an evaluation, that portion should not be included in the calculation of the percentage of the program completed.

### **English Proficiency Policy**

Prospective students for all programs must submit proof of English proficiency using one of the options below:

#### **High School Pathway:**

Successful completion of 2 years of secondary education with a passing grade (ex grades are 10, 11 or 12) where English is the language of instruction from one of the countries below, including a course considered equivalent of English 12.

A transcript must be provided in English showing a student meets this requirement.

#### **Post Secondary Pathway:**

Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction from one of the countries below, including a course considered equivalent of English 12:

A – American Samoa, Anguilla, Antigua, Australia

B – Bahamas, Barbados, Barbuda, Belize, Bermuda, Botswana

C – Canada, Cayman Islands

D – Dominica

F – Falkland Islands, Fiji

G – Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana

I – Ireland

J – Jamaica

K – Kenya

L – Lesotho, Liberia

M – Malta, Mauritius, Montserrat

N – New Zealand, Nigeria

S – Seychelles, Sierra Leone, Singapore, South Africa, St Helena, St. Kitts & Nevis, St. Lucia, St. Vincent & Grenadines

T – Tanzania, Trinidad and Tobago, Turks & Caicos Islands

U – Uganda, United Kingdom, United States of America

V – Virgin Islands (U.K. and U.S.A)

Z – Zimbabwe, Zambia

A transcript must be provided in English showing a student meets this requirement.

**Examination Pathway:**

The English requirement may also be challenged with satisfactory scores from one of the following tests. You must achieve these minimum scores in a single sitting/attempt of the test (test scores across multiple instances of an exam cannot be used to satisfy minimum component requirements). Tests will be accepted within ten years from the original examination date with the following minimum scores:

- Powell English Test (PET): Overall Assessment: 75 (no individual score may be lower than 60%)

- Canadian Academic English Language Assessment (CAEL): Overall score: 60, Reading: 60, Listening: 60, Writing: 60, and Speaking: 60
- Canadian English Language Proficiency Index Program (CELPIP) online or on-site: Reading: 7, Writing: 7, Listening: 7, and Speaking: 7
- Duolingo English Test (DET): Minimum overall score: 105
- International English Language Testing System - Academic (IELTS): Overall score: 6.0 with no band less than 6.0
- International Test of English Proficiency - Academic (iTEP): Overall Assessment: Level 4.0, Grammar: 4.0, Listening: 4.0, Reading: 4.0, Writing: 4.0, Speaking: 4.0
- Pearson Test of English (Academic), Overall score: 65 Reading: 60 Listening: 60 Writing: 60 Speaking: 60
- TOEFL Internet-based test: Overall score: 80, Reading: 20, Listening: 20, Writing: 20, and Speaking: 20

All assessments will be at the expense of the prospective student. Students should consider that some exam fees are advertised by their companies in US Dollars.

## Statement of Student Rights

Pacific Rim Early Childhood Institute Inc. is certified with the Private Training Institutions Regulatory Unit (PTIRU) of the British Columbia Ministry of Advanced Education and Skills Training.

Before you enroll at a certified private training institution, you should be aware of your rights and responsibilities.

You have the right to be treated fairly and respectfully by the institution.

You have the right to a student enrolment contract that includes the following information:

- amount of tuition and any additional fee for your program
- refund policy
- if your program includes a work experience, the requirements to participate in the work experience and the geographic area where it will be provided
- whether the program was approved by PTIRU or does not require approval.

Make sure you read the contract before signing. The institution must provide you with a signed copy.

You have the right to access the institution's dispute resolution process and to be protected against retaliation for making a complaint.

You have the right to make a claim to PTIRU for a tuition refund if:

- your institution ceased to hold a certificate before you completed an approved program
- you were misled about a significant aspect of your approved program.
- You must file the claim within one year of completing, being dismissed or withdrawing from your program.

For more information about PTIRU and how to be an informed student, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student> .

## Privacy Policy

Pacific Rim Early Childhood Institute Inc. is committed to providing our students with exceptional service. As providing this service involves the collection, use and disclosure of some personal information about our students, protecting their personal information is one of our highest priorities.

Personal information and privacy are safeguarded under British Columbia's Personal Information Protection Act (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use and disclose personal information.

We will inform our students of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting students' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our students' personal information and allowing our students to request access to, and correction of, their personal information.

### **Collecting Personal Information**

1.1 Unless the purposes for collecting personal information are obvious and the student voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.

1.2 We will only collect student information that is necessary.

### **Consent**

2.1 We will obtain student consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).

2.2 Consent can be provided in writing or electronically, through an administrator or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the student voluntarily provides personal information for that purpose.

2.3 We will not collect, use or disclose personal information without the student's knowledge or consent except in the following limited circumstances:

- When the collection, use or disclosure of personal information is permitted or required by law;
- In an emergency that threatens an individual's life, health, or personal security;
- When the personal information is available from a public source (e.g., a telephone directory);
- When we require legal advice from a lawyer;
- To protect ourselves from fraud;
- To investigate an anticipated breach of an agreement or a contravention of law

### **Using and Disclosing Personal Information**

3.1 We will only use or disclose personal information where necessary to fulfill the purposes identified at the time of collection.

3.2 We will not use or disclose personal information for any additional purpose unless we obtain consent to do so.

3.3 We will not share student lists or personal information to other parties.

#### Retaining Personal Information

4.1 We will retain student personal information on a secure Canadian server as required by regulatory bodies.

#### Ensuring Accuracy of Personal Information

5.1 We will make reasonable efforts to ensure that student personal information is accurate and complete where it may be used to make a decision about the student or disclosed to another organization.

5.2 Students may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.

5.3 If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the student's correction request in the file.

#### Securing Personal Information

6.1 We are committed to ensuring the security of student personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.

6.2 The following security measures will be followed to ensure that student personal information is appropriately protected:

- Passwords are encrypted;
- Online services are regularly maintained and monitored for security that meets industry standards;
- Information is restricted to employees and contractors on a "need-to-know" basis;
- Employees and contractors are contractually bound to follow appropriate security measures;
- Information is stored on Canadian soil;
- Archived information is stored in a secure and locked storage unit.

6.3 We will use appropriate security measures when destroying student's personal information such as regularly deleting stored emails and marked assignments, and destruction of devices used to send practicum videos after they are evaluated. Personal information not stored digitally or no longer required will be burned or shredded.

6.4 We will continually review and update our security policies and controls as technology changes to ensure security of personal information.

#### Providing Students Access to Personal Information

7.1 Students have a right to access their personal information, subject to limited exceptions, and may login to their accounts and update personal information or request a change at any time.

7.2 Upon request, we will also tell students how we use their personal information and to whom it has been disclosed if applicable.

Questions and Complaints: The Role of the Privacy Officer or designated individual

8.1 The ECE Management Team is responsible for ensuring Pacific Rim Early Childhood Institute’s compliance with this policy and the Personal Information Protection Act.

8.2 Students must direct any complaints, concerns or questions regarding Pacific Rim Early Childhood Institute’s compliance in writing to the ECE Management Team. If the ECE Management Team is unable to resolve the concern, the student may also write to the Information and Privacy Commissioner of British Columbia.

## **Safety Policy**

We consider the health and safety of each of our employees, contractors and students to be of primary importance. Our objective is to conduct our business in the safest possible manner consistent with the Occupational Health & Safety Regulations in British Columbia.

Pacific Rim recognizes the right of workers to work in a safe and healthy work environment and is committed to take every reasonable effort to eliminate the hazards that cause accidents and injuries. No job is to be regarded so urgent that time cannot be taken to do it in a safe manner. The welfare of the individual is our greatest concern.

All employees, contractors, students, and visitors are required to make every effort to ensure that Pacific Rim meets all legislative requirements and maintains the highest safety standards.

The following Safety Guidelines will be observed by employees, contractors, students, and visitors. These rules apply to all activities.

### **General Safety Rules**

1. Report to work well rested and physically fit to be able to give full attention to your job.
2. Persons with physical or mental impairment shall not be assigned to tasks where their impairment has a potential to endanger themselves or others.
3. No person shall be permitted to remain on the premises while their ability to work is so affected by alcohol, drugs (prescription or non-prescription) or other substance, so as to endanger their health or safety or that of any other person.

4. Inappropriate behaviour, such as horseplay, fighting and practical jokes are extremely dangerous and will not be tolerated.
5. Any unsafe conditions which are encountered shall be corrected or reported to the executive director immediately.
6. Unsafe Acts shall be reported to the executive director immediately.
7. Employees, contractors, students and visitors must inform the executive director when they have significant allergies which might be encountered while at work (i.e. bee stings). The person with the severe allergy must carry an Epi-pen™ and be familiar with how to use it.
8. Avoid manual lifting of materials, articles or objects which are too heavy.
9. Employees, contractors, students and visitors are responsible for reporting to the executive director whenever they become sick or injured at the institute. All injuries, no matter how minor, must be reported immediately.
10. Always keep your work area clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads or other points of egress.
11. Keep your work area safe, efficient and pleasant by keeping it clean and orderly.
12. Firefighting equipment shall be maintained in accordance with the manufacturer's instructions and the requirements of the BC Fire Code.
13. Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to the executive director. Electrical equipment can only be repaired or serviced by a qualified electrician.
14. When lifting, have a secure footing, bend your knees, keep your back straight, take a firm hold of the object being lifted and slowly straighten your legs. If you must turn with a load, turn your feet and whole body. DO NOT twist yourself. Avoid reaching while lifting or putting the object down. If the object is too heavy for you, get assistance.
15. Follow all Safe Work Procedures and Processes and report any deficiencies to the executive director immediately.

If there are any concerns regarding safety, a letter must be sent to the executive director, who will address the matter and provide a letter stating what actions have taken place to ensure safety. The executive director will be responsible to ensure these safety rules are met.

## Sexual Misconduct Policy

Pacific Rim Early Childhood Institute Inc. courses are all administered through distance education and as such, staff members and students rarely come into contact with each other. However, there is still the possibility of inappropriate communication and the possibility of sexual misconduct during on-site practicums within the student's community.

Pacific Rim supports its educational mission by fostering a community based on diversity, inclusivity, and safety. Consistent with these values, the Institute is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the Institute community. The Institute does not discriminate on the basis of sex or gender.

Students are expected to act professionally and appropriately at all times. Students not conducting their behaviour in a manner that is appropriate will be subject to the Institute's Dismissal Policy. Likewise, we expect our students to be treated respectfully at all times. If a situation arises during a practicum, we will provide students the opportunity to switch practicums to another location where they feel safe and respected.

The Institute prohibits sexual assault, sexual and gender-based harassment, online harassment, stalking, and retaliation. These actions are expressly forbidden and will not be tolerated at the Institute.

Any concerns of sexual misconduct must be reported to the administrator as soon as possible. The Institute will seek to respond in an appropriate and timely way with a fair response to reports of sexual misconduct.

The Institute strongly encourages anyone who believes they experienced a sexual assault (or any other crime) to make a report to their local police department.

Respectful and Fair Treatment of Students Policy

Pacific Rim Early Childhood Institute (PRECI) is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students and community

members within the influence of the students. PRECI is committed to respecting and promoting diversity, inclusion, and equality among staff, students, and the community.

Bullying, cyberbullying, harassment, discrimination and other disrespectful or unprofessional behaviours are prohibited in all private and public online, social media, telephone, and in-person interactions between students, the public, and staff members. In addition, affiliation with groups that promote or are complicit to disrespectful or unprofessional behaviours is also prohibited.

Behavior of students and staff must always be in accordance with the BC ECE Code of Ethics and promote the professionalism expected of early childhood educators.

If under any circumstances, a prohibited activity occurs, the institution's dispute resolution and dismissal policies will be followed.

### **Student Success Policy**

Pacific Rim Early Childhood Institute programs are offered on a distance education basis in order to meet the needs of students who are unable to participate in regular on-site early childhood education programs. There is, however, an on-site practicum component to the program. The institute is committed to the belief that well-trained students will provide quality care to young children.

Course materials are clear and easy to follow. Textbooks are selected to reflect industry standards and are recommended for each course. Course textbooks are reviewed regularly for relevance and accessibility. Relevant Internet links are provided in the "Student Resources" section of the Pacific Rim website.

The institute has a highly skilled administrative staff that is available to assist students with any administrative concerns, by phone or e-mail, throughout the program. Administrative e-mails and telephone calls are typically responded to within five business days, if not sooner.

Instructors are very qualified with several years of education and experience in the field of child development and early childhood education. Instructors must have a degree, diploma, or certificate related to the field of early childhood education supplemented by 24 months of full-time occupational experience in the field of study or 10 years of demonstrated experience in the field of study. Instructors must also have experience and qualifications in distance education.

Students communicate with their instructor through e-mail. E-mail accounts are monitored regularly, and assignments are often marked within 48 hours on regular business days. Assignments are submitted through the student portal. If a student's work does not meet the minimum criteria, the instructor will provide feedback. On some occasions, students are given the opportunity to redo a question or unit. This is permitted up to one time per course. Regardless if one unit has been requested for resubmission, or an entire course is being completed for a second time, all resubmitted work must be completely redone and entirely original to any previously submitted work.

Students are encouraged to complete the programs one course at a time (part-time) to ensure successful and timely completion of each course. However, students may take up to three courses at a time, at the Institution's discretion.

Students are encouraged to seek out community resources to support their learning. Resources can be found at other post-secondary institutions and public libraries as well as Child Care Resource and Referral locations. In addition to community resources, students are provided with access to a "Student Resources" page when they log in to their student portal. This page is curated to include relevant articles, research, initiatives, and regulatory content.

Administration has an "open door" policy, and students are encouraged to contact them directly if they feel there is any area that cannot be resolved with their instructor. The institute wants to be assured that all students taking courses through Pacific Rim are satisfied with the services received and enjoy the experience of learning.

The administration team can be reach by emailing [studentservices@earlychildhoodeducator.com](mailto:studentservices@earlychildhoodeducator.com) or by phoning (250) 597-4547.

## **Dispute Resolution Policy**

Pacific Rim Early Childhood Institute Inc. provides an opportunity for students to resolve disputes in a fair and reasonable manner.

### **Dispute Resolution Process:**

When a concern arises, the student should first attempt to address it with the individual most directly involved. If unsatisfied with the outcome, the student should submit a written complaint to the Director of Operations. If unsatisfied with the outcome, the student can written complaint to the Director of Operations (Shawna Harline) by writing an email to [studentservices@earlychildhoodeducator.com](mailto:studentservices@earlychildhoodeducator.com) within fourteen (14) days of the incident.

Should this person be absent or be named in the complaint the student should submit the written complaint to the Executive Director (Amanda Nelson) by writing an email to [studentservices@earlychildhoodeducator.com](mailto:studentservices@earlychildhoodeducator.com).

The Executive Director or Director of Operations will arrange to contact the student to discuss the concern as soon as possible and within fourteen (14) business days of receiving the student's written complaint. Following the meeting with the student, the Executive Director or Director of Operations will conduct whatever enquiries and/or investigations are necessary and provide a written response to the student that includes reasons for the determination of the complaint. The written reasons will be provided no later than thirty (30) days following the receipt of the student's written complaint.

Students will not be subject to any retaliation as a result of their complaint and may be represented by an agent or lawyer.

After having exhausted the dispute resolution process, a student may file a claim with the Private Training Institutions Regulatory Unit (PTIRU) of the Ministry of Advanced Education ([www.privatetraininginstitutions.bc.ca](http://www.privatetraininginstitutions.bc.ca)) on the basis that the institution misled the student regarding any significant aspect of an approved program. Complaints must be filed with PTIRU within one year of the date a student completes, is dismissed from, or withdraws from the program.

## Academic Assessments

Academic assessments are available for students registered with Pacific Rim Early Childhood Institute Inc. who wish to have previous academic transcripts in ECE assessed. The non-refundable cost of assessment is \$245. Pacific Rim will assess equivalency for courses taken in the past 10 years from other institutions that are recognized by the BC ECE Registry. Equivalency is only given for courses with similar credit hours and curriculum content. The required hours for each course are set by the BC ECE Registry and can be viewed at [www.earlychildhoodeducator.com/programs](http://www.earlychildhoodeducator.com/programs) under each individual course. Students wishing to have their previous ECE courses assessed must complete an online Academic Assessment request once they have successfully registered as a new student. Once the online application is complete, students will be asked to send an official copy of transcripts (official electronic transcripts or physical sent from the institution directly) and detailed course outlines to Pacific Rim for assessment. Original transcripts will not be returned.

### **Important**

ECE Programs in BC that are recognized by the BC ECE Registry meet the same basic occupational standards and competencies, but this does not ensure courses easily transfer between institutions. Institutions may block the curriculum content together differently or divide topics into multiple courses meaning several courses from one institution may be required for a single course equivalency at another.

Courses taken from different programs other than ECE (i.e., teaching and nursing) are not often equivalent to ECE courses as the content for ECE is very specific for children 0-5. Therefore, courses focused on K-12 and adults are not considered equivalent to the provincial ECE requirements and cannot be given equivalency.

If you have completed ECE training out of province or out of country, please visit the Ministry of Education and Child Care's webpage to see if you are eligible for any certifications (ECEA, ECE, ITE, or SNE). If you believe you are eligible for BC provincial certification, you may apply directly for your provincial certificate rather than completing an Academic Assessment through Pacific Rim. If you have only completed a partial

program in another province, and seek further training to reach a specific provincial certification level, it may still be possible to have your training assessed.

### **Deadlines and Extensions**

Students have ten weeks to complete each academic course. It is the student's responsibility to finish the course by the completion date. Assignments must be submitted one at a time as they are completed and must receive a passing grade and feedback before further submissions (except with specific permission from your instructor). Students should allow adequate time for feedback on assignments and receive a passing grade for their final assignment before writing the exam. The unit submission deadline for all assignments is one week before the course end date, the exam request must be submitted at least one week before the course end date, and the exam submission deadline is the last contracted date of the course. Students requiring additional time to complete the course may apply online for a course extension for the remaining units and exam. Unit extensions must be applied for within 14 days of the course unit submission deadline and exam extensions must be applied for within seven days of the course end date. Each extension will extend a course's duration by four weeks. The new completion date will be added to the student's enrollment record and can be viewed online from the student's account. Students may apply for up to three extensions per course (12 additional weeks from the original contracted start date) before being required to restart the course. Transcripts will not be issued until extension fees are paid. The cost of an extension is \$50 per each unit and exam not submitted in a timely manner prior to the course end date. Plan to submit at least one assignment every five days to complete a course on time and to avoid course incompleteness or extension fees.

### **Grade Criteria and Graduation Policy**

Students are required to attain a minimum "C" grade per assignment and exam to receive course credit. Letter grades are as follows: A, B+, B, C+, C and F. Practicums are marked Pass/Fail. Detailed grading criteria information is included in the "Instruction Package" that is sent with each course.

Courses not finished by the course completion date will be marked as “incomplete”. Students with “incomplete” or “failed” courses are permitted to enroll in and pay tuition for the same course again if they wish. Courses may only be attempted twice.

### **Grading Criteria for Academic Courses**

Grades for academic courses in the Basic ECE, ITE, SNE and ECE Diploma program are assigned based on the following criteria. Students are required to receive a grade of “C” or higher to successfully complete an academic course.

#### **A**

- Written work is clear and well organized
- Written assignments adhere to assignment guidelines and standards
- Written assignments consistently demonstrate student understanding of course content and theory
- Student shows superior skill in applying and integrating course content, readings and experiences
- Student relates personal experiences to course work whenever possible
- Student consistently uses examples to define and clarify meaning of written responses
- Responses consistently use professional language and tone
- Sources are acknowledged appropriately
- Written work is submitted within the recommended time frame

#### **B+**

- Written work is clear and well organized
- Written assignments adhere to assignment guidelines and standards
- Written assignments demonstrate student understanding of course content and theory
- Student shows skill in applying and integrating course content, readings and experiences
- Student relates personal experience to course work whenever possible
- Student uses examples to define and clarify meaning of written responses
- Responses consistently use professional language and tone

- Sources are acknowledged appropriately
- Written work is submitted within the recommended time frame

**B**

- Written work is clear and well organized
- Written assignments adhere to assignment guidelines and standards
- Written assignments demonstrate student understanding of course content and theory
- Student shows skill in applying and integrating course content, readings and experiences
- Student relates personal experience to course work whenever possible
- Student uses examples to define and clarify meaning of written responses
- Responses consistently use professional language and tone
- Sources are acknowledged appropriately
- Written work is submitted within the recommended time frame

**C+**

- Written work is acceptable in format, content and written communication
- Written work adheres to assignment guidelines and standards
- Student applies understanding of concepts to written work
- Student is able to apply and integrate course content, readings, and experiences
- Student relates personal experience to course work whenever possible
- Student uses examples to clarify meaning of written responses
- Responses often use professional language and tone
- Sources not always acknowledged
- Written work is submitted within the recommended time frame

**C**

- Written work is acceptable in content and written communication
- Written work reflects acceptable use of assignment guidelines and standards
- Student is inconsistent in the application of understanding of concepts to written work

- Tendency to generalize concepts
- Responses inconsistently use professional language and tone
- Sources not always acknowledged, and readings repeated in text as responses to questions
- Inconsistent in assignment submission and adherence to time frame

## **F**

- Poor organizational skills severely affect the quality of written work in format, content and written communication
- Written work reflects inconsistent use of assignment guidelines and standards
- Assignments do not meet specified criteria outlined by the instructor and assignment guidelines
- Sources are not acknowledged
- Tendency to generalize and does not support ideas with literature
- Student comprehension is not demonstrated in assignments
- Responses use unprofessional language and tone
- Inconsistent assignment submission and adherence to time frame
- Work is plagiarized

Note: Examinations count for 51% of the final grade. All assignments and the exam must be completed with a minimum “C” average to pass the course.

## **Grading Criteria for Practicums**

Grades for practicums in the Basic ECE, ITE, SNE and ECE Diploma program are assigned based on the following criteria. Students are required to receive a “PASS” to successfully complete practicums.

### **PASS**

- Successfully completes all assignments
- Successfully completes all required hours
- Demonstrates all competencies
- Demonstrates adherence to the practicum guidelines

- Demonstrates professional conduct and communication (both written and oral)
- Receives a favorable evaluation from the certified ECE/ITE/SNE that is supervising the practicum

#### **FAIL**

- Does not successfully complete all assignments
- Does not successfully complete all required hours
- Does not demonstrate all competencies
- Does not demonstrate adherence to the practicum guidelines
- Does not demonstrate professional conduct and communication (both written and oral)
- Does not receive a favorable evaluation from the certified ECE/ITE/SNE that is supervising the practicum

#### **Other Grading Notations**

Other grading notations that may appear on transcripts are as follows:

**IP:** Signifies the course is still in progress.

**INC:** Incomplete signifies course work not completed; awarded only for unusual or emergency situation in cases where successful completion of course work is beyond the student's control.

**CR:** Credit Granted signifies a course taken at another institution which was a "C" or higher; which was transferred into the student's program for credit.

#### **Grade Point Average Calculations**

Each academic course in the program is worth 3.0 credits, with the exception of Child Growth and Development which is weighted as a 6.0 credit course. Practicum outcomes are not included in GPA calculations.

A = 4.00 grade points

B+ = 3.33 grade points  
B = 3.00 grade points  
C+ = 2.30 grade points  
C = 2.00 grade points  
F = 0 grade points

INC, CR and practicums are not factored into a students GPA.

### **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 in that program. Upon completion of all three Certificate programs, students are granted an ECE Diploma.

In the case of transfer students, to receive a Certificate or Diploma students must have completed at least the majority (51%) of the training through Pacific Rim Early Childhood Institute. 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.

### **Time Limitations**

Full-time students should expect to complete the Basic ECE Certificate program in 9 months, the Infant/Toddler Educator program in 6 months and the Special Needs Certificate program in 6 months. Students completing all three certificates to graduate from the ECE Diploma program can do so full-time, in 2 years. Students may complete all 4 programs on a part-time basis and may do so over an extended period. Students who must interrupt their studies for an extended period of time, or who take significantly longer than the normally prescribed program duration to complete their studies, may be required to take additional courses and/or repeat courses which have gone through a significant change.

## Grade Appeal Policy

The grading criteria for all Pacific Rim courses is outlined within the Instruction Package.

Students may be granted the opportunity to resubmit up to one unit of coursework for each course. Whether it involves the resubmission of a singular unit or the retaking of an entire course, all re-submitted work must be completely redone, ensuring it remains entirely distinct from any previously submitted material.

Exams are not subject to rewriting, except in instances where students are extended a special invitation due to extenuating circumstances. If a student wishes to rewrite an exam under such circumstances, they must submit a formal request to their instructor and provide documentation as necessary.

If the student is dissatisfied with their final course grade, they may enroll in the course again and repeat the course up to one additional time.

In situations where a grade dispute arises, students must first discuss it with their instructor who will outline the rationale for the grade given. Should the student's dissatisfaction persist, they must submit their concern in writing to the ECE Management Team within 14 days of the grade being assigned. The ECE Management Team will respond to the student within 30 days of receiving the letter.

The ECE Management Team and student will communicate and attempt to resolve the student's concern. If the student is still not satisfied, she/he may request a third party be brought in to reach a decision satisfactory to both sides. The costs of this mediator will be borne equally by the student and Pacific Rim.

While the primary intention is to resolve grade-related disputes at the student-instructor level, the policy ensures that, should escalation become necessary, the subsequent steps will be conducted with impartiality, timeliness, and a commitment to fairness.

## Attendance Policy

Students have up to 10 weeks from each contracted start date to complete each academic course (including the exam). Course materials are available to students in the portal at the start of the course and students who submit assignments to their instructor are considered in attendance. An email reminder is sent two weeks from the start date of each course to remind students to submit assignments and contact their instructor if they are having any difficulty. An email reminder is also sent two weeks before the end of each course stating that the end date is approaching so students may submit their final assignments in a timely manner and prepare for their exam. All course unit assignments and the exam request must be submitted at least one week before the course end date and the exam must be written before the course end date. Students may work ahead and complete assignments and exams before their end date if desired.

As this is distance education, attendance is considered 100% if all the required assignments, activities, and exams are all submitted during the contracted period of that course or practicum.

During on-site practicum courses, students are expected to attend their practicum centre full-time and arrive in a timely manner. Any unexpected absences not included on the approved practicum calendar must be promptly reported to the in-class ECE Mentor and PRECI instructor. Hours missed due to emergencies, illness, or statutory holidays must be made up and a new calendar outlining how hours must be resubmitted for approval to meet the requirements for 100% attendance.

Students that do not complete all the required assignments, activities, exams, and/or practicum hours in a timely manner during the contracted period of the course or practicum will not meet the minimum attendance requirements and therefore be assigned a grade of "Incomplete". Extensions may be applied for up to twelve (12) weeks if students require more time to submit all the required submissions to achieve 100% attendance.

## Practicum Policy

Practicums are a critical component of Pacific Rim Early Childhood Institute's (PRECI) Early Childhood Education programs. They provide students with experience applying theory to practice. All practicums must be completed in appropriate British Columbian early childhood environments that meet PRECI's approval criteria.

There are three practicums in the Basic ECE Certificate program:

Practicum One – Observing and Recording, which takes 5 weeks to complete;

Practicum Two, which takes 3 weeks to complete; and

Practicum Three, which takes 3 weeks to complete.

Each of the Post-Basic Certificate programs has one practicum:

Practicum – Infants and Toddlers, which takes 5 weeks to complete; or

Practicum – Inclusion in Early Childhood Settings, which takes 5 weeks to complete.

The purpose of this practical experience is to incorporate theory, learned in the courses, into practice; to understand how to work as a team member in an early childhood setting; to develop skills in planning and carrying out developmentally appropriate activities for children; to learn from constructive feedback given by professionals in the field; and to develop skills in self-reflection and self-evaluation.

Students are responsible for choosing an appropriate early childhood environment, that meets PRECI approval criteria, in which to complete their practicum. Most students living in British Columbia can find placements that can be approved and where they can demonstrate the required practicum competencies within their community. In some cases, students may be required to travel (at their own expense) to attend a practicum that meets PRECI approval criteria. All practicum plans are subject to approval by a PRECI instructor prior to beginning each practicum.

PRECI approval criteria for practicums include, but are not limited to:

### **Appropriate Facility**

- Students must practice in an environment that holds a license equivalent to where they will be eligible to work upon program completion and certification (e.g., a Basic ECE Certificate student would complete practicums at licensed group child care 30 months–school age facilities, an Infant/Toddler Educator Certificate student would complete a practicum at a licensed group child care under 36 months licensed facility, and a Special Needs Educator Certificate student would complete a practicum at a licensed group child care facility).
- The facility license must be valid as determined by the applicable jurisdiction/licencing authority.
- The facility must be an environment where practicum guidelines can be followed and all learning outcomes and competencies can be demonstrated. This includes the allowance of video recording for Practicum II, Practicum III, the IT Practicum and the IECS Practicum.

### **Qualified Supervision**

- An ECE Mentor must hold an equivalent certification credential to what the student is working towards (e.g., an ITE program student would work under an ECE Mentor that holds a valid ITE certification).
- An ECE Mentor's certification must be current and in good standing as determined by the applicable jurisdiction/authority.

### **Appropriate Composition**

- The reliable attendance of an appropriate age grouping to demonstrate competencies (e.g., working with a group of children will require 3 or more children ages 3–5 to demonstrate this competency for the Basic ECE Certificate practicums, children must be ages 0–3 for the IT Practicum, and there must be at least one child that requires additional support for the IECS Practicum).

Students are required to attend all practicums full-time, 35 hours/week with the exception of Practicum I in the Basic ECE Certificate program that may be completed part-time (no less than 18 hours/week). Students may not accumulate more than 8 hours a day (excluding breaks) for any practicum without approval from PRECI and all hours must be in accordance with labour standards.

Regular practicum attendance helps nurture relationships and provides an environment of consistency for students, children and ECE Mentors. Practicum plans must be submitted to the student's instructor for consideration of approval a minimum of five business days prior to commencing the practicum. Hours completed prior to approval will not be considered towards the practicum hour requirements.

During practicums, students are expected to spend a minimum of 80% of their time interacting directly with children. Only up to 20% of the practicum may be spent on other tasks such as program planning, setting up, cleaning, and handling administrative or other programming details.

To facilitate diverse experiences and increased objectivity during practicums, students should seek a variety of different practicum placements to complete the three required practicums of the Basic ECE Certificate program. Up to two, but not all three practicums may be completed under the same ECE Mentor in the same setting (including at places of employment). In addition, up to two, but not all three practicums may be taken at a specialized facility (such as preschool, Montessori, CEFA, or Waldorf classroom). With approval, permission may be given for up to one Basic ECE Certificate practicum to be taken in an appropriate school aged facility under the supervision of a certified ECE. It is required that at least one practicum must be in a play-based early childhood environment so that students can demonstrate competencies related to caregiving responsibilities and play-based curriculum. Strong start programs and family licensed day care programs are not eligible for practicum placements.

Practicums may not be completed in a centre where there is a personal or financial conflict of interest. In cases where a centre owner or supervisor is completing a practicum, they may not be supervised by an employee or by someone that reports to them.

Practicums are assigned "PASS" or "FAIL". To receive a "PASS", students must satisfactorily meet all the required competencies and submit all required assignments and documents on time. Students may not enroll in another practicum prior to successful

completion of their current practicum. All learning outcomes and evaluations follow the British Columbia Child Care Sector Occupational Competencies and are aligned with the British Columbia Early Learning Framework.

No remuneration may be received by students during practicums. This is a requirement of the Private Training Institutions Regulatory Unit (PTIRU).

## **Academic Honesty Policy**

Pacific Rim takes a serious view of offences such as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced. Staff members are required to report any offences directly to the ECE Management Team.

### **Plagiarism**

Essentially, plagiarism involves submitting or presenting work as if it were the student's own work done expressly for that particular assignment or course when, in fact, it is not. Most commonly plagiarism exists when:

- The work submitted or presented was done, in whole or in part, by an individual or artificial intelligence (AI) other than the one submitting or presenting the work;
- Parts of the work (e.g., phrases, ideas through paraphrase or sentences) are taken from another source without reference to the original author;
- The whole work (e.g., an essay) is copied from another source;
- A student submits or presents work in one assignment or course that has also been submitted or presented in another assignment or course (although it may be completely original with that student) without the knowledge or prior agreement of the instructors involved; and/or
- A student memorizes exact passages from their own assignment or external resources and uses the information, verbatim, in an assignment or during an examination.

### **Cheating**

Cheating includes, but is not limited to, buying, selling, sharing, stealing, or soliciting materials for the purpose of academic gain, or circumventing examination instructions.

Cheating on examinations includes, but is not limited to, dishonest or attempted dishonest conduct such as bringing into the examination room any textbook, notebook, or memoranda not authorized by the examiner, or accessing digital information while the exam is being written.

### **Penalties**

A student guilty of academic dishonesty may be subject to the imposition of one or more penalties, such as:

- 1) A grade of “F” for the assignment, or exam;
- 2) A grade of “F” for the course in which the offence was committed;
- 3) Suspension from attendance in all courses in which the student is registered at the time the offence was committed, and loss of credit for any course or courses which have not been completed or in which no grade or final evaluation has been registered at the time the offence was committed;
- 4) Mandatory academic upgrading (i.e., completion of a recognized 100-level or higher, English course);
- 5) Suspension from the institute; and
- 6) Expulsion from the institute.

## **Dismissal Policy**

Pacific Rim Early Childhood Education Institute (PRECI) expects that students will adhere to the requirements of the Institute as set out in the Instruction and Information Packages.

The following exceptional circumstances would be seen as justification for dismissal:

- Failure to abide by the Code of Ethics as provided by the Early Childhood Educators of British Columbia;
- Cheating or plagiarism;
- Unprofessional or unethical behavior. This includes bullying and harassment, (in person or other forms of interactions including the use of electronic communication and social media), discrimination, academic dishonesty, violation of confidentiality while engaging in all PRECI’s academic-related

activities (including practicums, exams, or interaction with PRECI instructors, staff and students). It also includes unethical personal and professional behavior in the public and personal domain, including the use of electronic communication and social media to express disrespectful, unprofessional and unethical messages or opinions;

- Affiliation with groups that promote or are complicit with unprofessional or unethical behaviour;
- Disrespectful, aggressive, intimidating behaviour towards instructors, administration, and members of the community;
- Refusal to submit assignments within agreed-upon timelines;
- Submission of assignments that are consistently incomplete or do not meet specified criteria outlined by the instructor and assignment guidelines;
- Failure to maintain a clear criminal record check for the purposes of working with children; and
- Failure to comply with any of the requirements in the Student Enrollment and Contract.

If students wish to appeal a dismissal, they must first discuss it with administration and, if resolution is not possible, submit their concern in writing within 14 business days of the decision to the ECE Management Team for resolution. The ECE Management Team will respond to the student within 14 business days of receiving the letter.

The ECE Management Team and the student will communicate in an attempt to resolve the matter. If further investigation of the complaint is required, the ECE Management Team will carry this out in a timely fashion.

It is the intent of the ECE Management Team that student dismissals will be a “last resort”. However, if Pacific Rim feels there is justification for dismissal, this decision is still open to appeal. This process will be completed in a non-prejudicial fashion, and in a timely manner.

## **Withdrawal Policy**

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to the administrator. Refunds are calculated according to Pacific Rim Early Childhood Institute's Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

## **Student Records Retrieval and Archiving Systems Policy**

The keeping of safe, complete and confidential student records is a priority of Pacific Rim Early Childhood Institute (PRECI). Student communication is stored and backed up electronically.

Student records collected since 2010, have been stored on a secure server and backed up daily. Prior to 2010, student records were kept as hard copies in physical office file folders. Those records are now archived at a secure facility and can be retrieved upon request. PRECI partnered with Sooke School District from 1997 to 1998. PRECI courses delivered by the Sooke School District during that time are kept and maintained by the school district. Records for these courses must be requested directly from the Sooke School District.

PRECI student records include student information, registration prerequisites, enrollment contracts, course and practicum evaluations, payment records, and any academic assessments completed. Student records also contain academic assessments, student disputes, and dismissal information (where applicable).

When a program is completed, student files are sent to a PTIRU-approved archiving service (DataWitness) for permanent archiving. Archived program completion records include a copy of the student's certificate, transcript, and final enrollment contract (indicating Credit for Prior Learning – CPL).

Upon completion, students receive one copy of their official transcript together with their certificate once they have completed their program. PRECI also sends one copy of their

official transcript directly to the BC ECE Registry. If students request additional copies of their certificates or transcripts, there is a cost of \$25.00 per document.

Students may only request and receive a transcript once all tuition and program fees on their account are paid in full.

Electronic Transcript Policy

### **Sending an Electronic Transcript**

Students have the option to initiate a request for the transmission of electronic transcripts to designated institutions. The responsibility lies with the student to verify the acceptance of electronic transcripts by the intended recipient, whether it is an individual, educational institution, or regulatory body, before proceeding with the transcript order. Should electronic transcript submission not be permissible, students retain the ability to place an order for a physical transcript copy to be dispatched to destinations where electronic submissions are not viable.

Receiving and Electronic Transcript

After an electronic transcript is ordered, it will be reviewed and sent by the Pacific Rim Early Childhood Institute (PRECI) Student Services office. An encrypted link to the official transcript, an access code, and instructions will be sent to the receiving institution to ensure security and verifiability. Links will expire after 30 days.

Official electronic transcripts will:

- Originate from [studentservices@earlychildhoodeducator.com](mailto:studentservices@earlychildhoodeducator.com) and be sent using the subject line format, "Official PRECI Transcript for Student ID XXXXXX."
- Meet institutional privacy standards through being sent as an encrypted link originating from a PRECI server.
- Bear the official signature of the PRECI Registrar.
- Official transcripts will never be sent from an email account originating outside the institution.

### **T2202 Policy**

The T2202 is a tax form issued for submission to the Canadian Revenue Agency (CRA) showing the amount of tuition paid during a calendar year at Pacific Rim ECI, which can

be used when filing taxes. (For years 2018 and earlier it was called a T2202A.) The information on this form is also reported directly to the CRA by the institute.

Students paying for tuition between January 1 and December 31 of a tax year, will be able to download their tax form for the previous year from the student portal in January.

When enrollments span multiple calendar years, the tuition amount is shared between the two years' T2202s. The amount for each year is prorated using the contracted start and end dates of each course enrollment during the calendar year.

The T2202 shows the total tuition paid during the calendar year. It does not include fees for books, academic assessments, transcript requests, or extensions.

Enrollments are all considered part-time. To be considered full time, students must complete the basic in 41 weeks or less and/or post-basic programs in 25 weeks or less. A switch to full-time status must be done by contacting the administrator prior to the end of a tax year for further information on this process.

For the 2019 tax year and later, the CRA requires students to provide institutions with their Social Insurance Number (SIN). Failure to do so may result in fines from the CRA. You can enter your SIN on your student profile page to be compliant with their requirements. Receiving a Certificate, Process for Requesting an Official Transcript and Tax Receipts Throughout the program, students are able to view their unofficial transcript online. Official transcripts may be ordered online at any time during a program for a \$25 fee per transcript. Requests received by the institute are processed weekly. Transcripts cannot be sent if there are any outstanding payments on the student's account.

Upon the completion of a Certificate Program, students will be awarded two transcripts, one will be sent to the student's home address, and one will be sent to the BC ECE Registry. In addition, if the majority of the certificate training was completed through Pacific Rim, a certificate of completion will be awarded and mailed to the student's home address.

T2202 Tax receipts for tuition are available online. Students can log in using their student ID and password to access and print out an official tax receipt and request transcripts.

## **Where Can I Go From Here?**

### **Apply for Certification**

Students who have completed Pacific Rim's Basic Early Childhood Educator Certificate will receive a completion certificate and be eligible to apply for Early Childhood Educator (ECE) Certification through the BC Early Childhood Educator Registry. Students with this level of certification can work as an ECE in British Columbia.

Students who have completed one course may return and complete courses until all the certificate and diploma program courses are complete. After completion of the Basic ECE Certificate, students may continue their education by completing the Post-Basic Certificates and Diploma also offered by Pacific Rim Early Childhood Institute. Students who complete the Infant/Toddler Educator Certificate program may apply for BC's Infant Toddler Educator (ITE) Certification, and students that complete the Special Needs Certificate program may apply for BC's Special Needs Educator (SNE) Certification.

Pacific Rim is a recognized training institution, which means that students who complete our courses and programs are eligible to apply for certification in BC and equivalent certification across Canada. This is possible through the Agreement on Internal Trade (AIT). Visit our certification website for more information about certification requirements across Canada.

In British Columbia there are five certification levels:

1. Early Childhood Educator Assistant – ECEA

Students may apply for this certification after completing one of the following courses:

- Health, Safety and Nutrition;
- Child Growth and Development; or
- Guiding and Caring.

2. One Year Early Childhood Educator – ECE

Students may apply for this certification after completing the Basic ECE Certificate Program.

3. Five Year Early Childhood Educator – ECE

Students may apply for this certification after receiving their One Year Early Childhood Educator Certification and completing 500 hours of work experience.

4. Infant and Toddler Educator – ITE

Students may apply for this certification after completing the Post-Basic ITE Certificate Program.

5. Special Needs Educator – SNE

Students may apply for this certification after completing the Post-Basic SNE Certificate Program.

Students may apply for certifications on the [Ministry of Education and Child Care website](#).

### **Engage in your community and become an advocate**

We encourage students who have completed their training with Pacific Rim to give back to the community. For example, when you are working in the field, you may accept requests to be a practicum supervisor. Graduates are also encouraged volunteer and to sit on boards or committees that advocate for positive change in their community.

A great way to participate in the ECE community in British Columbia is to become a member of ECEBC. As a member of ECEBC, you can support their efforts in advancing early childhood education and care, receive regular publications pertinent to educators in British Columbia, benefit from diverse educational opportunities organized by ECEBC, have the opportunity to belong to your local ECEBC branch, automatically become a member of the Canadian Child Care Federation and receive their associated membership benefits including membership pricing for the annual ECEBC Conference.

### **Become a Lifelong Learner**

Completing a program in Early Childhood Education is a beginning of a lifelong journey. Research is always being done, and techniques, procedures and ideologies are always

evolving. It is important to participate in professional development for the remainder of your career. Two ways to engage in lifelong learning are to:

- Attend professional development workshops, courses or conferences. Many of these gatherings may also offer official hours towards certification renewals.
  - Early Years BC is a great resource and lists professional development opportunities throughout the province.
  - ECEBC offers an annual provincial conference with many speakers and workshops as well as other events.
- Subscribe to a reputable journal or website to remain current in the latest research and to regularly review key concepts in the field.
  - Science of Early Child Development is a reputable, high-quality resource that is available with a paid subscription. No matter where you live in the world, you can sign up for a monthly “eMessage”. Each message offers a quick glimpse on a relevant topic in ECE.