



*P*ACIFIC *R*IM EARLY CHILDHOOD INSTITUTE INC.

## **STUDENT HANDBOOK**

### **Information Package**

**Pacific Rim Early Childhood Institute Inc.**

[www.earlychildhoodeducator.com](http://www.earlychildhoodeducator.com)  
(250) 652 - 6011

PO Box 28  
Brentwood Bay, BC • V8M 1R3

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## Introduction

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Pacific Rim Early Childhood Institute Inc. is designated by the Private Training Institutions Branch (PTIB) and has been offering individual courses, certificate programs and a diploma program in early childhood development since 1989. In 2011 Pacific Rim was granted BC's Education Quality Assurance (EQA) international designation.

There are three Certificate Programs and a Diploma Program in Early Childhood Education that are offered via distance education. Training is recognized by certification authorities in [British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, New Brunswick, Nova Scotia, Newfoundland and Labrador, Prince Edward Island, and Yukon](#). The Agreement on Internal Trade makes it possible for students who obtain certification in one regulated province to transfer that certification to any other regulated province for an [equivalent certificate](#). Visit our [certification website](#) for more information about certification requirements across Canada.

## Mission Statement

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Pacific Rim Early Childhood Institute Inc. is committed to the belief that children should have an opportunity to participate in quality early child care programs with trained staff. To meet this objective, training programs have been developed to prepare students to work with infants, toddlers, preschoolers and children with special needs. These programs are offered through distance education and provide students with the flexibility to take courses while still working or raising children at home.

## Overview

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The training assists students:

- To develop skills to work with young children and gain an understanding of best practices and care;
- To develop skills to effectively work in partnership with other ECE professionals and parents;
- To meet the social, emotional and physical needs and skill development of children in order that they maximize their potential as they progress in their education; and
- To 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 a licensed group care facility is available, otherwise travel may be necessary. The Private Training Institutions Branch (PTIB) 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 the 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), [http://www.ecebc.ca/resources/pdf/ecebc\\_codeofethics\\_web.pdf](http://www.ecebc.ca/resources/pdf/ecebc_codeofethics_web.pdf).

## **Admission Policy**

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**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.

**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 or License to Practice 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.*

## **Distance Basic Early Childhood Education Program**

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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 and Special Needs Educator courses.

### **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 – 125 hours)

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

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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)
- **Infant Toddler Practicum** (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)
- **Special Needs I** (10 weeks – 65 hours)
- **Special Needs II** (10 weeks – 45 hours)
- **Special Needs Practicum** (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.

## Costs

Costs are subject to change without notice.  
Check [here](#) for tuition fees effective September 1, 2018 – August 31, 2020.

	Domestic Students	International Students*
<b>One-time registration fee</b>	\$250 (non-refundable)	\$500 (non-refundable)
<b>Academic courses for all programs</b>	\$645 per course	\$945 per course
<b>Basic practicum component</b>	\$745 per practicum	\$1185 per practicum
<b>Post Basic practicum component</b>	\$945 per practicum	\$1470 per practicum
<b>Academic assessments</b>	\$245	\$245
<b>Transcripts</b>	\$20 each	\$20 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 \$30 and \$75 per exam.	
<b>Travel (if necessary)</b>	Students living in rural communities, without access to appropriate testing centres or practicum placements, may find it necessary to travel to write exams and/or complete practicums. Costs will vary depending on each students individual situation and location.	

\*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.

## Registration Procedure

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- 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 the 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 should purchase required textbooks prior to enrolling in a course.
- Information is collected in compliance with PTIB bylaws and our [privacy policy](#).

## Course and Program Enrollment

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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).

### **We offer part-time and full-time career training**

#### **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 and take as many as three courses at a time. 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, with the exception of Practicum 1 that may be completed anytime after completion of the first three Basic ECE Certificate courses. 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. 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. 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

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The Certificate programs use a combination of distance learning and on-site practicums. Once students have enrolled and paid for a course online, the course material will be sent electronically in the form of .pdf and .doc files. These files can be opened in Microsoft Word and Acrobat Reader. The course package contains unit commentaries and thought questions for each unit. Students do assigned readings out of the course textbook and 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).

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.

## Resources

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**Textbooks should 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 reference materials and resources through public libraries and local Child Care Resource and Referral Agencies.

## Academic Assessments

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Academic assessments are available for students registered with Pacific Rim Early Childhood Institute Inc. that 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 Ministry of Children and Family Development. Equivalency is only given for courses with similar credit hours and curriculum content. The required hours for each course are set by the Ministry of Children and Family Development and can be viewed at [www.earlychildhoodeducator.com/programs](http://www.earlychildhoodeducator.com/programs) under

each individual course. Students wishing to have their previous ECE courses assessed should complete an online Academic Assessment request once they have successfully registered as a new student. Once the online application is complete, you will be asked to mail an original copy of your transcripts 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 Ministry of Children and Family Development 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 Children and Family Development's [webpage](#) to see if you are eligible for any certifications (ECEA, ECE, ITE, or SNE). If you believe you are eligible for one 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.

## **Program Closure Dates**

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

## **Instructor Qualifications**

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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.

## Deadlines and Extensions

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Students have ten weeks to complete each academic course. It is the student's responsibility to finish the course by the completion date. Students requiring additional time to complete the course may apply online for a course extension for the remaining units and exam. Extensions must be applied for within 10 days of the course's completion date. Each extension will extend a course's duration by 4 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 prior to the course end date.

## Grades

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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 for tuition on the same course again if they wish.

## Student Success Policy

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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 come recommended for each course. Textbooks that are used are reviewed constantly for relevancy and are easy to access. Relevant Internet links are provided in the "Student Resources" section of the Pacific Rim's 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 5 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 and send assignments to their Instructor through e-mail. E-mail accounts are monitored regularly, and assignments are often marked within 48 hours on regular business days. The Instruction Package that goes out with each course outlines the Institute's Grading Criteria. If the quality of the student work is not up to standard, the Instructor will provide feedback on what is missing, or what could be improved and, on some occasions, students are given the option to redo a question or Unit. On the other hand, if the student's work is exemplary, they are commended on this.

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

Students are encouraged to seek out resources in their community that support their learning such as college, university and public libraries, and Child Care Resource and Referral locations.

The Executive Director has an "open door" policy, and students are encouraged to contact her 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.

## **Attendance Policy**

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Students have up to 10 weeks to complete each academic course (**including the exam**) from the course start date and they can do this at their own pace. Course materials and instructions are emailed to students at the start of the course and students that submit assignments to their instructor are considered in attendance. An email reminder is sent 2 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 2 weeks before the end of each course stating that the end date is approaching so students may submit their final assignments and prepare for their exam. Students may work ahead and complete before their end date if desired.

As this is distance education, attendance is considered 100% if the assignments are all submitted during the contracted time period.

During practicums, students are expected to attend their practicum centre full-time and arrive in a timely manner. When students are completing their practicums, they must make up any hours missed due to illness or statutory holidays.

## Payment Policy

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### General Payment Information

Pacific Rim Early Childhood Institute offers two payment methods for each transaction. Payment may be made through PayPal or Bank Draft (or Money Order). Personal cheques, eTransfers 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”.

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 3 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 have been enrolled in. Tuition must be paid in full, prior to beginning each course.

Tuition Refunds will be made in accordance with our Tuition Refund Policy. Registration and Academic Assessment Fees are non-refundable.

## Special Considerations for Sponsorship

Payments should be submitted as outlined in the “**General Payment Information**” section of this policy, with the exception that it is possible for sponsorship agencies to submit a sponsorship letter indicating the forthcoming payment schedule. Students with a sponsorship letter on file may begin the program prior to full payment being received.

Payments sent 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. T2202A tax receipts will be issued in the student’s name, regardless of the payee. Please ensure you arrange clear repayment expectations (if required) with the student you send payment on behalf of prior to sending payment on their 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.

## Tuition Refund Policy

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

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student’s parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student’s parent or legal guardian, signed the student enrolment contract and the contract start date; or

- (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
- 2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
- 3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
- 4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for at least 30% of the hours of instruction to be provided during

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

## **Practicum Policy**

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Practicums are a critical component of Pacific Rim's Early Childhood Education program. They provide students with practical experience in group licensed child care facilities working under supervision of certified Early Childhood Educators (for Basic ECE Certificate students), Infant Toddler Educators (for ITE Certificate students) and Special Needs Educators (for SNE Certificate students).

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.

- Infant/Toddler Practicum which takes 5 weeks to complete; or
- Special Needs Practicum which takes 5 weeks to complete.

The purpose of this practical experience is to understand how theory learned in the courses relates to 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-evaluation.

Students are responsible for choosing an appropriate child care centre in which to complete their practicum. Most students can find placements in their community where they can complete all of the practicum requirements. This includes, but is not limited to: qualified supervision, the reliable attendance of correctly aged children and the allowance of video recording for practicums requiring video submissions. In some cases, students in smaller communities may find it necessary to travel (at their own expense) to attend an appropriate practicum.

Students are required to attend most 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). Regular practicum attendance helps nurture relationships and provides an environment of consistency to students, children and centre supervisors.

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.

It is recommended that students complete their practicum in a different centre than where they are currently working if they are already working in the field. This expands the student's experience and provides greater objectivity. Training in a variety of centres is encouraged. In some cases, up to two (but not all three) of the Basic ECE Certificate practicums may be completed in the same classroom.

Two (but not all three) of the Basic ECE Certificate practicums may be taken at a specialized facility (such as Preschool, Montessori or Waldorf classroom). At least one practicum must be in a day care environment so that students are exposed to caregiving responsibilities and "play based" curriculum.

Students will observe child care settings at five different facilities during Practicum I of the Basic ECE Certificate program. All the observations should be at group licensed centres for children 3-5. Students are encouraged to visit a variety of program types and may choose to observe, day cares, co-op programs, preschools, Montessori programs, Waldorf programs, Strong Start programs, Head Start programs and after-school programs for children ages 3-5.

Family licensed child care facilities are not appropriate for practicum placements or facility observations.

Practicums may not be completed in a centre where there is a 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.

No remuneration may be received during practicums. This is a requirement of the Private Training Institutions Branch (PTIB).

## Academic Honesty Policy

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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 Program or Executive Director.

### Plagiarism

Essentially, plagiarism involves submitting or presenting work in a course 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 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 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) Assignment of a grade of "F" for the assignment, or exam;
- 2) Assignment of a grade of "F" for the course in which the offence is 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.

## Dispute Resolution Policy

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Pacific Rim is committed to prompt and fair resolution of disputes that may arise between a student and the staff, or between a student and their practicum centre supervisor. These disputes could be related to grades, payment of course fees, or any other matter that a student has a concern with. If a concern arises it should be reported as soon as possible for prompt resolution.

If a practicum placement breaks down due to a personality conflict or difference of philosophy, the student should first discuss this with their centre supervisor and, if resolution is not possible, then discuss it with their practicum instructor who will advise on other options available.

Students that have a concern about a grade, policy, or a staff member of Pacific Rim, should first discuss their concern with their instructor or the administrator. If resolution is not possible between the student and the instructor or administrator, the student should submit their concern in writing for consideration by a Pacific Rim review committee. Such letters must be sent within fourteen (14) days of the incident occurring. The review committee will respond within thirty (30) business days of receiving the letter.

The representative for the Pacific Rim review committee will contact the student and attempt to resolve the concern.

It is the intent of Pacific Rim that student disputes will be resolved at the student/administration level but if it is necessary to move to the next steps, this will be done in a non-prejudicial fashion, and in a timely manner.

## Dismissal Policy

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Pacific Rim Early Childhood Education Institute 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, [http://www.ecebc.ca/resources/pdf/ecebc\\_codeofethics\\_web.pdf](http://www.ecebc.ca/resources/pdf/ecebc_codeofethics_web.pdf);
- Cheating or plagiarism;
- Unprofessional behaviour during practicums, exams, or any other time;
- Disrespectful 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 should first discuss it with administration and, if resolution is not possible, submit their concern in writing to the Executive Director of the Institute for resolution. The Executive Director will respond to the student within 14 business days of receiving the letter.

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

It is the intent of the Executive Director 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, and this process will be completed in a non-prejudicial fashion, and in a timely manner.

### **Withdrawal Policy**

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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.

An international student whose application for a study permit has been denied is entitled to a refund according to our refund policy, if a copy of the denial letter is provided to Pacific Rim Early Childhood Institute prior to the program start date.

### **Grade Appeal Policy**

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Grading criteria for all Pacific Rim courses is outlined in the Instruction Package. If there is a dispute with regard to a grade, students should first discuss this with their Instructor who will outline the rationale for the grade given. Up to one unit per course may be resubmitted. If the student receives a grade of “B” or higher on the overall unit work and wishes to rewrite the final exam, they may request to do so and extend the course if needed. If the student is unhappy with the overall course grade they may enroll in the course again and repeat the course.

If the student is still not satisfied, they should submit their concern in writing to the Executive Director within 14 days of the grade being assigned. The Executive Director will respond to the student within 30 days of receiving the letter.

The Executive Director 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.

It is the intent of the Executive Director that any dispute with regard to grades will be resolved at the student/instructor level but, if it is necessary to move to the next steps, this will be done in a non-prejudicial fashion, and in a timely manner.

## Receiving a Certificate, Process for Requesting an Official Transcript and Tax Receipts

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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 \$20 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 2 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.

T2202A Tax Receipts for tuition are available online. Students can login using their student ID and password to access and print out an official tax receipt and request transcripts.

## Where Can I Go From Here?

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### 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 that have completed one course may return and complete courses until all the Certificate 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 that complete the Infant/Toddler Educator Certificate program may apply for BC's Infant Toddler Educator (ITE) Certification, and students that complete the Special Needs 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.

Certification applications can be found on the [Ministry of Children and Family Development website](#).

### Engage in your community and become an advocate

We would like to encourage students who have completed their training with Pacific Rim to give back to the community when possible. For example, when you are working in the field, you may accept requests to be a practicum supervisor. You could also volunteer to sit on boards or committees to advocate for positive change in your 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, rather than an end to a 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 shows professional development opportunities throughout the province.
  - [ECEBC](#) offers an annual provincial conference with many speakers and workshops as well as other events from time to time.
- 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 for free to all residents of British Columbia, and available with a paid subscription in other regions. 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 Early Childhood Education.