**COLLEGE OF
THE ROCKIES**

EAP – Education Assistant

Health and Human Services

Effective Term & Year: Fall 2025
Program Outline Review Date: 2030-03-01

Program Area: Child Youth and Family Studies

Description:

The Education Assistant Program is designed for students who intend to pursue employment in more highly specialized areas of the Education Assistant field providing direct educational services and supports to school children who need them.

General skills developed: Specific skills for working with populations in the K-12 school system; for example, children and youth with learning disabilities, Autism, Fetal Alcohol Spectrum Disorder, behaviour disorders, communication disorders, health issues, and physical disabilities.

Program Information:

Certificate: Upon completion of the Education Assistant certificate, graduates are able to seek employment in the K-12 education system. Education Assistants (EAs) are hired to support students with diverse abilities in public, independent, and First Nations schools. Under the direction of a teacher, the roles and responsibilities include supporting students with cognitive, physical, social, and emotional development in a variety of educational settings. EAs work collaboratively with school staff to support K-12 students to meet their Individual Education Plans goals. Interpersonal communication, confidentiality, and flexibility are essential skills in this field.

Specific responsibilities and duties are outlined in the School Act as well as in the BCTF/CUPE document "Roles and Responsibilities of Teachers and Teacher Assistants".

The EA Certificate program enrolls students from all across British Columbia. This certificate program is well-subscribed because of its accessibility (available completely online), flexibility

(available for part-time and full-time study) and reputation.

NOTE: School districts and other employers may require proof of high school graduation as a condition of employment.

Credentials Granted:

Education Assistant Certificate

Minimum Course Grade: A minimum grade of C

Program Average: A minimum program grade point average of 3.0/10 (C average)

Delivery Methods: Online, Practicum/Work Placement

Credits: 42

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	510
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	300
Co-op/Work Experience	
Other	
Total	810

Admission Requirements:

- Complete all of the following
    - Earned a minimum grade of C+ (65%) in at least 1 of the following:
        - ENST 12 – English Studies 12
        - ENFP 12 – English First Peoples 12
        - ENGL090 – English – Provincial Level

Non-Academic Admission Requirements:

- Completion and submission of CYFS Application Package
- Good command of oral and written English language

- Solicitor General Criminal Record Check. Note: Conviction of a criminal offence may influence an applicant's access to practicum placements and employment opportunities following graduation

Program Completion Requirements:

Education Assistant Certificate
42 Total Credits

- Complete all of the following
    Fall Semester
    - Completed the following:
        - CYFS101 – Inclusive Interpersonal Communications (3)
        - EAP150 – Guiding Behaviours in K-12 Schools (4)
        - EAP112 – Introduction to Systems, Structure and Roles in Education (4)
        - EAP102 – Technology & Augmentative Communication (3)
        - EAP110 – Health Care in the School System (3)

    Winter Semester
    - Completed the following:
        - EAP104 – EAP Practicum 1 (4)
        - EAP108 – Autism (3)
        - EAP105 – Special Education (3)
        - EAP111 – Understanding the K-12 Curriculum (4)
        - EAP116 – Child and Youth Development (4)

    Spring Semester
    - Completed the following:
        - EAP151 – Trauma and Challenging Behaviours (3)
        - EAP107 – Education Assistant Practicum 2 (4)

Grand Total Credits: 42

Program Completion Requirements Notes:

A student must complete the certificate within three years (36 months) from the start date.

Flexibile Assessement: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills,

competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR) or contact an education advisor for more information.

Program Transfer Credit:

For information about block transfer agreements between programs in British Columbia, Alberta, and elsewhere, please visit http://www.cotr.bc.ca/transfer.

To minimize transfer issues, check with an academic advisor at the institution that will receive the transfer credits.

Academic Policies:

College of the Rockies policies related to courses can be found at https://cotr.bc.ca/about-us/college-policies/ and include the following:

- Policy 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns
- Policy 2.4.11 Storage of Academic Works
- Policy 2.5.3 Student Appeal
- Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)

Program Changes:

Information contained in this program outline is correct at the time of publication. Courses and course content may be revised from time to time based on changing educational, employment and marketing needs. The timetable may also be revised.

Course Descriptions: Refer to Course Outlines – https://outlines.cotr.bc.ca/course/