



SCHOOL DISTRICT NO. 73 (Kamloops-Thompson)

1383 - 9th Avenue, Kamloops, BC V2C 3X7 | Tel: 250-374-0679 | Fax: 250-372-1183 | www.sd73.bc.ca

Certified Education Assistant (CEA) In-House Certification Program ("CIC Program")

September 17, 2026 – April 23, 2027

Please see the Program Information resource for CIC Program details.

ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

- A secondary (high) school diploma or equivalency certificate
- Strong written and oral English skills
- Successful completion of English 12 or equivalent

STRONG APPLICATIONS WILL INCLUDE THE FOLLOWING:

- Professional or volunteer experience supporting children and young people with diverse abilities and disabilities
- Post secondary studies/specialized training in child development, psychology, special education, health care or related fields
- Proven track record of care for others
- Working independently and collaboratively as a team member

HOW TO APPLY

Step One: Complete your Application Package:

- Application Form
- Letter of Intent*
- A secondary (high) school diploma (copy) or equivalency certificate (copy)

*In a 1-2 page letter, describe what you know about the role of a Certified Education Assistant, characteristics about yourself that suit this position, and how your work or volunteer experience and educational background relate to being a Certified Education Assistant.

Step Two: Save all of your documents related to your application in a **single PDF** and email it to: cicprogram@sd73.bc.ca

APPLICATION DEADLINE

Email by Sunday, June 21, 2026 at 8:00 pm to cicprogram@sd73.bc.ca

Late applications will be considered waitlisted for future consideration.



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Step Three: You will receive an email within two (2) business days, confirming receipt of your application along with a link to pay the \$50 application fee (non-refundable). Please note application fee will be attributed to the total course costs if accepted into the program.

***NOTE:** Your application will not be reviewed until the \$50 application fee is received.*

Step Four: All applicants will be **notified by email by June 30, 2026** if they have been selected for an individual interview via Zoom. If you are not selected for an interview, you may re-apply for the next CIC intake.

SHORTLISTING PROCESS

Each application package will be evaluated on its contents, submission by the deadline, clarity and strength of the letter of intent.

If your application is shortlisted, you will be invited to a brief individual interview via Zoom between June 29 and July 3, 2026.

NOTE: The viability of CIC is dependent on sufficient enrolment, availability of instructors, resources and other factors. School District No. 73 reserves the right to make changes to the program as conditions warrant. Completion of CIC does not guarantee employment.

If you have any questions, please email cicprogram@sd73.bc.ca.