



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

School District No. 73's Certified Education Assistant (CEA) In-House Certification Program (the "CIC Program") is designed for individuals who intend to work in elementary and secondary schools in the Kamloops-Thompson district.

The part-time program commences on September 17, 2026 and ends on April 23, 2027. This includes approximately 350 instructional hours and 100 practical hours. Courses will be delivered in a combination of synchronous on-line instruction and asynchronous self-directed studies, with occasional in-person certification training in Kamloops. All practica will be in person in School District No. 73 schools.

The CIC Program curriculum is designed to align with BC's EA Competency Framework.

PROGRAM OVERVIEW

Courses will be held in a combination of both in-person and online learning:

Tuesdays and Thursdays **synchronous online learning** from 4:30 pm - 8:00 pm; Saturdays are **alternating self-directed on-line learning days and in-person certification training** for 6.5 hours, generally commencing at 8:30 am. Students participating online must have access to both audio and video components on their device as well as good internet connectivity.

The practica will be held at various elementary and secondary schools in School District No. 73 during regular school hours, Monday through Friday, for two separate 2-week durations in the second half of November and the first half of April. Practica is mandatory for completion of the program, and students must plan to attend full-time. The exact start and end times each day will depend on the schedule at the host school.

PROGRAM COMMITMENT

Prior to applying to the program, please ensure you can commit to the following:

- Empathy, maturity and physical ability to care for school age children and adolescents with physical, behavioural, sensory and learning needs.
- Attendance in all classes, practica and certificate training. Please review the Program Syllabus below to confirm your availability.
- Active participation and meaningful engagement in coursework and practica.
- Successful completion of all assignments, assessments and practica.
- If practicum is incomplete, graduation may be delayed.



PART TIME PROGRAM COSTS

- Application Fee: \$50.00 (non-refundable)
- Application Deadline: Sunday, June 21, 2026 at 8:00 pm
- Criminal Record Check Fee: \$28.00 (included in Instalment 1 below)
- Course Fees (classroom learning, certifications & practica): \$3,450.00

Schedule of Payments		
Payment	Payment Due Dates	Payment Amounts
Application Fee	June 21, 2026	\$50.00
Instalment 1	Saturday, August 1, 2026	\$1,178.00
Instalment 2	Saturday, August 15, 2026	\$1,150.00
Instalment 3	Thursday, September 1, 2026	\$1,150.00

NOTE: You may pay any instalment prior to the respective due date.

ATTENDANCE

The CIC program is designed to be a professional learning experience in which participants are expected to demonstrate the attitudes and behaviours that would be consistent with the work performed in School District No. 73. To ensure that participants get the full benefit of the learning and preparation to work as a Certified Education Assistant, 100% attendance is expected for all courses and practica. This demonstrates commitment to the safety, dignity, and well-being of the students CEAs serve.

Absenteeism may compromise a student's ability to meet program outcomes, fulfill practicum requirements, and graduate with the confidence and readiness expected of a Certified Education Assistant. Students are expected to communicate proactively with instructors regarding any barriers to attendance and to seek support when needed.

Please make arrangements to ensure that you are able to attend fully by scheduling personal obligations around the course schedule and practica. If there are unavoidable absences, e.g. illness, you are responsible for informing your instructor to determine what coursework or material was missed and arrange for completion.

*Please note that some courses require 100% attendance in order to receive a **certificate of completion**.*



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PROGRAM SYLLABUS

Week	Date	Course #	Course Name
	September 17th		Mandatory Program Meeting
Instructional Week 1	September 21st - 25th	CIC 001	Microsoft Office/Google Principles & Academic Integrity (APA Writing)
Instructional Weeks 1-21	September 26th - February 27th (Saturdays)	Self-Regulation for EAs	Online, Asynchronous
Instructional Week 2	September 28th - October 2nd	CIC 100	CEA Roles and Responsibilities
Instructional Week 3	October 5th - 9th	CIC 110	Developmental Psychology and the Significance of Developmental Trauma
Instructional Week 4	October 12th - 16th		
Instructional Week 5	October 19th - 23rd	CIC 130	Supporting Students with Disabilities and Diverse Abilities
Instructional Week 6	October 26th - 30th		
Instructional Week 7	November 2nd - 6th		
Instructional Week 8	November 9th - 13th	CIC 170	Safety, Injury Prevention & Emergency Procedures
		CIC 180	Preparing for Practicum CPI Mandatory Online Pre-training Module
IN PERSON	November 14th (7 hours)	CPI Nonviolent Crisis Intervention	Henry Grube Education Centre
Instructional Week 9	November 16th - 20th	CIC 300	PRACTICUM
Instructional Week 10	November 23rd - 27th	CIC 300	PRACTICUM
Instructional Week 11	November 30th - December 4th	CIC 150	Behaviour Management
Instructional Week 12	December 7th - 11th		
Instructional Week 13	December 14th - 18th		
Break	December 21st - 25th		
Break	December 28th - January 1st		
Instructional Week 14	January 4th - 8th	CIC 120	Trauma-Informed Practice
Instructional Week 15	January 11th - 15th	CIC 210	Introduction to Autism Spectrum Disorders and Neurodivergence
Instructional Week 16	January 18th - 22nd		
Instructional Week 17	January 25th - 29th	CIC 220	Adaptive Technologies
Instructional Week 18	February 1st - 5th	CIC 260	Hygiene and Health Care Principles



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IN PERSON	February 6th (1 hour)	Seizure Management	Valleyview Secondary
IN PERSON	February 6th (2 hours)	CPR Level C	Valleyview Secondary
IN PERSON	February 6th (TBA)	Perineal Care Epi-pen Tube Feeding Naloxone Diabetic Training Lifts/Transfers	Valleyview Secondary
Instructional Week 19	February 8th - 12th	CIC 140	Team Building & Effective Communication
Instructional Week 20	February 15th - 19th	CIC 280	SD73 Ethos and Environment
Instructional Week 21	February 22nd - 26th	CIC 240	First Peoples Principles of Learning
Instructional Week 22	March 1st - 5th	CIC 230	Equity, Inclusivity and Cultural Humility [Supporting the Inclusion of Students with Complex Needs – Course 1 Creating a Culture of Inclusion (part 1)]
Instructional Week 23	March 8th - 12th	CIC 200	K-12 Curriculum, Learning Resources and UDL [Supporting the Inclusion of Students with Complex Needs – Course 1 Creating a Culture of Inclusion (part 2)]
Instructional Week 24	March 15th - 19th	Spring Break, Asynchronous	Supporting the Inclusion of Students with Complex Needs - Course 2 Individual Learning Differences
Instructional Week 25	March 22nd - 26th	Spring Break, Asynchronous	Supporting the Inclusion of Students with Complex Needs - Course 3 Instructional Strategies
Instructional Week 26	March 29th - April 2nd	CIC 160	CBIEPs and Program Planning [Supporting the Inclusion of Students with Complex Needs – Course 4 Programing
IN PERSON	April 3rd (8 hours)	Basic First Aid (Level 1)	Valleyview Secondary
Instructional Week 27	April 5th - 9th	CIC 400	PRACTICUM
Instructional Week 28	April 12th - 16th	CIC 400	PRACTICUM
Instructional Week 29	April 19th - 23rd	CIC 500	Portfolio Preparation
		CIC 510	Professional Development
Graduation Ceremony			

Please note that the course syllabus is subject to change.



WITHDRAWALS & REFUNDS

Participants must contact the Human Resources Department cicprogram@sd73.bc.ca to withdraw from the program. Refunds will not be issued once the program has commenced.

ASSESSMENT & EVALUATION

CIC learners will be assessed and evaluated on their knowledge and understanding of major concepts as well as their ability to perform the responsibilities of a Certified Education Assistant. Assessment will occur throughout courses and practica and may include written and oral assignments, case studies, individual and group presentations, quizzes, tests and demonstrations.

Assessments will consider the Province of BC's Education Assistant Competency Framework. Feedback to each learner will be provided on an ongoing basis and a final mark will be given at the conclusion of each course.

A minimum of 70% is required to pass all courses.

CIC CERTIFICATE OF COMPLETION

To pass the CIC program and earn the CIC Certificate of Completion, students must earn a passing grade in all courses and satisfactorily complete their practica.

CODE OF CONDUCT

School District No. 73 (Kamloops-Thompson) recognizes its obligation to all members of the school community to provide a safe, healthy environment such that effective, purposeful teaching and learning may take place. It is expected that all members of the school community conduct themselves in an ethical and lawful manner that demonstrates respect for self, others, property and the environment, keeping with District policies and procedures.

PRIVACY & CONFIDENTIALITY

As a participant of CIC, you will encounter information and situations of a personal nature. It is expected that you keep such information and situations private and confidential. Please refrain from taking photos, videos or audio recordings of students or sharing details about specific situations with family, friends or others. Breach of privacy and confidentiality is a serious offense and will be dealt with accordingly.

Participants must complete a standard confidentiality agreement.

STATUTORY HOLIDAYS & CANCELLED CLASS SESSION

There will be no classes on statutory holidays. If there is a need to cancel a class session or a full course due to circumstances beyond our control, an alternative plan will be organized and communicated as soon as possible.



TEXTBOOKS AND TECHNOLOGY

There are no textbooks that need to be purchased. Instructors will provide all course materials. CIC learners are required to have access to either a laptop or desktop computer with sound, a camera, and access to Microsoft Office along with good internet connectivity.

NOTE: School District No. 73 reserves the right to make changes to the program (e.g. instructors, times, dates, location, course content) as conditions warrant.

MISCONDUCT AND DISCIPLINE

Participants in the CIC Program are held to the same standards of conduct as K-12 students and District employees. Should an allegation of misconduct arise, there will be a fair investigative process to gather information and data. Based on the investigation, the situation will be dealt with accordingly. Each participant is responsible for her or his actions, to know what constitutes academic and non-academic misconduct and may be subject to disciplinary actions, for engaging in, attempting to engage in, or assisting others in engaging in any of the following actions:

1) Academic Misconduct

Academic misconduct is subject to disciplinary actions, and may include (but is not limited to):

- a) Plagiarism, including use of AI
- b) cheating
- c) fabrication or falsification
- d) impersonation
- e) submitting false records, information, documents, academic records or failing to provide relevant information when asked
- f) failing to comply with any disciplinary action as a result of academic misconduct

2) Non-Academic Misconduct

Non-academic misconduct is subject to disciplinary actions, and may include (but is not limited to):

- a) any action that contravenes the School District No. 73's Code(s) of Conduct
- b) harassment, discrimination, bullying or intimidation
- c) theft or property damage
- d) violation of safety or confidentiality protocols
- e) failure to comply with administrative procedures and policies

3) Possible Disciplinary Action

Examples of disciplinary action that may result from academic or non-academic misconduct include (but are not limited to):

- a) verbal or written warning
- b) a failing grade
- c) academic probation from CIC for a specified period of time
- d) withdrawal from CIC
- e) restitution for property that is lost, stolen or damaged
- f) failure to achieve certification, or revoking the CIC certificate
- g) referral to law enforcement