

# **Application Checklist Early Childhood Educators UPEI Bachelor of Education (Early Years) Deadline: February 20, 2010**

**(Applications postmarked after 20 February 2010 will not be considered.)**

Carefully review the enclosed admission requirements for the Faculty of Education before completing this form. This entire form should be downloaded to your computer. Work on at your leisure. Once complete, print, date, sign, and submit with the remainder of the package.

## **PLEASE NOTE THE FOLLOWING:**

- Applicants **MUST** read the Eligibility and Admission Requirements carefully. To apply for this B.Ed, applicants must have current certification as Early Childhood Educators issued by the PEI Department of Education and Early Childhood Development. Students in Early Childhood Programs in PEI who will be graduating in 2010 must submit a letter from their Supervisor indicating that they are students “in good standing” and submit a photocopy of their official PEI ECE Certification after graduation by July 1, 2010.
- Admission to the Education program is provisional until all prerequisite requirements have been fulfilled to the satisfaction of the Admissions Committee.
- Keep us informed, at all times, of any change in your name, address, or other information presented in your application. It is of the utmost importance that we have a correct mailing address, email and telephone number for you at all times.
- Your application can not be evaluated until all supporting materials have been received. You will be notified when your application has been processed and informed whether it is complete. If your application is incomplete, it is your responsibility to confirm both that the missing documents have been forwarded, and that they have been received by the Registrar’s Office. Missing documents must be post-marked no later than March 10, 2010.
- As a result of the large number of applicants to the program, the Registrar’s Office will only verify the receipt of documents after the applicant has submitted their application and an initial letter from the Registrar has been sent to the applicant.
- **APPLY EARLY!!**

## **PLEASE ENSURE THAT YOU HAVE COMPLETED AND CHECKED OFF ALL THE FOLLOWING ITEMS:**

- I have re-read all instructions and documents and confirm that my application is complete and accurate.
- UPEI undergraduate application form and \$50 application fee
- Supplementary application form.
- Personal Statement
- I have made arrangements for my three (3) reference forms to be sent directly to the Registrar’s Office by my referees or have enclosed them in this package with the signature of the referee over the seal.
- I have made arrangements for one copy of my transcript(s) to be forwarded from ALL post-secondary institutions that I have attended or have enclosed them in an official sealed envelope with this package.
- I have enclosed a copy of my Early Childhood Certificate Teaching License granted by the Department of Education and Early Childhood Education
- A.) I have enclosed a copy of a letter indicating that I will be employed as a Kindergarten teacher in September 2010 in either the Western School Board, Eastern School District, or French School Board in PEI  
**OR**
- B.) I have NOT been offered employment.
- I have included a letter from an employer indicating that I have been employed as a Kindergarten teacher in PEI for at least one(1) year between 2000-2010.
- If a potential 2010 Early Childhood Diploma graduate, I have either enclosed a letter or arranged to have a supervisor from the College write a letter verifying that I am a student in good standing in the program.

For those enrolled in classes this year, make sure that the transcripts include your fall semester marks, as well as a list of the courses you are enrolled in during the winter semester.

**SEND ALL APPLICATION MATERIALS TO:**  
(Post-marked no later than Feb 20, 2010)

**UPEI Registrar’s Office  
550 University Avenue  
Charlottetown, P.E.I. C1A 4P3**

## **ENTRANCE REQUIREMENTS**

**In addition to all of the above documentation required, admission requirements include:**

1. At least 3 semester hours of a university credit in English Composition (or French Composition if the applicant is applying for the French Education), e.g. Eng. 101 or a Faculty approved equivalent. Applicants may be accepted without meeting this requirement, but an offer of admission to the program will include a requirement from the admissions committee to complete the missing requirement before the end of the applicant’s B.Ed. Program at UPEI.
2. At least 3 semester hours of university credit in Math, e.g. Math 101, a Faculty approved equivalent, or a university level stats course. Similar to the requirement stated in the above, applicants may be accepted without meeting this requirement but an offer of admission to the program will include a requirement from the admissions committee to complete the missing requirement before the end of the applicant’s B.Ed. program at UPEI.