

## EDUCATIONAL INSTITUTIONS:

- ⇒ University listings:  
[www.edu.gov.on.ca/eng/general/postsec/univers.html](http://www.edu.gov.on.ca/eng/general/postsec/univers.html)
- ⇒ College listings:  
[www.edu.gov.on.ca/eng/general/postsec/college.html](http://www.edu.gov.on.ca/eng/general/postsec/college.html)
- ⇒ Private Career College listings:  
[www.edu.gov.on.ca/eng/general/private.html](http://www.edu.gov.on.ca/eng/general/private.html)



# Guidelines for Granting Category Changes for Educational Assistants

September 2006

The categories according to the section of the Collective Agreement are:

- ⇒ Untrained personnel (i.e. no post-secondary education in a field relevant to the position).
- ⇒ Ontario Secondary School Diploma (or equivalent) plus one (1) additional year of successful education or training at a recognized community college or comparable institution in a program relevant to the position held or to be held.
- ⇒ Ontario Secondary School Diploma (or equivalent) plus two (2) additional years of successful education or training at a recognized community college or comparable institution in a program relevant to the position held or to be held.
- ⇒ Ontario Secondary School Diploma (or equivalent) plus three (3) additional years of successful education or training at a recognized community college or comparable institution in a program relevant to the position held or to be held.

Therefore, it is **successful completion** of **one full year** and it must be in a **program relevant** to the position.

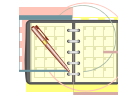
In order to process a category change, submission of diploma (if available at time of application) or transcript and letter from recognized school (registered with the Ministry of Education) as evidence of successful completion of one year towards a relevant program is required.

## PROCESS TO OBTAIN CATEGORY CHANGE:

Before you enrol in a program:



- ⇒ Fill out the *Application for Program Relevancy* form and send to the Human Resources Department for approval to see if it will indeed qualify you for an additional year or category change.
- ⇒ Please copy the letter to your President.
- ⇒ You will receive a letter from the Human Resources Department indicating whether or not the course you have selected is appropriate to support a category change.



## DUE DATES:

- ⇒ *Application for Program Relevancy* due to Human Resources by October 6<sup>th</sup> (first year due date Thanksgiving).
- ⇒ Response due back from Human Resources by November 22<sup>nd</sup>.
- ⇒ Apply for Leave of Absence (where applicable) by April 30<sup>th</sup> (prior to staffing).
- ⇒ Once you have completed your program, the proof of successful completion (form letter from Board that your college/university fills out) is due to Human Resources by June 30<sup>th</sup> for September pay adjustment. Exceptions shall be made for programs finishing in August.

Date (see Guidelines)

Renfrew County District School Board  
1270 Pembroke Street West  
Pembroke, ON K8A 4G4

Attention: Human Resources Manager

SUBJECT: Application for Program Relevancy

I am requesting approval for program relevancy and confirmation as to whether I would qualify for a category change for enrolment in the following program:

Name of Program: \_\_\_\_\_

Length of Program: \_\_\_\_\_ year(s)

School Name: \_\_\_\_\_

Institution Type: \_\_\_\_\_  
(private career college/college/university)

Leave of absence required: \_\_\_\_\_ YES (application for LOA by April 30<sup>th</sup>)  
\_\_\_\_\_ NO

Name  
Location

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**Office Use Only:**

Approved:  YES  NO

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

(Letterhead)

Date

Renfrew County District School Board  
1270 Pembroke Street West  
Pembroke, ON K8A 4G4

Attention: Human Resources Manager

This will confirm that \_\_\_\_\_ has successfully  
completed one full year towards the following:

Name of Program \_\_\_\_\_

Length of Program \_\_\_\_\_ years

Date of Completion \_\_\_\_\_

Registrar's Office  
Post-Secondary Institution  
Address