


EA Prep Class Application Checklist

Please submit the following items via email (westshore@sd62.bc.ca) or in an envelope delivered to SD62 School Board Office front desk.

1	Completed application form	
2	Letter of Intent	
3	Current Resume	
4	Two Reference Letters	
5	Proof of minimum 20 volunteer or paid hour working with children	
6	Transcript/evidence of grade 12 or equivalent	
7	Completion of Criminal Record Check	
8	Registration fee of \$100 (non-refundable)	

EA Prep Class Application Checklist

1. Completed application form.
2. Letter of intent - letter of interest describing why you would like to work as an EA and why you would be an excellent candidate for admission.
3. Updated résumé – with contact info for two references (please include details that provide evidence of your skills, experience & knowledge).
4. Two reference letters stating suitability to work with children. Please do not include more than 2 reference letters.
5. Proof of 50 hours of volunteer or paid experience working with children
Preference given to applicants who have demonstrated work with children with diverse needs. Time with your own children is not counted as experience.
6. Evidence of completion of grade 12 or equivalent (transcript or report card).
7. Completion of a Criminal Record Consent Form. The cost of the Criminal Record Check is your responsibility. If you are currently an SD62 employee please let us know.
Online Link: <https://justice.gov.bc.ca/eCRC/>
Access Code: V5DYRPCW3Z
8. Registration fee of \$100 (non-refundable) This can be paid using the [SD62 Cash Online](#) system.
The full link is: <https://sd62.schoolcashionline.com/Fee/Details/7670/137/False/True>