

February 2025

Richmond Education Assistant Program (REAP)

Full Time REAP 2025

July 2025 – November 2025

STUDENT APPLICATION PROCESS

Full Time REAP 2025 courses will be delivered in person and sometimes online via Zoom and other online platforms. Also, all practica will be in-person in a Richmond School District schools.

ALL APPLICANTS MUST HAVE THESE REQUIREMENTS:

- secondary school graduation from Canada or equivalent
- strong written and oral English skills
- passed English 12 or Communications 12 from a Canadian secondary school, or the REAP English Test (IELTS, CELPIP, Duolingo and TOEFL scores are not accepted)

If you do NOT have English 12 or Communications 12, you must take the REAP English Test (\$40).

STRONG APPLICATIONS WILL INCLUDE THE FOLLOWING:

- work experience (volunteer or paid) with individuals with special needs
- post-secondary studies/specialized training in child development, education, psychology, special education, health care or related fields
- proven track record of care for others
- working independently and collaboratively as a team member

REAP STUDENT APPLICATION PROCESS

Step One: Complete your Application Package:

- ___ Application Form - completed
- ___ Letter of Intent* (hand written or typed, 3-5 pages)
- ___ Secondary school transcript of grades (copy)
- ___ Secondary Graduation certificate (copy)

* Describe what you know about the role of an Education Assistant, characteristics about yourself that fit this career field and how your work experiences and educational background relate to being an Education Assistant.

Step Two: Scan all of your documents related to your application in one single PDF file and email it to:

RCE@sd38.bc.ca

Attention: Kathy Champion, REAP Administrator

Deadline: Friday, April 11, 2025 @ 4:00 pm

*Late applications are welcome but will only be considered after on-time applications are processed.
Apply on time to avoid disappointment.*

Step Three: You will receive an email to acknowledge that your application has been received along with a link to pay your \$40 application fee (non-refundable).

NOTE: *Your application will NOT be reviewed until the \$40 application fee is received.*

Step Four: All applicants will be notified by late April 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 REAP intake.

If you have any questions, please contact Kathleen Champion by email, kchampion@sd38.bc.ca

REAP 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 an individual interview via Zoom.

NOTE: The viability of REAP will be dependent on sufficient enrollment, instructors, resources and other factors. Richmond Continuing Education reserves the right to change or cancel any aspect of the program as required. Completion of REAP does not guarantee employment.