

Richmond Education Assistant Program (REAP)

Part Time Program 2026

January 5, 2026 – February 12, 2027

STUDENT APPLICATION PROCESS

Part Time REAP 2026 courses will be delivered via a combination of in person and online platforms (eg. Zoom and others). All practica will be in-person in 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, Communications 12, or the REAP English Test

If you do NOT have English 12 or Communications 12, you must take the REAP English Test (\$45). IELTS, TOEFL, Duolingo and Canadian Language Benchmark test results are not accepted.

STRONG APPLICATIONS WILL INCLUDE THE FOLLOWING:

- work experience (volunteer or paid) with individuals with diverse abilities and disabilities
- 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

HOW TO APPLY

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*** and email it to:

RCE@sd38.bc.ca

Attention: Huey Wong, REAP Administrator

Deadline: Friday, October 17, 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 within one week, acknowledging receipt of your application along with a link to pay the \$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 November 21, 2025** 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.

Successful applicants will be invited to attend an on-line Welcome and Orientation Session in early December. More details will be provided to the successful applicants prior to these events.

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 is dependent on sufficient enrolment, availability of instructors, resources and other factors. Richmond Continuing Education reserves the right to make changes to the program as conditions warrant. Completion of REAP does not guarantee employment.

If you have any questions, please email rce@sd38.bc.ca.