



# **Child Development Practitioner Apprenticeship Program**

**Student Handbook 2024-2025**

# Child Development Practitioner Apprenticeship Program



## Student Handbook

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# INTRODUCTION

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Welcome to the Child Development Practitioner Apprenticeship Program.

**Please read this handbook carefully, if you have any questions please do not hesitate to contact us.**

We sincerely hope that your studies with Durham College will provide you with the professional and personal growth to support your career goals.

**Professional and Part-Time  
CDP Program Support**

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## CDP APPRENTICESHIP REGISTRATION AND WITHDRAWAL PROCESS

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To fall within the Ministry of Training, Colleges & Universities (MTCU) guidelines, a key element of the Child Development Practitioner Apprenticeship program is to ensure that your school of preference is Durham College in the MTCU's database. Please advise the MTCU and Durham College of changes to your contact information (name/address).

Please continue to review the Centre for Professional and Part-time Learning website at [www.durhamcollege.ca/ppl](http://www.durhamcollege.ca/ppl) for up to date information on the CDP program. You will receive email notices each semester to inform you of upcoming courses and registration dates/timelines. Students are responsible to register for courses each semester.

## WITHDRAWAL POLICY

**Please note that for Apprenticeship courses, withdrawal from a course must be done prior to the third class. To access the form for the withdrawal, please follow this link:**

<https://durhamcollege.ca/academic-faculties/professional-and-part-time-learning/registration-and-admission/withdrawals-and-refunds>



## PROGRAM DESCRIPTION

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The Child Development Practitioner Apprenticeship Program (CDP) consists of a total of 23 courses; 17 theory courses and 6 placement courses. The theory courses are completed in-class at Durham College, Whitby campus or virtually through DC Connect. The placement courses are completed at your place of employment as well or at other Ontario licensed child care setting. More detailed information concerning placement courses is provided starting on **page 14** of this handbook.

In the Child Development Practitioner Apprenticeship Program, you will be expected to access Ontario Licensed Childcare facilities for observations and placement courses.

Parallel to enrollment at Durham College, apprentices are also registered as Child Development Practitioner Apprentices with the Ministry of Training, Colleges & Universities (MTCU). You and your employer must enter into a contract, representing your employer's willingness to support you in gaining specific skills at the workplace as well as the signing-off of on your contract which reflects the number of working hours you have accrued.

Upon successful completion of the 23 apprenticeship courses **AND** the on-the-job training requirements, you are eligible to receive the Child Development Practitioner Certificate of Apprenticeship from the MTCU.

In order to register with the College of ECE, you must have a diploma from an accredited college. This is available through Durham College. See the "Graduation Steps" page for details.

It is your responsibility to:

- Notify your MTCU consultant immediately if you change your place of employment. A new contract will be required.
- Ensure that you provide completion letters from all employers to MTCU. Your MTCU consultant can tell you what information must be included in the completion letter.

## APPRENTICESHIP TO ECE DIPLOMA

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Successful completion of the Durham College courses 1 - 23, **AND** on-the-job training requirements, **AND** ECE admission and ECE required courses, provides eligibility for the student to be awarded the Durham College Early Childhood Education Ontario College Diploma. Graduation steps/requirements are listed toward the end of this handbook.

## PROGRAM LEARNING OUTCOMES

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Upon successful completion of this program, you will demonstrate the ability to:

1. Identify the basic principles of development in all domains from conception to adolescence.
2. Critically examine current child development research.
3. Identify and utilize a variety of observation techniques.
4. Act in a manner consistent with the principles of fairness, equity, and diversity.
5. Communicate positively with young children.
6. Plan, implement, and evaluate programs that foster self-expression and creativity.
7. Meet the needs and interests of individual children by planning, implementing, and evaluating small group activities focused on math, language, physical knowledge, and problem-solving skills.
8. Create positive learning environments for infants, toddlers, preschoolers, and school-aged children by planning, implementing, and evaluating curriculum.
9. Promote a healthy and safe environment for children.
10. Engage in the process of interpersonal communication.
11. Consolidate and apply professional, ethical, and philosophical issues.
12. Support the complex process of socialization of the young child.
13. Outline the principles and procedures involved in the administration of an early childhood environment.
14. Support the inclusion of children.
15. Integrate curricula and theories of early learning into one's own professional practice.

## Current CDP PROGRAM OF STUDY - 2017 - present

(For students starting the CDP program after January 1, 2017)

Course Code	Course Name	Credit	Hours	Co-Requisite	Pre-requisite
CDP 1404	Health, Safety & Nutrition	3.0	42	None	None
CDP 1401	Child Development 1	3.0	42	None	None
CDP 1413	Creative Expression (formerly CDP 1403 -Creative Arts)	3.0	42	None	None
CDP 1414	Foundations of Early Learning Environment (formerly CDP 1405 Pre-School L.E. 1)	3.0	42	CDP 1415	None
CDP 1415	Foundations of Early Learning Env. – Placement (formerly CDP 1406 Pre-school LE 1-Placement)	P/F	42	CDP 1414	None
CDP 1402	Child Development II	3.0	42	None	CDP 1401
CDP 1416	Pre-School Learning Environment I (formerly CDP 1407 Pre-School L.E. II)	3.0	42	CDP 1417	CDP 1414 CDP 1415
CDP 1417	Pre-School Learning Environment I - Placement (formerly CDP 1408 Pre-School L.E. II-Placement)	P/F	72	CDP 1416	CDP 1414 CDP 1415
CDP 1409	School Age Learning Environment	3.0	42	CDP 1410	CDP 1401 CDP 1402 CDP 1414 CDP 1415
CDP 1410	School Age Learning Environment – Placement	P/F	39	CDP 1409	CDP 1401 CDP 1402 CDP 1414 CDP 1415
CDP 1418	Child Protection New	3.0	30	None	CDP 1404 CDP 1401 CDP 1402
CDP 1419	Inclusive Practice & Advocacy (formerly CDP 1400 Advocacy & Bias Free Practice)	3.0	42	None	None
CDP 2407	Interpersonal Communications	3.0	42	None	None
CDP 2405	Infant/Toddler Learning Environment	3.0	42	CDP 2406	CDP 1401 CDP 1414 CDP 1415
CDP 2406	Infant/Toddler Learning Environment – Placement	P/F	54	CDP 2405	CDP 1401 CDP 1414 CDP 1415
CDP 2411	Philosophies & Education Models for Early Childhood Development (formerly CDP 2408 Philosophy of ECE)	3.0	42	None	CDP 1414
CDP 2412	Pre-School Learning Environment II (formerly CDP 2409 Pre-School L.E. 3)	3.0	42	CDP 2413	CDP 1401 CDP 1414 CDP 1415 CDP 1416 CDP 1417
CDP 2413	Pre-School Learning Environment II - Placement (formerly CDP 2410 Pre-School L.E. 3-Placement)	P/F	78	CDP 2412	CDP 1401 CDP 1414 CDP 1415 CDP 1416 CDP 1417
CDP 2404	Child, Family & Community	3.0	42	None	CDP 1419 CDP 2407 CDP 2411
CDP 2414	Legislation & Social Policy in Early Learning Administration (formerly CDP 2400 Administration)	3.0	42	None	CDP 1419 CDP 2411 CDP 2404
CDP 2403	Child Development III	3.0	42	None	CDP 1401 CDP 1402 CDP 1419 CDP 2404
CDP 2415	Professional Practice (formerly CDP 2401 Advanced Curricula)	3.0	42	CDP 2416	All Level 1 & 2 courses
CDP 2416	Advanced Placement (formerly CDP 2402 Advanced Curricula-Placement)	P/F	96	CDP 2415	All Level 1 & 2 courses

## 2013-2016 CDP PROGRAM OF STUDY *(For students who started prior to January 2017)*

Course Code	Course Name	Credit	Hours	Co-Requisite	Pre-requisite
CDP 2408	Philosophy of ECE	3.0	42		
CDP 1401	Child Development 1	3.0	42		
CDP 2407	Interpersonal Communications	3.0	42		
CDP 1405	Pre-School Learning Environment 1	3.0	42	CDP 1406	
CDP 1406	Pre-School Learning Environment 1 Placement	P/F	42	CDP 1405	
CDP 1402	Child Development 2	3.0	42		CDP 1401
CDP 1404	Health, Safety & Nutrition	3.0	42		
CDP 1400	Advocacy & Bias Free Practice	3.0	42		
CDP 2405	Infant/Toddler Learning Environment	3.0	42	CDP 2406	CDP 1401 CDP 1405
CDP 2406	Infant/Toddler Learning Environment Placement	P/F	40	CDP 2405	
CDP 1403	Creative Arts	3.0	42		
CDP 1407	Pre-School Learning Environment 2	3.0	42	CDP 1408	CDP 1401 CDP 1405
CDP 1408	Pre-School Learning Environment 2 - Placement	P/F	96	CDP 1407	CDP 1406
CDP 2404	Child, Family & Community	3.0	42		CDP 2407 CDP 2408
CDP 2409	Pre-School Learning Environment 3	3.0	42	CDP 2410	CDP 1407
CDP 2410	Pre-School Learning Environment 3 - Placement	P/F	96	CDP 2409	CDP 1408
CDP 2403	Child Development 3	3.0	42		CDP 1402
CDP 2400	Administration	3.0	42		
CDP 1409	School Age Learning Environment	3.0	42	CDP 1410	
CDP 1410	School Age Learning Environment Placement	P/F	42	CDP 1409	
CDP 2401	Advanced Curricula	3.0	42	CDP 2402	
CDP 2402	Advanced Curricula Placement	P/F	96	CDP 2401	

## TEXTBOOKS

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Textbooks are not included in course fees. You are responsible for arranging to have the required textbooks for each course.

## STUDENT RIGHTS AND RESPONSIBILITIES

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All Durham College students must comply with the Student Rights and Responsibilities policy, located online at:

<https://durhamcollege.ca/student-life/student-services/rights-and-responsibilities>

## SUBJECT CREDITS/TRANSFER CREDITS

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### Application for credit

Students who have previous post-secondary credits may be eligible to obtain transfer credits if the previous meet the edibility criteria. To access the criteria and instructions for how to apply for subject credit, please follow the link below:

<https://www.durhamcollege.ca/wp-content/uploads/Credit-Transfer-How-To-Complete-Credit-Transfer-Application.pdf>

You are responsible for providing documentation, including official transcripts and course outlines, to support your applications for credit.

A fee for each credit application shall be charged upon submission of the application. Typically, you will be notified by Strategic Enrolment Services about the status of your requests within 10 business days of submission.

### Internal credit

Equivalent courses completed at Durham College are considered internal credits and may be accepted toward post-secondary certificates and diplomas. Courses for which internal credit has been granted will show the numeric grade received and will be included in the calculation of your grade point average. Use the link above to apply for internal credit. There is no charge for an internal credit.

### External credit

Acknowledgement of equivalent courses completed at other educational institutions may be granted as external credits toward post-secondary certificates and diplomas. Courses for which external credit has been granted will be designated as 'TC' on your grade report and transcript.

### Prior Learning Assessment and Recognition (PLAR):

The PLAR process is not available in the CDP Apprenticeship program.



## HOW TO LOG ON TO DC CONNECT

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You are only able to log into DC Connect if you are currently registered in a course and the course has begun according to the course start date.

### **IMPORTANT:**

- To activate your Student account, first time log in MUST be done through [MyDC - SELF-SERVICE LOG IN](#), input your Student DCmail address and your date of birth (MMDDYY OR your postal code (no space)).
- Once the account is activated, you may set up your DCmail account right after.

If you have any problems logging into your course, e-mail the Helpdesk at:

[servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca) or call 905-721-3333 and press option 1 OR toll free 1-888-627-1191 ext. 3333, and press option 1.

Once you have logged on, you will see a list of courses you are registered in. Please read the student handbook before you start your courses each semester. You will also find a welcome letter, the course outline, assignment package, facilitator information, and possibly other specialized information pertaining to the course. The course will not be ready until the start date.

## TRANSCRIPTS, RECEIPTS, T2202A, AND RECORDS

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It is your responsibility to:

- Verify your transcripts and request updates if any grades or course information is incorrect.
- Monitor your progress.
- Ensure that you are meeting program requirements.
- Notify Strategic Enrolment Services of any changes in name, mailing address, telephone number, or e-mail address at 905 721-3000.

To view your receipt, grade, or print an unofficial transcript; please follow these instructions:

1. Go to <https://durhamcollege.ca/academic-faculties/professional-and-part-time-learning>
2. Click the Student Portal icon button at the **top right of the page**
3. Your username and password will be the same as your **DC Connect** account
4. Select “**Self Service Options**” from the DC Home tab and then click on “**Student Information – Durham College**”

## ASSIGNMENTS

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All assignments, unless otherwise stated in your assignment package, must be **submitted through DC Connect**. All assignments must be computer generated using Microsoft Word (.doc or .rtf format), double spaced and paginated font size of 12pt with 1 inch margins.

All assignments must have a title page with your full name, course facilitator's name, course name, title of the assignment and the date.

Save your assignment as your name, course code and assignment name.

Example: MDunnett-CADW1000\_midterm.

All assignments have marks allocated for **professional presentation**. This includes spelling, grammar and punctuation, clear, concise expression of ideas and proper use of APA or MLA style references.

Late assignments will receive a 10% deduction from the grade the first week. Assignments that are more than one week late may not be accepted and will be given a grade of “0”. Requests for an extension will be considered if the request is made to the course facilitator prior to the due date.

Approval may be needed by the Program Manager for extenuating circumstances and/or documentation such as a doctor's note.

## ASSIGNMENT GUIDELINES

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*Assignments are designed to assess whether you have accomplished the course outcomes.*

*Assignments take a variety of forms that will require you to demonstrate your ability to:*

- Communicate clearly, concisely and correctly.
- Locate, analyze and present relevant information, from a variety of sources, in your own words.
- Implement theory into practice.
- Understand, integrate and reflect on content.

If an assignment requires you to:	Do:	Do Not:
<b>Compare and or contrast</b> (philosophies/environments/ programs, etc.)	► Identify things that are similar and things that are different	► Describe each independently without referring to similarities and differences

<b>Discuss</b> (an issue)	<ul style="list-style-type: none"> <li>▶ Conduct research and write a paper that presents your own thoughts, the pros and cons of the issue, and/or evidence to support your belief about the issue</li> <li>▶ Reference all source documents</li> </ul>	▶ Print material from the Internet and submit it as your assignment
<b>Create</b> (checklist, portfolio, parent handbook, newsletter, memo, budget, resource file, experience file, etc.)	<ul style="list-style-type: none"> <li>▶ Conduct research and write a paper that presents your own thoughts, the pros and cons of the issue, and/or evidence to support your belief about the issue</li> <li>▶ Reference all source documents</li> </ul>	▶ Print material from the Internet and submit it as your assignment
<b>Answer review questions</b>	▶ Answer the questions in your own words	▶ Copy the answer from the textbook
<b>Summarize</b> (an article)	▶ Identify the purpose of the article and all of the key ideas, in your own words	▶ Copy the sections you feel are the most important points
<b>Write a research paper</b>	<ul style="list-style-type: none"> <li>▶ Develop a thesis statement</li> <li>▶ Research the topic and write a fact-based paper that proves the thesis statement</li> <li>▶ Reference all source documents</li> </ul>	<ul style="list-style-type: none"> <li>▶ Copy existing material</li> <li>▶ Express your personal opinions or feelings about the topic</li> </ul>
<b>Write an essay</b>	<ul style="list-style-type: none"> <li>▶ Write a paper that presents your understanding of the essay topic</li> <li>▶ Reference all sources</li> </ul>	▶ Copy existing material on the topic
<b>Plan/Implement/Evaluate Activities</b>	<ul style="list-style-type: none"> <li>▶ Use the theories presented in the course to plan/implement/</li> <li>▶ evaluate new activities</li> </ul>	▶ Submit activities planned and presented prior to taking the course
<b>Provide examples</b>	▶ Provide relevant examples you have witnessed	▶ Repeat examples provided in the textbook or readings
<b>Observe</b> (a child, an environment, etc.)	<ul style="list-style-type: none"> <li>▶ Record the facts only</li> <li>▶ Record verbal interactions verbatim</li> </ul>	<ul style="list-style-type: none"> <li>▶ Interpret and/or analyze what you observed</li> <li>▶ Summarize verbal interactions</li> </ul>

<b>Assess</b> (a child, an environment, etc.)	<ul style="list-style-type: none"> <li>▶ Use the assessment tool provided with the course documentation</li> <li>▶ submit the completed assessment tool</li> </ul>	<ul style="list-style-type: none"> <li>▶ Interpret or express your opinion about the results of the assessment</li> <li>▶ Submit a summary of the findings</li> </ul>
<b>Define</b> (a word or term used in a text or reading)	<ul style="list-style-type: none"> <li>▶ Provide the definition as it is written in the text or reading</li> </ul>	<ul style="list-style-type: none"> <li>▶ Summarize or interpret the definition</li> </ul>

## GRADING SYSTEM

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You will receive a numerical grade. Grades are submitted to Strategic Enrolment Services by facilitators and are used in the calculation of program weighted averages. When failed courses appear on the transcript, the numerical grade achieved is calculated in the program weighted average. Other grading symbols (Pass, Fail, Exemption, etc.) are not calculated in weighted average.

All placement courses are graded as **Pass/Fail**. Grades for placement courses will not be assigned until your course facilitator receives all the completed forms for the placement.

## ACADEMIC POLICIES AND PROCEDURES

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All Durham College students must comply with the Durham College Policies and Procedures located online at: <https://durhamcollege.ca/about/governance/policies>

## INTERNET, USE FOR RESEARCH PURPOSES

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The internet can be a valuable source of information to you. However, it is your responsibility to evaluate the credibility of information found on the Internet before using it for the purposes of completing assignments.

All five of the following components must be considered:

**Source:** Note the extension on the website address. A site that ends in .gov or .gc comes from the government; .edu is from an education institution; .org is from an organization; .com may be a commercial site, which may be informative but may also be trying to sell something.

**Author:** Articles on a credible website have author(s) who are either people or organizations. Authors have credentials and expertise in the subject matter. An e-mail address at the bottom of the page does not signify authorship.

**Current:** The information must be current. Has the site been updated recently? The date the website was last revised should appear at the bottom of the website page.

**Accuracy:** Is the information correct and without errors? Is there a reference section? A reference section will include all original sources of the information used by the author. Does the article contain facts, interviews or statistics that can be verified elsewhere? Is the information biased with a political, personal or economic agenda? Is the information simply a personal opinion or an attempt to sell something?

**Purpose:** Is the purpose of the article to educate, inform, influence or sell a product?

If you are satisfied that the information is credible, it is appropriate to reference it to support the content of your assignment. It is not acceptable to simply print material from a website and submit it as your assignment. For example; for an assignment that asks you to discuss a current issue in child care, it would be appropriate to talk about, in your own words, material you find on the website for the Association of Early Childhood Educators, Ontario. It would not be appropriate to simply print the Association's Position Paper on Universality and present it as your discussion of the issue.

## STUDENT ACADEMIC LEARNING SERVICES

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Educational tutorials in Accounting, Grammar, Mathematics, Writing and Studying Skills are now available online through the PPL website: <https://durhamcollege.ca/academic-faculties/professional-and-part-time-learning> . Click on "Where do I find", "Student Academic Learning Services" and click on "Student Academic Learning Services."

## ACCESS AND SUPPORT CENTRE

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The Access and Support Centre supports students identified with specific learning needs. The ASC team work in partnership with students and faculty to ensure the academic environment is fully accessible to students. It is located at the Whitby campus, room 180. If you have any questions, please feel free to contact the Access and Support Centre at (905) 721-2000 x 4141.

<https://durhamcollege.ca/asc/>

## PLACEMENT INFORMATION

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### CONFIDENTIALITY AND STATEMENT OF EXPECTATIONS

Prior to starting each placement, you are required to read, sign and submit the Student Confidentiality form and the Statement of Expectations form. You are responsible for submitting original signed copies to the sponsor educator and a photocopy to the course facilitator. Signing these forms indicates your understanding of the expectations regarding; (a) maintaining confidentiality regarding all children, parents, caregivers, staff and workplace events and (b) professional behaviour. Violation of these policies may result in termination of the placement and a “Fail” grade.

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information collected on application forms and placement assessment forms, as well as any personal information shared during the completion of assignments or placements, will only be used to assess your learning outcomes and to make decisions concerning your academic status.

Personal information is collected for the administrative and statistical purposes of Durham College under the authority of the *Ministry of Colleges and Universities Act*, R.S.O. 1990, and Regulation 770, as well as the *Freedom of Information and Protection of Privacy Act*, specifically sections 21 and 49.

### GENERAL INFORMATION

There are **6** placement courses in the CDP Apprenticeship. Placement courses must be completed at approved childcare facilities and/or an elementary school junior/senior kindergarten classroom.

**Your course facilitator must approve your placement location before you start completing placement hours.** Your course facilitator and/or your program manager have the right to **not approve** a site.

Placements will require proof of a Negative Criminal Record Check and Vulnerable Persons Screen and First Aid/CPR, online training modules prior to starting.

You are responsible to make arrangements to complete placement courses in settings other than your place of employment. You must complete and submit all documents and receive approval/clearance prior to beginning placements.

***Placement hours do not count towards your on-the-job training hours.***

Placement	Group of Children	Placement Hours
Foundations of Early Learning Environments Placement	Any Age	42
Preschool Learning Environment I Placement	2.5-6 years	72
School Age Learning Environment Placement	6-12 years	39
Infant & Toddler Learning Environ. Placement	0-30 months	54
Preschool Learning Environment II Placement	2.5-6 years	78
Advanced Placement	Approved setting	96

### ***Placement Schedule***

You are responsible for developing a schedule for completing the required hours, and submitting it to your co-operating teacher and course facilitator for written approval **prior** to starting the placement. Placement hours must be scheduled in blocks of no less than **3** hours.

**Attendance**

You are required to be present when scheduled, be punctual and keep an accurate, up-to-date record of attendance, including number of hours worked, on the designated form.

If you are unable to attend during your scheduled hours, you must notify your course facilitator and your co-operating teacher. All scheduled hours missed must be made up, at a time agreed upon by you and your co-operating teacher.

You are responsible for submitting your record of attendance to your course facilitator upon completion of the required number of hours.

**Apprentice Responsibilities**

*You are responsible for:*

- Identifying the individual at the centre who will be responsible for completing all evaluation forms (the co-operating teacher).
- Showing the placement course outline to the co-operating teacher.
- Informing the co-operating teacher of all assignments.
- Arranging with the co-operating teacher appropriate times to carry out the assignments and receive feedback.
- Informing the course facilitator of any concerns about the ability to meet the placement requirements.
- Maintaining and submitting all required documentation to your course facilitator.

**Co-operating Teacher**

The co-operating teacher must be able to observe you regularly during your placement hours.

If you are completing a placement at your place of employment, your co-operating teacher must not be a direct co-worker.

If identifying an appropriate co-operating teacher is an issue, please contact your course facilitator.

**Documentation**

It is your responsibility to maintain and submit to your course facilitator the following documentation for each placement course:

- Required document checklist
- Student Confidentiality
- Placement Contact Information
- Placement Schedule
- Record of Attendance
- Co-operating teacher Feedback Form
- Document Verification Form
- Proof of completed online training modules

**Evaluation**

***Your final grade in placement courses is based on:***

- Feedback provided by your co-operating teacher;
- Your assignments, and
- Feedback from course facilitator.

All placement courses are graded Pass/Fail.

# Graduation Steps for Child Development Practitioner (CDP) Apprenticeship Certificate & Early Childhood Education (ECE) Diploma

## Completing CDP:

- ☐ Complete all CDP courses.
- ☐ Apply for graduation from CDP.
- ☐ Submit paperwork (for in-school and on-the-job training) to MTCU (Ministry of Training, Colleges & Universities).

## Completing ECE Diploma:

- ☐ After graduating from CDP, apply for admission to ECE Bridge with Professional and Part-time Learning.
- ☐ Meet all program requirements for the ECE Bridge.
- ☐ Apply to graduate from the ECE Program.

## Next steps:

- ☐ Join the College of ECE

## Detailed information ...

### Graduation Steps for CDP:

- Complete all the required CDP courses.
- Apply for CDP certificate at Durham College (2-page “CDP Graduation Application” form). Submit paperwork to Strategic Enrolment Services ([whitbyenrolmentservices@durhamcollege.ca](mailto:whitbyenrolmentservices@durhamcollege.ca)) as written on form. You will be invited to the next convocation.
- Apply for your “Certificate of Apprenticeship” from the Apprenticeship branch of the MTCU. This includes submitting your Apprenticeship Training Standard paperwork, including your in-school training, and your on-the-job training. Their address is 78 Richmond Street West, 1<sup>st</sup> floor, Oshawa L1G 1E1. Phone number is 905-433-3028. The MTCU will issue a Certificate of Apprenticeship. You may be eligible to apply for Apprenticeship Completion Bonus (MTCU can provide further details on this).

### Admission into the Early Childhood Education Bridge:

- Email [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) to request the “CDP to ECE Bridging” Admissions form. You must meet the entrance requirements the current requirements are completion of CDP certificate, and a transcript showing Grade 12 English credit with a minimum of 60%. If you are under 19 years old, you need to submit an O.S.S.D., showing Grade 12 English credit with a minimum 60%).

### Graduation from ECE Diploma:

- Meet all program requirements for the ECE Diploma Program. Please note that the requirements for graduating from ECE Diploma are dependent on the date of acceptance into the ECE Diploma program through the Centre for Professional and Part-Time Learning. The Program of Study (POS) is subject to change on a yearly basis. *(For example, students admitted into the ECE Program for the 2018-19 academic year (Sept 1, 2018 – Aug 31, 2019), need to complete these additional required courses: three General Education courses, Communication Essentials (COMM 1710), and Academic Writing for Success Strategies (COMM 2715)).* Note that taking the GNEDs/COMMs does not imply acceptance into the ECE bridge. If you are declined from the ECE Bridge, no refunds will be issued for the courses you have taken in anticipation of getting into ECE.

Apply for ECE Diploma (2-page “[graduation-application](#)” form). Your Diploma will be available at the next convocation. If you are not attending the convocation and request it to be mailed to you, it will be mailed three days after the convocation.

### Join the College of ECE

- Join the College of Early Childhood Educators (CECE). You will need to send a transcript from Durham College. Fill out a [Transcript Request](#) form. Note that if you haven't received your ECE Diploma yet, and you need proof of graduation before convocation, you can fill out an “official documentation request” found on this link: <http://www.durhamcollege.ca/info-for/current-students/online-forms>.

Please log-in to request a transcript.

[Log-in](#)



*The CECE will accept transcripts via MyCreds.*

- *Request your transcript at any time*
- *Check the box indicating "Hold until after Graduation"*
- *Once available, you will be emailed to log-in to MyCreds™ and pay for your credits*
- *Then click the share with "Email" button and continue*
- *Type in the recipient's email in the Recipient Email field: [applications@college-ece.ca](mailto:applications@college-ece.ca) (all other fields are optional)*

*Click the checkbox to confirm that you are using a share credit, then click Share*  
*For MyCreds™ how-to videos, please click [here](#).*

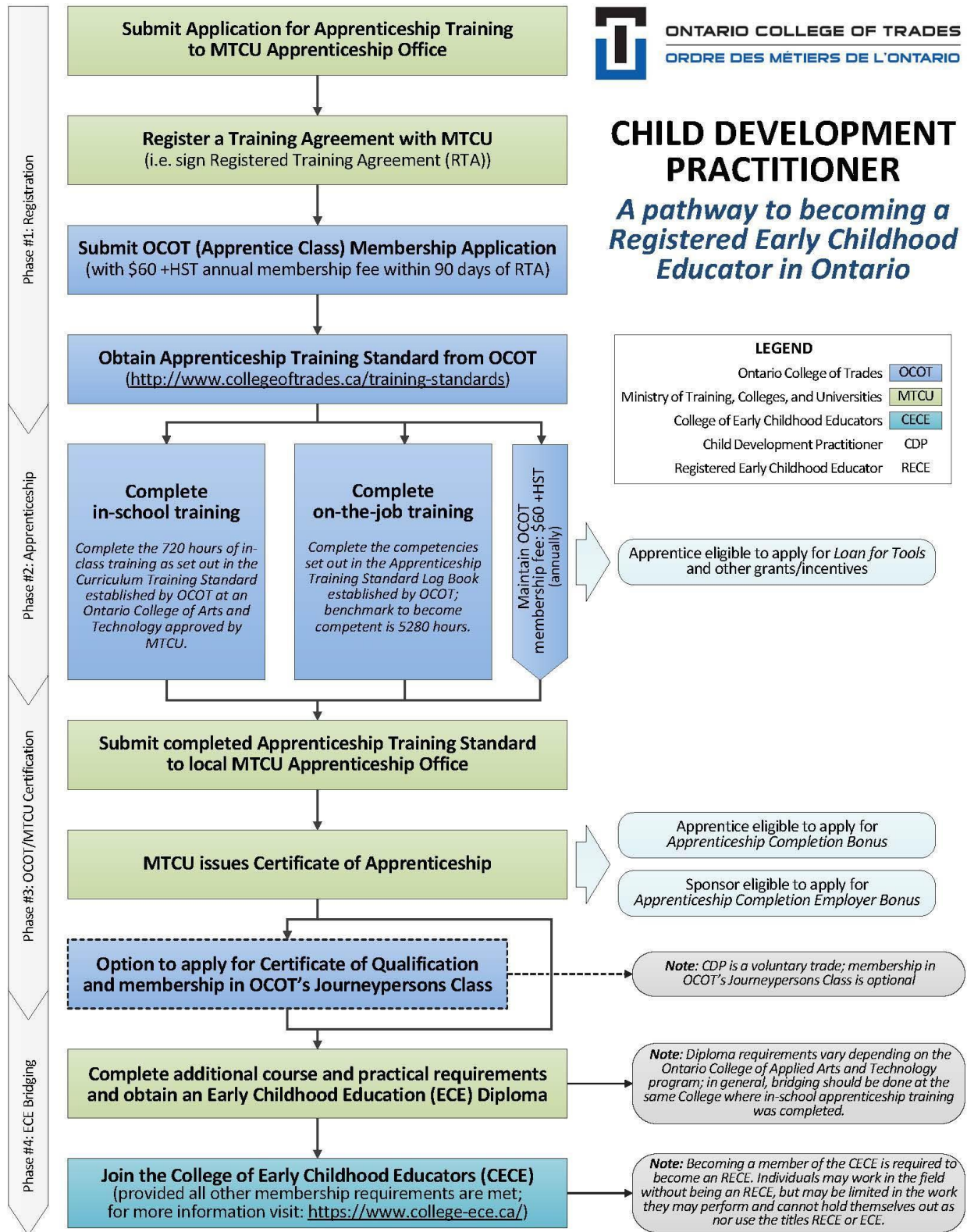
*Updated January 2025*



ONTARIO COLLEGE OF TRADES  
ORDRE DES MÉTIERS DE L'ONTARIO

## CHILD DEVELOPMENT PRACTITIONER

*A pathway to becoming a  
Registered Early Childhood  
Educator in Ontario*



Revised: 2015-09-10