



Volunteer or Work Experience KPU Education Assistant Program Admission Requirements

100 hours of successful experience volunteering or employment directly working with children or youth (with a strong preference for settings which include those with developmental disabilities, learning disabilities, or other special needs), is required as part of the admission requirements of the KPU Education Assistant program.

Each applicant must submit two (2) letters from an employer(s) or responsible person(s) in the community certifying this experience. Each letter, preferably on letterhead, must be signed with a phone number and/or contact information for verification purposes. Each letters must clearly indicate the total amount of hours of service worked/volunteered totaling the required 100 hours. The letters should also indicate the duties and responsibilities of the applicant and a comment on how the role was performed. Please note that you may mix hours; for example, you may have 20 from a school setting, and 80 from working in a summer camp.

Letters can be submitted in any of the following ways:

- dropped off at Surrey, Richmond or Langley Student Enrolment Services
- mailed to Admissions, 12666-72nd Ave, Surrey, BC V3W 2M8
- scanned and emailed in pdf format to studentinfo@kpu.ca.

Great experience (Demonstrates experience working with children or teens in a learning or care setting)	Ideal experience (Recommended to do some work from this category if you have had no experience with children who have special needs)
<ul style="list-style-type: none"> • Child care • Coaching a youth sports team • Coaching swimming or horseback riding • Working in an Early Childhood Education setting • Big Sister/Brother or Boys and Girls club volunteering • Working with adults who have developmental disabilities • Summer camp, leisure work • Leadership in scouts, boys and girls, Girl Guides, etc. • Noon hour supervisor at a school • Sunday school or youth-related church work 	<ul style="list-style-type: none"> • Shadowing an EA • Volunteering in your child’s classroom • Working as an EA • Working in an integrated preschool setting • Peer mentor in high school • Behavior interventionist work • Teaching • Working directly with children/teens with special needs in social, leisure or summer camp type settings • Tutoring, either privately or with a company • Respite care • Work with at-risk children or teens

What *is not* accepted:

- work in seniors’ facilities,
- Hours completed more than 5 years ago
- being on a Parent Advisory Council or other organizational work (ie. not directly with kids) for those working with children (e.g. serving as a board member of Boys and Girls club)
- work with your own child or a close family member (e.g. sibling, niece, nephew) or friend.
- Letters emailed directly from a reference to KPU will be not be accepted.