

2024 Community Integration Through Co-operative Education (CICE) Two-year Ontario College Certificate

Dear Applicant,

Thank you for your interest in Loyalist College's Community Integration Through Co-operative Education (CICE) program. The CICE program gives students an opportunity to experience College life, enhance academic skills and develop vocational abilities.

After reviewing the admission requirements carefully, please complete the following steps to apply to the CICE program at Loyalist College:

1. Fill out an **Ontario Colleges Application*** online on the [Ontario Colleges Website](#) by February 1, 2024. (*Please note: There is a \$110 non-refundable fee associated with this application)
2. Complete the **CICE Application Package** and submit all required documents to Loyalist College's website. ([Community Integration Through Co-operative Education Program Application Steps Page : Loyalist College](#)) In the case you cannot access the online portal, applicants can mail in their application to the following address:

Admissions Department,
ATTN: Robin Schock, CICE
Loyalist College
376 Wallbridge-Loyalist Road, P.O. Box 4200, Belleville ON K8N 5B9

3. Provide the **Confidential Reference Questionnaire**, contained in the application package, to 2 different references such as a teacher, counsellor, employer, caseworker, or other non-family member who has extensive knowledge of the applicant's performance in an academic or vocational setting. Both references must complete the form in confidence and send it to Loyalist College's Admissions Department prior to **February 15, 2024**, as per the instructions on the form. Or complete the online confidential reference.

As an applicant to the program, you are required to attend a program information session to learn more about the program and have an opportunity to ask questions. Information session dates and times are posted on the website. (November 22, 2023, or January 2024 – TBD). These sessions will be in-person in November and virtual in January. As part of the application process, once we have received your completed application form, you will be contacted for an interview. Please contact the CICE Program Coordinator if you have any questions:

Robin Schock at 613-969-1913, ext. 2472 or rschock@loyalistcollege.com

Sincerely,
Karen Baldwin, Dean, School of Media, Business & Access

In accordance with Section 39(2) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, this is to advise you that the personal information on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and or disclosed for administrative, statistical and or research purposes of the College and or the ministries and agencies of the Government of Ontario and the Government of Canada, including but not limited to, tabulating and reporting data on Key Performance Indicators (graduate rate, graduate employment, graduate satisfaction and employer satisfaction). Any concerns please contact Sasha Alexander at salexander@loyalistcollege.com.

Community Integration Through Co-operative Education (CICE) Program Application Checklist 2024

Date:

OCAS #: (From your [Ontario Colleges Website](#) application)

Loyalist ID #: (From your Acknowledgment Letter sent via Canada Post)

Applicant Name: **Date of Birth:**

Address:

City: **Postal Code:**

Phone (Home): **Cell:**

Email Address:

Checklist for Required Attachments:

Please complete and upload the following materials to [Community Integration Through Co-operative Education Program Application Steps Page : Loyalist College](#)

Or mail into the Loyalist College Admissions Office as per instructions in the introductory letter:

CICE Program Application Checklist (this page)

- **Résumé** (using the CICE Résumé form enclosed on page 4)
- One-page typed or handwritten **Personal Goals letter** (page 6) explaining how the CICE program will help you meet your goals, and why you need a modified program. This letter should be prepared by the applicant without assistance.
- A photocopy of your high school **Individual Education Plan** (IEP)
- A photocopy of your **high school transcript** (marks)

If you have a psychological assessment, you may upload this, but it is not mandatory.

Applicants need 2 references from a teacher, counsellor, employer, caseworker or to another person (who is not a member of your family) who has extensive knowledge about your performance in an academic or vocational setting. This person needs to complete the online form [Confidential Reference Questionnaire FORM : Loyalist College](#)

Or print and complete a hard copy and drop off or mail to Loyalist College's Admissions Department by **February 15, 2024. Attention to Robin Schock, CICE Program Coordinator.**

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CICE RÉSUMÉ FORM – Page 1

OCAS #:

Loyalist ID #:

Name:

Address:

City:

Postal Code:

Phone (Home):

Cell:

Email Address:

Loyalist College Program Area(s) of Interest:

For example: Carpentry and Renovation Techniques/Technician, Child and Youth Care, Fitness and Health Promotion, etc. Please refer to our website to view all the programs offered at Loyalist College.

Choice #1

Choice #2

Choice #3

Name of Secondary School Attended:

Level of Achievement in Secondary School:

OSSD

OSSC

Certificate of Accomplishment

Other

Please describe:

Post-Secondary School attended (if applicable):

Highest level completed at post-secondary level (if applicable):

One or more courses:

Year Completed:

Certificate:

Year Completed:

Diploma:

Year Completed:

Other:

Year Completed:

Method of transportation:

Student can navigate public transit independently: Yes ___ No ___ We are working on it ___

CICE Students must provide their own transportation to and from the College and field placements. **Students will need a laptop for their studies, note:**

Chromebooks are not suitable as a personal computer due to incompatibility with Loyalist's Learning Management Systems.

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CICE RÉSUMÉ FORM – Page 2

Special Note: Please fill in all three previous experiences if possible.

Experience #1 (Please indicate if Volunteer ____ or paid ____)

Position:

Company: Supervisor:

Period Covered (dates):

How many hours per week:

Was the applicant supported in this position? Yes: __ No: __ If yes, please describe level of support by circling an option below:

1:1 Part-time Check-in only Other: _____

Duties Performed/Skills Acquired:

Experience #2 (Please indicate if Volunteer ____ or paid ____)

Position:

Company: Supervisor:

Period Covered (date):

How many hours per week:

Was the applicant supported in this position? Yes: __ No: __ If yes, please describe level of support by circling an option below:

1:1 Part-time Check-in only Other: _____

Duties Performed/Skills Acquired:

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Experience #3 (Please indicate if Volunteer _____ or paid _____)

Position:

Company:

Supervisor:

Period Covered (Date:)

How many hours per week:

Was the applicant supported in this position? Yes: ___ No: ___ If yes, please describe level of support by circling an option below:

1:1 Part-time Check-in only Other: _____

Duties Performed/Skills Acquired:

Interests/Hobbies/Recreational Activities/Clubs that you participate in at present:

Two CICE Confidential References

Please provide the CICE Confidential Reference Questionnaire to 2 individuals, a teacher, counsellor, employer, caseworker or to another person (who is not a member of your family) who has extensive knowledge about the applicant, preferably in an academic or vocational setting. These individuals will fill out the **CICE Confidential Reference Questionnaire Form** online: [Confidential Reference Questionnaire FORM : Loyalist College](#) or return it independently to Loyalist College's Admissions Department.

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Community Integration Through Co-operative Education (CICE) Confidential Reference Questionnaire

Student Applicant Information (to be completed by student applicant)

Student Applicant Name:

Date:

OCAS#:

Loyalist ID #:

Confidential Reference Contact Information (to be completed by reference)

Name:

Position

Title:

Address:

Telephone (home):

(work):

Email Address:

How do you know this applicant?

How long have you known this applicant?

CICE Program Overview

The Community Integration Through Co-operative Education (CICE) program is a two-year certificate program designed for adults with developmental disabilities, intellectual disabilities, acquired brain injury or other significant learning challenges who wish to further their education/vocational training in a community college setting.

Students will have the opportunity to complete an individualized program of study including courses and/or area of concentration selected from Loyalist College's program offerings per campus, based on seat availability. Note: some programs require additional prerequisite skills (e.g., Culinary Skills/Management, Carpentry and Renovation Techniques/Technician). Courses will be tailored through a modification process to fit students' academic abilities. Students will be offered opportunities to develop and enhance their academic skills, and to develop and/or refine their abilities through field placement experiences.

Students will receive academic support, such as curriculum modification, note-taking, tutoring and other related academic services as needed. Constant supervision and specialized support for behavioral concerns are not available. Upon successful completion of all courses and field placement requirements, students graduate with an Ontario College Certificate in CICE.

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CICE Confidential Reference Questionnaire

This form must be filled out by a teacher, counsellor, employer, caseworker, or someone who has extensive knowledge about the applicant, preferably in an academic or vocational setting. This form is **not** to be filled out by a family member or relative of the student applicant.

Thank you in advance for filling out the Confidential Reference Questionnaire. Please answer all questions and be candid in your assessment of this applicant. Your comments are greatly appreciated. Please check the box that accurately describes the applicant's typical behavior or skill level.

COMMUNICATION SKILLS

1. How likely is the applicant to communicate their needs?
 Never Sometimes Always

Give an Example:

2. Does the applicant follow written/verbal directions?
 Never Sometimes Always

Give an Example:

3. Does the applicant contribute positively in a group setting/situation?
 Never Sometimes Always

Give an Example:

Professionalism

4. The applicant adapts well to changes in his/her environment or routine.
 Never Sometimes Always

Give an Example:

5. The applicant demonstrates tolerance of frustrating situations and takes actions to resolve them.
 Never Sometimes Always

Give an Example:

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6. The applicant consistently attends classes/coop/work/volunteer on a regular basis.

- Never Sometimes Always

7. The applicant accepts feedback and adjusts behavior accordingly.

- Never Sometimes Always

Give an example:

8. How much support does the applicant require:

- A) Placement/Coop/Work/Volunteer
 Independent **Check in Only** **Constant** **N/A**
- B) Academic work (assignments, tests)
 Independent **Check in Only** **Constant** **N/A**
- C) In Class (clarification, classroom management, prompts and focus)
 Independent **Check in Only** **Constant** **N/A**

9. Please list at least three of the applicant's academic/employment strengths and areas to be strengthened.

Strengths	Areas to be strengthened
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

10. What do you see as the applicant's greatest challenge in attending the CICE program at Loyalist College?

Reason:

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11. Does the applicant display any behaviors that could impact their full participation at Loyalist College?

Yes No

If yes, please give description/examples

12. Why do you think this applicant is a good candidate for the CICE program? Please give 2 reasons.

Reason 1:

Reason 2:

To the best of my knowledge of this applicant I, _____ (Name of reference), have provided accurate information in this reference questionnaire.

Signature of reference:

Date:

Please upload these completed forms, in confidence, directly to Community [Integration Through Co-operative Education Program Application Steps Page : Loyalist College](#)

Or mail to the Admissions department **by February 15, 2024:**

Admissions Department

Loyalist College

ATTN: Robin Schock

376 Wallbridge-Loyalist Road, P.O. Box 4200

Belleville ON

K8N 5B9

A CICE staff member will be in touch with you following the applicant's interview. Thank you again for your assistance.

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