

Educational Programs



Early Childhood Education Diploma

Courses: Year 1			Courses: Year 2		
ECE	1013	Human Development: Conception to Age Three*	ECE	2083	Human Development: School Age Children
ECE	1023	Creative Experiences for Young Children	ECE	2093	Human Development: Preschool*
ECE	1033	Introduction to Early Childhood Program Development	ECE	2023	Observation and Assessment
ECE	1053	Creating Appropriate Learning Environments*	ECE	2033	Play and Learning*
ECE	1063	Caring for the Caregiver	ECE	2043	Language Development
ECE	1073	Guiding and Understanding Behavior	ECE	2053	Working with Families
ECE	1083	Introduction to the Early Childhood Education Profession	ECE	2063	Health and Safety in Early Childhood Settings
ECE	1093	Nutrition for Young Children (<i>Part-time Fall 2008</i>)	ENG	2013	Critical Reading and Professional Writing
ECE	1103	Movement Experiences	ENG	2023	Professional Research Methods
ECE	1113	Music Experiences for Young Children	SPE	2013	Introduction to Special Education 1
ENG	1033	Introduction to Professional Reading and Writing 1	SPE	2023	Introduction to Special Education 2
ENG	1043	Introduction to Professional Reading and Writing 2	YHW	1063	Methods in Child and Youth Guidance

2 years of full-time study or 4 years of part-time study
 Part-time locations: Halifax, New Glasgow, Sydney, and Truro.
 * Courses also offered through video/home study format

Course descriptions are available at http://www.inst-hse.ca/pdf_calendar.pdf.

Youth Worker Diploma

Courses: Year 1			Courses: Year 2		
ECE	1013	Human Development: Conception to Three	ECE	2013	Human Development: Preschool and School Age
ENG	1033	Introduction to Professional Reading and Writing 1	ENG	2013	Critical Reading and Professional Writing
ENG	1043	Introduction to Professional Reading and Writing 2	ENG	2023	Professional Research Methods
SPE	3083	Introduction to Counseling	SPE	2033	Special Education in Youth Care 1
YHW	1013	Life Skills for Youth	SPE	2043	Special Education in Youth Care 2
YHW	1023	Youth and the Law	YHW	2013	Human Development: Adolescent
YHW	1033	Professional Issues	YHW	2023	Counseling and Treatment
YHW	1043	Adolescent Program Development	YHW	2033	Prevention and Intervention Strategies
YHW	1053	Introduction to Youth Care I	YHW	2043	Introduction to Youth Care 2
YHW	1063	Methods in Child and Youth Guidance	YHW	2053	Creative Experiences for Youth: Art and Drama

2 years of full-time study

Course descriptions are available at http://www.inst-hse.ca/pdf_calendar.pdf.

Special Education Diploma

Courses					
PSA	1036	Communication and Sensory Disorders	SPE	3173	Early Intervention: Practical Application
PSA	1046	Individual Differences in Learning and Behavior	SPE	3213	Observation, Screening and Assessment
SPE	3083	Introduction to Counseling	SPE	3223	Working With Adults in Vocational and Residential Settings
SPE	3163	Early Intervention: Theory	SPE	3233	Introduction to Anatomy and Physiology

1 Year full-time study or 2 to 3 years of part-time study
 Part-time locations: Truro

Course descriptions are available at http://www.inst-hse.ca/pdf_calendar.pdf.

Public School Program Assistant Certificate

Courses		Practicum	
PSA1016	Foundations of Special Education	PSP1013	Foundations
PSA1026	Physical & Developmental Conditions	PSP1023	Physical
PSA1036	Communication & Sensory Disorders	PSP1033	Communication
PSA1046	Individual Differences in Learning & Behavior	PSP1043	Individual Differences

1 year of full-time study or 2 years of part-time study
 Part-time locations: Bridgewater, Truro and Port Hawkesbury.

Course descriptions are available at http://www.inst-hse.ca/pdf_calendar.pdf.

“Try Us On “ Sessions

IHSE invites all prospective students, accepted students, parents, teachers and guidance counselors interested in learning about the child and youth related programs at the Institute to attend an upcoming “Try us On”. This is a great chance to mix and mingle with staff, faculty and students. Tours of classrooms and library will be provided. Student and teacher questions will be answered. Pre-registration is preferred. Classes and groups are welcome but please email wulfl@inst-hse.ca so we know you're coming.

Tuition: (Amount includes all required text books) 2010-2011

The Institute for Human Services Education reserves the right to make changes without notice in its published scale of charges for tuition and other fees.

Early Childhood Education Full-time – 2 Years	Year 1 \$5770.00	Year 2 \$5770.00			TOTAL \$ <u>11,540.00</u>
Early Childhood Education Part-time – 4 Years	Year 1 \$2885.00	Year 2 \$2885.00	Year 3 \$2885.00	Year 4 \$2885.00	TOTAL \$ <u>11,540.00</u>
Youth Worker Full-time – 2 Years	Year 1 \$4900.00	Year 2 \$4900.00			TOTAL \$ <u>9,800.00</u>
Special Education Full-time – 1 Year	Year 1 \$4900.00				TOTAL \$ <u>4,900.00</u>
Public School Program Assistant Full-time – 1 Year	Year 1 \$4580.00				TOTAL \$ <u>4,580.00</u>
Public School Program Assistant Part-time – 2 Years	Year 1 \$2340.00	Year 2 \$2340.00			TOTAL \$ <u>4,680.00</u>

Additional Financial Information

Professional Development - Part-time:

Students who have not been accepted into a certificate or diploma program are considered Professional Development students and must pay the applicable PD tuition rate at time of registration (does not include text books) for each course. Please contact IHSE for applicable fee.

Student Council Fees: (On Campus Programs Only)

Students with full-time student status \$ 120.00
Students with part-time student status \$ 60.00

Training Completion Fund:

The Private Career Colleges Regulations Act, Section 33, requires all registered schools to submit to the NS Department of Education a one time fee of 1% of total program tuition for each student enrolled in either a certificate or diploma program.

Program Training Completion Fee:

ECE: \$ 97.40
PSPA FT: \$ 38.80 PSPA PT: \$ 39.80
SPEC.ED: \$ 41.00
YW: \$ 82.00

Provincial Registration:

The Institute is a registered private college with the Nova Scotia Department of Education.

The Dr. Jane Norman Scholarships (Values \$500 - \$1000)

Entrance Scholarships: All high school applicants to full-time programs with an average of 80% or above will be automatically considered for scholarship.

Part-time Study Scholarships: Any students enrolled in a part-time program can apply for the scholarship upon completion of 50% of their program.

Nova Scotia Department of Community Services: Early Childhood Education Assistance Program

This program will provide a debt reduction incentive to Early Childhood Education full time* graduates who successfully completed an ECE diploma, received a student loan through the NS Student Assistance program and complete 1500 hours in licensed child care centre or a FHDC agency within a 12 month period. Graduates applying to ECE Assistance Program may be eligible for a reimbursement of up to \$5000.00 per year of enrollment – see web site <http://www.gov.ns.ca/coms/families/provider/EarlyChildhoodEducation.html>. (*Part time students may be eligible for funding through the Continuing Education Program for Child Care Staff – see web site <http://www.gov.ns.ca/coms/families/provider/ContinuingEducation.html>.)

Prior Learning Assessment and Recognition

The Institute recognizes that adults have significant relevant prior learning experiences. The PLAR process allows students to receive credit for college level learning that has been gained outside a traditional classroom (through minimum five years relevant work experience, life experience, volunteering, self-study, work-related courses etc.). Interested applicants should contact IHSE for a PLAR Information Brochure or refer to the Admissions section of our college calendar at http://www.inst-hse.ca/pdf_calendar.pdf.

Housing Options

The Nova Scotia Community College-Truro Campus residence has a limited number of double and single rooms available for Institute students. The NSCC residence is located less than one kilometer from the Institute campus, at 36 Arthur Street. Accepted students wishing to apply for a room in residence should contact the NSCC Coordinator of Residence at (902) 893-5378 or IHSE at (902) 893-3342 to obtain an application. Students should complete that application and forward it, along with applicable fees, to the NSCC as soon as possible.

IHSE also compiles an Off Campus Housing list each spring and this can be found at www.inst-hse.ca, or by calling (902) 893-3342 or by e-mailing admin@inst-hse.ca.



Institute for Human Services Education

60 Lorne Street, Suite 1
Truro, Nova Scotia B2N 3K3

Tel: 902-893-3342
Fax: 902-895-4487
Email: admin@inst-hse.ca
Web: www.inst-hse.ca

For Office Use Only:

Student #: _____

Date Received: _____

Payment: Cheque, Money Order, Cash

"Educating Human Services Professionals Since 1976"

Application for Admission

1. Program (check one program only)	
Full-time programs: (offered only in Truro)	
<input type="checkbox"/> Early Childhood Education Diploma	
<input type="checkbox"/> Public School Program Assistant Certificate	
<input type="checkbox"/> Youth Worker Diploma	
<input type="checkbox"/> Special Education Diploma	
Part-time programs: (see program listings for locations)	
<input type="checkbox"/> Early Childhood Education Diploma	Please indicate class location
<input type="checkbox"/> Public School Program Assistant Certificate	Location:
<input type="checkbox"/> Professional Development Course(s)	Course(s)# <input type="checkbox"/> Video or <input type="checkbox"/> Class Location:
<i>(PD students complete only sections 1 to 3 and are not required to Submit Transcripts, References or Processing Fees.)</i>	

2. Personal Information (please print clearly)

Last Name: _____ First Name: _____ Middle Name(s): _____
 Street Address or RR#: _____ Town/City: _____ Province: _____ Postal Code: _____
 Home Phone: (____) _____ Fax Number: (____) _____ Email Address: _____

3. Additional Information

Date of Birth: ____/____/____/ (year/month/day) Country of Current Citizenship: Canada Other : _____
 Primary Language: _____ Maiden Name (If Applicable): _____
 Do you have a physical or learning condition for which you will require special services? NO - YES _____
 If YES, please specify. Please include any relevant documentation

4. Education

Current or Last High School Attended: _____ Address: _____
An official transcript of Grade 10, 11 and 12 *must* be submitted along with a photocopy of High School diploma when completed.
 Graduation Date (Expected) or Last Grade Completed: _____ Is School Sending Transcript: YES - NO
 Post Secondary Study
 Institution: _____ Date: _____ Program: _____ Diploma/Degree: _____

5. Student Services Information

Please indicate where you obtained our program information: Career Day, Guidance Counselor, Website, Other _____

References:

If you are currently in high school please have your guidance counselor, or teacher, complete the attached confidential report. This report may be photocopied for confidentiality purposes. If you are already a high school graduate you must submit two current letters of reference, preferably one personal and one based on your work experience or community involvement, instead of the confidential report. Reference letters from family members will not be accepted. You must submit each letter in a separate envelope that has been sealed and initialed by the person who has completed the reference*. (*Phone number and signature of the person completing the reference must be included in each letter.)

Application Fee:

All applications must be accompanied by a non-refundable \$20.00 processing fee. Please make all cheques and money orders payable to the Institute for Human Services Education. (Please note that Professional Development students do not submit the \$20.00 processing fee).

Declaration:

Please read the following section before signing. Applications are not complete without signature. *By signing and submitting this application form, I certify that the above information is complete and correct and I have been informed that my name will be submitted to the Child Abuse Registry and I will be required to provide a Criminal Records Check.. The submission of any false statements or documents will result in the immediate and permanent cancellation of admission or registration to the Institute for Human Services Education.*

Signature

Date

6. Attention Student**Before mailing, have you included?**

Official High School Transcripts or other Academic Upgrading. i.e. GED (Applicants without a High School Diploma or equivalent may apply as a Mature Student. A Mature Student applicant must be 21 years of age and out of school for a minimum of one year. Call the college for information on the Mature Student application requirements.	<input type="checkbox"/>
Official Post Secondary School Transcripts if Applicable	<input type="checkbox"/>
Confidential Report <u>or</u> 2 Reference Letters	<input type="checkbox"/>
Copy of High School Completion Certificate (if applicable) <u>or</u> letter of Confirmation of Graduation from High School Official	<input type="checkbox"/>
\$20.00 Processing Fee	<input type="checkbox"/>
Completed and Signed Application	<input type="checkbox"/>

It is the responsibility of each applicant to ensure that all the supporting documents are submitted with their application. Documents submitted become the property of the Institute and will not be returned. Only those applications that are received with all the required information will be reviewed. Notification of acceptance is normally issued within six weeks.

Privacy Statement

Privacy of personal information is an important principle to the Institute for Human Services Education. The Institute is committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the services we provide. IHSE is open and transparent in its handling of personal information. The Privacy Statement of IHSE in its entirety is available upon request or refer to Policies section of our college calendar at http://www.inst-hse.ca/pdf_calendar.pdf.

Confidential Report (High School Students Only)**Part 1 - To Be Completed by Student**

Last Name: _____ First Name: _____ Middle Name(s): _____

A. Student/School Activities: _____

B. Community/Volunteer Involvement: _____

Part 2 - To Be Completed by School Official

This page may be photocopied and mailed separately from the application form. **Please note:** Only applications with all supporting documents submitted will be reviewed.

School: _____ Address: _____

School Telephone#: (____) _____ Date: ____/____/____/ (year/month/day)

Name of School Official Completing Form: _____ Position: _____ Signature: _____

The above named student is applying to the Institute for Human Services Education. Please evaluate this student in the following areas:

	Poor	Good	Very Good	Unknown
Industry and Study Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with Teachers and Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communications Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English Language Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: (If additional space is required, please attach a separate sheet)
