



Register for Online Study at:  
<http://childcare.basecorp.com>

## CORRESPONDENCE APPLICATION

NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

CELL # \_\_\_\_\_

WORKPLACE NAME & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WORKPLACE PHONE # \_\_\_\_\_

WORKPLACE FAX# \_\_\_\_\_

### THERE IS NO COST FOR PARTICIPANTS

This course is fully funded by  
the Government of Alberta

## REGISTRATION



Register Online at:  
<http://childcare.basecorp.com>

Fax or mail your application to:  
Base Corp Learning Systems  
10358 172 Street  
Edmonton, Alberta, T5S 1G9  
Fax: (780) 732-1173 or 780-443-2777

For additional information:  
Phone: (780) 780-486-5576  
Toll-Free: 1-877-486-2279

Certification Course is offered by Base Corp Learning Systems  
under contract to Government of Alberta



**Orientation Course**  
FOR CHILD CARE STAFF



## Child Development Assistant Certification Course

- Online
- Correspondence

<http://childcare.basecorp.com>

# Orientation Course FOR CHILD CARE STAFF

The Child Development Assistant Orientation Course for Child Care Staff was developed by the Government of Alberta in partnership with Alberta public colleges and early childhood professionals and educators. The course is copyrighted by the provincial government and is recognized under Alberta's child care legislation. The Government of Alberta has legislated training requirements for child care centre employees. Primary staff are required to possess a Child Development Assistant Certificate.



Base Corp Learning Systems offers the Orientation Course through self-study, both online and via correspondence. It is a non-credit course that reviews aspects of early childhood development and the role of the caregiver. This course is funded by Alberta Human Services and is offered at no cost to the participant.



The Orientation Course is also offered in classroom format. For a list of classroom locations, visit:  
<http://www.child.alberta.ca/home/1162.cfm>

## Eligibility

To be eligible to take the Orientation Course, you must be:

- A minimum of 16 years of age
- A permanent resident of Alberta
- Working in a licensed child care facility

## What is Self-Study?

Self-study allows participants to complete the Child Development Assistant training requirements by studying at home, without attending formal classes.

You will be assigned a tutor who will be available by phone and email, throughout the course, to help you understand the course content and learning objectives.

The Online course is delivered through the internet (access to high speed internet is recommended). Online study is open to all eligible participants.

Correspondence study is delivered via DVD and paper materials. Correspondence delivery is available only to participants who live in a community where the course is not offered in a classroom format.

## How Long is the Self-Study Orientation Course?

You will have a maximum of 20 weeks to complete the course.

Participants can expect to spend approximately three hours working on each session. This time includes:

- Watching videos and completing learning activities.
- Participating in follow-up activities such as observing children in your child care center or talking to a resource person.

## How do I Receive the Course Materials?

When your application is received, you will receive confirmation by email or by fax with instructions on how you will access the course materials.

Online learners will access all course materials on the website. All assignments will be completed online as well.

Correspondence learners will be sent materials by mail, and will return assignments to their tutor by prepaid mail. There is no cost for shipping course materials.

