

Extension Policy & Procedure

Learners participating in the Alberta Early Childhood Education Orientation Course are expected to ensure the completion of their course within the required time frame of six months. This completion period is set to ensure the maintenance of standards issued by the *Early Learning and Child Care Act* for obtaining or securing employment within a licensed childcare program.

Learners must maintain the standards established by Alberta Children and Family Services and the *Early Learning and Child Care Act* to ensure the integrity of the **Alberta Early Childhood Education Orientation Course**.

Extension Policy

In some instances, a learner experiencing extenuating circumstances may require an extension to complete the course. Extensions are granted at the discretion of the instructor. Decisions are made on an individual basis and based on:

- A review of the learner's account and their progress to date
- Consideration of the extenuating circumstances involved

Learners may only receive **one instance** of extended access of an **additional 30 days for completion**. No further access will be granted if the course is not completed within the given time frame. Learners unable to complete their course by the extended deadline must re-register with a new email address.

An instructor may deny additional access if the learner has not met the expectations of the course.

Learner Expectations

To ensure that learners can complete the course within the **6 month (180-days) course expectation**, they must manage their time effectively. This includes but is not limited to the consideration of the time it will take for:

- Reviewing learning materials online (including reading articles and watching videos) and completing online learning activities
- Participating in required offline learning activities such as observing and interacting with children
- Assignment marking, with an expectation of 5-10 business days
- Assignment resubmissions

- Examination processes and procedures, which include waiting periods for additional exam attempts (FAQ: <https://childcare.basecorp.com/faq>)

Learners are also expected to complete the first four sessions within 5 weeks of enrollment.

Extension Procedure:

When an instructor receives a learner request for extended access to their course, the following factors are considered:

- Extenuating factors prompting the request
- Completion of first four modules. Learners who have not completed the first four modules are not eligible for extensions.
- Whether learner progress to date has been reasonable
 - Number of completed exercises, assignments, sessions, and tests
 - Number of unsuccessful session exams
 - Submission dates for unmarked assignments
- Likelihood of the learner completing the course within the extension period
- **If you registered in November 2023 for Version 2 (V2), you must complete the course by May 2024. There is no extension allowed for Version 2 learners after May 2024. If you are unable to complete by May 2024, please re-register with a different email address.**

Once the instructor has completed their review of the learner's request, the instructor will grant or deny the request. Learners will be notified of the decision by email.

Course Re-Registration

Learners who have been denied an extension and those who have not completed the first four modules is eligible to re-register with a different email address and you will start over with the new course, Version 3.