2019 – 2020 Community Integration Through Co-operative Education (CICE)
Two-year Ontario College Certificate

Please note: Applications are still being accepted for Fall 2019.

Dear Applicant,

Thank you for your interest in Loyalist College’s Community Integration Through Co-operative Education (CICE) program. The CICE program provides students with an opportunity to experience College life, to enhance academic skills and to 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 (*Please note: There is a non-refundable fee associated with this application)
2. Complete the CICE Application Package and submit all required documents to Loyalist College’s Admissions Department at 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 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. This person must complete the form in confidence and send to Loyalist College’s Admissions Department as per the instructions on the form.

As an applicant to the program, you are required to attend a program information session where you will learn more about the program and have an opportunity to ask questions. Information session dates and times are posted on the website. As part of the application process, once we have received your completed application form, you may be contacted for a personal 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,
Kathleen Bazkur, 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).
Community Integration Through Co-operative Education (CICE)
Program Application Checklist 2019 – 2020

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 return the following materials to 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)
- A photocopy of your Psycho-Educational Assessment (if you have one)

Deliver the CICE Confidential Reference Questionnaire to 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 and return the form to Loyalist College’s Admissions Department. Attention to Robin Schock, CICE Program Coordinator.
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).
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:

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).
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:

CICE Confidential Reference

Please provide a CICE Confidential Reference Questionnaire to 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. This individual will fill out the CICE Confidential Reference Questionnaire Form and return it independently to Loyalist College’s Admissions Department.

Additional Reference

In addition to the confidential reference explained above, please provide contact information for one other person, such as a teacher, doctor, religious leader, educational assistant, supervisor, etc. This person must not be a member of your family. This person may be contacted for further information but is not required to complete the CICE Confidential Reference Questionnaire.

Name of Reference:

Position:

Address:

Phone: 

Email:

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).
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).

PERSONAL GOALS LETTER

In a one-page typed or handwritten letter, explain your goals, how you (the applicant) think the CICE program will help you meet your goals, and why you need a modified program. This letter must be prepared by the applicant without assistance.
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 supervised 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 behavioural concerns are not available. Upon successful completion of all courses and field placement requirements, students graduate with an Ontario College Certificate in CICE.

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).
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 behaviour or skill level.

COMMUNICATION SKILLS
1. a) The applicant communicates his or her needs or ideas effectively.
   Never    Seldom    Sometimes    Frequently    Always

   b) Please specify the applicant’s preferred method of communication: (e.g. oral, sign language, electronic or other.)

   Comments:

2. The applicant comprehends verbal direction:
   With Great Difficulty    With Some Assistance    Independently

   Comments:

3. The applicant understands non-verbal communication (gestures, body language, tone of voice, etc.).
   Never    Seldom    Sometimes    Frequently    Always

   Comments:

4. a) The applicant comprehends written instructions.
   Never    Seldom    Sometimes    Frequently    Always

   b) In your estimation, what level of comprehension of written material does the applicant possess? (example: early primary, Grade 9...)

5. The applicant uses the telephone independently.
   Never    Seldom    Sometimes    Frequently    Always

   Comments:

SOCIAL SKILLS
6. The applicant interacts cooperatively and productively on a one-to-one basis.
   Never    Seldom    Sometimes    Frequently    Always

   Comments:

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).
7. The applicant interacts cooperatively and productively on a group basis.
   Never  Seldom  Sometimes  Frequently  Always
   Comments:

8. The applicant demonstrates acceptable social behaviour.
   Never  Seldom  Sometimes  Frequently  Always
   Comments:

9. The applicant adapts well to changes in his/her environment or routine.
   Never  Seldom  Sometimes  Frequently  Always
   Comments:

10. The applicant demonstrates tolerance of frustrating situations and takes actions to resolve them.
    Never  Seldom  Sometimes  Frequently  Always
    Comments:

11. The applicant generally displays predictable behaviour.
    Never  Seldom  Sometimes  Frequently  Always
    Please explain your answer:

PERSONAL MANAGEMENT

12. The applicant makes his or her own appointments when necessary.
    Never  Seldom  Sometimes  Frequently  Always
    Comments:

13. a) The applicant remembers to keep appointments.
    Never  Seldom  Sometimes  Frequently  Always
    Comments:

    b) Does the applicant effectively use an agenda or other planning device to ensure they meet deadlines and keep scheduled appointments?

    Yes:  Type of planning device
    No:   He/she does not (effectively) use a planning device

14. Check all that apply. The applicant tells time using:
    - Analogue clock
    - Digital clock
    - Cannot tell time

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).
15. The applicant attends classes/work on a regular daily basis.

Never  Seldom  Sometimes  Frequently  Always

Please clarify:

16. The applicant consistently attends classes/work on time.

Never  Seldom  Sometimes  Frequently  Always

Please clarify:

17. The applicant works productively and completes assignments.

Never  Seldom  Sometimes  Frequently  Always

Please clarify:

ATTENDING/WORK SKILLS
18. The applicant can attend to or be actively engaged through one, two or three consecutive 50-minute periods of class time.

Never  Seldom  Sometimes  Frequently  Always

Comments:

19. The applicant utilizes free time effectively.

Never  Seldom  Sometimes  Frequently  Always

Comments:

20. The applicant works independently on schoolwork and assignments when these are modified to be consistent with the applicant’s ability.

Never  Seldom  Sometimes  Frequently  Always

Comments:

21. a) During co-op or work experience, the applicant works with minimal supervision.

Never  Seldom  Sometimes  Frequently  Always

Comments:

   b) CICE students attend field placement independently (without constant CICE staff support). Do you feel the applicant possesses the ability to attend field placement without direct, constant support? Explain.

22. The applicant uses a computer to complete basic word processing tasks.

Never  Seldom  Sometimes  Frequently  Always

Comments:

23. The applicant uses the internet independently.

Never  Seldom  Sometimes  Frequently  Always

Comments:
24. The applicant uses email independently.

Never    Seldom    Sometimes    Frequently    Always

Comments:

25. The applicant accepts feedback and adjusts behaviour accordingly.

Never    Seldom    Sometimes    Frequently    Always

Comments:

26. The applicant works in a safe manner and asks for assistance when necessary.

Never    Seldom    Sometimes    Frequently    Always

Comments:

RELATED ITEMS

27. Overall, the applicant has the ability to profit from a modified, integrated, two-year College program.

Strongly Disagree    Disagree    Undecided    Agree    Strongly Agree

Comments:

28. The applicant's first language is

English    French    Other; please specify.

29. Please list at least three of the applicant's strengths and areas to be strengthened.

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Areas to be strengthened</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
<td>5.</td>
</tr>
</tbody>
</table>

30. Please comment on the level and type of support or modifications currently provided to the applicant on a regular basis. This support may be from educational assistants, SERT/AR, parents, tutors, caseworkers, workplace supervisors, etc.
31. What do you see as the greatest benefit for the applicant by attending the CICE program at Loyalist College?

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

33. Does the applicant display any behaviours which would prevent their full participation at Loyalist College?

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 mail these completed forms, in confidence, directly to the address below:

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

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

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).