



MMF ECEWM Program Admissions Checklist

You can use this checklist to ensure all documents are submitted. This checklist does not need to be returned as part of your application, it is a resource to support you as you collect all your required documents.

PAGE 1: REQUIRED DOCUMENTS

Application Form *(Required)*

- Ensure the form is completed, signed, and dated on the bottom of the second page.

Permission Waiver Form *(Required)*

- Ensure the form is completed and signed.

Official High School Transcripts *(Required)*

- To process your application, official transcripts for all previous education must be submitted to Assiniboine College. Official transcripts can be obtained by contacting your educational institution or by requesting them from Manitoba Student Records at: <https://www.edu.gov.mb.ca/k12/studrec/>
- Official transcripts can be submitted to Assiniboine College through one of the following methods:

1. Mail – Send to:

Assiniboine College, Attention: Admissions
1430 Victoria Ave E, Brandon, MB R7A 2A9

2. Email – The educational institution can send transcripts directly to: admissions@assiniboine.net

3. In-Person Drop-off – Transcripts can be delivered to the Admissions Department at Assiniboine College.

- A mark of at least 60% is required for English 40S or 40G for the ECEWM program.

In addition to submitting an official transcript, please ensure to include a copied version of the transcript in your package to MMF. This will allow the copy to be pre-screened to ensure it will meet requirements. If the pre-screening finds any missing requirements, we will be in touch.

Proof of Employment in a Manitoba Early Learning Centre *(Required)*

- Proof can be submitted as a letter from your Centre. It must be submitted on official letterhead signed by your Centre director or supervisor OR as an email with a signature block from a Centre director or supervisor. The letter must include: your full name, your start date at the Centre, and confirmation that the Centre has approved a negative criminal record check, and confirmation that you are not listed on the child abuse registry.

Please see Page 2 for documents that are required if they are applicable to you.



PAGE 2: DOCUMENTS REQUIRED IF APPLICABLE.

Official Post-Secondary Transcripts *(if applicable)*

- Submit official transcripts from any post-secondary institution attended. See above for instructions on submission of an original transcript.

Proof of Emergency First Aid with CPR C *(if applicable)*

- Assiniboine College will provide Emergency First Aid with CPR C training for students who do not already have an active certificate, or if their certificate expires during the program. If you have Emergency First Aid (or higher) please submit a copy of your card showing the expiration date.