

# Certificate in Adult Education (CAE) RRC Instructor Application Form

## INSTRUCTOR INFORMATION

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Staff #: \_\_\_\_\_

RRC E-mail Address: \_\_\_\_\_

## FORMAL EDUCATION

Do you have formal education-related credentials, and would you like to meet with the CAE Program Coordinator to review the credentials for potential credit recognition? Supporting documents must be submitted within 2 weeks of applying.

- Yes  
 No

## RE-ADMISSION

Are you applying for re-admission (previously admitted to CAE and successfully completed at least one CAE course)?

- Yes  
 No

## ADDITIONAL INFORMATION

Self-declare and be recognized. You are encouraged to complete the following section to assist the College in collecting data for statistical purposes, providing appropriate services, communicating with you about services and awards you may be interested in, and creating an environment that reflects the diversity of the population we serve.

### Indigenous Ancestry

An Indigenous Person is recognized as 'one of the Aboriginal peoples of Canada' within the meaning of section 35 of the Constitution Act, 1982, which further states that the 'Aboriginal peoples of Canada' includes the Indian, Inuit and Métis peoples of Canada. For the purposes of this application form the term Indigenous will be utilized in place of Indian.

- Indigenous Status  
 Indigenous Non-Status  
 Metis  
 Inuit

### Gender Identity

Refers to how a person feels and identifies in regards to their gender.

- Female  
 Male  
 Another Gender Identity (may include Indigenous Two-Spirit, Transgender, Non-Binary, etc.)

### Permanent Disability

Do you have a permanent disability that impacts your ability to learn or perform daily activities? 'Disability' can refer to a physical condition that impacts mobility, mental health diagnosis, learning disability, visual impairment, Deaf or Hard of Hearing, chronic health condition, ADHD, or acquired brain injury, etc. Disclosing you have a disability will not have an impact on your acceptance into your desired program.

- Yes  
 No

## CAE PROGRAM OVERVIEW

- Planning your program progression
- The registration process
- Program engagement guidelines and expectations
- Program practicum requirements

The complete CAE Program Handbook is located at [www.rrc.ca/cae](http://www.rrc.ca/cae)

### The Basics

CAE is a part-time certificate program that will support your work as an **adult educator** within the Manitoba College setting.

Students are responsible for all aspects of program engagement and progression including, but not limited to:

- Registration and withdrawal processes and policies
- Program progression planning (advising available)
- RRC student related policies (see <http://www.rrc.ca/policies>)

### Program Requirements

The program consists of and requires completion of **9 required courses, 1 approved elective, plus a practicum.**

As per RRC's Policy A20 – Requirements for Graduation, the maximum time period for completion of a certificate program is 4 years. Your completion date is calculated from your date of admission to the program.

Consistent annual engagement is required to attain this goal. As per the Collective Agreement, instructors shall complete at least 6 credit hours towards accreditation each academic year. Check with the Human Resources Department for details.

Courses must be taken in the prescribed order.

Not all courses are available in every format or in every term. You must plan accordingly.

#### Registrar's Office

Notre Dame Campus  
D105 – 2055 Notre Dame Ave., Winnipeg, MB R3H 0J9  
P:204.632.2327|F:204.697.4738

#### Student Service Centres

Notre Dame Campus  
D101–2055 Notre Dame Ave., Winnipeg, MB R3H0J9  
P:204.632.2327|F:204.697.0584

Exchange District Campus  
P104-160 Princess St., Winnipeg, MB R3B 1K9  
P:204.632.2327|F:204.949.9105

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There are two aspects of the practicum requirement (last credit to be addressed):

- Confirmation of applied teaching activity (200 hours) - this needs to be formally communicated to the CAE program by your department Chair/Manager.
- A reflective portfolio – addressed once all 10 courses have been completed and facilitated via a series of three 3-hour workshops (*registration is required*).

CAE student files are automatically closed after 2 years of inactivity. Students wishing to re-apply to the program will be required to submit a new application form.

## Assistance

Assistance with program progression planning is available through RRC's Teacher Education Department. To arrange a consultation, please call 204-632-2300.

## COURSES

All course registrations are completed on-line.

A detailed schedule of course offerings for the current academic year, registration dates, and registration instructions are available at [www.rrc.ca/cae](http://www.rrc.ca/cae)

There are 5 terms throughout the year, but only 3 registration periods:

- Winter 1 term (Jan - Mar) and Winter 2 term (Mar - May)
- Spring & Summer terms (June - July)
- Fall term (September - November)

## Course Withdrawal

Course withdrawals require submission of a Student Withdrawal Form <https://www.rrc.ca/supports/student-records/withdrawal-part-time/>

## INSTRUCTOR DECLARATION

I have reviewed the CAE Program Overview and confirm my understanding of program policies and my responsibilities related to:

- The program structure and requirements including: courses, practicum terms, delivery formats, and prerequisites.
- Effective management/completion of a program subscribed to by several hundred students: username, passwords, registration limits, tuition waiver form, wait lists, attendance, and course withdrawals.

- Attendance and participation: the need to review the available course offerings, make the necessary work and or life arrangements required to participate in classes, program completion expectations, and remaining active in the program.
- The CAE practicum: reporting of relevant teaching hours plus registration and participation in a series of workshops to prepare a reflective-applied portfolio.

By signing this application form, I agree to comply with the regulations of Red River College and I authorize Red River College to share my academic records with my employer.

Instructor/Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## AUTHORIZED DESIGNATE INFORMATION AND APPROVAL

(Chair, Program/Regional Manager, Dean, or Director)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail #: \_\_\_\_\_

I confirm the instructor listed above is a:

- Regular/Permanent Instructor
- Term Instructor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SUBMIT COMPLETED FORM TO:

Mail: CAE Admissions Officer  
Enrolment Services  
Red River College  
D105 – 2055 Notre Dame Ave  
Winnipeg, MB R3H 0J9

Scan and e-mail to: [coskinner@rrc.ca](mailto:coskinner@rrc.ca)

Questions? Call 204.632.2327 Application

processing time is 4-6 weeks.