

Educational Support – Intensive

Ontario College Diploma Program
Trafalgar Road Campus

Program Code: **PEDSI**

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If you require assistance regarding this document, please call 905-845-9430 and select option 4 or go to hub.sheridancollege.ca

If you require this information in an accessible format, or for Accessible Learning at Sheridan go to <https://www.sheridancollege.ca/student-life/student-services/accessible-learning-services>

Selection Process for Applicants

Sheridan selects eligible applicants on the basis of their demonstrated competence. Applicants show this through proof of education, such as a previous diploma or degree. Another way is through proof of work experience. For example, working as an Educational Assistant or Educational Resource Worker. Some applicants are eligible for the program based on their life experience. For example, parenting a school-aged child with a disability. Applicants may need to complete English testing. This is to show they have adequate reading and writing skills.

Only applicants applying based on Demonstrated Competence must submit documentation as outlined below. Please follow the submission instructions. It is best to submit the required form as soon as possible, beginning December 2025.

Sometimes Educational Support students have disabilities, too. If students have developed strategies to manage their own learning needs, they can be good Educational Assistants (EAs) and role models. Individuals whose own disabilities present serious challenges to the cognitive or physical demands of the EA role may not be successful in securing employment. Educational Assistants often have significant responsibilities in implementing learners' IEPs. EAs must have strong self-regulation skills and the ability to manage the complex behaviour of diverse learners.

Applicants with previous studies need to submit post-secondary transcripts. Send those to ontariocolleges.ca.

Sheridan will notify applicants selected for the program through their Sheridan email account. Decisions are not shared over the phone. Fee, registration, and timetable information will arrive in another email.

Academic Integrity

By submitting your Admission Requirements, you are agreeing to comply with Sheridan's Academic Integrity Policy. The Academic Integrity Policy states:

Sheridan College is committed to upholding the highest standards of academic integrity. The International Centre for Academic Integrity (ICAI) defines academic integrity as "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action".

Applicants who are found to have falsified transcripts, cheated on admission tests, or submitted fraudulent documents or in any other way attempted to circumvent the admissions process in a manner inconsistent with the principles of academic integrity, will not be granted admission to the College. Those applicants will be ineligible for admission to any Sheridan program or course for a period of not less than 5 years, after which admission to the College will be reviewed on a case-by-case basis.

For programs where a portfolio submission is required as part of the admission process, portfolio work should represent an applicant's own ideas, writing, projects and creations. Where others have contributed, or non-original ideas have been included, applicants will give proper recognition and reference. Applicants are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT) for written or visual components of portfolio submissions.

Instructions for Applicants Applying through Demonstrated Competence Pathway

There are two categories of applicants who can apply:

- **Option 1:** You do not have a post-secondary diploma or degree. But you work as an EA or ERW for an Ontario public school board. Please note: if admitted in this pathway you will need to complete 3 General Education courses to graduate. **This may require an extra semester and additional tuition costs. Most applicants complete these courses in the Spring/Summer term.**
- **Option 2:** You do not have a post-secondary diploma or degree but are raising or very recently raised your school-aged child who has a disability and attended an Ontario public school. This admission pathway recognizes life experience navigating special education services. You will complete an attestation form. This includes a signature from your child's school. Who can sign the form? The Principal or Vice-Principal or Special Education Resource Teacher. Please note: if admitted in this pathway you will need to complete 3 General Education courses to graduate. **This may require an extra semester and additional tuition costs. Most applicants complete these courses in the Spring/Summer term.**

Please note that the requirements are different depending on your background (described above).

For applicants who are current EAs/ERWs working for an Ontario public school board, follow instructions for [Option 1](#).

For applicants who are parents of a child with a disability, follow instructions for [Option 2](#).

Option 1

Are you an Educational Assistant working for a public school board? Have you worked at least 140 hours in this role? Submit a letter from the HR Department. The letter needs to be on School Board letterhead with the following information:

- Your name
- Title of your position
- The number of hours you have worked in the position

Submit the letter as soon as possible. **Official submission instructions will be provided to applicants.**

Option 2

Are you a parent of a student with a disability? Then you must submit proof that you have experience with the special education system. This includes the Identification, Placement, and Review Committee and Individual Education Plans. It also includes your knowledge of common strategies for supporting students with disabilities.

After applying to the program, applicants will receive the **Applicant Attestation Form** for completion. **Official submission instructions will be provided to applicants.**

Additional Information

- Students must have a Sheridan approved laptop to take part in the program. Laptop specifications will be announced in Summer 2026. At that time, please check the Sheridan website at:
https://sheridancollege.service-now.com/kb_view.do?sysparm_article=KB0010440
- Field placement agencies will ask students to submit a police record check. This includes a vulnerable sector screen.
 - Students will submit these records to their field placement agencies before they begin placement. Students will pay for their own record check.
 - Students who cannot meet these requirements may have limited field placement opportunities. This may impact their progression in or completion of the program.
- Check your Sheridan email account often. Many of the communications you receive from Sheridan come to you only from your Sheridan email account.
- Please ensure that you meet all deadlines as noted. If you do not submit the required documents by the deadline, it will affect the status of your application.
- If you have any additional questions, please visit our [Service Hub Customer Service Portal](#) — your one-stop destination for getting help, finding answers, and staying connected. Alternatively, most questions can be answered by consulting with our [chatbot](#).