



**VANCOUVER ISLAND
UNIVERSITY**

HEALTH AND HUMAN SERVICES

Letter of Reference
for admission to the
Early Childhood Education and Care (ECEC) Program

CONFIDENTIAL

TO THE APPLICANT: Before forwarding this form to the referee, please complete the following information:

Surname Given Name(s) Previous Names (if applicable)

Phone Number: (____) _____ Student Number (if known) _____

Relationship to Referee: _____

TO THE REFEREE: Please complete this form and return it directly to:

**ADMISSIONS DEPARTMENT
Vancouver Island University
900 Fifth Street
Nanaimo, BC V9R 5S5**

Name: _____ Date: _____

Address: _____

Phone: _____

Position/Title: _____

Organization: _____

The above-named applicant has applied for Admission to the Early Childhood Education and Care (ECEC) Program at Vancouver Island University to pursue studies leading to a Certificate or Diploma in ECEC. Upon successful completion, the student will be eligible to apply for a Certificate to Practice as an Early Childhood Educator and, with a Diploma, the Special Needs Educator and Infant-Toddler Educator Certificates. Graduates are qualified to work with young children (0 -12) and their families in a wide variety of programs such as licensed preschools, group care, multi-aged care, Aboriginal Head Start, Strong Start, and many more.

Please answer the following questions and return the completed form to the Admissions Department at Vancouver Island University. Thank you!

1. In what capacity have you known the applicant, and for how long? Please include dates.

2. One of the admission requirements to the Early Childhood Education and Care program is **20 hours** of volunteer experience in a licensed early care and learning program such as licensed group care, multi-age care or preschool. * If this requirement was met (partially or completely) in your program, please describe the applicant's participation and the number of hours completed in your program.

3. Please comment on the applicant's ability to relate to individual children, and to groups of young children, in an early care and learning program:

4. What are the applicant's skills and strengths?

5. What do you see as the applicant's limitations or challenges?

6. Please comment on the applicant's ability to relate to, and work collaboratively with others.

7. Please provide any other pertinent information regarding the applicant's character; their relevant knowledge, skills and/or experience; and/or other dispositions that may support or hinder their ability to be successful in this program.

8. Is there anything else you would like us to know?

Signature: _____ Date: _____

* Note: The 20-hour volunteer experience requirement is intended to ensure that applicants are familiar with the role of the Early Childhood Educator within a licensed early care and learning program. This requirement may be waived due to exceptional circumstances, such as communicable disease outbreaks or other barriers. Please contact the ECEC Program Chair (ECECChair@viu.ca) if you wish to request an exemption from this admissions requirement.