



Qualification Upgrade Request -- Education Assistant

Name: _____ Empl. No. _____

Current Qualifications:

- Academic
- Behaviour
- Personal Care
- Specific Care
- Complex Behaviour EA
- Student Support Worker

Requested qualification upgrade to:

- Academic
- Behaviour
- Personal Care
- Specific Care
- Complex Behaviour EA
- Student Support Worker

EDUCATION: Elaborate specific courses taken including length of course in hours, the course synopsis from the educational facility, plus transcript and/or certificates that support your request. Check the job description for details.

EXPERIENCE: Letters from past employers attesting to your practical experience to support the requested upgrade must be attached to your request. Also include contact information for the past employers for further questions HR may have regarding your work experience.

All supporting documentation including letters from previous employers attesting to your experience that cover the job description duties and qualifications must be included.

The more complete an Upgrade Request, the quicker the response can happen.

Job Descriptions are available on SD79.bc.ca website under CUPE Information.

Signed: _____ Date: _____

Please sign and submit this request to Vanessa Lysne, Human Resource Manager.