

Registration Information for eLearning Programs

For ALL OTHER APPLICANTS, (Non DDSB students and Adults)

(Checklist available in Appendix A)

NON DURHAM DISTRICT SCHOOL BOARD STUDENTS MUST REGISTER IN PERSON

***DUE TO COVID-19 SCHOOL CLOSURES WE HAVE MODIFIED THE REGISTRATION PROCESS UNTIL SCHOOLS RE-OPEN**

REGISTRATION PROCESS DURING SCHOOL CLOSURES

Step 1: The student must obtain a **Letter of Permission:** (Only required by applicants currently attending a secondary school other than a Durham District School Board school). Student must consult with their home school guidance department and receive a letter of permission. The letter of permission must be on official school letterhead and include the student's legal name, date of birth, OEN number and academic course code choice. **Alternately,** a **Current Transcript/Consolidated Report/Status Sheet** signed by a guidance counsellor or administrator clearly denoting the approved course. This can be sent electronically to dceinfo@ddsb.ca, ensure the e-mail contains the student's name in the subject line. Adults not attending a secondary school can contact a DCE guidance counsellor at tmichelle.whyte@ddsb.ca for guidance with their course selection.

Step 2: [Register online at dce.ca](https://dce.ca), Remember to **PRINT** the registration receipt at time of registration

- On the registration form choose "Other" when asked to indicate which DDSB school you attend.
- List the name of the current high school you attend, the city and School Board when prompted (if applicable)

Step 3: Completion of an Attestation form to prove Canadian Citizenship

The Attestation form will be completed in two parts.

- Part 1 will be completed over the phone with a Durham Continuing Education staff member.
- Part 2 will be completed in person at Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm. The ***Students MUST BRING ALL of the following original documents to complete the registration process when the Ministry of Education re-opens schools after the COVID-19 closure.**
- **Canadian Citizenship Requirement:** (Required by all applicants & **must** provide **one** of the following as proof of Canadian residency)
 - ✓ Valid Canadian birth certificate
 - ✓ Valid Canadian passport
 - ✓ Valid landed immigrant or permanent resident documentation
 - ✓ Valid proof of refugee status in Canada

And

- **Official government photo identification** (Required by all applicants)
i.e. - health card, driver's licence, current secondary student ID

Note: you must provide a valid email address at time of registration – this will be the primary contact – please ensure that you will have access to this email prior to and for the duration of the program.

Course Decision Date: Sunday June 28th at 11:59 pm (EDT) (Semester 1 courses) and Thursday July 23th 2020 at 12:00 pm. (EDT) (Semester 2 courses) – No further registrations will be taken after these dates.

There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.

****ADDITIONAL Student Fees for Non-Residents** – for students who reside out of the country and Visa students:
Accelerated Course: \$1875.00 (non-refundable) per credit (**\$938.00** for CHV201 and GLC201 each), payable in full at time of registration.

Note: Eligibility rules – see course information pages for further information.