

# NITEP – UBC’s INDIGENOUS TEACHER EDUCATION PROGRAM ADMISSION APPLICATION

The Faculty of Education, The University of British Columbia, welcomes your application for admission to the Bachelor of Education Program.

This form is to be used by applicants who wish to apply for admission to the NITEP – Indigenous Teacher Education Program.

When we have received all of your required documents, we will evaluate your application and send you a letter advising you of the decision.

Offers of admission are valid only for the session indicated in the acceptance letter.

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## APPLICATION INSTRUCTIONS

### Section A – PERSONAL DATA

*Complete Section A in full.*

### Section B – CITIZENSHIP OR IMMIGRATION STATUS

*Complete Section B in full.*

Permanent residents (landed immigrants) must provide proof of immigration.

### Section C – PROGRAM OPTIONS

Select the Program Option to which you are applying and indicate the NITEP field centre where you intend to begin your program. Secondary applicants include teachable area(s).

**NOTE: Offers of admission or re-admission are valid only for the session indicated on the letter of acceptance.**

Application Deadline – June 30<sup>th</sup>.

### Section D – ACADEMIC HISTORY

**Transcripts:** Applicants are responsible for submitting official transcripts which have an official seal and signature (photocopies and faxed copies are not acceptable) for all high school and post-secondary institutions attended and currently attending. **Official transcripts become the property of the University.** Irreplaceable documents will be returned upon written request.

- Transcripts from all post-secondary institutions are required.
- Source transcripts from all post-secondary institutions where courses were taken and transferred to other institutions are required.
- Current and former UBC students need not provide transcripts for courses and programs completed at UBC. However, they must provide transcripts from post-secondary institutions where courses were taken and transferred to UBC.
- All transcripts must be sent to the NITEP office directly from institutions.

### Section E – REFEREES

The Faculty accepts only two confidential reference reports.

#### NOTE:

Documents submitted in support of applications become the property of the University and will not be returned to the applicant.

If applicants have begun a teacher education program (or a Bachelor of Education program) at UBC or at another institution but not completed it, they must provide detailed information on a separate sheet. Applicants will not be evaluated until this information is received.

Persons who have been convicted of, or given an absolute or conditional discharge on, a criminal offence and who are considering a teaching career, should write to the Teacher Regulation Branch (400-2025 West Broadway, Vancouver, BC, V6J 1Z6) before undertaking a teacher education program.

Applicants who are not admitted or who do not register in the program should note that any documents submitted will be held only for one year.

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#### Freedom of Information

Personal information provided on this application and supplementary application forms is collected pursuant to the *University Act*, R.S.B.C. 1996, c. 468, and the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165. The information will be used for the purposes of admission, registration and other decisions on your status at the University. Information may also be provided to University student and alumni bodies, to the professional organizations in British Columbia and may also be used for research purposes. When used for research purposes, individual identities will not be disclosed.



## NITEP Application Checklist



Your NITEP application will be evaluated only when all documentation has been received.

**UBC Faculty of Education Application Form**

**NITEP Supplemental Application Form**

**Two Confidential Report Forms**

These are to be completed by references who are not related to you and can be emailed directly to [nitep.educ@ubc.ca](mailto:nitep.educ@ubc.ca)

**BEd Consent for NITEP Applicants**

Sign the bottom of page 3 and bottom of page 4

**NOTE:** The above forms can be downloaded from [nitep.educ.ubc.ca](http://nitep.educ.ubc.ca)

**Official Transcripts**

Official transcripts from **ALL** secondary and post-secondary institutions, except UBC, should be sent to the NITEP office, 1985 West Mall, Vancouver, BC, V6T 1Z2. Faxes, photocopies and electronic copies are **NOT** acceptable. If official transcripts do not list courses in progress, applicants must supply proof of registration for those courses.

**UBC Housing**

Applying to UBC and applying to UBC Housing are two separate processes. UBC provides newly admitted Aboriginal students a priority assignment in the university's single student and year-round housing. If you are interested in living in residence, submit your housing application right after submitting your NITEP application. To download a housing application form, please visit <http://www.housing.ubc.ca/apply-info>.



**FACULTY OF EDUCATION APPLICATION FOR ADMISSION OR RE-ADMISSION  
NITEP, UBC's INDIGENOUS TEACHER EDUCATION PROGRAM - ENTRY 2019**

**A. PERSONAL DATA**

Last attendance at UBC in Faculty/School of \_\_\_\_\_ Year \_\_\_\_\_ Session \_\_\_\_\_

UBC Student Number		Sex (please check): <input type="checkbox"/> Male <input type="checkbox"/> Female	
Last or Family Name		First or Given Name	
Middle Name		Preferred Name	
Address - Apt. # and Street			
City or Town		Province/Territory/State	
Country		Postal Code	
Area Code and Home Phone Number		Area Code and Work Phone Number	
Email Address			
Date of Birth: Year/Month/Day	Country of Birth	First Language	Canadian Social Insurance #

**B. CITIZENSHIP OR IMMIGRATION STATUS**

Permanent residents who are not Canadian citizens must submit proof of immigration with application.

- Canadian Citizen                       Student Authorization                       Visitor or other visa  
 Permanent Resident - Please specify the following Date of entry to Canada \_\_\_\_\_ / \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
year                      month

**C. PROGRAM OPTIONS** Choose one program option and one Field Centre

- NITEP Elementary Option     NITEP Secondary Option: Teachable Areas \_\_\_\_\_  
NITEP Field Centre:                       On Campus - UBC Vancouver (Year 1)                       Re-admission to UBC Vancouver (Years 2, 3 or 4)

**D. ACADEMIC HISTORY**

Have you ever failed a year or been required to withdraw from UBC or another college or university?  No  Yes  
If yes, please name the institution: \_\_\_\_\_

Have you ever begun a teacher education program but not completed it?  No  Yes If yes, please give details on a separate sheet.

**LAST SECONDARY SCHOOL ATTENDED**

Name of School	City/Province/Country	Grade Level	Graduation Date

**ALL POST SECONDARY INSTITUTIONS ATTENDED OR CURRENTLY ATTENDING - MOST RECENT FIRST**

Name of School	Province/Country	From	To	Degree/Diploma Earned	Date	Student Number

**E. REFEREES**

Please name two persons unrelated to you whom you have requested to provide a confidential reference report on your behalf.

1. \_\_\_\_\_ 2. \_\_\_\_\_

**F. DECLARATION OF APPLICANT**

I agree that, in reading and completing this application, including supplementary application forms, I knowingly or carelessly provided untrue or incomplete information (a) any offer of admission, whether accepted or not, may be withdrawn by the University; (b) I may be required to withdraw from any program or course in which I am enrolled; and (c) I may be subject to academic discipline.

I agree that the University may verify the information provided by contacting the relevant institutions, referees, and/or the Teacher Regulation Branch.

I agree that information on falsified documents is shared with the Association of Universities and Colleges of Canada.

I agree, if admitted to the University, to comply with all rules and regulations of the University, present or future.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



NITEP, UBC's Indigenous Teacher Education Program  
 Faculty of Education, The University of British Columbia  
 1985 West Mall, Vancouver, BC, V6T 1Z2



### NITEP Supplemental Application

Name \_\_\_\_\_  
 Surname First Name Middle Initial(s)

Maiden name or surname previously used if different from above \_\_\_\_\_

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

Email address (mandatory) \_\_\_\_\_

Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Year Month Day

Do you identify yourself as an Aboriginal person? Yes  No

If yes, are you:  First Nations  Metis  Inuit  
 Please choose one:  Status  Non-Status

Home Band/Tribal Affiliation \_\_\_\_\_ Home Community \_\_\_\_\_

Language(s) \_\_\_\_\_

Select an option:  Elementary or  Secondary: Teachable Subjects. \_\_\_\_\_/\_\_\_\_\_

Which field centre do you wish to attend:

On Campus - UBC Vancouver (Year 1)  Re-admission to On Campus - UBC Vancouver (for years 2, 3 or 4)

**PLEASE ENSURE YOU COMPLETE THE FOLLOWING SECTION:**

**Employment History (provide dates):**

Name of Company/Organization	Location	From (yy/mm)	To (yy/mm)	Position

**Academic History:**

List all educational or training programs (high school, ABE, College, etc.) that you have taken, most recent first. You may attach extra pages if needed.

Name of Institution	Location	From (yy/mm)	To (yy/mm)	Degree/Diploma Earned



1. Have you had any special training or experience that might help you in teaching? (For example, Education Assistant, Teacher's Aide, Education Committee Member, etc.). Please describe in detail.
2. Why are you choosing teaching as your professional goal?
3. Why are you choosing NITEP?
4. How did you hear about NITEP?

**Deadlines:**

The application deadline is **June 30<sup>th</sup>**.

Individuals who submit their complete application forms and all supporting documentation by the early incentive deadline of **March 15<sup>th</sup>** will be entered to win a \$100 bookstore credit.

Please return this application promptly and be aware that the processing of applications takes time. Your application, along with our recommendation, will be forwarded to the Teacher Education Office (TEO).

Official transcripts of marks are required. Photocopies/faxes are not acceptable.

**Note:** All required application documents can be downloaded from the NITEP website <http://nitep.educ.ubc.ca/>.

This information is true and complete. \_\_\_\_\_  
Signature Date



# Faculty of Education

## Confidential Report on Applicant - NITEP OPTION ONLY

**To the Applicant:**

You must arrange for the submission of two Confidential Reports to be sent on your behalf. The Faculty will not accept more than two reports. Referees should be selected from those who are familiar with your experiences, interests and abilities relevant to the teaching profession. Therefore, it is essential that you **choose a referee who has observed your work with children or youth and who is not a family member or a personal friend.**

**Please complete this section before presenting this form to your referee.**

Your name: \_\_\_\_\_ (print clearly) UBC Student Number: \_\_\_\_\_ (if applicable)

**Indicate the option and Field Centre to which you are applying:**

- Elementary     Secondary
- On Campus - UBC Vancouver     Re-applying for years 2, 3, or 4 - UBC Vancouver

**It is the responsibility of the applicant to ensure that Confidential Reports are submitted by the posted deadlines (see NITEP website).**

**To the Referee:**

The above named individual has applied for admission to NITEP. NITEP is a five year program, which may be completed in four years, leading to a Bachelor of Education Degree (Elementary or Secondary). The first two to three years are spent at a field centre; the remaining year(s) at UBC-Vancouver. The BEd is a professional degree program intended to graduate teachers with an initial level of competence for the practice of teaching in British Columbia. It is important that applicants who have demonstrated suitable personal qualities be selected.

**Please comment on your direct observations of this applicant, particularly his/her interactions with children and/or youth.**

**Please respond to the sections below and on the following page.**

1. What is your relationship to the applicant? \_\_\_\_\_
2. How long have you known them in this capacity? \_\_\_\_\_
3. Have you observed applicant engaged with children/youth in group settings? \_\_\_\_\_
4. Please rank the applicant as follows:

Poor = 1    Fair = 2    Good = 3    Very good = 4    Exceptional = 5    Unknown = UK

Personal Qualities	Rank	Comments to support assessment of applicant's work with children and/or youth (required)
Professionalism/Work ethic including dependability and reliability		
Leadership skills (ability to plan and lead)		
Ability to solve problems and stay on task		
Adaptability/flexibility to changing circumstances and/or ability to cope with stressful situations		
Interpersonal skills with children/youth, including the ability to set reasonable limits		
Interpersonal skills with adults, including the ability to receive feedback and respond to suggestions		
Commitment to and relations with the Aboriginal community		

5. English language competence – based on your observations please comment on applicants **written and oral** English skills.

6. Please comment on the applicant’s motivation for teaching and other demonstrated strengths.

7. Please comment or elaborate on any areas where you have **reservations** concerning the applicant’s suitability for admission to a teacher education program.

**Overall recommendation:**

- Please answer with one of:
- Highly Recommended
  - Recommended
  - Recommended with Reservation
  - Not recommended

**Thank you for your time and thoughtful reflections on this applicant.**

Name of Referee: \_\_\_\_\_

Position: \_\_\_\_\_

Signature of Referee (**REQUIRED** - please refer to notes below): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Organization and location (city/province): \_\_\_\_\_

Please answer True or False - The above named applicant has NOT seen the completed reference report form

**To the Referee:**

1. If submitting as a hand-written hard copy: Sign the form. Place the completed original form in an envelope, seal the envelope, and then return this sealed envelope to the applicant for inclusion with the application, or send it directly to NITEP, 1985 West Mall, Vancouver, BC, V6T 1Z2.
2. If submitting as electronic copy: Sign the form (we will accept hand written or electronic signature only – if you cannot insert an electronic signature, which means your actual signature, not simply typing with different font, please print off copy and sign by hand before sending as **we will not accept any forms without signature**. Save the document with last name of the applicant and then the **referee should email the form directly to nitep.educ@ubc.ca**. The completed form is not to be seen nor sent to the applicant. Please also note that all forms are printed in our office therefore **if you cannot see all words you have typed on this form, we will not be able to see them either. No expansion of text boxes is permissible.**

It is the policy of the University to treat the reports of reference, which it receives, as confidential. It can, however, be required under Freedom of Information legislation to disclose the substance of any report of reference but only where that can be done without disclosing the identity of the writer. However, in rare cases, the University may be required by a court to disclose the reference in its entirety to parties to litigation.



## BEd CONSENT FOR NITEP

**All students of the Bachelor of Education program at UBC are required to consent to a Criminal Record Check for working with children and/or vulnerable adults.**

Entrance to the Bachelor of Education will involve the completion of a Criminal Record Check, conducted by UBC on your behalf with the Ministry of Justice. Please sign on Page 3 to indicate your understanding of the ethical responsibilities of being a teacher. Please sign on Page 4 to indicate your full understanding of all terms below. Upon admission, you are asked to submit your personal information and complete a payment to UBC, for the purpose of conducting a Criminal Record Check.

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## CRIMINAL RECORD CHECK

### **Consent for Release of Information and Acknowledgements**

#### **Pursuant to the BC Criminal Records Review Act**

- I hereby consent to a check for records of criminal charges and convictions to determine whether I have a conviction or outstanding charge for any relevant or specified offence(s) under the Criminal Records Review Act;
  - I hereby consent to a check of all available law enforcement systems, including any local police records.
  - I hereby consent to a vulnerable sector search to check if I have been convicted of and been granted a pardon for any sexual offences of the Criminal Records Act.
  - I understand a criminal record check under the Criminal Records Review Act is required at least once every five years.
  - Go to the RCMP website for additional details on vulnerable sector checks: <http://www.rcmp-grc.gc.ca/en/faqs-about-vulnerable-sector-checks>





- I hereby authorize the release to the Deputy Registrar any documents in the custody of the police, the court, corrections, and crown counsel relating to an outstanding charge or conviction of any relevant or specified offence(s) as defined under the Criminal Records Review Act or any police investigations deemed relevant by the Registrar.
- Where the results of this check indicate that a criminal record or outstanding charge for a relevant or specified offence(s) may exist, I agree to provide my fingerprints to verify any such criminal record.
- The Deputy Registrar will notify me and my organization that I have an outstanding charge or conviction for any relevant or specified offence(s) and the matter has been referred to the Deputy Registrar;
- The Deputy Registrar will determine whether or not I present a risk of physical or sexual abuse to children and/or physical, sexual or financial abuse to vulnerable adults as applicable.
- The Deputy Registrar's determination will be disclosed to my organization and it will include consideration of any relevant or specified offence(s) for which I have received a pardon.
- If I am charged with or convicted of a relevant or specified offence(s) at any time subsequent to the criminal record check authorized herein, I further agree to report the charge or conviction to my organization and provide my organization, in a timely manner, with a new, signed Consent to a Criminal Record Check form.

*The information requested on this form is collected under the authority of the Criminal Records Review Act section 4(1) and section 26(c) of the **Freedom of Information and Protection of Privacy Act (FOIPPA)**. The information provided will be used to fulfill the requirements of the Criminal Records Review Act for the release of criminal records information and is in compliance with the FOIPPA. If you have questions about the collection of your personal information, please contact the Policy Analyst, Criminal Records Review Program, PO Box 9217 Stn Prov Govt, Victoria, BC V8W 9J1 or by phone at to 1 855 587 0185.*



## Memorandum of Understanding

The mission of the Bachelor of Education Program within the Faculty of Education at the University of British Columbia is to prepare teachers who are knowledgeable, skillful, flexible and compassionate members of the profession guided by a sense of social and ethical responsibility in relation to their students and the wider society. The Faculty understands teaching as a moral activity guided by ideals of human good and conceptions of what is educationally valuable.

The Faculty is charged with ensuring that all graduates of our Program have the requisite competencies and can meet the professional practice standards to be eligible for professional certification as educators in the Province of British Columbia from the British Columbia Ministry of Education.

Teacher candidates are asked to read the statements below and to sign the memo of understanding at the bottom of this page.

*Entry into the profession of teaching is a privilege. Suitability to teach includes satisfactory academic performance, teaching performance, and professional conduct. Although satisfactory academic performance is prerequisite to advancement, it is not the sole criterion in the consideration of a teacher candidate's suitability for advancement or graduation. Teacher candidates are expected to adhere to standards of professional conduct.*

*If the Faculty becomes aware that a teacher candidate has been accused of serious unprofessional conduct at any point from application to completion of program requirements, then the Faculty reserves the right to postpone the teacher candidate's advancement in the Program, including graduation from the Program, until the allegations of unprofessional conduct have been investigated and resolved by the Faculty.*

*Where a teacher candidate has been charged with a criminal offence that, if proven, would constitute unprofessional conduct, the Faculty may postpone the student's advancement in the Program including graduation from the Program, until such time as the criminal charges are dismissed or have proceeded through the court system to acquittal or conviction and sentencing.*

I, \_\_\_\_\_ (print name), \_\_\_\_\_ (print student no. if available) **accept and understand what is expected of teacher candidates in the BEd program in regard to unprofessional conduct and possible ramifications of such conduct.**



## **Agreement to Release Contact Information to Practicum School District**

I authorize the NITEP office to release my personal contact information (i.e., email address and phone number) to my practicum school district.

## **Agreement to Update Personal Contact Information on Student Service Centre (SSC)**

I agree to keep my most recent contact information updated on the SSC so that the NITEP office can send me important messages regarding the BEd program, registration, and orientation.

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## **Signature**

*Only an original handwritten ink signature is accepted.*

I have read and understand the **Criminal Record Check Consent for Release of Information and Acknowledgements** on pages 1 & 2, the **Memorandum of Understanding** on page 3, and the **Agreement to Release Contact Information to Practicum School District and Agreement to Update Personal Contact Information on the SSC** on page 4. I hereby consent to these terms as indicated by my signature below.

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**Applicant Signature**

*Only an original handwritten ink signature is accepted.*

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**Date Signed** YYYY / MM / DD