

## **Fetal Alcohol Spectrum Disorder (FASD) Certificate of Advanced Studies**

### **Frequently Asked Questions**

This information document covers all that you need to know about the Fetal Alcohol Spectrum Disorder (FASD) Certificate of Advanced Studies, offered in partnership between the University of New Brunswick – College of Extended Learning (UNB CEL) and the Collège Communautaire du Nouveau-Brunswick (CCNB).

Note: This program will be offered in English in the fall of 2022 and will eventually be offered in French as part of the partnership between both institutions.

#### **1. Who should apply to this program?**

This program is designed for anyone who works with individuals who have FASD, including, but not limited to:

- Clinical supervisors
- Educators and educational assistants
- Day care workers
- Counsellors
- Psychologists
- Psychiatrists
- Social workers
- Speech-language pathologists
- Mental health specialists
- Health care workers
- Corrections workers
- Addiction/rehab service providers
- Government agencies
- Group home or residential staff
- Community services workers
- First Nations community members
- Family members & foster parents

## 2. **What are the admission requirements?**

**Applicants must fall in one (1) of the following categories:**

1. The applicant must have a **Degree or Diploma** in either Early Childhood Education, Human Service Counselling, or Psychology.
2. The applicant must have an **equivalent combination** of work, education\* (in a related field), and volunteer experience.

*\*Applicants are reviewed on an individual basis, so it is always worth applying even if you are not a degree/diploma holder.*

**Resume/CV:** Please include a copy of your Resume or CV along with your completed application (there is a section on the form to upload files); your Resume or CV should highlight your most relevant work, education, and volunteer experience.

**Letter of Intent:** Please include a Letter of Intent along with your completed application (there is a section on the form to upload files); this letter should explain why you wish to take the program, how the program will benefit your life and/or the work that you do, what background you come from, and should provide a sense of who you are as a person, both professionally and personally.

## 3. **How do I apply to the program?**

Applications are done through CCNB Continuum's website, where the application form can be found: <https://continuum.ccnb.ca/course-viewer/?id=677c2943-e838-4719-a108-d7ba6e4762c0>

## 4. **What happens after I've applied?**

Once you have submitted the online application form (your CV/Resume and Letter of Intent included), you will receive an automatic email confirming that your submission was received successfully.

From there, your application and supplemental documents will be reviewed. Once/if accepted, you will receive an acceptance letter by email.

Finally, you will need to make payment; instructions on how to proceed through payment will be included on the email that includes your acceptance letter.

**Please note that your registration in the program cannot be finalized until payment has been received.**

## 5. **What is the admission cut-off date?**

The admission cut-off date is 2 weeks before the start-date.

6. **How long is the program?**

This program is 20 weeks in total; there is typically a 2-week break at the end of December/beginning of January for the Holidays (this is subject to change).

7. **When does the program start?**

This program typically starts in October (this is subject to change).

8. **How is the program delivered?**

The format of this program is completed through UNB's online Learner Management System (LMS), **Desire2Learn BrightSpace (D2L)**. This is a secure website where all of the course materials are stored.

Students will also use **Zoom**, a video-conferencing tool, to speak with their peers and instructor(s) throughout the program. This is a free application.

9. **What are the program components?**

Students will be responsible for completing the **Online Theory** in the timeframe provided, as well as attending all **Online Workshops**.

There will be corresponding **Quizzes** attached to the first 5 theory components, and a mandatory **Quiz Review** (per assessment), held over Zoom.

In lieu of a quiz for module 6, there will be a graded **Online Group Activity**.

There will also be an accumulative **Final Exam**, which will only cover the first 5 theory components.

Finally, there are several **Evaluations** that students are expected to fill out during the duration of the program.

10. **What is the registration fee for the program? What is included?**

The program registration fee is **\$3,495.00 CAD** (this price includes tax), to be paid prior to the beginning of the program.

All documents, resources, readings, and/or any other learning material are provided.

## 11. Where can I find funding?

Please refer to the following options for possible funding opportunities:

### Tuition and Loan Options

#### 1. Tuition Relief for the Middle Class (TRMC)

[https://www2.gnb.ca/content/gnb/en/departments/post-secondary\\_education\\_training\\_and\\_labour/Skills/content/FinancialSupport/StudentFinancialServices.html](https://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour/Skills/content/FinancialSupport/StudentFinancialServices.html)

#### 2. Canada Student Loan and New Brunswick Student Loan

[https://www2.gnb.ca/content/gnb/en/services/services\\_renderer.200785.html](https://www2.gnb.ca/content/gnb/en/services/services_renderer.200785.html)

(Phone number: 1-800-667-5626; expect a 4 to 6 weeks wait for approval).

### Contact your Employer

1. Does your workplace have professional development funds set aside for training opportunities? Speak with your Manager or Director about funding.
2. Alternatively, your employer can apply for the Labour Force Training Program  
[https://www2.gnb.ca/content/gnb/en/services/services\\_renderer.201466.Labour\\_Force\\_Training.html](https://www2.gnb.ca/content/gnb/en/services/services_renderer.201466.Labour_Force_Training.html)

### Contact your First Nation Band

Do you identify as an Indigenous Person (First Nation, Inuit, Métis)? Many Bands have funding allocated for training purposes.

## 12. Do you have a payment plan?

Still no luck? We also have a payment plan option in place for those who cannot pay the entirety of the program up-front.

You have the option to make two (2) payment installments, and they must fall within the following timeframes:

- **First 50%** of payment (\$1,747.50) must be paid in full **before the program's start date**.
- **Second 50%** of payment (\$1,747.50) must be paid in full **45 days after the start date**.

Failure to make the entire payment by the 45th day of enrollment will result in termination from the program (you will no longer have access to the program).

**13. What is the withdrawal/refund policy?**

The registration fee is not refundable after the start date.

If you have a payment plan, and wish to withdraw, you are still responsible to pay the full amount of the registration fee.

**14. What type of certificate will I receive upon successful completion of this program?**

Upon successful completion of this program, you will receive a Certificate of Advanced Studies in Fetal Alcohol Spectrum Disorder, representing both institutions (UNB CEL and CCNB).

**15. Who can I contact if I have questions?**

Please contact [continuum@ccnb.ca](mailto:continuum@ccnb.ca) with any further inquiries.