

## Registration Checklist for SHSM/Regular Cooperative Education

### ☐ For students who attended a Durham District School Board secondary school in 2018/2019

- Secure a cooperative education placement.
- Identify the course/location that you wish to take (noting the registration code) [www.dce.ca](http://www.dce.ca).
- Visit your home school guidance department to obtain permission to enrol in summer school. *It is the responsibility of the home school to ensure eligibility/prerequisite requirements have been met.*
- Once permission has been granted, register for summer school utilizing one of the following methods;
  - **On-line** at [www.dce.ca](http://www.dce.ca)
  - **By telephone** – 905.436.3211 or 800.408.9619 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25<sup>th</sup> and 27<sup>th</sup>.
  - **In person** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25<sup>th</sup> and 27<sup>th</sup>.
- Take your registration receipt to your guidance office to confirm your enrolment in the course.
- Visit [www.dce.ca](http://www.dce.ca) under “Programs”, “Summer School”, “Cooperative Education Programs”, download the appropriate “Placement Information Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process. **Deadline – Wednesday June 26, 2019**

## Registration Checklist for SHSM/Regular Cooperative Education

### ☐ For students who attended secondary school outside the Durham District School Board (DDSB) or did not attend school in 2018/2019

- Secure a cooperative education placement
- Identify the course/location that you wish to take (noting the registration code) [www.dce.ca](http://www.dce.ca)
- **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.
- Register **IN PERSON** at EA Lovell ACEC – Durham Continuing Education, 120 Centre St. S. Oshawa L1H 4A3 Registration is available Monday – Friday, 8:30 am – 3:30 pm with extended hours until 7:00 pm on June 25<sup>th</sup> and 27<sup>th</sup> and bring the following documents (registration CANNOT be completed without ALL required documents);
  - **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
  - **Official government photo identification** (Required by all applicants)  
i.e. - health card, driver’s licence, current secondary student ID
- Visit [www.dce.ca](http://www.dce.ca) under “Programs”, “Summer School”, “Cooperative Education Programs”, download the appropriate “Placement Information Form”, complete and return it as directed to Michele Reid, Head of Elective Programs to complete the registration process. **Deadline – Wednesday June 26, 2019**