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, 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 CHV2O1 and GLC2O1 each), payable in full at time of registration.

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