Gary Allan Learning Centres

Adult e-Credit Registration Form

2026-2027 School Year (September to June)

DOWNLOAD AND SAVE THIS FORM TO YOUR COMPUTER WITH A NEW FILE NAME PRIOR TO COMPLETION.

- Contact your most recent school to obtain a copy of your High School Transcript
- Collect **each** of the following **FOUR** Proof of Identity documents:

1 Proof of Citizenship
1 Proof of Date of Birth
2 documents showing Proof of Ontario Residency.

See all acceptable documents on the final page of this form.
No other documents will be accepted.

- Complete the registration package in FULL
- Email the completed registration package, your transcript, and all Proof of Identity documents to ConEd@hdsb.ca

Once all documents are received, you will be contacted with more information. If you have indicated on your registration form that you wish to speak with a Counselor to discuss an education plan, we will contact you to schedule an appointment.

Please allow 2 to 4 business days to process your registration.

Applications with missing or unclear documentation will not be processed.

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Adult e-Credit Registration Form

STUDENT INFORMATION		
Legal Last Name:	OEN:	☐ Male ☐ Female
Legal First Name:	Preferred Name:	Self-Identify as: _____
Was this your name at birth? ☐ Yes ☐ No	If no:	Date of Birth: _____ mm/dd/yyyy
Address: Number Street Name Apt No. City Postal Code		
Phone Number:	Alternate Number:	
Email address:		
Country of Citizenship:	Status in Canada:	Date of Entry into Ontario (if applicable): _____ mm/dd/yyyy
Country of Birth:		
Current Canadian Language Benchmark level (if English is not first language):		

SCHOOL INFORMATION	
Has student ever attended a high school in Ontario ☐ Yes ☐ No	School Name:
Has student ever attended College/University in Ontario ☐ Yes ☐ No	School Name:

EMERGENCY CONTACT INFORMATION		
Last Name:	First Name:	☐ Male ☐ Female
Phone Number:	Email:	
Relationship: ☐ Parent ☐ Spouse ☐ Other _____	Lives with student: ☐ Yes ☐ No	

COURSE SELECTION

COURSE NAME	COURSE CODE

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I wish to speak to a guidance counsellor about my Educational Plan	☐Yes ☐No
I wish to learn more about mPLAR (mature Prior Learning Assessment and Recognition)	☐Yes ☐No
I believe that the successful completion of the course(s) above will complete OSSD	☐Yes ☐No
Post-secondary plans (next school year): ☐College ☐University ☐Apprenticeship ☐Workplace ☐Other _____	

STUDENT AUTHORIZATION: BY SIGNING, YOU CERTIFY THAT THE INFORMATION ON THIS FORM IS CORRECT

Signature of student	Date

OFFICE USE ONLY

☐Proof of Ontario Residency ☐Proof of Citizenship ☐Proof of DOB

Home School Administrator/Designate Name	Home School Administrator/Designate Signature	Date

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mPLAR Notification Form

Please fill out this form if you would like to be assessed for mPLAR credit eligibility.
*Must be 18 or over by the end of August this school year to qualify.

Student Name: _____
Last Name, First Name

Student OEN Number (if available): _____

Date of Birth: _____ Phone Number: _____
Month/Day/Year

Email: _____

Previous School Attended (if applicable): _____
(Include City, Province & Country if not local)
_____

Current School: _____ Registration Date: _____
Month/Day/Year

Are you planning to pursue post-secondary education ☐ Yes ☐ No
☐ College ☐ University ☐ Apprenticeship ☐ Other:

If yes, possible programs include: _____

Student signature: _____ Date: _____

Personal information is collected on this form in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56, and is collected under the authority of the Education Act, R.S.O. 1990, c. E.2. Personal information will be used for purposes related to the regular operational requirements of the educational and administrative functions of the Halton District School Board. For additional information about how the HDSB uses personal information please see the HDSB Statement of Personal Information Practices or, contact your school Principal.

PLEASE ATTACH A COPY OF TRANSCRIPT

_____ Office Use Only_____
D Marked as Mature D PLE1NO Zero Credits Entered

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Complete this Check list before submitting your application.

In order to register for any HDSB programs, the following documentation must be submitted at time of registration: Proof of Citizenship, Proof of Date of Birth, and Proof of Ontario Residency.

NO OTHER FORMS of documentation will be accepted.

Please indicate which form of **Proof of Citizenship** you have attached. ***Select ONE of the following:***		
Birth Certificate	Immigration Papers	☐ Permanent Resident Card
Passport	Canadian Citizenship Documents	Refugee Documents

Please indicate which form of **Proof of Date of Birth** you have attached. ***Select ONE of the following:***		
Birth Certificate	Immigration Papers	Baptismal / Faith Record
Passport	Canadian Citizenship Documents	

Please indicate which form of **Proof of Ontario Residency** you have attached. ***Select TWO of the following:***		
Current Lease or Deed	Current Property Tax Bill	Current Home Utility Bill
Moving Bill		Current Bank Statement
Recent correspondence from a Municipal, Federal or Provincial Government Agency	Most recent original Income Tax Assessment	

Note: Driver's license/Health Card are not acceptable, as in some cases you may hold an Ontario Driver's license / Health card and no longer permanently reside in Ontario

Ensure that all documents are clear and legible. If submitting photos of documents, the photo must be taken straight on, be in focus, and have no glare.

I confirm that I have attached the FOUR required documents as listed above

I confirm that I have downloaded and saved this registration form to my computer prior to completion and filled in its entirety

Applications with missing or unclear documentation will not be processed.

Email completed registration form and all required documents to ConEd@hdsb.ca

Once all documents are received and processed, you will be contacted with more information.

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Proof of Identification requirements

for Adult (18 years of age+) or all Out of Board, non-HDSB students

In order to register for any HDSB programs, the following documentation must be shown at time of registration:

- Proof of Citizenship – Any ONE of the following:
  - Birth Certificate
  - Passport
  - Immigration Papers
  - Canadian Citizenship Documents
  - Permanent Resident Card
  - Refugee Documents

- Proof Of Date of birth – Any ONE of the following:
  - Birth Certificate
  - Passport
  - Immigration Papers
  - Canadian Citizenship Documents
  - Baptismal / Faith Record
  - Permanent Resident Card
  - Refugee Documents

- Proof of Ontario Residency - any TWO of the following:
  - Current lease or Deed
  - Moving Bill
  - Current home utility bill (within two months)
  - Current property tax bill (within the past year)
  - Current bank statement (within two months)
  - Most recent original Income Tax Assessment
  - Recent correspondence from a Municipal, Federal or Provincial Government Agency (within the past year)

If an adult or Out of Board student does not have any of the above documentation to prove residency, an emergency contact/guardian who lives at the same address must be indicated on page 2 of the registration form and 'Lives with student' must be checked off. Proof of Ontario Residency in that person's name must then be submitted.

Note: Driver's license/Heath Card are not acceptable, as in some cases you may hold Ontario Drivers licence/Heath card and no longer permanently reside in Ontario