

CHILD CARE SERVICES CERTIFICATION INITIAL APPLICATION FORM

General Information

- **This application applies to individuals who are not already certified.**
If already holding a Newfoundland and Labrador (NL) Child Care Services (CCS) Certification number (for any classification) please **do not** use this form.
 - **Do not complete this form directly in your computer browser.**
 - To fill it out electronically, download the application to your computer and open it using Adobe Acrobat Reader. Adobe Acrobat Reader can be downloaded for free at: <https://get.adobe.com/reader/>.
 - You may also choose to print the application and complete it by hand.
 - **Complete ALL sections of the application.** If your application is incomplete, unsigned, or unclear, you will be asked to resubmit it, which may delay processing.
 - **Attach copies of all documents listed in your application.** If any documents are unclear or unreadable, you will be asked to resubmit them. In some cases, you may be required to provide original documents or notarized photocopies.
- Timeline:** Your application for Child Care Services Certification will be reviewed once the full application and all required documents have been submitted. You will receive the results by email. To ensure you receive all communications, please add @aecenl.ca to your contacts or address book, and check your spam or junk mail folders regularly.

SECTION A APPLICANT INFORMATION

If the name you are using is different from the name shown on your transcript or other documents, you must provide proof of your name change. To do this, include a photocopy of one legal document such as a Marriage Certificate, Driver's License, Passport, Birth Certificate, Divorce Decree, or Legal Name Change Certificate

Full Legal Name (as it appears on ID)

LEGAL FIRST NAME

LEGAL MIDDLE NAME

LEGAL LAST

Former name(s) if any (if applicable):

Type of Document Submitted to Support Name Change (if applicable):

Date of Birth (MM/DD/YYYY):

You have to be 18 years of age at the time you are applying for Child Care Services Certification.

Contact Information – all sections are required

CURRENT MAILING ADDRESS:

Full Street Address (Apartment # / Unit # and/or P. O. Box number)

City/Town

Province /Territory

Postal Code

Country

PHONE NUMBER (including area and country code)

PERSONAL EMAIL (provide only one)

SECTION B CLASSIFICATIONS SEEKING

Child Care Services Certification classifications depend on **the type of setting you work in** (a child care centre or a family home) and **the age group of children you care for**.

Please check the classifications you are applying for:

Child Care Centre Classifications:

- Infant (birth–24 months)
- Preschool (2 years–school entry)
- School (school entry–12 years)*
- Pre-Kindergarten (3 years–school entry in pre-kindergarten program)*

Family Home Classification

- Family Child Care (birth–12 years, mixed ages)

*These classifications apply to regulated child care services and are not part of the Newfoundland and Labrador school system.

Assessment Information

- Your certification will be based on the options you select.
- If you qualify for more classifications, they will be added automatically.
- If you do not select any classifications, you will be certified in the classification that matches your qualifications.
- If you do not select any classifications and you do not meet the requirements for any, you will be assessed for **Preschool classification only**.

SECTION C CERTIFICATE SIZE

Only one certificate will be given.

If you do not choose an option or if payment is missing, you will receive the standard file-size certificate (8.5" × 4"), which is free. Frame-size certificates (8.5" × 11") and laminated frame-size certificates (8.5" × 11") cost extra to cover materials, postage, and handling.

Select one option:

- 8.5" × 4" (File size) – **Free**
- 8.5" × 11" (Frame size) – **\$3.00**
- 8.5" × 11" (Frame size, laminated) – **\$5.00**

Payment method:

- Cash / Cheque / Money Order (enclose with mailed or in-person application)
- E-transfer (for electronic or fax submission)

Send e-transfer to: admin@aecenl.ca; with a security question: *Fee for Child Care Services Certification Certificate*, password: 'aecenl' and **inside message include your full name**.

SECTION D APPLYING FOR CCS CERTIFICATION: PATHWAYS AND REQUIRED DOCUMENTS

- Your application will be reviewed based on the sections you complete and the documents you provide.
- **You must attach photocopies of all required documents.** If any documents are unclear or unreadable, you will be asked to resubmit clear copies or provide originals or notarized photocopies.
- Child Care Services (CCS) Certification has two separate pathways: the Post-Secondary Education Pathway and the Labour Mobility Pathway. Certification through post-secondary credentials cannot be combined with certification based on a license from another province or territory. If you submit documents for both pathways, each pathway will be reviewed separately. CCS Certification will be awarded through the pathway that provides the best option for you.

Option A: Applying under Provincial/Territorial Agreement on Internal Trade/Labour Mobility (LM)

This section applies to those who you are certified as an Early Childhood Educator in another Canadian Province and /or Territory. AECENL Child Care Service Certification Office will verify proof of licence/registration/certification and good standing with the issuing authority.

PROVINCE /TERRITORY	NAME OF LICENSE/REGISTRATION/CERTIFICATION

Attach a copy of current/valid ECE or child care services license/registration/certification from another province or territory.

Option B: Applying With Early Childhood Education Post-Secondary Credentials

GRADUATED with an Early Childhood Education Degree/Diploma/Certificate

This section applies to individuals who have graduated with an Early Childhood Education (ECE) program at a recognized college or university. You must have finished your studies before applying for Child Care Services (CCS) Certification.

NAME OF DEGREE, DIPLOMA, CERTIFICATE HELD	NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY	YEAR COMPLETED

Attach photocopies of one of the following documents:

- Copy of the official ECE certificate/diploma/degree issued by your post-secondary institution (a parchment)
- Copy of the transcripts indicating graduation from the Early Childhood Education Program
- Copy of the transcripts and official letter from the post-secondary institution confirming graduation

For credentials outside Canada additional documents are needed:

- Credential assessment from World Education Services (www.wes.or.ca/) or other educational assessment services approved by AECENL:
https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada
- An official report of course hours and course description for each course completed
- An official report of your field placement or practicum that includes practicum hours, the setting where it was completed and the age group of children you worked with.
- Official translation of documentation if documentation is in a language other than English.
- Contact information for the post-secondary institution

Individual Post-Secondary Courses Related to an Early Childhood Education Program

This section applies to those who are currently enrolled in an Early Childhood Education Program and HAVE NOT from a recognized college or university.

NAME OF THE PROGRAM	NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY

Attach photocopies of the transcripts. Course descriptions may be required.

Option C: Applying With Non- Early Childhood Education Post-Secondary Credentials

This section applies to individuals **who graduated with a degree, diploma, or certificate in a program OTHER** than Early Childhood Education at a recognized college or university. You must have **finished your studies before** applying for Child Care Services (CCS) Certification.

NAME OF DEGREE, DIPLOMA, CERTIFICATE HELD	NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY	YEAR COMPLETED

Attach photocopies of one of the following documents:

- Copy of the parchment
- Copy of the transcripts indicating graduation from the post-secondary program
- Copy of the transcripts and official letter from the post-secondary institution confirming graduation

For credentials outside Canada additional documents are needed:

- Credential assessment from World Education Services (www.wes.or.ca/) or other educational assessment services approved by AECENL: https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada
- Official translation of documentation if documentation is in a language other than English.

Option D: Applying With Other Non Post-Secondary Credentials

This section applies if you have completed another non-post-secondary course approved by AECENL.
Attach a copy of completion.

Option E: Applying Without Post-Secondary Credentials, Labour Mobility Or Other Documents

If none of the listed credentials or documents apply to you, no documentation is required.

SECTION E DECLARATION

Applicants must read and sign this section for the application to be processed.

- I declare that the information provided in this application and any related documents is true and complete to the best of my knowledge.
- I consent for AECENL Child Care Services Certification Office to verify the information I have submitted with relevant organizations. I understand that any falsification of information or documentation may result in the cancellation of my certification.
- I understand that the status of my certification may be shared with the Department of Education and Early Childhood Development in the course of their work.
- I understand that the e-mail address provided with this application will serve as the primary communication tool with the AECENL Child Care Services Certification Office and the Department of Education and Early Childhood Development. General information regarding certification, grants, or bursaries may be sent via this e-mail. My e-mail address will not be shared with other agencies without my prior consent.
- I understand that my application will be assessed only when all required supporting documents have been received and the application is complete.
- I understand that applications are reviewed individually, on a case-by-case basis.
- By signing this application (hand-signed or electronically signed), I confirm my understanding and agreement to the terms of Child Care Services Certification. Accepted signatures include hand-signed or electronically signed documents; typed names alone are not valid.

Before signing, ensure all sections are completed and all submitted documents are true and complete to the best of your knowledge.

Signed:

Date:

SECTION F SUBMISSION INFORMATION

MAIL:

Association of Early Childhood Educators
Newfoundland and Labrador (AECENL)
P.O. Box 8657
St. John's, NL A1B 3T1

DROP OFF and COURIER: Do not mail items to this address

Association of Early Childhood Educators
Newfoundland and Labrador (AECENL)
59 Pippy Place, Suite 2A,
St. John's, NL A1B 4N1

There is no after-hours drop box at our office location.

FAX: Toll-Free (877) 579-0217

EMAIL the application package to: registrar@aecenl.ca

Email Submission Guidelines

- Only PDF scanned application and documents will be accepted. Photos (such as .jpg) are not accepted.
- Send just one email with all your attachments included. (links to external or website drives are not accepted)
- Write your full name (first and last) and "Initial Application" in the subject line of the email.
- Keep a copy of the email you send in case you are asked to submit it again.
- If you receive an email from registrar@aecenl.ca, this means your application has been received.
- Only the most up-to-date Initial Application Form will be accepted by email.

Individuals submitting an Initial Application Form may be eligible for the Recruitment and Retention Grant. Eligibility requires being awarded Level I-IV Child Care Services Certification (including a Trainee level paired with a higher Level) and working in a regulated child care setting. The Recruitment and Retention Grant Application must be submitted with the Initial Application Form, and no later than six months after the initial certification date. For details, visit the Bursaries/Grants/Benefits section of our website: www.aecenl.ca