

# CHILD CARE SERVICES CERTIFICATION RENEWAL APPLICATION FORM for Entry Level and Level 1 or higher

Please read the guide below for important information about completing this form, required documentation and submission.

## RENEWAL APPLICATION for Entry Level and Level One or higher

- This application is for those who already have NL Child Care Services Certification and hold:
  - Level I – IV certification (with no trainee level certification)
  - Family Home Trainee Level (with no centre-based trainee level certification)
  - Centre Based Trainee Level (that falls under the grandparenting clause)
  - Currently holding lapsed Entry level certification
- The renewal application package should be submitted before your expiry date.
- Incomplete application package (incomplete, unsigned and/or illegible application and documentation) will not be processed and may delay the effective date of your certification.
- Complete ALL sides and ALL sections of the application and attach all required documentation.
- Photocopied applications will NOT be processed.
- Attach the fee for a nonstandard sized certificate unless you would like a certificate of standard size then no fee is required.
- For original PL certificates to be returned, attach a **self-addressed envelope with sufficient postage**.
- **Additional documentation is needed** if your name is different from the name on your transcript or other documentation. You will need to submit proof of name change by providing a photocopy of one of the following legal documents:
  - Marriage Certificate
  - Driver's License
  - Passport
  - Birth Certificate
  - Divorce Decree
  - Legal Name Change Certificate

With your renewal application package you can submit an **Early Childhood Education (ECE) Recruitment and Retention Grant** application form (if eligible). Visit [www.aecenl.ca](http://www.aecenl.ca) under Bursaries/Grants for the application form, policy and contact information. The (ECE) Recruitment and Retention Grant application form can be submitted anytime within 6 months of your renewal date.

## INFORMATION ABOUT REQUIRED DOCUMENTATION:

- You must list all required documentation in Section D
- Professional learning hours must fall within your current certification period.
- You must **include copies (or original) of all required documents that** show your professional learning hours when you apply for renewal. If submitting copies keep the original documents in your records until you receive your renewal Child Care Services Certification certificate from AECENL. If you are asked to provide documentation and cannot do so, your certification may lapse.

### REQUIRED DOCUMENTATION FOR PROFESSIONAL LEARNING (PL) DOCUMENTS

#### IN-PERSON PL EVENTS

- The original PL certificate must include your name, the presenter's name, the date, the number of hours (or time), and the presenter's hand-signed signature.
- If a PL certificate is not provided, you may write the event name, date, time, and presenter's name on a piece of paper and have the presenter sign it. It is your responsibility to get this documentation.
- If you lose your original PL documentation, a confirmation letter or direct email from the presenter may be used instead.

#### FOR ONLINE PL EVENTS

- **ECE webinars:** A PL certificate and an email showing registration, a reminder, or attendance.
- **AECENL self-paced workshops:** Only the PL certificate you receive after completion is required.
- **AECENL live workshops:** You must include the email stating the number of PL hours earned or the PL certificate you received via email.

Whenever in doubt regarding the eligibility of a PL event or the right documentation please contact the AECENL Child Care Service Certification office

## SUBMISSION INFORMATION

Application must have a handwritten signature and be submitted by mail, courier, or dropped off in person.

**There is no after-hours drop box at AECENL location.**

#### 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

**DO NOT send the renewal application package by email or fax.**

## CONTACT INFORMATION FOR INQUIRIES:

#### AECENL Child Care Services Certification office

TELEPHONE: Toll-Free (866) 579-3004

FAX: Toll-Free (877) 579-0217

EMAIL: [registrar@aecenl.ca](mailto:registrar@aecenl.ca)

WEBSITE: [www.aecenl.ca](http://www.aecenl.ca)



**SECTION D RENEWAL OF CHILD CARE SERVICES CERTIFICATION**

You must **list and submit copies of all required documentation** of professional learning (PL) hours for your renewal. You are responsible for keeping original PL documents until you receive your renewal Child Care Service Certification certificate from AECENL. Failure to produce documentation if requested may result in lapsed certification. For additional space use the next page.

LISTING OF PROFESSIONAL LEARNING HOURS				
NAME OF WORKSHOP/CONFERENCE/COURSE	NAME OF SPONSORING GROUP/PRESENTER/INSTRUCTOR/ EDUCATIONAL INSTITUTION	DATE COMPLETED	# HOURS	OFFICE USE
Documentation needs to accompany the application.			<b>TOTAL HOURS</b>	

**NOTE:** Check this box if you wish to have your original PL certificates returned and enclose a **self-addressed envelope with sufficient postage**. If this option is not chosen, your originals will be shredded and recycled after your renewal has been processed.

**SECTION G 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**

**Association of Early Childhood Educators Newfoundland and Labrador (AECENL)**

**MAIL:** AECENL  
P.O. Box 8657, St. John’s, NL A1B 3T1

**LOCATION & COURIER:** AECENL  
59 Pippy Place, Suite 2A St. John’s, NL A1B 4N1  
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