ASSOCIATION OF EARLY CHILDHOOD EDUCATORS NL

BUILDING THE FOUNDATION

Newfoundland and Labrador
Child Care Services Certification

INFORMATION GUIDE FOR INITIAL CHILD CARE SERVICES CERTIFICATION

www.aecenl.com

Table of Contents

Introduction 2
CCS Certification – General Information 3
Levels and Classifications of CCS Certification 3
The Levels of CCS Certification 3
The Classifications of CCS Certification 4
Initial Child Care Services (CCS) Certification 5
Confidentiality and Privacy 6
Processing Time 6
Fees and Costs for Child Care Services Certification 6
Replacement of a Child Care Service Certification Certificate 7
Reporting a Personal Change in Information 7
Requesting a Review of Your Child Care Services Certification Assessment 7
General process of Initial Child Care Services Certification 9
How to apply for Initial Child Care Services Certification 11
Filling Out the Application Form 11
General Instructions for filling out the form: 11
Submission of the initial application package 12
Application Sections 13
Post-Secondary Education Documentation Requirements 16
Graduates from Canadian post-secondary institution 16
Completed Individual ECE courses from a Canadian post-secondary institution 16
Required Documentation for Non-Canadian post-secondary credentials 17
Required Documentation for Certification/ License to Practice from another Province or Territory under Labour Mobility 18
Documentation for Completed Orientation Course or Approved Equivalent 19
Support and contact information 20

Introduction

Under the Child Care Services Act and the Newfoundland and Labrador Child Care Services Regulations (39/17, 2017), people who want to work in regulated child care must have valid Child Care Services (CCS) Certification.

Child Care Services (CCS) Certification shows that a person has education and training in Early Childhood Learning and Care. It helps create a clear professional path for people working with young children. CCS Certification also encourages Early Childhood Educators to continue learning and improving their skills.
Having CCS Certification shows communities that Early Childhood Educators are trained professionals. They have the knowledge and skills needed to care for and support young children. This recognition is an important step in acknowledging the valuable work done in the early learning sector.

CCS Certification is one of hte requirement for working in regulated child care in Newfoundland and Labrador. There may be other requirements. Please contact Child Care Licensing staff in your region to learn about additional requirements.

The Association of Early Childhood Educators Newfoundland and Labrador (AECENL) has worked with the Government of Newfoundland and Labrador since 2000 to provide:

- Child Care Services Certification, which is required to work in regulated child care or a licensed family child care home
- Orientation courses that may be needed to receive SSC Certification in a specific classification
- Professional learning opportunities
- Bursaries, grants, and benefits

This guide will help you learn how to:

- apply for Child Care Services Certification and become certified in Newfoundland and Labrador

CCS Certification – General Information

Levels and Classifications of CCS Certification

Child Care Services (CCS) Certification is comprised of levels and classifications.

The Levels of CCS Certification

Levels of CCS Certification are based on the amount of post-secondary early childhood education (ECE) an individual holds.

There are **5 levels** of CCS Certification:

Certification Level	Post-Secondary Education Requirements
Trainee Level	Granted to individuals **without recognized post-secondary ECE credentials**. Applicants may be required to: • Complete orientation course(s) (or equivalent) • Provide proof of acceptance into a provincially recognized ECE program
Level One	Graduation from **provincially approved ECE certificate** *(typically one year of full-time study)* (meeting requirements for Level One) from a recognized post-secondary institution
Level Two	Graduation from **provincially approved ECE diploma** *(typically two years of full-time study)* (meeting requirements for Level Two) from a recognized post-secondary institution
Level Three	Granted through **one of the following pathways**: • Provincially approved **3-year ECE diploma** from a recognized post-secondary institution (meeting requirements for Level Three) **OR** • A **provincially approved two-year ECE diploma** *(typically two years of full-time study)* (meeting requirements for Level Two) **plus** a **one-year post-diploma ECE specialization** from a recognized post-secondary institution **OR** • A **provincially approved one-year ECE certificate** *(typically one year of full-time study)* (meeting requirements for Level One) **plus** a **recognized four-year degree** from a recognized post-secondary institution
Level Four	Granted through **one of the following pathways:** • A **provincially approved four-year degree in Early Childhood Education** from a recognized post-secondary institution **OR** • A **provincially approved two-year ECE diploma** *(typically two years of full-time study)* (meeting requirements for Level Two) **plus** a **recognized four-year degree** from a recognized post-secondary institution

Holding a certificate, diploma, or degree in early childhood education or a related discipline does not automatically allow to be employed in a regulated child care setting in the province.

The Classifications of CCS Certification

Classifications identify the age group of children and the type of setting an individual is certified to work in. Preschool classification is the anchored classification.

Setting	Classification	Age Group Covered	Education Requirements*
Child Care Centre	**Infant** (Minimum Level One in Preschool required to add Infant classification)	Birth to 24 months	Completion of: • Approved Infant care course from a recognized post-secondary institution **OR** • AECENL Infant Orientation Course
	Preschool	2 years to school entry *(not attending school full-time)*	Completion of: • Approved ECE courses from a recognized post-secondary institution **OR** • AECENL Preschool Orientation Course
	School	School entry to 13 years	Completion of: • Approved ECE School-Age course from a recognized post-secondary institution **OR** • AECENL School-Age Orientation Course
	Pre-Kindergarten	3 years 8 months to 5 years 9 months in Pre-kindergarten program	Completion of: AECENL Preschool and Pre-kindergarten Orientation Course
Family Child Care Home	**Mixed-Age**	Birth to 12 years	Completion of: • Approved ECE Family Child Care Home course from a recognized post-secondary institution **OR** • AECENL Family Child Care Orientation Course
	Infant (Minimum Level One in Preschool required to add Infant classification)	Birth to 24 months	Completion of: • Approved ECE Family Child Care Home course and Infant care course from a recognized post-secondary institution **OR** • AECENL Infant and Family Child Care Orientation Course

**Level depends on post-secondary credentials individual holds*

Initial Child Care Services (CCS) Certification

To obtain a certification an individual must apply for CCS Certification with **an Initial Application** and required documentation.

There are **two separate pathways** to become certified:

1. Educational Pathway

This pathway is for individuals who have:

- Graduated from a college or university program in Early Childhood Education (ECE) in Canada or International,
- Completed individual ECE course from recognized college or university
- Do not yet have ECE education but plan to enroll in a recognized program.

2. Labour Mobility Pathway

This pathway is for individuals who already hold an ECE certification or license from another Canadian province or territory. Please review the Labour Mobility section for application steps.

Applicants can only be certified through **one pathway** either Labour Mobility or post-secondary education. These two options cannot be mixed. For example, if you are certified through Labour Mobility at Level Two, you cannot use your post-secondary credentials (ex. 4 year degree) to move up to a higher level.

Work experience or non-post-secondary training are not included in the assessment under either of the pathway.

Complete application package consist of applicable application form **and** required documentation.*

*please see the required documents in the Initial, Renewal and Reissue of CCS Certification sections of this guide.

Completed application packages (initial, reissue, or renewal) are assessed by the Registrar of Child Care Services Certification (AECENL) and approved by the Provincial Director of Early Learning, Inclusion and Child Development Division, Department of Education and Early Childhood Development. The Registrar reserves the right to verify any information included in an initial, renewal, or reissue application for certification.

Confidentiality and Privacy

Once you start the CCS Certification process with AECENL your file is confidential. Your CCS Certification status may be shared with provincial or regional licensing personnel if requested. Otherwise, your file will only be discussed with you directly. If you want another person to speak on your behalf, you must provide written consent.
Requests for information from anyone other than the applicant are not processed/shared without written permission.

Processing Time

The processing time depends on the completion of the application package.
Processing of complete Initial Application Packages:

- For applicants with Canadian Post-Secondary Credentials or without any credential: 5-7 business* days (up to max. 50 under unforeseen circumstances).
- For applicants applying under Labour Mobility: 5-7 business* days (up to max 20 under unforeseen circumstances).
- For applicants for International Post-secondary Credentials: 5-7 business* days (up to max 40 under unforeseen circumstances).

*Business days are the days when AECENL Child Care Services Certification Office is normally open and working. They usually include Monday to Friday. Business days do not include:

- Weekends (Saturday and Sunday)
- Statutory holidays when offices are closed

For example, if something takes 5 business days and you submit it on Friday, the counting usually starts on Monday, if Monday is not a holiday.

Fees and Costs for Child Care Services Certification

Child Care Services Certification itself is free for initial applications, renewals, or reissues. You will receive a standard file-size certificate (8.5 x 4.5 inches) at no cost, while larger certificates carry a small fee: $3.00 for a large certificate and $5.00 for a large laminated certificate. Payment can be made by cash, money order, cheque, or e-transfer to **admin@aecenl.ca** using the password "**aecenl"**.

Any costs related to obtaining post-secondary credentials, additional required documents, or delivering materials are the responsibility of the applicant.
If you are required to take an AECENL Orientation Course, a refundable fee applies. Full details about fees, refunds, and orientation courses can be found in the Orientation Courses Information Guide on our website: https://aecenl.ca/index.php/certification/orientation-courses

Replacement of a Child Care Service Certification Certificate

If your original CCSC Certificate has been lost or destroyed, it can be replaced. An individual can **request in writing*** for a duplicate certificate to be issued.
When requesting for replacement please include:

- child care certificate number
- full name
- full mailing address
- reason for replacement

The processing time is up to 10 business days.

Reporting a Personal Change in Information

Please notify the AECENL Child Care Services Certification Office **in writing*** if you change

- change of mailing address
- change phone number
- change of e-mail address

The processing time is up to 10 business days.

***You can submit your written request:**
• **By email to registrar@aecenl.ca:** From your personal account, including your full name, mailing address, certification number, and details of the change.
• **By mail or in person:** Provide a signed, clearly written or typed note with your full name, mailing address, certification number, and details of the change.

Requesting a Review of Your Child Care Services Certification Assessment

If you believe the (initial or reissue) assessed level or classification of your Child Care Services (CCS) Certification is not correct, you can request a review of your file.
Submit your request within 30 business days of receiving the written decision and reasons. Your request should:

- Clearly state which decision you are asking to be reviewed and explain why.
- Be submitted in writing by email, mail, or courier. Phone calls are not accepted.

The reassessment only considers the documents submitted with your original application. New documents or credentials for a different CCS Certification pathway must be submitted as a new application and cannot be part of reassessment.
While your file is being reviewed, your current certification remains valid and the review does not guarantee a change in the outcome. If the review results in a more favorable outcome (for example, adding a classification or obtaining a higher level of certification), your status will be updated.

Timeline
The Registrar will reassess your file and provide a written decision within 50 business days.

Further Reviews
If you disagree with Registrars reassessment here are the next steps.
Next Step:
If you are still not satisfied, you may submit a written request within 30 days of the Registrars reassessment to**: AECENL Board of Directors**
AECENL Board of Directors, P.O. Box 8657, St. John's, NL, A1B 3T1

- Clearly explain why you disagree with the previous decision.
- The reassessment will be made based on documents previously submitted with the application.
- The Board will provide a written decision based on their review within the 50 business days.

Final Step:
If you disagree with the Board's decision, you can request a final review within 30 days of the AECENL Board of Directors reassessment to by writing to: **Provincial Director, Department of Education and Early Childhood Development/ Early Learning, Inclusion and Child Development Branch**
Provincial Director, Early Learning, Inclusion and Child Development Division, Department of Education and Early Childhood Development, P.O. Box 8700, St. John's, NL, A1B 4J6. Your request must clearly explain why you are requesting this third review.

General process of Initial Child Care Services Certification

Obtain Initial Application Form

Initial Application Form is available to download from the AECENL website – www.aecenl.ca under the "Certification" tab or at the AECENL office.
Contact the Registrar if you cannot access the application form.

Complete the Initial Application Package

- Complete all sections of the application form (including your original signature)
- Attach all appropriate documentation as indicated.

*An incomplete application or application with an electronic signature will **not** be assessed.*

Submit Initial Application Package*

to the Registrar by mail, email, fax, courier, or hand-deliver.

Assessment of the Initial Application Package

Once the application package is received, it is logged as received and stamped with the date received. Assessment begins by ensuring that the application is complete and that all documentation is attached as requested. AECENL Child Care Certification office reserves the right to verify any information included in an initial application for child care services certification.

Incomplete Initial Application Package

If anything is incomplete or missing in the package a Registrar will communicate via email outlining what is required to complete the Initial Application Package.

Complete Initial Application Package

If application package is complete it will be reviewed to determine the eligibility for certification.

Completed Initial application packages are assessed by the Registrar of Child Care Services Certification (AECENL) and approved by the Provincial Director of Early Learning, Inclusion and Child Development Division, Department of Education and Early Childhood Development. The Registrar reserves the right to verify any information included in an initial, renewal, or reissue application for certification.

Complete Initial Application Package

Issuing a Child Care Services Certificate number

If the assessment determines individual meets the requirements to receive a CCS certification a certificate number will be assigned to the individual and entered into the certification database.

A status letter will be emailed to the individual with their CCS Certificate number, the level(s), classification(s), issue date, and expiry date.

A CCS Certificate indicating the level(s), classification(s), issue date, and expiry date will be forwarded by mail within 8 weeks after all requirements are met and signed by AECENL and Department of Education.

NOTE: If being awarded Trainee Level submission of an acceptance letter into a provincially recognized post-secondary ECE program is required before certification can be issued.

The processing time of the application depends on the completion of the application package.

For more information on Orientation Courses visit AECENL website: www.aecenl.ca

Requirements of the Orientation Course

If the application review determines a need to complete (all or part of) an orientation course to receive a classification or level of CCS Certification it will be communicated to the individual by email on how to register for them.

If completion of the orientation course will result in obtaining a Trainee Level the submission of an acceptance letter into a provincially recognized post-secondary ECE program is required before certification can be issued.

Once all requirements are met CCS Certification will be issued by assigning a certificate number to the individual and entered into the certification database.
A status letter will be emailed to the individual with their CCS Certificate number, level(s), classification(s), issue date, and expiry date
A CCS Certificate indicating the level(s), classification(s), issue date, and expiry date will be forwarded by mail within 8 weeks after all requirements are met and signed by AECENL and Department of Education.
The processing time of the application depends on the completion of the application package.

How to apply for Initial Child Care Services Certification

This section of the guide explains the requirements and steps for applying for Initial Child Care Services (CCS) Certification in Newfoundland and Labrador.

The section is divided into two parts:

The **first part** explains how to complete the initial application form.
The **second part** outlines the required supporting documents that must be submitted with the application.

Applicants are responsible for making sure that all required documents are complete and submitted according to the instructions provided.

Filling Out the Application Form

General Instructions for filling out the form:

- Initial Application Form is for Individuals who **do not** hold Child Care Services Certification
- Complete all pages and all sections of the application form in full.
- Ensure all information is clear and legible.
- Incomplete or unsigned applications will not be processed and may be returned.
- DATE and SIGN the Initial Application Form. **Typed signatures are not accepted.**
- ATTACH the applicable documentation to the application.
  (see application guide on the next pages for required documentation)
- Individuals' legal name must be clear and visible on all provided documents.
- If an official name change occurs between the issue of the documents and the application a photocopy of legal evidence of a name change must be provided.
- It should be noted that if the assessment of the initial application determines that the applicant is to receive Trainee Level certification then an acceptance letter into an early childhood education program from a provincially recognized post-secondary institution will need to be submitted before certification can be issued.

Unsigned applications, electronic signatures, or applications signed by someone else on your behalf are not acceptable and will be returned.

For any questions regarding the initial Child Care Services Certification please contact the AECENL Child Care Services certification office at: registrar@aecenl.ca or by phone: (709) 579-3004.

Submission of the initial application package

Full Initial Application Packages can be submitted via email, fax, mailed or dropped off.

Email: registrar@aecenl.ca

When emailing your Initial Application Package:

- Only the most current Initial Application Form is accepted for email submission.
- Only eligible PDF scanned documentation will be accepted. Photos (e.g., .jpg) or any other formats are not acceptable as they are unable to produce legible copies.
- Only **one email** with all attachments should be submitted.
- Put your name (first and last) and Initial Application in the subject line of the e-mail before sending.
- Retain a copy of the original e-mail for your record, if it is requested to be resubmitted.
- When you receive a bounce-back message from the registrar@aecenl.ca account, this is confirmation that your application has been received by AECENL.

Fax: 709-579-0217 (toll free: (877) 579-0217)

If submitting via fax only the most current Initial Application Form is accepted.

Mail: Association for Early Childhood Educators Newfoundland and Labrador
P.O. Box 8657
St. John's, NL A1B 3T1

Dropped off:* Association for Early Childhood Educators Newfoundland and Labrador
59 Pippy Place, Suite 2A
St. John's, NL A1B 4N1

* The street address is for drop-off and courier only. Please do not mail anything to the street address.

***Note:**
Individuals applying with an Initial Application Form may be eligible for the Recruitment and Retention Grant. To qualify, applicants must be awarded Level I to IV AECENL Child Care Services Certification (including those awarded a Trainee designation in combination with a Level) and working in a regulated child care setting. The Recruitment and Retention Grant Application must be submitted along with the Initial Application Form, and no later than six months from the initial certification date.
Visit the Bursaries/ Grants/Benefits section of our website www.aecenl.ca .

Application Sections

Section A - Personal Information

Complete Section A fully and clearly. The information must match your legal name and details as they appear on official documents.

When completing this section, you are required to provide:

- Your legal name exactly as it appears on official identification.
- Your date of birth.
- Your full mailing address, including postal code, where you currently live.
- Your personal email address and other contact information as requested on the application form.

If your legal name has changed since your education or other documents were issued, you must submit proof of the name change. A copy of one of the following documents must be included:

- Marriage Certificate
- Driver's Licence
- Passport
- Birth Certificate
- Divorce Decree
- Legal Name Change Certificate

Your personal information is confidential and will not be shared with others without your written permission.

Section B - Classification Seeking

You, the applicants must indicate in **Section B** the classification(s) for which they wish to be assessed.

Your application package will be assessed based on the classification(s) identified in Section B, and certification will be issued in accordance with the option(s) selected and the qualifications confirmed through the assessment process.

Please note:

- If you qualify for additional classifications beyond those selected, they will be added to your certification where applicable.
- If no classification is selected, certification will be issued based on the classification that aligns with your verified qualifications.
- If no classification is selected and you do not meet the requirements for any classification, assessment will default to the Preschool classification only.

Applicants are encouraged to review classification requirements carefully prior to submission.

Section C – Certificate Size

Choose the size of the CCS Certification Certificate you would like. Check **one box only** as only **one certificate can be issued.**

If there is a fee for the size you choose, include the payment with your application.

Accepted payment methods are:

- **cash, cheque, or money order** Include with mailed or in-person application
  E-transfer (for electronic or faxed applications)
  Send e-transfer to: **admin@aecenl.ca**
  Security question: *Fee for Child Care Services Certification Certificate*
  Password: **aecenl**

If you do not select a size or do not include payment, you will receive the standard file-size certificate (8.5" × 4"), which is free.

Section D – Pathways and Required documentation

You, the applicant must complete the portion of Section D that applies to them:

- Option A: Applying under Provincial/Territorial Agreement on Internal Trade/Labour Mobility
  This applies to those who hold certification/licence to practice from another province.
- Option B: Applying with Early Childhood Education (ECE) Post-Secondary Credentials
  This section applies to those who hold post-secondary credentials in Early Childhood Education. Fill out the part that applies to you:
  - Graduated with an Early Childhood Education Degree/Diploma/Certificate

  An individual is considered a graduate when the college or university issues official documents showing the program was completed and the certificate, diploma, or degree was awarded. Documents submitted show the graduation form the recognized psot-secondary education program.
  - Individual Post-Secondary Courses Related to an Early Childhood Education Program

  If individual has successfully completed individual ECE courses but DID NOT graduated from an ECE program from a recognized post-secondary institution.
- Option C: Applying with Non-Early Childhood Education Post-Secondary Credentials
  This section applies to those who graduated from programs other than Eary Childhood Education from a recognized post-secondary institution
- Option D: Applying with Other non Post-Secondary Credentials
  This section applies to if you have hold NL Teacher Certification, or completed Orientation course from other organisations that have been approved by AECENL.
- Option E: Applying without Post-Secondary Credentials, Labour Mobility or Other Documents

All documentation outlined in the application form must be attached. Failure to provide required documentation will delay assessment.

Section E - Declaration

You, the applicant are required to read, sign, and date the Declaration and Consent section. Signature needs to be original handwritten or electronic signature (typed signatures are not accepted).

By signing, the applicant:

- Confirms that the information provided is accurate and complete to the best of their knowledge.
- Authorizes AECENL to verify information as necessary.
- Consents to the sharing of certification status with provincial child care licensing personnel for regulatory purposes.

Unsigned applications, electronic signatures, or applications signed by someone else on your behalf are not acceptable and will be returned.

Post-Secondary Education Documentation Requirements

Graduates from Canadian post-secondary institution

An individual is considered a graduate when the college or university issues official documents showing the program was completed and the certificate, diploma, or degree was awarded.

You must submit one of the following documents from the recognized college or university listed in your application:

- A copy of your certificate, diploma, or degree*
- An official transcript or a copy of your transcript* that shows you graduated from the program
- An official transcript or a copy of your transcript* and an official letter from the college or university confirming that you met the academic and graduation requirements for the program

*Copies must be clear and readable.

If a transcript is used to document the completion of a program of study, the transcript must indicate the name of the student, their student number and must indicate the completion of the program.

Completed Individual ECE courses from a Canadian post-secondary institution

If you did not graduate from a college or university ECE program from a recognized college or university you must submit the following documents:

- copies of the transcripts, indicating successful completion of the courses from the recognized post-secondary institution listed in the reissue application.*

*Photocopies are accepted; however, you may be asked to submit original transcripts or notarized photocopies.

If a transcript is used to document the completion of a program of study, the transcript must indicate the name of the student, their student number and must indicate the completion of the program.

You may be asked to supply official course descriptions with transcripts at the request of the AECENL Child Care Services Certification Office.

* It should be noted that if the assessment of the Initial Application Form determines eligibility for Child Care Centre - Trainee Level Certification then proof of registration into an ECE certificate program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued.

Required Documentation for Non-Canadian post-secondary credentials

The following documentation is required if you hold Early Childhood Education post-secondary credentials:

- Credential assessment from World Education Services (www.wes.org/ca/) or other educational assessment services approved by AECENL: https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada
- A copy of your parchment(s).
- Official transcript(s) from the post-secondary institution(s) that indicates the name of the student, their student number, and completion of the program.
- An official report of course hours and a course description obtained for each course completed by the student.
- An official report of field placement/practicum, including the setting where it was completed and the age group of children served.
- Official translation of documentation if documentation is in a language other than English.

Please note:

- The assessment of your initial application may determine that you need to complete all or part of an orientation course or courses. These courses are not offered outside Newfoundland and Labrador (NL) therefore if you applied for CCS Certification before moving to NL you will need to let AECENL know upon your arrival in the province so that we can get you enrolled in a timely fashion. Information about the courses we offer can be found under the “Orientation” tab on our website www.aecenl.ca.
- If the assessment of the initial application determines eligibility for Child Care Centre - Trainee Level Certification, then proof of registration into an ECE program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued

Required Documentation for Certification/ License to Practice from another Province or Territory under Labour Mobility

If you have a valid child care certification or license from another province or territory, you can apply for Child Care Services Certification in Newfoundland and Labrador under the Federal Agreement on Internal Trade/Labour Mobility (LM).

The agreement enables applicants to receive the certification level in this province that under the scope of practice meets the requirements for that certification in the other Province or Territory. Each province/territory under LM has its own requirements and names for its levels and certification. Please check with each province for their requirements.

Documentation Required:

A photocopy of a current and valid ECE or child care services certification/registration document from one of the following provinces: British Columbia, Saskatchewan, Ontario, Alberta, Manitoba, Prince Edward Island, or Yukon**.**

On the Initial Application Form check and complete the following part in **section D**:
Provincial/Territorial Agreement on Internal Trade/Mobility

On the next page is a table showing how certifications from other provinces and territories **match with Child Care Services Certification in Newfoundland and Labrador**, based on scope of practice

Newfoundland and Labrador	Trainee Level	Level One	Level Two	Level Three	Level Four
Alberta	Early Childhood Educator Level 1 *	Early Childhood Educator Level 2	Early Childhood Educator Level 3	None	None
British Columbia	Early Childhood Educator Assistant*	Early Childhood Educator with Special Needs or Infant/Toddler	Early Childhood Educator with Special needs and Infant/Toddler	None	None
Manitoba	Child Care Assistant *	ECE 2	ECE 3	None	None
Nova Scotia	Level One * or School Age approval *[1]	Level 2	Level 3	None	None
Ontario	None	None	Registered Early Childhood Educator	None	None
Prince Edward Island	Early Childhood Educator Assistant*/ Early Childhood Educator I	Early Childhood Educator II	Early Childhood Educator III or Early Childhood Supervisor or Early Childhood Director	None	None
Saskatchewan	ECE I*	ECE II	ECE III	None	None
Yukon Territory	Child Care Worker I*	Child Care Worker II	Child Care Worker III	None	None

* It should be noted that if the assessment of the initial application determines eligibility for Trainee Level certification, then proof of registration into an ECE program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued.

*[1] For trainee level in School classification only an acceptance letter into a recognized post-secondary educational institution is required.

Documentation for Completed Orientation Course or Approved Equivalent

If you have completed a non-post-secondary orientation course with another agency /organization that was approved by AECENL please provide a copy of the certificate of competition. It should be noted that if the assessment of the initial application determines that the applicant is to receive Child Care Centre- Trainee Level then proof of registration into an ECE program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued.

Support and contact information

The AECENL Child Care Services Certification Office staff provides support to a broad audience, including individuals seeking CCS Certification and those already certified. Assistance is available Monday through Friday during regular business hours:

- Online via email, or other online meeting platforms
- by phone:
- In person without an appointment during regular business hours.

Registrar of Child Care Services Certification is also available to meet outside regular office hours by appointment. Please contact the Registrar at least 5–7 days in advance to arrange a time.

The Office of Child Care Services Certification

Registrar
Email: registrar@aecenl.ca
Phone: (709) 579-3004 (toll-free outside the St. John's calling area 866-579-3004)

Registrar Assistant
Email: registrarassistant@aecenl.ca
Phone: (709) 579-3004 (toll-free outside the St. John's calling area 866-579-3004)

Orientation Course and Online Specialist
Email: orientationcourse@aecenl.ca
Phone: (709) 579-8993

Fax: (709) 579-0217 (toll-free outside St. John's calling area 1-877-579-0217)

Mail: P. O. Box 8657, St. John's, NL A1B 3T1

In-Person/Courrier: 59 Pippy Place, Suite 2A, St. John's, NL A1B 4N1