



ASSOCIATION OF EARLY CHILDHOOD EDUCATORS NL  
BUILDING THE FOUNDATION

## Newfoundland and Labrador Child Care Services Certification



# INFORMATION GUIDE FOR RENEWAL OF CHILD CARE SERVICES CERTIFICATION

[www.aecenl.com](http://www.aecenl.com)

## Contents

Introduction .....	3
Renewal of Child Care Services (CCS) Certification – General Information.....	4
Confidentiality and Privacy .....	5
Processing Time .....	5
Fees and Costs for Child Care Services Certification .....	4
Replacement of a Child Care Service Certification Certificate .....	5
Reporting a Personal Change in Information.....	6
The Length for Child Care Services Certification .....	6
Effective Date of the Renewal .....	6
When to Apply .....	7
Renewal of Trainee Level CCS Certification .....	8
General overview .....	8
Renewal Requirements .....	8
When to Apply .....	8
Effective Date of the Renewal .....	9
Renewal Requirements for Child Care Centre - Trainee Level .....	10
Renewal requirements .....	10
Required documentation .....	11
Option 1: Renewal with ECE courses .....	11
Option 2: Renewal when ECE courses are not available .....	11
Renewal requirements for lapsed Child Care Centre - Trainee Level.....	12
Renewal Requirements for .....	13
Family Home – Trainee Level - Mixed Age and .....	13
Trainee Level Certification Under the Grandparenting Clause.....	13
Renewal Requirements .....	13
Required Documentation .....	14
Lapsed Trainee Level Child Care Services Certification .....	14
Renewal requirements for lapsed Family Home Trainee Level Mixed Age Group and/or Trainee Leve Certification Under the Grandparenting Clause .....	14
How to Apply for the Renewal of Child Care Services Certification .....	15

Submission of the Renewal Application Package .....	15
Filling Out the Application Form.....	16
General Instructions for Filling Out the Form .....	16
Application Sections .....	16
Section E – Renewal of Child Care Services Certification.....	17
Renewal of Level One, Two, Three, and Four (in all classifications) as well as those still holding Entry Level Child Care Services Certification .....	19
General Overview .....	19
When to Apply .....	19
Effective Date of the Renewal .....	19
Renewal Requirements .....	20
Required Documentation .....	20
Lapsed CCS Certification For Level One, Two, Three, and Four in all Classifications and Entry Level .....	21
Refresher Course.....	21
How to Apply for the Renewal of Child Care Services Certification .....	22
Submission of the Renewal Application Package .....	22
Filling Out the Application Form.....	22
General Instructions for Filling Out the Form .....	22
Application Sections .....	23
Section D – Renewal of Child Care Services Certification .....	24
Professional Learning .....	25
What is Professional learning? .....	25
Benefits of Professional Learning .....	26
Ways to Obtain Required Professional Learning .....	26
“In-house” Professional Learning .....	27
Professional Learning Grant Fund .....	27
Professional Learning Documentation Requirements.....	27
Information about Webinar PL documentation .....	28
Support and contact information .....	29

## 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 the requirements 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 renew CCS Certification.

## Renewal of Child Care Services (CCS) Certification – General Information

Child Care Services (CCS) Certification has an expiry date. The expiry date can be found on the certificate's bottom right corner and expires on the 1<sup>st</sup> of the month. To keep the CCS Certification valid the required documentation needs to be submitted to AECENL. **Renewal application form and required documentation\*** is needed to start the process of renewal of CCS Certification.

This guide provides the information needed to renew NL Child Care Services Certification. To renew the CCS Certification there are certain requirements to be met which are based on the level of the certification the individual holds.

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

\*please see the required documents outlined in 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.

## 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>

## 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 of the application depends on the completion of the application package. Processing of complete Renewal Application Packages is 5-10 business\* days (up to max 20 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.

If anything is incomplete or missing in the package the AECENL Child Care Services Certification Office will communicate with the individual via email outlining what is required to complete the renewal application package.

## 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.

## The Length for Child Care Services Certification

The length of the CCS Certification depends on the lowest level holding:

- Trainee Level CCS Certification in any of the classifications is valid for **one (1) year**.
- Level One or higher CCS Certification in all classifications is valid for **three (3) years** (unless renewed using the Refresher Course).

If an individual holds a combination of different CCS Certification levels their renewal requirements are based on the lowest level of certification held. For example, an individual holds Child Care Centre - Level Three - School and Child Care Centre - Trainee Level – Preschool their renewal requirements are based on their Child Care Centre Trainee Level – Preschool.

## Effective Date of the Renewal

Renewal of CCS Certification is not back-dated and issued effective the first day of the calendar month in which a complete and eligible renewal application package is received by AECENL.

The effective date for renewal will be the *latter* of either:

- The renewal date as indicated on the Child Care Services Certification certificate **or**
- The first day of the calendar month in which a complete and eligible renewal application package is received

## When to Apply

It is recommended to apply for renewal of CCS Certification **approximately 60 days before the expiry date**.

- Late renewal applications packages may result in gaps in CCS Certification and might require additional documentation for any lapsed period of certification. These gaps may impact individuals' employment or other services that are dependent on valid certification.
- Individuals are responsible to keep track of their renewal date and to ensure a renewal application package for their CCS Certification renewal is submitted before it expires.
- As a courtesy, the AECENL Child Care Services Certification Office will send a reminder email two months before the expiry date.

**\*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](http://www.aecenl.ca).

## Renewal of Trainee Level CCS Certification

This section of the guide provides information about renewal of Trainee Level Child Care Services Certification

### General overview

The renewal period for Trainee Level Certification is **one (1) year**. CCS Certification expires on the 1<sup>st</sup> of the month. The expiry date can be found on the certificate's bottom right corner.

### Renewal Requirements

The renewal requirements for Trainee Level depend on:

- Your certification classifications (facility type – child care centre/Family Home)
- How long you previously held Entry Level Certification (if applicable) when Newfoundland and Labrador Child Care Services started

The pages that follow outline requirements for:

- Child Care Centre – Trainee Level (Preschool, School, and/or Pre-kindergarten)
- Family Home – Mixed Age
- Individuals who were grandfathered in

If you hold:

1. Combination of Child Care Centre and Family Home – Trainee Level

If you hold both Child Care Centre – Trainee Level and Family Home – Trainee Level, your renewal requirements are based on the Child Care Centre – Trainee Level.

2. Combination of Different Certification Levels

If you hold different certification levels, your renewal requirements are based on the lowest level held.

Example:

If you hold Child Care Centre – Level Three (School-Age) and Child Care Centre – Trainee Level (Preschool), your renewal requirements follow the Child Care Centre – Trainee Level (Preschool).

### When to Apply

It is recommended to apply for renewal of CCS Certification **approximately 60 days before the expiry date**.

- Late renewal applications packages may result in gaps in CCS Certification and might require additional documentation for any lapsed period of certification. These gaps may impact individuals' employment or other services that are dependent on valid certification.
- Individuals are responsible to keep track of their renewal date and to ensure a renewal application package for their CCS Certification renewal is submitted before it expires.

- As a courtesy, the AECENL Child Care Services Certification Office will send a reminder email two months before the expiry date.

If anything is incomplete or missing in the package the AECENL Child Care Services Certification Office will communicate with the individual via email outlining what is required to complete the renewal application package.

## Effective Date of the Renewal

Renewal of CCS Certification is not back-dated and issued effective the first day of the calendar month in which a complete and eligible renewal application package is received by AECENL.

The effective date for renewal will be the *latter* of either:

- The renewal date as indicated on the Child Care Services Certification certificate **or**
- The first day of the calendar month in which a complete and eligible renewal application package is received

If you have any questions regarding the process of renewal of Child Care Services Certification, please contact AECENL Child Care Services Certification office at: [registrar@aecenl.ca](mailto:registrar@aecenl.ca) or by phone: (709)579-3004

### **\*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](http://www.aecenl.ca) .

## Renewal Requirements for Child Care Centre - Trainee Level

Applies to individuals holding:

- a Child Care Centre - Trainee Level – Preschool, School and /or Pre-kindergarten,
- a combination of different certification levels (ex. Trainee Level-Preschool /Level Two – School) or
- a combination of Child Care Centre - Trainee Level and Family Home –Trainee Level

Upon renewal of Child Care Centre - Trainee Level Certification, individuals will receive in the mail a certificate and an individualized letter and chart outlining the renewal requirements for the following year and outlining how many renewals they still have and under which option they can renew.

**Individuals have maximum 6 renewals in total.**

### Renewal requirements

Option	Maximum Renewals	Requirements	Notes
<b>Option 1: Renewal with ECE courses</b>	4 renewals	- Provide proof of completion of at least two (2) Early Childhood Education certificate courses from a provincially recognized post-secondary institution within the current certification period.	To upgrade to Level One or higher in required timeframe, more than the minimum number of courses may be required per year.
<b>Option 2: Renewal when ECE courses are not available</b>	2 renewal (in addition to Option 1)	All of the following: - Acceptance letter into an Early Childhood Education certificate program from a recognized post-secondary institution (or waitlist letter) no older than 4 months - Proof that required courses for the program in Option 1 are not available (if applicable) - Proof of at least 10 hours of Professional Learning during the current certification period	

Renewal certificates are not back-dated and are issued effective the first day of the calendar month in which a complete and eligible application is received by AECENL.

## Required documentation

### Option 1: Renewal with ECE courses

**ATTACH** the original or copies of transcripts or grade reports

#### Important Notes:

- Under this option, you can renew your certification **only 4 times**
- You need to complete a minimum of 2 ECE courses per year. However, to obtain a higher level you might need to complete more than 2 courses per year
- ECE Courses have to be successfully completed within the current CCS Certification period.
- Successful completion of the course means obtaining a minimum passing grade for the course(s) as outlined by the post-secondary institution.
- Original or copies of documentation must accompany the Renewal Application Form for the Trainee Level.
- Keep photocopies/originals (depending what you have submitted) of your transcripts or grade reports on file until you receive your renewed CCS Certification certificate from AECENL.

If you wish for the original PL documentation to be returned to you a self-addressed envelope with sufficient postage needs to accompany the renewal package.

### Option 2: Renewal when ECE courses are not available

All the following documents need to be attached to the renewal application:

- An acceptance letter into an early childhood education program from a recognized post-secondary institution.
- An original letter on the institution's letterhead from a recognized post-secondary institution that indicates that the courses required from your early childhood education program that you have been accepted are not available **and**
- Original or copies of documentation of a minimum of 10 professional learning (PL) hours that have been completed between the 'issue' or 'renewal' date and expiry date.

#### Important Notes:

- Under this option, you can renew your certification **only 2 times**
- Original or copies of documentation (required letters, professional learning documentation) need to accompany the completed Renewal Application Form for the Trainee Level.
- PL hours submitted have to fall within the current certification period.
- Hours completed beyond the required hours cannot be carried forward for future use.
- On the provided documents all handwriting should be clear and visible including the name of the applicant.

- Keep photocopies/originals (depending what you have submitted) of your PL documentation on file until you have received your renewed certification from AECENL.
- You may be asked to provide the original or photocopies of your PL documents to confirm the events you attended. If the documents cannot be provided, you may need to complete additional PL hours.

If you wish for the original PL documentation to be returned to you a self-addressed envelope with sufficient postage needs to accompany the renewal package.

For more information on PL hours and required documentation please see Professional Learning section of this guide.

## Lapsed Trainee Level Child Care Services Certification

Child Care Services Certification is considered lapsed if it is not renewed before expiry date. Expired Child Care Services Certification might result in inability to work.

### Renewal requirements for lapsed Child Care Centre - Trainee Level

#### Renewal with the required post-secondary ECE courses

To renew lapsed CCS Certification, you will need to provide the base amount of two successfully completed ECE courses plus the successful completion of additional ECE courses (the additional amount required will be determined by how long you have lapsed). Please contact AECENL Child Care Services Certification Office to determine what your renewal requirements for lapsed certification will be.

#### Renewal when required post-secondary ECE courses are not completed

To renew the lapsed certification you will need to provide us with:

- An acceptance letter into an early childhood education certificate program from a recognized post-secondary institution that is not more than 4 months old
- An original letter on the institution's letterhead from a recognized post-secondary institution that indicates that the required courses from your early childhood education program that you have been accepted are not available **and**
- Documentation of all listed professional learning (PL) hours:
  - In the month when a certificate lapsed: 12 Professional Learning (PL) hours
  - After the month of expiry date: for each month 1 hour of PL must be added to the 12 PL hours to a maximum of 60 PL hours.

It should be noted that those holding Trainee Level are not eligible to complete the Refresher Course.

## Renewal Requirements for Family Home – Trainee Level - Mixed Age and Trainee Level Certification Under the Grandparenting Clause

The following renewal requirements are for those who hold either:

- only **Family Home – Trainee Level – Mixed age\*** (without child care centre – trainee level) or
- **Trainee Level Certification under the grandparenting clause** (they held Entry Level Certification before July 1<sup>st</sup>, 2007, and was valid on July 31<sup>st</sup>, 2017 when new regulations came into effect once renewing their certification is considered to be grandparented in).

\*For those operating infant-designated family homes as confirmed by regional child care, staff or agencies will be required to upgrade to level one with infant classification. They are required to meet the same renewal requirements as Trainee Level - Child Care Centre Certification.

Upgrading is not required for mixed-age classification\* or if holding a Trainee Level under the grandparenting clause.

### Renewal Requirements

CCS Certification can be renewed with professional learning (PL) hours accumulated within their current certification period.

If renewing **before** the expiry date only 30 professional learning (PL) hours are required.

If renewing **after the expiry date:**

- In the month when a certificate lapsed: 36 PL hours are required
- After the month of ‘valid until’ date: for each month 1 hour of PL must be added to the base of 36 PL hours to a maximum of 60 PL hours.

Example: The individual’s CCS Certification is valid until June 1. If an individual submits a renewal application package (Renewal Application Form + PL documentation) before their expiry date (June 1) only 30 PL hours are required. If the renewal application package is received in the month of the expiry date (June) then 36 PL would be required. After June every month the certification is considered lapsed an additional 1 PL hour must be added to the 36 PL hours.

## Required Documentation

- Proof of all Professional Learning (PL) hours must be submitted with the Renewal Application for Entry Level and Level One or higher certifications.

### Important Notes:

- Documents can be originals or photocopies.
- Keep photocopies/originals (depending what you have submitted) of your PL documentation on file until you have received your renewed certification from AECENL.
- You may be asked to provide the original or photocopies of your PL documents to confirm the events you attended. If the documents cannot be provided, you may need to complete additional PL hours.
- PL hours submitted have to fall within the current certification period.
- Hours completed beyond the required hours cannot be carried forward for future use.
- On the provided documents all handwriting should be clear and visible including the name of the applicant.
- For more information about acceptable PL documents, see the Professional Learning section of this guide.

If you wish for the original PL documentation to be returned to you a self-addressed envelope with sufficient postage need to accompany the renewal package

## Lapsed Trainee Level Child Care Services Certification

Child Care Services Certification is considered lapsed if it is not renewed before expiry date.

Expiry date can be found on Child Care Services Certification certificate.

Expired Child Care Services might result in inability to work.

## Renewal requirements for lapsed Family Home Trainee Level Mixed Age Group and/or Trainee Level Certification Under the Grandparenting Clause

To renew the lapsed certification you will need to provide us with:

- Documentation of all listed professional learning (PL) hours:
  - In the month when a certificate lapsed: 12 Professional Learning (PL) hours
  - After the month of expiry date: for each month 1 hour of PL must be added to the 12 PL hours to a maximum of 60 PL hours.

It should be noted that those holding Trainee Level are not eligible to complete the Refresher Course.

## How to Apply for the Renewal of Child Care Services Certification

Applicants are responsible for making sure that all required documents are complete and submitted according to the instructions provided. If unsure please contact AECENL Child Care Services Certification Office.

You can submit a renewal application package up to 60 days before your expiry date.

### Submission of the Renewal Application Package

Full Renewal Application Packages can be submitted via mail or dropped off.

**NOTE:** Application Packages received via email or fax will not be accepted or processed.

**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](http://www.aecenl.ca) .

## Filling Out the Application Form

### General Instructions for Filling Out the Form

- Use Renewal Application Form for Trainee Level
- The application can be downloaded and printed from the AECENL website ([www.aecenl.ca](http://www.aecenl.ca)) under the “Certification” tab or obtained from the AECENL office
- READ the information on the application form and accompanied guide
- Complete all pages and all sections of the application form in full
- Ensure all information is clear and legible
- **Section D** requires professional learning events to be **listed** in the table provided
  - failure to do so will result in the application package being returned
- DATE and SIGN the Initial Application Form. **Typed signatures are not accepted**
- ATTACH the applicable documentation to the application  
(see renewal application guide section on Professional Learning 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
- Child Care Services Certificate DOES NOT have to be submitted with your renewal package.
- 

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

### Application Sections

#### Section A – Type of Certification

Complete the section by providing the certification number and valid until date. Both can be found on your certificate. **The certification number** can be found in the bottom left corner and **the expiry date** on the bottom right corner of your certificate.

#### Section B- 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 must:

- Provide your legal name exactly as it appears on official identification.
- Provide your date of birth.
- Provide your full mailing address, including postal code, where you currently live.

- Provide 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 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 E – Renewal of Child Care Services Certification

#### How to Complete This Section of the Application:

**1. Child Care Centre – Trainee Level** (also applies if you hold Family Home certification as well or additional certification levels with child care centre – trainee level)

Check which applies to you:

#### **Option A – Renewing with Early Childhood Education (ECE) courses**

Check: "I am renewing with the required Early Childhood Education courses."

You must:

- **List** the college or university courses in the table provided in this section of the application.
- **Attach** original or photocopies of transcripts or grade reports for the completed courses.

### **Option B – Renewing without ECE courses**

If you did not complete any ECE courses, check:

“I am renewing with the following required documentation.”

You must:

- **List** all Professional Learning (PL) hours for your renewal.

#### **Attach:**

- An acceptance letter into an early childhood education certificate program from a recognized post-secondary institution that is not more than 4 months old
- An original letter on the institution’s letterhead from a recognized post-secondary institution that indicates that the required courses from your early childhood education program that you have been accepted are not available **and**
- Documentation of all listed professional learning (PL) hours

### **2. Family Home – Trainee Level (Mixed Age) and Trainee Level under the grandparenting clause**

Check: “I am renewing with the following required documentation.”

You must submit documentation of your Professional Learning (PL) hours only.

### **Returning Original Documents**

If you would like your original Professional Learning documents returned, include a self-addressed envelope with enough postage with your renewal application.

### **Section E – Declaration**

You 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.**

# Renewal of Level One, Two, Three, and Four (in all classifications) as well as those still holding Entry Level Child Care Services Certification

## General Overview

This section of the guide provides information about renewal of CCS Certification who hold:

- Level One, Two, Three or Four in all classification
- Lapsed Entry Level Certification
- Split CCS Certification: Level One with a combination of Level Two (ex. Child Care Centre – Level One -Preschool/ Child Care Centre – Level Two – School)

NOTE: If you hold a split CCS Certification (Trainee Level and Level One or higher), your renewal requirements are based on the **lowest certification level**. This means the renewal will follow the **Trainee Level requirements**. Please see the renewal of trainee level in this guide. Example: If you hold Child Care Centre – Level Three (School) and Child Care Centre – Trainee Level (Preschool), your renewal requirements will follow the Child Care Centre – Trainee Level (Preschool).

Child Care Services certification for Level One, Two, Three, and Four (in all classifications) is valid for **three (3) years** (unless renewed using the Refresher Course). The expiry date can be found on the certificate's bottom right corner and expires on the 1<sup>st</sup> of the month.

## When to Apply

It is recommended to apply for renewal of CCS Certification **approximately 60 days before the expiry date**.

- Late renewal applications packages may result in gaps in CCS Certification and might require additional documentation for any lapsed period of certification. These gaps may impact individuals' employment or other services that are dependent on valid certification.
- Individuals are responsible to keep track of their renewal date and to ensure a renewal application package for their CCS Certification renewal is submitted before it expires.
- As a courtesy, the AECENL Child Care Services Certification Office will send a reminder email two months before the expiry date.

## Effective Date of the Renewal

Renewal of CCS Certification is not back-dated and issued effective the first day of the calendar month in which a complete and eligible renewal application package is received by AECENL.

The effective date for renewal will be the *latter* of either:

- The renewal date as indicated on the Child Care Services Certification certificate **or**

- The first day of the calendar month in which a complete and eligible renewal application package is received

## Renewal Requirements

Individuals holding Level One or higher in all the classifications and those who are still holding entry level can renew their CCS Certification with professional learning (PL) hours accumulated within their current certification period.

If renewing **before** the expiry date only 30 professional learning (PL) hours are required.

If renewing **after the expiry date:**

- In the month when a certificate lapsed: 36 PL hours are required
- After the month of 'valid until' date: for each month 1 hour of PL must be added to the base of 36 PL hours to a maximum of 60 PL hours.

Example: The individual's CCS Certification is valid until June 1. If an individual submits a renewal application package (Renewal Application Form + PL documentation) before their expiry date (June 1) only 30 PL hours are required. If the renewal application package is received in the month of the expiry date (June) then 36 PL would be required. After June every month the certification is considered lapsed an additional 1 PL hour must be added to the 36 PL hours.

## Required Documentation

Proof of all Professional Learning (PL) hours must be submitted with the Renewal Application for Entry Level and Level One or higher certifications. Documents can be originals or photocopies. For more information about acceptable PL documents, see the Professional Learning section of this guide.

- If you submit original documents, keep photocopies for your records until you receive your Child Care Services Certification certificate.  
If you submit photocopies, keep the original documents until you receive your certificate.
- You may be asked to provide the original or photocopies of your PL documents to confirm the events you attended. If the documents cannot be provided, you may need to complete additional PL hours.
- All PL hours must be completed during your current certification period.
- PL hours that are completed above the required minimum cannot be carried forward to the next renewal period.

## Lapsed CCS Certification For Level One, Two, Three, and Four in all Classifications and Entry Level

Child Care Services Certification is considered lapsed if it is not renewed before the expiry date.

To renew lapsed CCS Certification, you will need to provide:

- In the month when a certificate lapsed: 36 Professional Learning (PL) hours are required
- After the month of 'valid until' date: for each month 1 hour of PL must be added to the base of 36 PL hours to a maximum of 60 PL hours.

If you do not have the required PL hours completed, you may be eligible to complete the **Refresher Course**.

### Refresher Course

The Refresher Course can be used for renewal purposes only *once* per individual file and cannot be used for 5 hours of professional Learning.

The Refresher Course is available online and the registration form can be obtained on our website at [www.aecenl.ca](http://www.aecenl.ca). Once the Refresher Course is complete the awarded completion certificate needs to be submitted along with your Renewal Application Form listing the Refresher Course ***and*** all additional hours of professional learning (if applicable). As with regular renewals, original or copies of documentation of PL is to be submitted.

The number of additional hours of professional learning provided with the completion of your refresher course will determine the length of your renewal:

- A refresher course and 0 PL hours: 1.5-year renewal
- A refresher course and 1-14 PL hours: 2-year renewal
- A refresher course and 15-29 PL hours: 2.5-year renewal
- A refresher course and 30 PL hours: 3-year renewal

#### **Please note:**

- Regardless of the length of renewal certification with the refresher course, the required hours of professional learning must be submitted for your next renewal (or more hours if the certificate lapses again).

## How to Apply for the Renewal of Child Care Services Certification

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

### Submission of the Renewal Application Package

Full Renewal Application Packages can be submitted via mail or dropped off.

**NOTE:** Application Packages received via email or fax will not be accepted or processed.

**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](http://www.aecenl.ca).

## Filling Out the Application Form

### General Instructions for Filling Out the Form

- Use Renewal Application Form for Entry Level and Level One or higher
- The application can be downloaded and printed from the AECENL website ([www.aecenl.ca](http://www.aecenl.ca)) under the "Certification" tab or obtained from the AECENL office
- READ the information on the application form and accompanied guide
- Complete all pages and all sections of the application form in full.
- Ensure all information is clear and legible.
- **Section D** requires professional learning events to be **listed** in the table provided
  - failure to do so will result in the application package being 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 previous two pages and section on Professional Learning 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

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

## Application Sections

### Section A – Type of Certification

Complete the section by providing the certification number and valid until date. Both can be found on your certificate. **The certification number** can be found in the bottom left corner and **the expiry date** on the bottom right corner of your certificate.

### Section B- 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 must:

- Provide your legal name exactly as it appears on official identification.
- Provide your date of birth.
- Provide your full mailing address, including postal code, where you currently live.
- Provide 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 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 – Renewal of Child Care Services Certification

You must **list of all** professional learning (PL) hours for your renewal. (including the name of the webinar/workshop/conference, name of presenter, date completed, and number of hours) Failure to do so will result in returning the application package back to you

If you wish for the original professional learning documents to be returned to you provide a self-addressed envelope with sufficient postage need to be attached to the renewal application package.

### Section E – Declaration

You 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**

# Professional Learning

## What is Professional learning?

“ECE Professional Development (learning) is defined as:

Any course of study or activity that has been established or developed to enhance an individual’s skill and knowledge specific to the field of early childhood care and education, and is undertaken by individuals already working in the sector ... any ECE-specific activity other than pre-service training.”<sup>1</sup>

Professional learning helps early childhood professionals in different roles to stay in touch with current information, trends, and best practices and to progress along various career pathways. It also increases their knowledge and skills. Research demonstrates that to provide high-quality, effective services for children and families, there must be a commitment to ongoing learning, professional development, and reflective practice to expand knowledge and skills in a diverse ECE setting. (Comer, 2008; Howard, 2003; MacNaughton, 2003 DEECD, 2009; Siraj-Blatchford et al, 2004).

Professional Learning encompasses all types of facilitated learning opportunities, ranging from university degrees to formal coursework, workshops (face-to-face), webinars, college/university courses, conferences, information sessions that are related to the early learning environment, and orientation courses (except when they are taken as pre-certification training – that is before you receive your certification).

Holding an individual membership (in your name) to an early learning and care organization is counted as ½ hour of professional learning per year, per membership - to a maximum of 1 PL hour per year for memberships held.

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<sup>1</sup> From “Community Colleges and the Delivery of Professional Development to the Early Childhood Care and Education Sector” by Jane Beach in *Research Connections Canada* 3 (1999).

## Benefits of Professional Learning

Professional learning benefits Early Childhood Educators, the child care centre/family home where ECEs work, and the children and families they care for.

### Benefits of Professional Learning for ECEs

- Retain and sharpen old skills
- Development of new skills
- Keeping up to date - sector trends
- Fresh perspectives
- Learn and practice new skills in a non-threatening environment
- Networking opportunities
- Expand horizons and explore career opportunities
- Energizing, renewing, and can decrease “burnout”

## Ways to Obtain Required Professional Learning

AECENL offers the following PL opportunities:

- *AECENL Online workshops* ([www.aecenl.ca](http://www.aecenl.ca))
- *AECENL’s PL Workshop Lending Library*

AECENL has several workshops available to loan to presenters for use in providing PL opportunities – Please check with the PL Coordinator at [plcoordinator@aecenl.ca](mailto:plcoordinator@aecenl.ca) to obtain a list and discuss availability.

- AECENL Regional Workshops
- AECENL Self Study Book Club
- AECENL webinars
- AECENL/SECD Self-Study Modules
- AECENL Conference

For more information on what AECENL offers please visit our website: [Professional Learning :: concrete5](#)

There are many professional learning opportunities in the province or online:

- Community centres and schools
- Public libraries
- Regional Health Authority
- University, College (online courses)
- Family and Child Care Connections
- Organizations, Societies, and Associations (GEMMA, Janeway, Autism Society, ...)
- Online workshops and webinars offered by other organisations and associations
- Professional Learning opportunities are posted on AECENL’s website calendar.

## “In-house” Professional Learning

Child Care Centres and Family Child Care Agencies are encouraged to set up “in-house” professional learning. To be considered professional learning hours the event must:

- fit the definition of professional learning
- not be part of normal program planning or staff meeting
- be transparent and accountable, - the person verifying the PL event and PL certificates can not be affiliated with the child care setting if the event is attended only by staff of that Centre.

The presenter should sign a description of the event that includes at least the topic; the length of the session; an attendance list. This documentation should be held on file and available at the request of the Registrar.

## Professional Learning Grant Fund

A small grant is available to those wishing to set up a professional learning opportunity locally. The grant can cover PL-related expenses such as room rental, speaker fees, workshop materials, and refreshments. If you would like to receive further information about the grant please contact the PL Coordinator at 579-3028 (toll-free 1-877-579-3028) or e-mail [plcoordinator@aecenl.ca](mailto:plcoordinator@aecenl.ca)

## Professional Learning Documentation Requirements

- Original PL documentation will not be returned unless requested and accompanied by a self-addressed envelope stamped with sufficient postage for the return.
- When you attend a PL event please ensure it is related to the early learning and child care sector.
- Keep photocopies of your PL documentation on file until you receive your renewed certificate from AECENL.
- Professional learning hours need to fall within the Child Care Services Certification period.
  - Professional learning hours CANNOT be carried forward or used again for future renewals.
- Successful completion of the course means obtaining a minimum passing grade for the course(s) as outlined by the post-secondary institution.
- If the event that you attended does not issue a PL certificate you can document the name of the event, date, time, and presenter’s name on a piece of paper and have the presenter sign it.
- *First Aid and required Workplace Health and Safety courses are **not** considered eligible for determining professional learning.*

- Online workshops from organizations (e.g. AECENL, Child Care Lounge, Afirm Module ...) can be used only once for renewal purposes due to unchanged content.

### Information about Webinar PL documentation

To ensure that a webinar will be eligible for PL hours the following documentation is required:

**Option 1** – If you have watched the webinar when aired:

- Email confirmation (from your personal email) that you have registered for the webinar or email thanking you for participating in the webinar  
**and**
- PL Certificate

**Option 2** – You are unable to watch the webinar at the time offered:

- Email confirmation (from your personal email) that you have registered for the webinar or email ‘sorry we missed you ‘  
**and**
- PL Certificate

- **Documentation for archived webinars:**

- Professional learning (PL) certificate that is available after watching the recording  
**and**
- Professional Learning Reflection Form (the form can be obtained on our website [www.aecenl.ca](http://www.aecenl.ca) under the Certification – Renewal page

### Important!

- Professional learning hours are calculated as outlined on the webinar’s PL certificate.
- The archived webinar can be used only once for renewal purposes
- Requirements regarding the Professional Learning Reflection Form:
  - AECENL Professional Learning Reflection Form (available on the AECENL website or requested from the AECENL office) or a reflection form from the organization that offers the webinar can be used.
  - The form can be typed or handwritten. If handwritten it must be legible to avoid it being returned.
  - All parts of the form are required to be filled.
- The Registrar will perform random audits of submitted Professional Learning Reflection Forms for plagiarism. If plagiarism is discovered the hours obtained from the particular source will be nullified and the individual would be required to obtain PL hours from a different source.

**If you are unsure if the event will count as Professional Learning hours please contact Registrar of Child Care Services Certification at [registrar@aecenl.ca](mailto:registrar@aecenl.ca)**



## 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](mailto: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](mailto: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](mailto: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/Courier:** 59 Pippy Place, Suite 2A, St. John's, NL A1B 4N1