

CHILD CARE SERVICES CERTIFICATION RENEWAL APPLICATION FORM for Trainee Level

Please read this guide before completing your form. It explains important information about the application, required documents, and how to submit your renewal application package.

RENEWAL APPLICATION for Trainee Level

- This application is for people who already have NL Child Care Services Certification and hold one of the following:
 - Child Care Centre – Trainee Level (preschool, school and/or pre-kindergarten classification)
 - Family Home – Trainee Level upgrading to infant child care services certification
- Send your renewal application package (form and documents) before your certification expiry date.
- Renewal application package that is incomplete, unsigned, or hard to read will not be processed and may delay your certification date.
- Applications can **only** be submitted by mail, courier, or in person.
- DO NOT send applications by fax or email. There is no after-hours dropbox.
- Photocopied applications will **NOT** be processed.
- Complete **ALL** sides and **ALL** sections of the application and **attach** all required documentation.
- Attach the fee if you want a nonstandard-sized certificate. If you want the standard size, no fee is needed.
- If you want your original PL certificates returned, include a self-addressed envelope with enough postage.
- **NAME CHANGE DOCUMENTATION** If your name is different from the name on your transcripts or other documents, include a photocopy of one of these legal documents:
 - Marriage Certificate
 - Driver's License
 - Passport
 - Birth Certificate
 - Divorce Decree
 - Legal Name Change Certificate

INFORMATION ABOUT REQUIRED DOCUMENTATION

Depending on the option you select in Section D, you must include the documents listed below:

Option 1: Renewing with Early Childhood Education (ECE) Courses (maximum of 4 renewals)

You must submit an original transcript, or a copy of a transcript or grade report, showing the ECE courses you completed during your current certification period. The transcript must be from a recognized post-secondary institution.

Option 2: Renewing without ECE Courses (maximum of 2 renewals)

You must submit all of the following documents:

- An acceptance letter, printed on official letterhead from a recognized post-secondary institution, confirming your admission into an Early Childhood Education program. The letter must be dated within four months before you submit your renewal application.
- An original letter from the institution stating that the Early Childhood Education courses you were accepted into are not currently available.
- Original or photocopies of documentation showing the required minimum professional learning (PL) completed during your current certification period.

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

WEBSITE: www.aecenl.ca

Individuals renewing as Trainee Level with the combination of other certification Levels (For example, holding Level Three - School and Trainee Level – Preschool) and currently working in a regulated child care service, may be eligible to receive the Recruitment and Retention Grant. The grant application must accompany your renewal application form, and no later than six months from the renewal certification date. Visit the Bursaries/ Grants/Benefits section of our website www.aecenl.ca.

SECTION E RENEWAL OF CHILD CARE SERVICES CERTIFICATION (Check applicable option)

You must **list and include copies (or original) of all required documents that** show your professional learning hours when you apply for renewal. 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.

- I am renewing with the required early childhood education courses**
- Attach the original or a copy transcript or a grade report of successful completion of a minimum of 2 ECE courses.

NAME OF COURSE(S)	NAME OF EDUCATIONAL INSTITUTION	DATE/SEMESTER COMPLETED	OFFICE USE

- I am renewing with the following required documentation:**
- A photocopy of an acceptance letter (or a waitlist letter) into an Early Childhood Education program, printed on official letterhead from a recognized post-secondary institution no older than 4 months.
 - A photocopy of a letter from a recognized post-secondary institution confirming that the Early Childhood Education courses you were accepted into are not currently available.
 - Original or photocopies of documentation for all listed professional learning (PL) events.

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.			TOTAL HOURS	

- Check this box if you wish to have your original PL certificates returned – 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 F 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: