



ASSOCIATION OF EARLY CHILDHOOD EDUCATORS NL
BUILDING THE FOUNDATION

Newfoundland and Labrador Child Care Services Certification



ORIENTATION COURSES INFORMATION GUIDE

www.aecenl.com

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Introduction

Welcome to the Orientation Courses Guide provided by the Association of Early Childhood Educators Newfoundland and Labrador (AECENL) Child Care Services Certification Office. This guide offers background information and practical details about the orientation courses available to support individuals pursuing Child Care Services (CCS) Certification.

Since 2000, AECENL has been contracted by the Government of Newfoundland and Labrador to deliver programs and services that support regulated child care, including:

- Child Care Services Certification, which is a legislative requirement to work in regulated child care centers or licensed family home settings.
- Orientation courses, which may be required to achieve certification in a particular classification.
- Professional learning opportunities for Early Childhood Educators
- Bursaries, Grant, and Benefit

About Orientation Courses

Orientation courses are non-credit courses designed to provide foundational knowledge and practical information about the principles of child care for specific age groups and settings. Each course corresponds to one of the following certification classifications:

- Preschool (Preschool Orientation Course)
- School (School-Age Orientation Course)
- Infant (Infant Orientation Course)
- Pre-kindergarten (Pre-kindergarten Orientation Course)
- Family Child Care – Mixed age (Family Child Care Orientation Course)

Important: Only courses offered by AECENL or by external organizations approved by AECENL are recognized for certification purposes. Always check with AECENL before enrolling in courses offered by outside groups to ensure they will be accepted toward your certification.

What This Guide Covers

This guide provides essential information on:

- Available orientation courses and their content
- Assessment requirements
- How to enroll in a course
- Relevant policies and procedures

For information about Child Care Services Certification, the Information Booklet is available for download from our website at www.aecenl.ca under the Certification tab.

Information about Orientation Courses

Preschool Orientation Course

The Preschool Orientation Course (PSOC) is intended for those without a formal post-secondary education in the *Early Childhood Education* program. It covers the care and education of children aged 2 to school-entry in a centre-based child care setting.

This course is offered on a semester-basis, six times per year:

- Semester 1A (February- March)
- Semester 1B (April-May)
- Semester 2A (June-July)
- Semester 2B (August-September)
- Semester 3A (October-November)
- Semester 3B (December-January)

The self-study course is available in 2 formats:

- **Correspondence:**
The course study guide and the quizzes/assignments are mailed to the participant. Quizzes/Assignments once completed are mailed or dropped off to the Orientation Course and Online Specialist for assessment. A letter explaining how the course functions, including instructions for completing and submitting assignments is attached to the study guide and assignment/quiz cover pages.
- **Online** (Internet-based through D2L):
Course study guide, quizzes and assignments with additional links and video clips are available online. Assignments are uploaded electronically within the online platform and assessed by the Orientation Course and Online specialist.

All course materials are provided directly by the **AECENL office**. If you receive course materials from any other source, you must **notify the AECENL office** to ensure you are using the correct version. **All assignments must be issued by AECENL**; assignments obtained from other sources will **not** be accepted.

There are 4 learning activities sections in the course - and 6 assessments:

- Learning Activity A - **Developing a Program Philosophy** Quiz 1
- Learning Activity B - **Developing Relationships and Guiding Behaviour** Quiz 2, Assignment 1
- Learning Activity C - **Developing an Effective Program** Quiz 3, Assignment 2
- Learning Activity D - **Health, Safety & Nutrition** Quiz 4

Each module provides assigned readings from:

- [Newfoundland and Labrador Child Care Policy and Standards](#) by the Department of Education
- [Occupational Standards for Early Childhood Educators](#) by the Child Care Human Resources Sector Council
- [Canada's Food Guide](#)
- Additional supplementary readings

There are self-checks provided for participants' assessment of their understanding of the assigned readings. Self-checks are for the students' benefit only and are not part of the assessment.

Once the Preschool Orientation Course has been successfully completed, the participant may be eligible to receive a Child Care Centre – Preschool classification*. If successful completion of the Preschool Orientation Course results in obtaining Child Care Centre – Trainee Level, then under the NL Child Care Act and associated regulations, an acceptance letter into an Early Childhood Education program from a recognized post-secondary institution is also required before the certification can be issued.

*For more information about Child Care Services Certification please visit [Certification](#) part of the AECENL website.

Pre-kindergarten Orientation Course

The Pre-Kindergarten Orientation Course (PKOC) addresses the care and education of children ages 3 years and 8 months up to 5 years and 9 months in a centre-based Pre-kindergarten program setting. The course is based on [NL Navigating Early Years: An Early Childhood Framework](#) and reflective practice.

Prerequisites:

To add Pre-kindergarten Classification individuals must complete prior to the Pre-kindergarten Orientation Course:

- **Early Childhood Learning Framework** Online Orientation Workshop Series through AECENL (4 workshops), and
- **Preschool Orientation course** (if applicable).

This course is offered on a semester-basis, three times per year:

- Semester 1 (February – May)
- Semester 2 (June – September)
- Semester 3 (October – January)

The self-study course is available in 2 formats:

- **Correspondence:**
The course study guide and the quizzes/assignments are mailed to the participant. Quizzes/Assignments once completed are mailed or dropped off to the Orientation Course and Online Specialist for assessment. A letter explaining how the course functions, including instructions for completing and submitting assignments is attached to the study guide and assignment/quiz cover pages
- **Online** (Internet-based through D2L):
Course study guide, quizzes and assignments with additional links and video clips are available online. Assignments are uploaded electronically within the online platform and assessed by the Orientation Course and Online specialist.

All course materials are provided directly by the **AECENL office**. If you receive course materials from any other source, you must **notify the AECENL office** to ensure you are using the correct version. **All assignments must be issued by AECENL**; assignments obtained from other sources will **not** be accepted.

It consists of 5 modules with a quiz or assignment at the end of each module:

- **Program Planning & Setting up the Environment** Quiz 1
- **Outdoor Learning Environment** Assignment 1
- **Reflective Practice** Quiz 2
- **Observation and Pedagogical Documentation** Assignment 2
- **Collaboration, Partnership, and Communication** Assignment 3

Each module outlines assigned readings from:

- [NL Navigating Early Years: An Early Childhood Framework](#) by the Department of Education
- [Newfoundland and Labrador Child Care Policy and Standards](#) by the Department of Education
- Additional supplementary readings

Upon successful completion of the course, the participant may be eligible to receive Child Care Centre – Pre-kindergarten classification*. If successful completion of the Pre-kindergarten Orientation Course results in obtaining Child Care Centre – Trainee Level, then under the NL Child Care Act and associated regulations, an acceptance letter into an Early Childhood Education program from a recognized post-secondary institution is also required before the certification can be issued.

*For more information about Child Care Services Certification please visit [Certification](#) part of the AECENL website.

School-Age Orientation Course

The School-Age Orientation Course (SAOC) addresses the care and education of children beginning with school-entry to age 12 in a centre-based school-age child care setting.

This course is offered on a semester-basis, six times per year:

- Semester 1A (February- March)
- Semester 1B (April-May)
- Semester 2A (June-July)
- Semester 2B (August-September)
- Semester 3A (October-November)
- Semester 3B (December-January)

The self-study course is available in 2 formats:

- **Correspondence:**
The course study guide and the quizzes/assignments are mailed to the participant. Quizzes/Assignments once completed are mailed or dropped off to the Orientation Course and Online Specialist for assessment. A letter explaining how the course functions, including instructions for completing and submitting assignments is attached to the study guide and assignment/quiz cover pages
- **Online** (Internet-based through D2L):
Course study guide, quizzes and assignments with additional links and video clips are available online. Assignments are uploaded electronically within the online platform and assessed by the Orientation Course and Online specialist.

All course materials are provided directly by the **AECENL office**. If you receive course materials from any other source, you must **notify the AECENL office** to ensure you are using the correct version. **All assignments must be issued by AECENL**; assignments obtained from other sources will **not** be accepted.

There are 5 modules of study and 5 assessments:

- | | |
|---|--------------|
| • Developing a Program Philosophy | Quiz 1 |
| • Guiding Behaviour & Developing Relationships | Quiz 2 |
| • Child Development, Observation and Documentation | Quiz 3 |
| • Health & Safety | Quiz 4 |
| • Planning | Assignment 1 |

Each module outlines assigned readings from:

- [Newfoundland and Labrador Child Care Policy and Standards](#) by the Department of Education
- [Occupational Standards for Early Childhood Educators](#) by the Child Care Human Resources Sector Council
- [Occupational Standards for Early Childhood Educators an addendum to the occupational Standards for School-age Care](#) by Child Care Human Resources Sector Council
- [Canada's Food Guide](#)
- Additional supplementary readings

There are self-checks provided for participants' assessment of their understanding of the assigned readings. Self-checks are for the students' benefit only and are not part of the assessment.

Upon successful completion of the course, the participant may be eligible to receive Child Care Centre – School classification*. If completion of the School-Age Orientation Course results in obtaining Child Care Centre – Trainee Level, then under the NL Child Care Act and associated regulations, an acceptance letter into an Early Childhood Education program from a recognized post-secondary institution is also required before the certification can be issued.

*For more information about Child Care Services Certification please visit [Certification](#) part of the AECENL website.

Infant Child Care Orientation Course

The Infant Child Care Orientation Course (ICCOC) addresses the care and education of children from birth through age 24 months in a centre-based child care setting.

Prerequisite: An individual must hold a *minimum of Child Care Centre –Level One - Preschool Child Care Services Certification* to enroll in the Infant Child Care Orientation Course.

This course is offered on a semester-basis, three times per year:

- Semester 1 (February – May)
- Semester 2 (June – September)
- Semester 3 (October – January)

This course is available in the following format:

- **Correspondence** – The course textbook, study guide and assignments are mailed to the participant. Once completed, assignments are sent to the Orientation Course and Online Specialist for assessment.

This course consists of:

- The Textbook: *Infants, Toddlers and Caregivers* by Janet Gonzalez-Mena and Dianne Widmeyer Eyer; Fifth Edition
- The Video – *How Caring Relationships Support Self-Regulation* by Marie Goulet (DVD)
- The Self-Study Guide
The Self Study guide is accompanied by a **letter explaining how the course functions**, including instructions for completing and submitting assignments.
- Other resource materials (as required)

All course materials, including **study guides and textbooks**, are provided directly by the **AECENL office**. If you receive course materials from any other source, you must **notify the AECENL office** to ensure you are using the correct version. **All assignments must be issued by AECENL**; assignments obtained from other sources will **not** be accepted.

There are 6 modules for study with 7 assignments:

- **The Profession of Infant Child Care** Assignment 1
- **Child Development** Assignment 2
- **Social-Emotional Development** Assignment 3
- **Health, Safety & Nutrition** Assignment 4
- **Setting Up for Infant Care** Assignment 5
- **Parent-Caregiver Communication** Assignment 6
- ***Assignment 7 (covers all modules)**

There are self-checks provided for participants' assessment of their understanding of the assigned readings. Self-checks are for the students' benefit only and are not part of the assessment.

Upon successful completion of the course, the participant will be eligible to receive Child Care Centre – Infant classification* in addition to other classifications held.

*For more information about Child Care Services Certification please visit [Certification](#) part of the AECENL website.

Family Child Care Orientation Course

The Family Child Care Orientation Course (FCCOC) is the National Level I Family Child Care Training Course developed by Lee Dunster and the Canadian Child Care Federation. It covers the care and education of children ages birth through 12 years of age in a family child care setting.

This course is offered on a semester-basis, three times per year:

- Semester 1 (February – May)
- Semester 2 (June – September)
- Semester 3 (October – January)

This course is available in the following format:

- **Correspondence** – The course study guide and assignments are mailed to the participant. Once completed, assignments are mailed back or dropped off to the Orientation Course Specialist for assessment.

This course consists of a Self-Study Guide and a **letter explaining how the course functions**, including instructions for completing and submitting assignments.

All course materials are provided directly by the **AECENL office**. If you receive course materials from any other source, you must **notify the AECENL office** to ensure you are using the correct version. **All assignments must be issued by AECENL**; assignments obtained from other sources will **not** be accepted.

There are 12 modules with a choice of a quiz or an activity at the end of each unit/module:

- **Your Child Care Home**
- **Safety**
- **Health**
- **Nutrition**
- **Child Development**
- **Child Guidance**
- **Helping Children Grow and Develop**
- **The Child Care Day**
- **The Business of Family Home Child Care**
- **Starting Off Right**
- **Partnerships with Parents**
- **Connecting with the Community**

Upon successful completion of the course (all 12 modules), the participant may be eligible to receive Child Care Centre – Family Child Care – Mixed Age classification*.

*For more information about Child Care Services Certification please visit [Certification](#) part of the AECENL website.

Cost of the Orientation Course(s)

A registration fee is required for enrolling in orientation courses. This fee must be submitted along with the registration form and varies based on the course and its format. **The fee for orientation courses should only be sent in with the registration form and should only be sent to admin@acecnl.ca!**

Fees

Preschool Orientation Course:	Online: \$25.00	Correspondence: \$50.00
Pre-kindergarten Orientation Course:	Online: \$25.00	Correspondence: \$50.00
School-Age Orientation Course:	Online: \$25.00	Correspondence: \$50.00
Infant Child Care Orientation Course:		Correspondence: \$75.00
Family Child Care Orientation Course:		Correspondence: \$25.00

Full Refunds

A **full refund** will be granted in the following situations:

- The course is successfully completed within the 1st enrolled semester, **and** all materials are returned in their original condition.
- First-time withdrawal before the course start date.

Partial Refunds

A **partial refund** may be granted in the following situations:

- Transfer to the next semester (maximum of 2 transfers after initial enrollment). **A fee deduction applies for each transfer.*
- Reactivation within 6 months of being placed inactive (maximum of 2 reactivations after initial enrollment). **A fee deduction applies for each reactivation.*
- Withdrawal after the course start date.
- Inactive students who return all course materials in their original condition.

*A **\$10 deduction** applies for each **reactivation, transfer, or withdrawal**. The total deduction depends on the **number of reactivations/transfers/withdrawals** and whether course materials are returned in their original condition.

Fee Forfeiture

The registration fee is **forfeited** in the following situations:

- Course inactivity
- Reactivation **after 6 months** of inactivity
- Enrollment in the course for the **third time** due to transfers or reactivation within 6 months
- Course materials are damaged or not returned

Enrollment in the Orientation Courses

For applicants who do not hold an NL Child Care Services Certification:

- The First step is to apply for Child Care Services Certification with the **initial application form**. (The application form can be obtained through our website: www.aecenl.ca)
- After the initial application is received by AECENL, the Registrar will assess and determine whether an orientation course or courses are necessary to receive the classifications the individual has applied for. For processing time frames, please see the *Child Care Services Certification Guide*.
- An **enrollment form and letter** for the required orientation course (or courses) are sent by email or mail (if an email is not provided), by the Orientation Course and Online Specialist within 5 to 7 business days after the initial assessment.
- The **enrollment form with the applicable registration fee** (see the section on “cost”) must be **returned by the date specified** to complete registration and be enrolled in a course.
Note: Receiving no response results in an individual’s name being removed from the pre-registration list and their file placed in inactive status.
- Once the enrollment form and registration fee are received, **a confirmation letter will be sent** within 5 to 7 business days outlining the semester for which the individual has been registered.
- At the beginning of the semester, course materials will either be emailed or mailed to the participant.

If completion of the Preschool, School-Age or Pre-kindergarten Orientation Course qualifies you for a Child Care Centre- Trainee Level (Preschool , School and/or Prekindergarten) certification, the NL Child Care Act and associated regulations require proof of enrollment in an Early Childhood Education program at a recognized post-secondary institution.

*The **enrollment letter** must be submitted to AECENL via mail, courier, fax, email, or in person during office hours. Certification cannot be issued without this documentation.*

Inactive file status could affect your employability in a regulated child care setting! Information regarding inactivity is communicated to regional licensing authorities.

For applicants who hold an NL Child Care Services Certification and would like to add a Classification:

- To add a classification to the individuals' current certification status, **a written request** to the Registrar is required to start the orientation course enrollment process. **A phone call is not sufficient.**
- **A written request is:**
 - An e-mail from a personal e-mail account or
 - Clear, handwritten or computer typed letters which can be mailed, couriered, faxed, or dropped off at the AECENL office during regular business hours.
- The **letter of request** should include the following information:
 - Full Name
 - Date of Birth
 - Full Mailing Address (street, street number, P.O. Box or apartment # if applicable, postal code, and town/city)
 - Child Care Services Certification Number
 - What classification you are seeking
- After submission of the written request, the Registrar will within 5 to 7 business days assess and determine whether orientation course or courses are necessary to receive the classifications the individual has applied for. For processing time frames please see the Child Care Services Certification Guide.
- An **enrollment form and letter** for the required orientation course (or courses) are sent by email or mail (if an email is not provided) by the Orientation Course and Online Specialist within 5 to 7 business days after the initial assessment.
- The **enrollment form with the applicable registration fee** (see the section on "cost") must be **returned by the date specified** to complete registration and be enrolled in a course.

***Note:** Receiving no response results in an individual's name being removed from the pre-registration list and their file placed in inactive status.*
- Once the enrollment form and registration fee are received, **a confirmation letter will be sent** within 5 to 7 business days outlining the semester for which the individual has been registered.
- At the beginning of the semester, course materials will either be emailed or mailed to the participant.

If completion of the Preschool, School-Age or Pre-kindergarten Orientation Course qualifies you for a Child Care Centre- Trainee Level (Preschool, School and/or Pre-kindergarten) certification, the NL Child Care Act and associated regulations require proof of enrollment in an Early Childhood Education program at a recognized post-secondary institution.

*The **enrollment letter** must be submitted to AECENL via mail, courier, fax, email, or in person during office hours. Certification cannot be issued without this documentation.*

**Inactive file status could affect your employability in a regulated child care setting!
Information regarding inactivity is communicated to regional licensing authorities.**

Assignments & Quizzes

Submission of Assignments:

Correspondence

Assignments and quizzes can be submitted via mail, courier, or hand delivery.

- A completed cover page must be attached to all correspondence assignments/quizzes.
 - For Preschool, Pre-kindergarten, School-Age, and Infant courses, the cover page is on the back of each assignment/quiz.
 - For the Family Child Care course, only one cover page (*can use just one cover page if submitting all assessments together*) is included with the welcome letter.
- Name must be included on each page and keep a copy of all completed assignments in case they are lost in transit.
- Assignments are preferred to be typed, but legible handwriting in ink is acceptable. Use 1.5 line spacing and 1-inch margins.
- If course materials are sent separately from assignments/quizzes, include a note with the participant's name so the Orientation Course and Online Specialist can correctly credit the returned materials

Online

Assignments must be uploaded directly to the Dropbox within the course homepage. Quizzes are to be completed within the course (imbedded within the course content).

Each new section of course content/readings will become available after the previous assignment has been uploaded to the corresponding Dropbox **or after the successful completion of a quiz.*

Submission Deadlines

All assignments and quizzes must be successfully completed within the semester of enrollment.

- Mid-term deadlines may also apply.
- For online courses, submission due dates are posted directly in the course homepage and in the log in instruction email.
- For correspondence courses, submission due dates are provided in the letter accompanying your study guide and/or assignment cover pages.

Failure to submit assignments or quizzes by the specified deadlines may result in the course being marked inactive.

Assessment

Assignments and quizzes are marked either **complete** or **incomplete**.

Quizzes

A “**complete**” is achieved in a quiz when an 80% or higher grade has been obtained. If individuals have achieved less than 80%, an “**incomplete**” is given.

For each quiz, three (3) attempts are available. It is recommended to read and re-read all content within a module before each attempt to ensure successful completion of the quizzes.

Assignments

A “**complete**” is achieved when all parts of all questions have been answered in full, and the assignment demonstrates an individual’s understanding of the material presented in the module.

If individuals have left out questions or have not demonstrated an understanding of one or more concept(s), an “**incomplete**” is given. When an assignment is assessed as incomplete, feedback is provided outlining the areas that require revision. Opportunities will be given to rewrite an assignment (or partial assignment). The Orientation Course and Online Specialist is available to provide any help with understanding the material or the assignment.

Assignments are not assessed as complete or incomplete based on spelling or grammar. However, spelling/grammar errors may be noted as part of the feedback notes. Where legibility, spelling, or grammar result in the Orientation Course and Online Specialist being unable to understand the content of the assignment, it will be returned for clarification.

The Orientation Course and Online Specialist is available to provide any help with understanding the material or with assignments/quizzes.

Inactive Enrollment in Courses

Enrollment in the orientation courses is considered **inactive** if:

- There is no reply to the enrollment form with the applicable fee by the date specified.
- If assignments are not submitted by the due date or within 10 working days without an approved extension (for online courses, if an assignment is not uploaded every 2–3 weeks), the course may be marked as inactive. To request an extension for an assignment or course, the participant must meet the requirements outlined in the course materials and submit a **written** request before the assignment’s due date.

If an individual becomes inactive in the course(s), they will receive a letter regarding their inactivity.

Inactive status is reported to licensing authorities and may affect an individual’s ability to work in a regulated child care setting. The registration fee is fully forfeited.

Reinstatement of Inactive Enrollment

To reinstate an individual’s enrollment into an orientation course(s), a **written reactivation request** must be made. Phone calls are not sufficient.

A written reactivation request is:

- **An e-mail** from a personal e-mail account with full name, date of birth, mailing address, and certification number which can be sent to the Registrar, registrar@aecenl.ca **or**
- **Clear handwritten or typed request** with full name, date of birth, mailing address, certification number, and signature which can be mailed, faxed, or dropped at the AECENL office during regular business hours.

**A deduction fee is applied when reactivating the course. Please see page 12 of this information guide regarding fees and refunds.*

Previously completed assignments will be considered if reinstatement occurs within 6 months of the end of the semester where inactivity occurred.

Orientation Courses and Professional Learning Hours

Orientation courses can be counted for **five (5) hours** of professional learning if the orientation course is completed after you have received your initial certification.



CONTACT INFORMATION

For clarification on any information in this booklet, or for questions about assignments, quizzes, completing an orientation course, or any topics not addressed here, please contact the Orientation Course and Online Specialist. For questions regarding certification, please contact the Registrar.

Orientation Course and Online Specialist

Phone: (709) 579-8993

E-mail: orientationcourse@aecenl.ca

Registrar

Phone: (709) 579-3004

Email: registrar@aecenl.ca

Fax: (709) 579-0217

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

In person/currier: 59 Pippy Pl, 2A, St. John's, NL A1B 3T1

- Without an appointment during regular business hours Monday through Friday 8:30AM – 4:30PM
- With an appointment outside of these times