



# Child Care Services Certification

Winter 2018

## Did You Know ...?

**I have received my certification from the Association of Early Childhood Educators of Newfoundland & Labrador (AECENL) office does that mean that I am an AECENL member?**

No, when you receive your Child Care Services Certification you are not an automatic member of AECENL. Certification and AECENL membership are separate. The AECENL membership form can be found at the end of this newsletter.

AECENL is the professional association for Early Childhood Educators of Newfoundland & Labrador. The association has a service agreement with the Provincial Government to deliver Child Care Services Certification and Orientation Courses.

The AECENL membership is done on an annual basis, when you become an AECENL member you also become a member of the Canadian Child Care Federation (CCCF) automatically. There are many other direct benefits to being a member:

- one hour of PL towards the requirements for certification renewal
- coupon for free one free AECENL online workshop
- email notifications of upcoming PL events and webinars (members receive information first)
- membership to Perkopolis an online discount program that provides exclusive discounts on products and services across Canada.
- discounts at Michael's (15%), Grand & Toy (60% and you can order online), Magenta Insurance and we are working on more...
- AECENL updates and CCCF publications
- reduced rates to the annual AECENL provincial and regional conferences
- reduced rates at CCCF conferences
- free (or reduced rates) for workshops and social events
- You can be eligible to receive recognition for your service (5+ years) through our annual service recognition award acknowledgment and pin

## MORE MONEY!!!!!!

Do you hold Trainee Level CCS Certification?  
Are you attending a Post-Secondary Institution to obtain an ECE certificate/diploma?



If your answer is YES the **ECE Trainee Bursary Program** is for you!

The ECE Trainee Bursary Program is designed to provide you with monetary support to upgrade to Level 1. You can apply and if eligible receive \$250.00 for each successfully completed course

Check out our website [www.aecenl.ca](http://www.aecenl.ca) for more information and application form.

## NEW CONTACT INFORMATION:

**Exec. Director:** 579-3028 (toll-free 1-877-579-3028)  
executivedirector@aecenl.ca

**Registrar:** 579-3004 (toll-free 1-866-579-3004)  
registrar@aecenl.ca

**Administrator:** 579-8993  
admin@aecenl.ca

**Fax:** 579-0217 (toll-free 1-877-579-0217)

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

**In person/courier:** 50 Pippy Place, #19, St. John's, NL

### Office Hours

8:30 - 4:30 Monday through Friday (summer 8:30-4:00)  
By appointment outside these hours (please call to insure someone is in the office)

## WE WANT YOUR INPUT!



Let us know your views regarding professional learning by doing our on-line Professional Learning 2018 survey.

The short survey is available by clicking on this link <https://www.surveymonkey.com/r/RWTMLVK> or scanning the QR code



## FREE WEBINAR

**Monday May 7th, 2018**

**7:00 – 8:00pm**

Back by popular demand! An information session on the changes to certification based on the changes made under the new Child Care Regulations



Grab a beverage of choice, put on your PJ's, sit back, put up your feet and enjoy PL from the comforts of your own home!

To register e-mail [admin@aecenl.ca](mailto:admin@aecenl.ca)

**When registering please submit questions that you would like answered during the presentation**

## Mark your calendars!!!!



## 26<sup>th</sup> Annual AECENL Provincial Conference

*Valuing Early Childhood Education & Care*

**October 12<sup>th</sup> – 14<sup>th</sup>, 2018**

**Holiday Inn - St. John's**

**Keynote Speakers to be announced!  
Variety of workshop choices  
Nutrition Breaks & Tradeshow  
Conference bag & Raffle Prize Table  
Opportunity to network  
Professional Learning hours**

## ECE WEEK 2018

ECE Week is being celebrated this year during the week of May 27<sup>th</sup> to June 2<sup>nd</sup> 2018. Information will be posted on our website closer to the date [www.aecenl.ca](http://www.aecenl.ca).



## AECENL Regional Full Day Workshops 2018

April 14<sup>th</sup> St. John's  
May 12<sup>th</sup> Happy Valley-Goose Bay  
June 9<sup>th</sup> Corner Brook  
June 12<sup>th</sup> Clarenville

Registration is done by e-mail and spaces are limited. Individual registrations will only be accepted, due to limited space group registrations will not be accepted.

To register e-mail [admin@aecenl.ca](mailto:admin@aecenl.ca)

## Changes to Certification - General Highlights:

It is strongly recommended to read the new Child Care and Policy Manual (<http://www.ed.gov.nl.ca/edu/family/childcare/resources.html>) as this document helps to explain the regulations and has also replaced several of the provincial standards publications: Standards for ECE Programs in Centre-Based Child Care; Centre-Based Infant Care-Guide to Program Standard; Standards for School-Age Child Care; Standards and Guidelines for Health in Child Care Settings and the Outdoor Play Area Standards Manual for Centre-Based Child Care.

### Certification Application Forms

There has been some changes to the Initial, Reissue and Renewal Application Forms:

- Each form now comes with a checklist to help you complete your forms
- The Reissue and Renewal forms are now two separate forms
- The Renewal Form has the most changes as it is now broken down by what level/classification of certification you currently hold
- Do not print and save forms to use for a later date, always print your forms from our website [www.aecenl.ca](http://www.aecenl.ca) at the time that you need to use it or you run the risk of it being returned
- Make sure that the whole application form is completed, that all pages are included and required documentation is attached before sending.

For new people coming into child care once they have submitted their initial application form if they are to be awarded trainee level they will be required to submit proof of registration into a provincially recognized post-secondary ECE program before the certification can be issued depending on the application the individual may also need to complete an orientation course through AECENL.

### Equivalency

In order to receive level 1 certification or a higher level you will need to submit a copy of your official certificate/diploma/degree from a provincially recognized post-secondary institution or a transcript indicating that graduation has been awarded from a provincially recognized post-secondary institution. If an individual has completed all course requirements for a level of certification but has not met graduation requirements from the post-secondary institution the individual may be eligible to be awarded the level under the equivalency policy. Effective May 1<sup>st</sup>, 2018 to be considered eligible all required course work from a provincially recognized post-secondary institution must be submitted and each course must be completed with a final grade of 65% or higher.

### Certification Renewal Requirements

**Child Care Centre or Family Home Level 1-4:** Renew every 3 years – requires 30 PL hours along with a renewal application (if lapsed will need to provide 36 PL hours plus 1 PL hour for every month lapsed up to 60PL hours). If you hold a combination of certification levels (e.g. Child Care Centre Level 3 School-Age with Child Care Centre Trainee Level Preschool) your renewal requirements are based on the lowest level of certification held.

**Entry Level (Individuals may still hold valid Entry Level if it was awarded prior to July 31<sup>st</sup>, 2017):** will require 30 PL hours to renew along with a renewal application, once renewed will become Trainee Level which will be renewed each year – requirements will depend on the classification of the Trainee Level (see below)

**Child Care Centre-Trainee Level Preschool and/or School-Age:** Renew each year-requires a minimum 2 ECE courses from a provincially recognized post-secondary institution along with a renewal application (if lapsed will need to provide additional ECE coursework). It should be noted that even though the requirement for renewal is 2 ECE courses annually the individual may need to complete more than 2 ECE courses annually in order to complete the ECE Certificate in the allotted amount of time.

**Family Home-Trainee Level-Mixed Age Group or Child Care Centre-Trainee Level Preschool and/or School-Age that has been grandparented (valid Entry Level for 10 years prior to July 31<sup>st</sup> 2017):** Renew each year-requires 10 PL hours along with a renewal application (if lapsed will need to provide 12 PL hours plus 1 PL hour for every month lapsed up to 60 PL hours)

**If you wait to be renewed either on or after your “valid until” date you are considered lapsed and will require to renew with additional PL hours. To avoid becoming lapsed and not being able to work you need to submit your completed renewal application package to the AECENL office 1 to 2 months before your “valid until date (expiry date).**

**New Child Care Regulations – Effective July 31st 2017  
Changes to Certification**

| Before July 31st 2017   | After July 31st 2017  |
|---|---|
| <b>Certificate Document</b>   |   |
| <p>On the certificate document you will find:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Level(s) of Certification and classification(s)</li> <li>• Two signatures</li> <li>• Issue/renewal date and valid until date</li> </ul> | <p>On the certificate document you will find:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• <b>Facility Type: Centre and/or Family Home</b></li> <li>• Level(s) of Certification and classification(s)</li> <li>• Two signatures</li> <li>• Issue/renewal date and valid until date</li> </ul>  |
| <b>Validity of Certification</b>  |   |
| <p>Entry Level and Level I to IV are valid for 3 years</p>  | <p>The length of the individual's certification is determined by their lowest level awarded:<br/> <b>Trainee Level (Centre and/or Family Home)</b> certification is valid for a maximum of one (1) year.<br/> <b>Level I through IV certification (Centre and/or Family Home)</b> is valid for a maximum of three (3) years</p>   |
| <b>Certification Levels</b>   |   |
| <p>Entry Level Certification<br/>Level I to IV</p>  | <p><b>Trainee Level Certification</b><br/>Level I to IV</p>   |
| <b>Certification Classifications</b>  |   |
| <ul style="list-style-type: none"> <li>• Infant (Level 1 or higher)</li> <li>• Preschool</li> <li>• School-Age</li> <li>• Family</li> </ul>   | <p>There are still the same classifications but they will be displayed differently on your certificate depending on your level and classifications.</p> <p><b>Centre:</b></p> <ul style="list-style-type: none"> <li>• Infant(Level 1 or higher)</li> <li>• Preschool</li> <li>• School-Age</li> </ul> <p><b>Family home:</b></p> <ul style="list-style-type: none"> <li>• Infant (Level 1 or higher)</li> <li>• Mixed Age</li> </ul> |

| Before July 31st 2017  | As of July 31st 2017   |
|--|--|
| <b>Renewal of Certification</b><br>Professional development (PD) is now professional learning (PL)   |  |
| <p><b>Entry Level Certification:</b></p> <ul style="list-style-type: none"> <li>• Renewal period every three years (unless renewed using the Refresher Course)</li> <li>• To renew needs 30 hours of professional development (PD).</li> <li>• Can use the Refresher Course-once per file</li> </ul> | <p><b>Trainee Level Certification:</b></p> <ul style="list-style-type: none"> <li>• Renewal period is annually for all classifications of Trainee Level – Cannot use Refresher Course</li> <li>• To renew:           <p><b>Child Care Centre Trainee Level</b><br/>Needs proof of completion of a minimum of 2 ECE courses from a provincially recognized post-secondary institution <b>OR</b> Needs all of the following:</p> <ul style="list-style-type: none"> <li>• proof of registration in an ECE program from a recognized post-secondary institution</li> <li>• proof that required courses for the ECE program referred to above are not available and</li> <li>• proof of at least 10 hours of professional learning (PL).</li> </ul> <p>Centre Trainee Level may be renewed up to a maximum of 4 times or a maximum of 6 times where 2 of those times included renewals where courses required for the ECE program were not available. If lapsed to renew the individual will need to submit 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 been lapsed). Contact the Registrar to determine what your renewal requirements for lapsed certification will be.</p> <p><b>Family Home Trainee Level</b><br/>Individuals who hold only Family Home Trainee Level Mixed Age Group may renew their certification by providing proof of at least 10 PL hours and are not required to upgrade. If lapsed the individual will need to submit 1 hour of PL for every month between the ‘issue’ or ‘renewal’ date and ‘valid until’ date which is 12 PL hours plus an additional 1 hour of PL must be added to the 12 PL hours required for the original renewal to a maximum of 60 PL hours.</p> <p><b>Prior Entry Level Certification</b><br/>Individuals who held Entry Level certification under the Child Care Service Act for at least 10 years (initially certified before July 31, 2007) and held valid Entry Level certification before the new regulation coming into effect on July 31, 2017 can be grandparented in and renew their certification by providing proof of at least 10 PL hours and are not required to upgrade. If lapsed the individual will need to submit 1 hour of PL for every month between the ‘issue’ or ‘renewal’ date and ‘valid until’ date which is 12 PL hours plus an additional 1 hour of PL must be added to the 12 PL hours required for the original renewal to a maximum of 60 PL hours.</p> </li> </ul> |

| Before July 31st 2017  | As of July 31st 2017  |
|--|---|
| <b>Renewal of Certification Continued</b><br>Professional development (PD) is now professional learning (PL)   |   |
| <p><b>Level I to IV Certification:</b></p> <ul style="list-style-type: none"> <li>• Renewal period every three years (unless renewed using the Refresher Course)</li> <li>• Need 30 hours of PD to renew</li> <li>• If lapsed need 1 extra hour of PD per month lapsed up to 10 extra PD hours per year with a maximum of 60 PD hours</li> <li>• Can use the Refresher Course-once per file</li> </ul> | <p><b>Level I to IV Certification:</b></p> <ul style="list-style-type: none"> <li>• Renewal period every three years (unless renewed using the Refresher Course)</li> <li>• Can use the Refresher Course-once per file</li> <li>• Need 30 hours of PL to renew prior to the valid until date on the certificate</li> <li>• If lapsed 1 hour of PL for every month between the 'issue' or 'renewal' date and 'valid until' date which is 36 PL hours <b>plus</b> an additional 1 hour of PL must be added to the 36 PL hours required for the original renewal to a maximum of 60 PL hours must be submitted.</li> </ul> <p>It should be noted that if you hold a combination of certification levels (e.g. Centre Level III School-Age with Trainee Level Preschool) your renewal requirements are based on the lowest level of certification held.</p>                 |
| <b>Documentation Required for Renewal of Certification</b><br>Professional development (PD) is now professional learning (PL)  |   |
| <p><b>Entry Level Certification:</b><br/>           Completed Renewal Form with original documentation of completed professional development (e.g. PD certificates, transcripts, letters of completion)</p>  | <p><b>Centre Trainee Level:</b> Original transcripts or grade report indicating the successful completion of at least 2 ECE courses <b>OR</b> all of the following:</p> <ul style="list-style-type: none"> <li>• an original acceptance letter on institutions letterhead from a recognized post-secondary institution which indicates individuals acceptance into an early childhood education program</li> <li>• an original document from a recognized post-secondary institution which indicates that required courses from an early childhood education program under subsection 1 are not available and</li> <li>• original documentation of required PL hours</li> <li>• completed Renewal Form</li> </ul> <p><b>Family Home Trainee Level or Prior Entry Level :</b><br/>           Completed Renewal Form with original documentation of required PL hours</p> |
| <p><b>Level I to IV Certification:</b><br/>           Renewal Form with original documentation of completed required professional development hours (e.g. PD certificates, transcripts, letters of completion)</p>   | <p><b>Level I to IV Certification:</b><br/>           Renewal Form with original documentation of completed required professional learning hours (e.g. PL certificates, transcripts, letters of completion).<br/>           It should be noted that if you hold a combination of certification levels (e.g. Centre Level III School-Age with Trainee Level Preschool) your renewal requirements are based on the lowest level of certification held.</p>  |

| Before July 31st 2017   | As of July 31st 2017  |
|---|---|
| <b>Reissue of Certification</b><br>(Upgrading, adding classification, name change or duplicate)   |   |
| <p>A reissue certificate shall be issued with a “reissue date” (see effective date on the certificate) and “valid until” date which will remain the same as the individuals current valid certificate term.</p> | <p>A reissue certificate shall be issued with a “reissue date” (see effective date on the certificate) and “valid until” date which will remain the same as the individuals current valid certificate term if:</p> <ul style="list-style-type: none"> <li>• reissuing by upgrading to level one or higher in all classifications,</li> <li>• adding a new classification that is level I or higher in each classification held,</li> <li>• reissuing due to name change or lost/misplaced certificate.</li> </ul> <p>In some circumstances a reissue certificate may be issued with a new “valid until” date, if the reissue is to add a trainee classification with the reissue. For example if an individual holds a Level III in School-Age certification which is valid for 3 years and receives a trainee level certification in Preschool classification during that period their certification will be reissued for 1 year from the “reissue date” or their original expiry date, whichever is sooner (see effective date). The previous ‘valid’ until date in this situation will cease to exist.</p> |

The new Child Care Regulations and Child Care Policy and Standards Manual can be found online here <http://www.ed.gov.nl.ca/edu/family/childcare/resources.html> .

Any questions regarding the changes to certification can be forwarded to the Registrar (1-866 toll free) 579-3004 or [registrar@acenl.ca](mailto:registrar@acenl.ca) , any other questions regarding the new regulations should be sent to or discussed with your regional Early Learning and Child Development office.



# AECENL Membership Application

## Contact Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ (daytime) \_\_\_\_\_ (cell/other) Email: \_\_\_\_\_

## Membership

AECENL is a dual membership with Canadian Child Care Federation (CCCF). *Memberships are valid from **October 1<sup>st</sup>** to **September 30<sup>th</sup>** annually.*

\_\_\_\_\_ ECE **Membership \$50** – Certificate, Diploma, or Degree in Early Childhood Education. (Level I to IV Certification).

\_\_\_\_\_ ECE **Student Membership \$1** – Currently enrolled in a Full-Time Early Childhood Education program.

\_\_\_\_\_ **Associate Membership \$50** (Individual) **\$85** (Organization) – Individual/Organizations who uphold the goals and objectives of AECENL but do not directly provide licensed child care services.

\_\_\_\_\_ **Child Care Practitioner \$50** – Persons working in a Child Care Setting other than ECE as outline above. (Ex: Entry Level, Support Worker...)

## Agreement and Signature

I/We support the goals and objectives of AECENL as outlined in the membership brochure/online. I have enclosed a check/money order for the fees indicated.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Section – Office Use Only

Membership Number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

AMOUNT Paid: \$ \_\_\_\_\_

Fee Paid:  No  Yes

Cash  Cheque # \_\_\_\_\_  Money Order  E-transfer

Fee paid by:  Applicant  Organization \_\_\_\_\_

Other \_\_\_\_\_





**Association of Early Childhood Educators of Newfoundland & Labrador (AECENL)** is a non-profit organization dedicated to professionalism in Early Childhood Education (ECE) and to quality child care and education for young children. AECENL has been representing the issues of child care practitioners and quality child care since its incorporation in 1989.

**Our objectives are:**

- To promote a sense of pride in and commitment to the profession of Early Childhood Education.
- To provide awareness of what constitutes quality care and education for children.
- To inform parents, the community, and policy makers of the value of Early Childhood Education.
- To be a strong voice for quality child care and education on behalf of children and their families.
- To provide a forum for discussion of issues pertaining to the well-being of children.
- To facilitate communication of issues related to the profession.
- To provide ongoing professional development.
- To advocate for improved wages and working conditions for Early Childhood Educators.
- To encourage the development of, and provide support for regional branches.
- To liaise with other related organizations.

AECENL's membership year is October 1st to September 30<sup>th</sup>.

AECENL is affiliated with the Canadian Child Care Federation (CCCF). *As a member of AECENL you will benefit from becoming a member of **both** a provincial and a national association for **one low membership fee**.* This affiliation makes us 10,000+ members strong!

**Benefits of membership include:**

- AECENL's Newsletter and other correspondence
- Interaction, Bulletin and other CCCF publications
- reduced rates to the annual AECENL conference and any CCCF conferences
- free (or reduced rates) for workshops and social events
- access to website "member only" sections including discussion forums and employment opportunity boards
- access to resources on the web and through AECENL's office

As a member you can join one of AECENL's committees ... run for election to your provincial Board of Directors ... together we will help each other reach the goal of professionalism and improved working conditions for Early Childhood Educators and quality child care services for children.