



Newfoundland and Labrador

Child Care Services Certification

Information Booklet



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Please contact the registrar if you are looking for additional information.

Child Care Services Certification in Newfoundland and Labrador

Introduction

Under the Newfoundland and Labrador Child Care Services Regulations 39/17 2017 and Child Care Services Act individuals who seek employment in regulated child care are required to hold valid Child Care Services Certification.

Child Care Services (CCS) Certification is recognition of education and training in Early Childhood Learning and Care. It is an important first step in obtaining acknowledgement for the valuable work that encompasses the child care sector.

Child Care Services (CCS) Certification is comprised of levels and classifications. Levels of CCS certification are based on the amount of post-secondary early childhood education (ECE) an individual holds and classification(s) which are based on the age groups within a different child care settings. Individuals may receive more than one level or classification of certification based on their educational background. Holding a certificate, diploma or degree in early childhood education or a related discipline does not automatically allow to be employed in a regulated child care setting in the province.

It provides a professional career path that recognizes and encourages further professional training and learning, which ultimately improves the quality of care for children in our province. It also demonstrates to our communities and to our society that Early Childhood Educators are a trained, professional group of people who possess the skills, training and ability required to provide care and education to the most vulnerable segment of our society - our children.

The Association of Early Childhood Educators Newfoundland – Labrador (AECENL)

through founding by Newfoundland and Labrador Provincial Government provides Child Care Services Certification and the orientation courses that may be necessary for a person to achieve certification in a particular classification.



Note: Child Care Services Certification is just one of the requirements to work in regulated child care. For other requirements and more information please check with the licensing authorities in your region.

The Levels of CCS Certification

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

Trainee Level Certification – without a recognized post-secondary credentials in early childhood education (ECE). To receive trainee level certification, the applicant may need to complete an orientation course(s) or equivalent and submit proof of registration (enrollment letter) into an ECE program from a provincially recognized post-secondary institution.

Level One – a provincially approved certificate (normally 1-year in duration) in ECE.

Level Two – a provincially approved diploma (normally 2 years in length) in ECE.

Level Three – a provincially approved diploma (normally 3 years in length) in ECE **or**
 – a provincially approved diploma (normally 2 years in length) in ECE and completed 1 year post-diploma ECE specialization **or**
 – a provincially approved certificate (normally 1-year in duration) in ECE and an provincially recognized university degree

Level Four – a university degree in early childhood education **or**
 – a provincially approved certificate (normally 2-year in duration) in ECE and an provincially recognized university degree

The Classifications of CCS certification

A **classification** of CCS certification indicates the age group or the setting of regulated child care. There are four classifications of CCS certification:

Child care centers:

- **Infant Classification** – covers children ages birth to 24 months in a regulated child care centre. *Note: There is no Trainee Level for Infant classification – all applicants must hold at least a provincially-approved certificate in Early Childhood Education.*
- **Preschool Classification** – covers children ages 2 to school-entry (who are not attending school full-time) in a regulated child care centre.
- **School-Age Classification** – covers children ages from school-entry (who attend school) to 12 in a regulated child care centre.

Family home:

- **Mixed age Classification** – covers children ages birth to 12 years in a regulated family child care setting.
- **Infant Classification** - To provide infant care the individual needs to obtain level 1 certification and complete an infant care course from a recognized post-secondary institution or AECENL's infant orientation course.

Child care services certification requirements

To receive an initial certification an individual must apply for CCS Certification with **an Initial application** and documentation of any post-secondary programs or courses that they have completed and are related to child care services.

Completed application packages (initial, reissue or renewal) are assessed by the registrar of child care services certification (AECENL) and approved by provincial director of early learning and child development division.

Requests for an assessment or information from anyone other than the applicant is not processed.

Information on individuals' certification status may be shared with provincial or regional licensing personnel on request. Otherwise, the applicant's file is confidential and will only be discussed with the applicant directly, unless prior written consent for another person to discuss it is on file.

The registrar reserves the right to verify any information included in an initial, renewal or reissue application for certification.

The child care services certification advisory committee

An advisory committee meets quarterly to discuss and recommend policy to the Provincial Government regarding certification and the orientation courses.

The committee comprises representation from but not limited to:

- Association of Early Childhood Educators Newfoundland – Labrador (AECENL)
- Licensed/Approved Family Child Care
- Early Childhood Education Faculty
- Department of Education and Early Childhood Development
- Government of Nunatsiavut
- Registrar of Child Care Services Certification
- AECENL Executive Director
- 2 other positions as deemed necessary

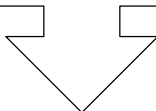
If individual has an issue that they feel should be discussed by this committee please they need to send a letter outlining their request to either the provincial director of early learning and child development division or to the AECENL office for inclusion on the committee's next agenda.

**NOTE: Individual issues are not discussed by this committee – general policy issues only.*

Initial child care services certification General overview

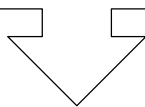
1st Step

Obtain an **Initial Application** for Child Care Services Certification. Application is available to download from the AECENL website – www.aecenl.ca under the “Certification” tab or at AECENL office. Contact the registrar if you cannot access the application form.



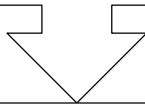
2nd Step

Complete all sections of the application (including your original signature) and attach all appropriate documentation as indicated. *Incomplete application will **not** be assessed and **will be returned**.*



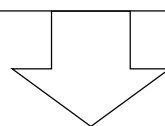
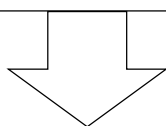
3rd Step

Application Package should be sent to the registrar by mail, courier or hand-delivered. **Faxed/e-mailed or photocopied applications are not accepted** and will be returned to you.



4th Step

When application package is received, it will be logged as received and stamped with the date. Assessment begins by ensuring that the application is complete and that all documentation is attached as requested.



Incomplete Initial Application Package

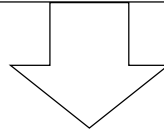
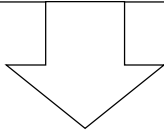
If anything is incomplete or missing the package will be returned to you along with a letter from the registrar outlining what is required to complete the initial application package

Complete Initial Application Package

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

(Continuing on next page)

Complete Initial Application Package



Issuing a Child Care Services Certificate number

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

If being awarded trainee level submission of proof of registration into a provincially recognized post-secondary ECE program is required before the certification can be issued.

A CCS Certificate indicating the level(s), classification(s), issue and renewal date will be forwarded by mail after all requirements are met.

Requirement of orientation course

If application review determines a need to complete all or part of an orientation course to receive a classification or level of CCS Certification it will be communicated to individuals in a status letter.

If completion of orientation course will result obtaining a trainee level a submission of proof of registration into a provincially recognized post-secondary ECE program is required before the certification can be issued.


A CCS Certificate indicating the level(s), classification(s), issue and renewal date will be forwarded by mail after all requirements are met.

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

Initial CCS Certificates are issued for:

- a 1 year period for Trainee Level
- a 3-year period for Levels I, II and III and IV

The effective date of CCS Certification will be the first day of the calendar month in which AECENL receives an eligible and complete application package.



Application Package consists of:

- completed and signed Initial Application Form **and**
- required documentation (if applicable)

Application guide for the initial application

This guide is for filling out the Initial Application for NL Child Care Services Certification

General Instructions:

- Initial Application is for Individuals who **do not** hold Child Care Services Certification obtained from AECENL
- Initial Application can be downloaded and printed from AECENL website (www.aecenl.ca) under the 'Certification' tab or obtained at AECENL office
- READ the information on checklist and the application form
- COMPLETE all sections of the application by PRINTING clearly
- ATTACH the applicable documentation to the application (see application guides on pages 9-1 2which documentation is required)
- A clear visible name of the individual needs to be shown on provided documents
- If an official name change occurs between the issue of the documents and application a photocopy of a legal evidence of a name change must be provided
- DATE and SIGN the initial application
- **Faxed, emailed or photocopied** Initial Applications are **NOT ACCEPTED**
- The completed and signed Initial Application Form with supporting documents can be:

**Mailed: 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
50 Pippy Place, Unit #19
St. John's, NL A1B 4H7**

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

- Processing time of application depends on the completion of the application package.
- For any questions regarding the initial application please contact the registrar at: registrar@aecenl.ca or by phone: (709)579-3004
- It should be noted that if the assessment of the initial application determines that the applicant is to receive Trainee Level certification then proof of registration into an early childhood education program from a provincially recognized post-secondary institution will need to be submitted before certification can be issued.

Section A - Applicant information

Fill in section “A” *completely and clearly*. The information should include your legal name, birth date, full permanent mailing address (including postal code) and other contact information as indicated in the application. Personal contact information is not shared with anyone without individual’s written permission.

If an official name change occurs between the issue of the documents and application a photocopy of a legal evidence of a name change must be provided.

Section B – Type of Certification

Check the classification(s) of CCS certification you wish to apply for based on the provided descriptions. More than one classification can be checked off. If no classification is checked, preschool classification will be assumed. The assessment of your application is based on the classification you are seeking.

Section C – Certificate size

Check the box with a desired CCS Certificate size and if applicable attach fee for the desired size. (Cash, money order or cheque are acceptable payment options).

Section D – Educational Requirements

Check which applies to you and **fill** out the appropriate section. Documents **must** accompany the application. Failure to provide required documentation may result in the prolonging of the assessment. The required documentation for each section is outlined in the application guide on the following pages: 9 through 13.

Section E – Declaration and consent to share information

The applicant must read, sign and date the declaration. The original signature indicates individuals intent to apply for certification and your assertion that the information in the application is true and complete to the best of your knowledge. The declaration authorizes AECENL to share the status of your certification with child care services licensing during their work. Unsigned applications or applications signed by someone else on your behalf are not acceptable and will be returned.

Section F – Submission information

Section F outlines where you can send or drop off your application. Applications can be submitted only by mail, courier or dropped off at the AECENL office during regular business hours. Please note that AECENL’s street address is for courier and drop offs only. Do not mail anything to AECENL’s street address, **mail only** to P.O. Box address.

Application guide for those who hold certification from another Province or Territory - Agreement on International Trade (AIT)

If you hold a certificate, a license to practice or are registered by one of the specified Province or Territories: **British Columbia, Saskatchewan, Ontario, Alberta, Manitoba, Prince Edward Island, Yukon or Nova Scotia** can apply for certification in Newfoundland and Labrador under the *Federal Agreement on Internal Trade (AIT)*.

The agreement enables applicants to receive the certification level in this province that equals the requirements for that certification in the other Province or Territory.

Check the following section in **section D**:

- **Provincial/Territorial Agreement on Internal Trade/Mobility**

Documentation Required:

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

You are not required to complete any other options in Section B or supply documentation for the other sections.

NOTE: Each province/territory under AIT has its own requirements and names for its levels and certification. Please check with each province for their requirements.

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

Application guide for individuals with Canadian post-secondary credentials

Those who have either successfully completed (graduated from) a post-secondary program by obtaining a certificate/diploma and/or a degree *or* have completed individual courses from a provincial recognized Canadian post-secondary institution please check and fill out the section that applies to you in **Section D**.

Section D - completed degree/diploma/certificate program

This section is for individuals who have successfully completed (graduated from) any a post-secondary program of study after high school through a recognized post-secondary institution and hold a certificate/ diploma/ degree.

Documentation required:

- Copies of certificates/diplomas/degrees from any recognized post-secondary institution listed in the application. Individual may be asked to supply official course descriptions and course hours with the transcripts at the request of the registrar.

AND/OR

Section D- individual post-secondary courses related to ECE

This section is for individuals who have **NOT completed** (graduated from) a post-secondary program of study after high school, but have completed individual courses from a recognized post-secondary institution.

Documentation required:

- Copies of the transcripts, indicating successful completion of the course(s) from any recognized post-secondary institution listed in the initial application.

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



If you hold child care/early childhood educator registration or certification from another province or territory in Canada you can apply under the Agreement on Internal Trade instead of listing post-secondary schooling.

Application guide for individuals with *Non-Canadian* post-secondary credentials

If you have either successfully completed (graduated) a post-secondary program and hold a certificate/diploma and/or a degree *or* have completed individual course from a non-Canadian post-secondary institution please complete the following part in **Section D**.

Section D - completed degree/diploma/certificate program

This section is for individuals who have successfully completed (graduated from) any Non-Canadian post-secondary program of study through a recognized post-secondary institution and hold a certificate/ diploma/ degree.

Documentation required:

- Credential assessment from World Education Services (www.wes.or/ca/) or other educational assessment service approved by AECENL
- Official transcript from the post-secondary institution that indicates the name of the student, their student number and completion of the program
- An official report of course hours and a course description obtained for each individual course you have taken
- Official translation of documentation if documentation is in a language other than English.
- Contact information for the post-secondary institution

AND/OR

Section D- individual post-secondary courses related to ECE

This section is for individuals who have **NOT completed** (graduated from) a post-secondary program of study but have completed individual courses from a recognized non-Canadian post-secondary institution.

Documentation required:

- Credential assessment from World Education Services (www.wes.or/ca/) or other educational assessment service approved by AECENL
- Official transcript from the post-secondary institution that indicates the name of the student, their student number and completion of the program
- An official report of course hours and a course description obtained for each individual course you have taken
- Official translation of documentation if documentation is in a language other than English.
- Contact information for the post-secondary institution

Please note:

- ❖ When holding non-Canadian credentials CCS Certification may take longer to process.
- ❖ The assessment of your initial application may determine that you need to complete all or part of an orientation course or courses. These courses are not offered outside NL therefore if you applied for CCS Certification before moving to NL you will need to let AECENL know upon the arrival in the province so that we can get you enrolled in a timely fashion. Information about the courses we offer can be found under the “Orientation” tab on our website www.aecenl.ca.
- ❖ If the assessment of the initial application determines eligibility for trainee level – center based certification then proof of registration into an ECE program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued.

Application guide for individuals with completed orientation course or approved equivalent

If you have completed a non post-secondary orientation course with another agency that was approved by AECENL please check **section D**:

Section D - Completed Orientation Courses or approved equivalent

Documentation required:

- Copy of the certificate of completion

It should be noted that if the assessment of the initial application determines that the applicant is to receive Trainee Level – center based then proof of registration into an ECE college program in the form of an acceptance letter will be required before certification can be issued.



Application guide for individuals without formal post-secondary training in early learning and child care or early childhood education

If you are not holding post-secondary credentials in early childhood education or if you hold post-secondary credential that are not related to early childhood education please check **section D**:

None of the Above

NO documentation is required

It should be noted that if the assessment of the initial application determines that the applicant is to receive Trainee Level – center based then proof of registration into an ECE college program in the form of an acceptance letter will be required before certification can be issued.

Reissue of the child care service certification General Overview

CCS certification may be reissued using the Reissue Application form mid-term for the following reasons:

1. a change in level and/or a change in classification
2. a change in official name.

Effective date of the reissue of CCS Certification

The effective date of reissue (reissue date) will be the first day of the calendar month in which a complete and eligible reissue application package is received by AECENL.

A reissue certificate's "valid until" date which will remain the same as the individuals current valid certificate term if:

- reissuing by upgrading to level one or higher in all classifications,
- adding a new classification that is level one or higher in each classification held,
- reissuing due to name change or lost/misplaced certificate.

In some circumstances a reissue certificate may be issued with a "reissue date" (see effective date) and new "valid until" date, if the individual has received 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 certification in preschool classification during that period their certification will be reissued for one year from the "reissue date" (see effective date). The previous 'valid' until date in this situation will cease to exist.

* If the reissue of certification adds center based trainee level to your existing certification then proof of registration into an ECE college program in the form of an acceptance letter will be required before the reissue of certification can be issued.

Application guide for the reissue application

This guide is for filling out the reissue Application for NL Child Care Services Certification

General Instructions:

- Reissue Application is for Individuals who **hold** a child care Services Certification number obtained from AECENL and wish to change a level or add a classification
- Reissue Application can be downloaded and printed from AECENL website (www.aecenl.ca) under the 'Certification' tab or obtained at AECENL office
- READ the information on the application form and accompanied check list
- COMPLETE both sides and all sections of the application by printing clearly
- ATTACH the applicable documentation to the application (see application guides on the following pages which documentation is required)
- A clear visible name of the individual needs to be shown on provided documents
- If an official name change occurs between the issue of the documents and application a photocopy of a legal evidence of a name change must be provided
- DATE and SIGN the initial application
- **Faxed, emailed or photocopied** Reissue Applications are **NOT ACCEPTED**
- The completed and signed Reissue Application Form with supporting documents can be:
 - **mailed** to the AECENL office at
Association for Early Childhood Educators Newfoundland and Labrador
P.O. Box 8657
St. John's, NL A1B 3T1
 - **dropped off** to the AECENL office at:
Association for Early Childhood Educators Newfoundland and Labrador
50 Pippy Place, Unit #19
St. John's, NL A1B 4H7
- Processing time of application depends on the completion of the application package.
- If you have any questions regarding the reissue application please contact registrar at: registrar@aecenl.ca or by phone: (709)579-3004

* If the reissue of certification adds center based -trainee level to your existing certification then proof of registration into an ECE college program in the form of an acceptance letter will be required before the reissue of certification can be issued.

Section A – Type of Certification

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

Section B - Applicant information

Fill in the section *clearly and completely*. The information should include your legal name, birth date, full permanent mailing address (including postal code) and other contact information as indicated in the application. Personal contact information is not shared with anyone without your permission.

Section C – Certificate size

The standard certificate size is 8.5” x 4”. If you wish to have a different size of certificate then check the box indicating certificate size that you would like and if applicable attach fee for the certificate. Payments can be made by cash, money order or cheque.

Section D – Reason for application

Check which applies to you and complete the appropriate section

Section E – Name Change on the original Certificate

If your name has been legally changed and you wish for a CCS Certificate to be issued bearing the new name then fill out this section by providing the old name and a new name.

The following appropriate **copies of documentation need to be submitted with the application:**

- a photocopy of a marriage certificate,
- certificate of divorce,
- change of name certificate or birth certificate or
- a photocopy of a current government issued ID (ex. a driving license).

Section F – Change of Level and/or Classification

If you have completed fully or partially a post-secondary program or non-post-secondary orientation course since your initial application has been awarded please **check the section** that applies to you. You will need to submit the appropriate documentation as listed below for each section:

Completed Degree/Diploma/Certificate Program

This section is for individuals who have successfully completed and graduated from a recognized post-secondary institution and hold a certificate/ diploma/ degree.

Documentation required:

- copies of certificates/diplomas/degrees from the recognized post-secondary institution you have listed in the application. and/or
- official transcripts of course work that indicate graduation from the program

Individual Post-Secondary Courses Related to ECE

This section is for individuals who have **NOT completed** (graduated from) a post-secondary program of study after high school, but have completed individual courses from a recognized post-secondary institution.

Documentation required:

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

Photocopies are accepted, however you may be asked to submit original transcripts or notarized photocopies. If a transcript is used to document completion of a program of study, the transcript must indicate the name of the student, their student number and must indicate completion of the program. You may be asked to supply official course descriptions with transcripts at the request of the registrar.

Completed Orientation Courses or approved equivalent

This section is for those who have complete non-post-secondary courses.

Documentation required:

- copy of the certificate of completion

Photocopies are accepted, however you may be asked to submit original transcripts or notarized photocopies. If a transcript is used to document completion of a program of study, the transcript must indicate the name of the student, their student number and must indicate completion of the program. You may be asked to supply official course descriptions with transcripts at the request of the registrar.

If you **hold Non-Canadian post-secondary credentials** the following **documentation is required regardless of which part of section F is checked:**

- Credential assessment from World Education Services (www.wes.or/ca/) or other educational assessment service approved by AECENL
 - Official transcript from the post-secondary institution that indicates the name of the student, their student number and completion of the program
 - An official report of course hours and a course descriptions obtained for each individual course you have taken
 - Official translation of documentation if documentation is in a language other than English.
 - Contact information for the post-secondary institution
-

Section G – Declaration and consent to share information

You (the applicant) must read, sign and date the declaration. Your signature indicates your intent to apply for certification and your assertion that the information in the application is true and complete to the best of your knowledge. The declaration authorizes AECENL to share the status of your certification with child care services licensing in the course of their work. Unsigned applications or applications signed by someone else on your behalf will not be accepted.

Section H – Submission information

This section provides information where you can send or drop off the application. Applications can be submitted only by mail or dropped off at the AECENL office during regular business hours.

Renewal of child care services certification

General overview

Every CCS Certificate issued has a “valid until” or renewal date. The length of the certification depends on the lowest level holding:

- Trainee level certification in any of the classifications is valid for one (1) year.
- Level one or higher certification in all classification is valid for three (3) years.

It is recommended to apply to renew the certification approximately 30 days before the expiry of certification.

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

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

Late applications may result in gaps in certification and might require additional documentation for any lapsed period of certification – these gaps may impact your employment or other services that are dependent on valid certification. Renewal certificates are not back-dated, and are issued effective the first day of the calendar month in which complete and eligible application is received by AECENL

A Friendly Reminder

It is individuals responsibility to keep track of renewal date and to ensure an application for renewal is submitted in a timely manner.

The registrar is not responsible if you do not apply, however, as a courtesy the Registrar will send out reminder letters.

Renewal requirements for Child Care Services Certification		
Trainee Level		
		Trainee Level Certification
Centre based facility	Infant	No trainee level for infant child care services certification
	Preschool	1. proof of completion of a minimum of two (2) early childhood education courses from a provincially recognized post-secondary institution (NOTE: This option may be used for a maximum of four renewals) or 2. all of the following (NOTE: This option may be used for a maximum of two renewals in addition to the four renewals noted above): <ul style="list-style-type: none"> • proof of registration in an early childhood education program from a recognized post-secondary institution • proof that required courses for the early childhood education program referred to in subsection 1 are not available and • proof of at least 10 hours of professional learning. Please note that in order to upgrade to Level One certification in the time period that has been outlined above you may need to complete more than the minimum number of required courses per year.
	and/ or	
School-age		
Family home facility	Family – Mixed age	Renewal requirements: Providing proof of at least 10 hour of professional learning that have been completed between the 'issue' or 'renewal' date and 'valid until' date There is no limit on the number of renewals. Upgrading is not required for mixed age classification
	Family Infant	<i>No trainee level for family – infant child care services certification</i> – However for those operating infant-designated family homes as confirmed by your regional child care staff or agency you will be required to upgrade to level one with infant classification. You will be required to meet the same renewal requirements as Trainee level Child Care Centre.
Trainee Level Certification under grandparenting clause		
Centre based facility and/or Family home facility	Preschool and/or School-age and/or Family – Mixed age	It applies to individuals who held a valid entry Level Certification on July 31st , 2017 and held it before July 1st , 2007. Renewal requirements: Providing proof of at least 10 hours of professional learning/development that fall between the 'issue' or 'renewal' date and 'valid until' date There is no limit on the number of renewals. Upgrading is not required if grandparenting in
Renewal period: One (1) year		

Renewal of Child Care Services Certification		
Level One, Level Two, Level Three and Level Four in all classifications as well as those still holding Entry Level		
Centre based facility	Preschool	<p>Requirements for renewal:</p> <p>If renewing prior to the 'valid until' date on the certificate only 30 PL hours are required.</p> <p>If renewing after the "valid until date" on the certificate, 1 hour of PL for every month between the 'issue' or 'renewal' date and 'valid until' date which is 36 PL hours and for each month lapsed, 1 hour of PL must be added to the 36 PL hours renewal to a maximum of 60 PL hours.</p>
	School-age	
	Infant	
Family home facility	Family – Mixed age	<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>
	Family Infant	
Renewal period: Three (3) years (unless renewed using the Refresher Course)		

Keep in mind that:

- Hours completed beyond the required hours cannot be carried forward for future use.
- PL hours submitted have to fall within your renewal period.
- **Original** documentation for all professional learning hours need to accompany your completed Renewal Application.
- 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
- ***Keep photocopies of your PL documentation on file until you have received your renewed certification from AECENL.***

Application guide for renewal application

This guide is for completing the Renewal Application for NL Child Care Services Certification

General Instructions:

Renewal Application is for Individuals who hold Child Care Services Certification obtained from AECENL and wish to renew their Child Care Services Certification.

- Renewal Application can be downloaded and printed from the AECENL website (www.aecenl.ca) under the “Certification” tab or obtained from the AECENL office
- READ the information on the application form and accompanied
- COMPLETE all sections of the application and PRINT all information clearly
- Attach **originals** of required documentation listed on the renewal application.
- On provided documents all handwriting is visible and name of the applicant needs to be shown clearly
- DATE and SIGN the application
- **Faxed, emailed or photocopied** Renewal &/or Reissue Applications are **NOT ACCEPTED**
- The original, completed and signed Application Form with supporting documents can be:

Mailed: 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
50 Pippy Place, Unit #19
St. John’s, NL, A1B 4H7

- If you have any questions regarding the renewal of your child care services certification please contact the Registrar at: registrar@aecenl.ca or by phone (709)579-3004
- ***Keep photocopies of your documentation on file until you receive your renewed certificate from AECENL.***

Renewal application packages without required documentation will not be approved and will be returned.

Section A – Type of Certification

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

Section B - Applicant information

Complete the full section and ensure it is *legible*. The information provided should include your legal name, birth date, full permanent mailing address (including postal code) and other contact information as indicated in the application. Personal contact information is not shared with anyone without your permission. If your legal name has changed please submit a reissue application form as well.

Section C – Certificate size

The standard certificate size is 8.5" x 4". If you wish to have a different size certificate check the box indicating the certificate size that you would like and if applicable attach fee for the certificate. Payments can be made by cash, money order or cheque.

Section D – Renewals of child care services certification

Based on your certification choose the option that applies to you:

- I am renewing my certification with required professional learning hours**

CHECK this if you hold one of the following:

- Level I-IV in ALL classifications (with no trainee level attached)
- Family Home Trainee Level (with no center based trainee level attached)
- Centre-Based Trainee Level (that falls under the grandparenting clause)
- Currently Entry Level

List all required professional learning events that you have attended in the table provided (including the name of the webinar/workshop/conference, name of presenter, date completed and number of hours).

Attach original documentation for all stated hours of professional learning. Be sure that you include the required amount of PL hours.

Keep in mind:

- Original PL documentation will not be returned unless requested and accompanied by a self-addressed envelope stamped with sufficient postage for return.
- 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.
- Child Care Services Certificate DOES NOT have to be submitted with your renewal package.

- I am renewing my centre-based trainee level or family home trainee level upgrading to infant child care services certification with required early childhood education courses.**

CHECK this section if you hold one of the following:

- a trainee level classification in any of the centre based classifications
- family home trainee level upgrading to infant child care services certification and you have completed the required early childhood education courses.

ATTACH the original transcripts or grade reports for the courses you have successfully completed and record them into the table provided in this section of the application form.

Keep in mind:

- Original documentation must accompany the renewal application.
- Keep photocopies of your transcripts or grade reports on file until you receive your renewed certificate from AECENL.
- Successful completion of the course means obtaining a minimum passing grade of the course(s) as outlined by the post-secondary institution
- Child Care Services Certificate DOES NOT have to be submitted with your renewal package.

- I am renewing my centre-based trainee level or family home trainee level upgrading to infant child care services certification with the required documentation**

CHECK this section if you hold one of the following:

- a trainee level classification in any of the centre based classifications
- family home trainee level upgrading to infant child care services certification and you have not been able to complete the required early childhood education courses due to their unavailability.

ATTACH the following documentation

- an original acceptance letter on institutions letterhead from a recognized post-secondary institution which indicates your acceptance into an early childhood education program.
- an original letter on the institutions letterhead from a recognized post-secondary institution which indicates that the required courses from your early childhood education program that you have been accepted are not available **and**
- original documentation of all listed professional learning (PL). The PL hours must be recorded on the table provided in this section.

Keep in mind:

- Original documentation must accompany the renewal application.

- Keep photocopies of ALL documentation on file until you receive your renewed certificate from AECENL.
- Successful completion of the course means obtaining a minimum passing grade of the course(s) as outlined by the post-secondary institution.
- Original PL documentation will not be returned unless requested and accompanied by a self-addressed envelope stamped with sufficient postage for return.
- Professional learning hours need to fall within the Child Care Services Certification period.
- Child Care Services Certificate DOES NOT have to be submitted with the renewal package.

Section E– Declaration and consent to share information

You (the applicant) must read, sign and date the declaration. Your signature indicates your intent to apply for certification and your assertion that the information in the application is true and complete to the best of your knowledge. The declaration authorizes AECENL to share the status of your certification with child care services licensing in the course of their work. Unsigned applications or applications signed by someone else on your behalf will not be accepted.

Section F – Submission information

This section provides contact information outlining where you can send or drop off the application. Applications can only be submitted by courier, mail or dropped off at the AECENL office during regular business hours.

Lapsed Certification

Child care certification is considered lapsed if it is not renewed prior to 'valid until' date, as outlined on individuals certificate.

Lapsed Certification - Trainee Level

Centre-Based Trainee Level Preschool and/or school Age Classification

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

To renew lapsed certification you will need to provide us with 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). Please contact the registrar to determine what your renewal requirements for lapsed certification will be.

- **Renewal with documents and PL hours if the required post-secondary ECE courses not completed**

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

- an original acceptance letter on institutions letterhead from a recognized post-secondary institution which indicates your acceptance into an early childhood education program.
- an original letter on the institutions letterhead from a recognized post-secondary institution which indicates that the required courses from your early childhood education program that you have been accepted are not available **and**
- original documentation of all listed professional learning (PL). provide us with the base 12 PL hours plus an additional 1 (one) PL hour for every month that you are lapsed (up to a maximum of 60 PL learning hours of total).

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

Family Home Trainee Level Mixed Age Group and/or Centre-Based Trainee Level Preschool and/or school Age Classification that have been "grandparented"

To renew your lapsed certification you will need to provide us with the base 12 PL hours plus an additional 1 (one) PL hour for every month that you are lapsed (up to a maximum of 60 PL learning hours of total). It should be noted that those holding Trainee Level are not eligible to complete the Refresher Course.

Lapsed certification - Level One, Two, Three and Four in all classifications as well as those still holding Entry Level

To renew your lapsed certification you will need to provide us with the base 36 PL hours plus an additional 1 (one) PL hour for every month that you are lapsed (up to a maximum of 60 PL learning hours of total).

If you do not have the required PL hours completed you may be eligible to complete the **refresher course**.

The refresher course is available online. Refresher Course registration can be obtained on our website at www.aecenl.ca. Once the refresher course is complete the awarded PL certificate needs to be submitted along with your renewal application listing the refresher course **and** all additional hours of professional learning (if applicable). As with regular renewals original 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:

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

Please note:

- Regardless of the length 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)
- The refresher course can be used for renewal purpose only *once* per individual file.

Professional Learning

The importance of professional learning

“ECE Professional Development (learning) is defined as: any course of study or activity that has been established or developed for the purpose of enhancing 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.”¹

Professional learning helps early childhood professionals in different roles to stay in touch with current information, trends and best practice and to progress along various career pathways. It also increases their knowledge and skills.

What is Professional learning?

It includes, but is not limited to; webinars, workshops, resource nights, conferences, related College/ University courses and orientation courses (except when they are taken as pre-certification training – that is before you receive your certification).

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

Reminders:

- When you attend a PL event please ensure it is related to early learning and child care sector.
- 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 piece of paper and have the presenter sign it.
- If you are not sure if a PL event would count toward your PL hours feel free to contact the AECENL office.
- *First Aid and required Workplace Health & Safety courses are **not** considered eligible for the purposes of determining professional learning.*
- Professional learning hours CANNOT be carried forward or used again for future renewals.
- Online workshops from organizations (ex. AECENL, Child Care Lounge ...) can be used only once for renewal purpose due to unchanged content.

¹ 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).

Information about Webinar PL documentation

To ensure that a webinar will be eligible for PL hours, documentation that confirms the participant's registration and completion of the webinar is required. The documentation needs to include the participant's name, host or facilitator's name, topic covered (topic must have child care focus), time and date of the workshop. This documentation can be found in the participant's registration confirmation email and the "thank-you" for participating email that is sent after the webinar. These two emails need to be printed and saved as PL documentation. Sometimes a webinar will issue a PL certificate, we do not accept them as original PL documentation.

If you are not able to watch the webinar after registering because of the time of day or for other reasons some organizations will send a "sorry you missed the webinar" e-mail that includes a link to the webinar recording. In order to have a recorded webinar be counted as PL you are still required to register for the webinar and print the registration confirmation e-mail, along with printing the "sorry you missed the event" e-mail and then print the PL certificate that is available after watching the recording (it is the only time we accept a webinar PL certificate). The reason for not accepting the PL certificate on its own is because it is a blank template where you type in your own name and in the past people have used it to provide PL to other people who have not viewed the webinar.

Ways to obtain required professional learning for the renewal of child care service certification

AECENL offers the following learning opportunities:

- *AECENL Online-workshops (www.aecenl.ca)*
On our website – www.aecenl.ca you can find workshop offerings and registration information
- *AECENL's PL Workshop Lending Library*
AECENL has a number of workshops available to loan to presenters for use in providing PL opportunities – please check with the PD Director to obtain a list and discuss availability.
- AECENL Regional Workshops
- AECENL Conference

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 (links to some of them can be found from the AECENL website www.aecenl.ca under Links tab)
- Professional Learning opportunities are posted on AECENL's website calendar.
- On AECENL's website under links there is information for other organizations and associations.

“In-house” Professional Learning

Child Care Centres and Family Child Care Agencies are encouraged to set up “in-house” professional learning. To be considered as 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, for example, the person verifying for the PL event and PL certificates should 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 as room rental, speaker fee, workshop materials, and refreshments. If you would like to receive further information about the grant please contact the Executive director at 579-3028 (toll-free 1-877-579-3028) or e-mail executivedirector@aecenl.ca

Request for review

If you feel that your assessed level or classification of certification is not what you expected, you have the option of having your file reviewed.

A **written request** to have your file reviewed may be made to the AECENL board of directors, AECENL, P. O. Box 8657, St. John's, NL, A1B 3T1. This request must clearly state the reason for the review. You may be asked to provide further documentation of your academic background for the review to proceed. You will receive a letter from the board detailing the decision made based on the review of your file.

If you disagree with the decision of the AECENL board regarding the review of your file you may request a further review by writing to provincial director of early learning and child development division with the Department of Education and Early Childhood Development Government of Newfoundland and Labrador, P. O. Box 8700, St. John's, NL, A1B 4J6. The review request letter must clearly state your reasons for the second review.

Replacement of a Child Care Service Certificate

Child Care Services Certificate can be replaced; a duplicate certificate can be issued only upon **written request**. If your original CCS certificate has been lost or destroyed, you can request in writing for a duplicate to be issued.

When requesting for replacement please include:

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

Reporting change of information

You should report to the registrar of child care services certification in writing if the following changes emerge:

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

For a change of child care services certification level/classification and legal name— see the Reissue of the Child Care Services Certificate- starting on page 16.

A written request is:

- An e-mail to the Registrar from your personal e-mail account with full name, mailing address and certification number and a request **or**
- Clear hand written or computer typed request with full name, mailing address certification number and signature and a request



CONTACT INFORMATION

For further clarification of any information in this booklet or if you have or questions that were not answered in this booklet please contact the registrar.

REGISTRAR

Phone: (709) 579-3004
(toll-free outside the St. John's calling area 1-877579-3004)

E-mail: registrar@aecenl.ca

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/currier :
50 Pippy Pl, Unit 19, St. John's, NL A1B 3T1

- Without an appointment during regular business hours Monday through Friday;
- With an appointment outside these times.