



Please read the guide below for important information about completing this form, required documentation and submissions.

## **INITIAL APPLICATION GUIDE**

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- Application is for those who have never held a Child Care Services Certification. If holding a Child Care Services Certification number (for any classification) please do not use this form.
- Initial application form if obtained online can be downloaded and filled out, however, it must be printed, and hand signed. **An electronic signature is not accepted.**
- Complete BOTH sides and ALL sections of the application.
- Incomplete unsigned and/or illegible application and/ or illegible documentation will be returned to you for resubmission and may delay the process of your application.
- No fees should be attached to the application unless in section C nonstandard size certificate is checked off.

## **POST-SECONDARY CREDENTIALS**

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A photocopy of your post-secondary credentials needs to be attached to the application. If illegible we will be requesting to resubmit them. You may be asked to produce originals or notarized photocopies.

- If your name is different from the name on your transcript or other documentation you will need to submit proof of name change. Provide a photocopy of one of the following legal documents:
  - Marriage certificate
  - Driver's License
  - Passport
  - Birth Certificate
  - Divorce Decree
  - Legal Name Change Certificate
- Non-Canadian post-secondary credentials documentation:

If the applicant has received education from outside of Canada. Specified documentation is only required if you want it assessed.

  - An official education assessment from a recognized educational assessment service such as World Education Services (WES) [www.wes.org/ca/](http://www.wes.org/ca/)
  - An official document from the post-secondary institution that includes program information, course descriptions, course and practicum hours
  - An official translation is required If documentation is in a language other than English

\*\* To be noted, when the Initial application is assessed if a Trainee Level in Preschool and/or School-Age Certification is to be awarded, an acceptance letter into an ECE program from a provincially recognized post-secondary institution will be required to issue the Child Care Services Certification certificate.

## **SUBMISSION INFORMATION**

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Only application forms with handwritten signatures will be accepted. Applications can be submitted by mail, courier, email, fax or in person. There is no after-hours drop box at our office location.

### **MAIL:**

Association of Early Childhood Educators NL (AECENL)  
P.O. Box 8657  
St. John's, NL A1B 3T1

### **DROPOFF & COURIER:**

#### **Do not mail items to this address**

Association of Early Childhood Educators NL (AECENL)  
59 Pippy Place, Suite 1A  
St. John's, NL A1B 4N1

**FAX:** Toll-Free (877) 579-0217

(Only the most current initial application is accepted for fax submission.)

**E-MAIL the application package to:** [registrar@aecenl.ca](mailto:registrar@aecenl.ca)

#### **How to email your initial application package:**

- Only eligible PDF scanned documentation will be accepted. Photos (e.g. .jpg) are not acceptable as they are unable to produce legible copies.
- Only one email with all attachments should be submitted.
- Put your name (first and last) and Initial Application in the subject line of the e-mail before sending.
- Retain a copy of the original e-mail for your record in the event it is requested to be resubmitted again.
- When you receive a bounce-back message from the [registrar@aecenl.ca](mailto:registrar@aecenl.ca) account, this is confirmation that your application has been received by AECENL.
- Only the most current initial application is accepted for email submission.

## **CONTACT INFORMATION FOR INQUIRIES:**

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### **Registrar of Child Care Services Certification**

TELEPHONE: Toll-Free (866) 579-3004

FAX: Toll-Free (877) 579-0217

EMAIL: [registrar@aecenl.ca](mailto:registrar@aecenl.ca)

WEBSITE: [www.aecenl.ca](http://www.aecenl.ca)



This application applies to individuals who **DO NOT** hold a **Child Care Services Certification**. Please read the **accompanying Initial Application Guide** before completing the application

**SECTION A APPLICANT INFORMATION**

**Name:** \_\_\_\_\_  
Legal First Name Middle Name Legal Last Name

**Mailing Address:** \_\_\_\_\_  
Street or P.O. Box  
\_\_\_\_\_  
City/Town Province Country Postal Code

**Telephone:** \_\_\_\_\_  
Daytime Contact Number Alternative Contact Number Cell Number

**Email Address:** \_\_\_\_\_  
(Note: Your email address will not be shared with outside agencies without your permission.)

**Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

**SECTION B CERTIFICATION CLASSIFICATION – What classification(s) of certification are you seeking?**

Note: If no classification(s) is/are checked, the assessment will be done for classifications in a child care center setting.

- PRESCHOOL** (ages 2 – school entry/group setting)
- SCHOOL-AGE** (ages school entry – 12/group setting)
- INFANT** (ages birth-24 months/group setting)
- FAMILY CHILD CARE** (ages birth-12/home setting)

**SECTION C CERTIFICATE SIZE**

Note: Only **one** certificate will be issued – frame size and frame size laminated fees are to cover additional materials, postage, and handling charges. Check the appropriate box below and if applicable enclose a cheque or money order payable to AECENL (if no box is checked, or appropriate payment is included, the file size certificate will be sent).

- 8.5" x 4" (file size) ..... free of charge
- 8.5" x 11" (frame size) ..... \$3.00
- 8.5" x 11" (frame size – laminated) ..... \$5.00

**This Section - Office Use Only**

AIT  FCR

Requires O/C?  PS  SA  I  F

Exemptions? \_\_\_\_\_

Certificate # \_\_\_\_\_ Level(s): \_\_\_\_\_ Classification(s): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Valid until: \_\_\_\_\_

Assessment Letter  sent: \_\_\_\_\_ Certificate  sent: \_\_\_\_\_

Comment: \_\_\_\_\_

Region:  Metro  Central East  Western  Labrador  N/A



## SECTION D EDUCATIONAL REQUIREMENTS

**NOTE:** Documentation *must* be attached to this application. Photocopies or faxed copies are usually acceptable. You may be asked to produce originals or notarized photocopies.

- Provincial/Territorial Agreement on Internal Trade/Mobility (AIT)**  
Attach a copy of current/valid ECE or child care services certification/registration from another province or territory. You are not required to check off or supply documentation for other sections below

OR (check any that apply):

- GRADUATED from Degree/Diploma/Certificate Post-Secondary Program(s)**  
Attach photocopies of certificates/diplomas/degrees and/or official transcripts of course work that indicate graduation from the specified program(s).

NAME OF DEGREE, DIPLOMA, CERTIFICATE HELD	NAME OF POST-SECONDARY INSTITUTION	PROVINCE &/OR COUNTRY	YEAR COMPLETED

- Individual Post-Secondary Courses Related to Early Childhood Education**  
Attach copies of transcripts. Course descriptions or other related documentation may be required.

NAME OF POST-SECONDARY INSTITUTION	PROVINCE &/OR COUNTRY	YEAR COMPLETED

- Completed Orientation Course or approved equivalent (non-post-secondary)**  
Attach a copy of proof of completion.

- None of the above** – no documentation required

## SECTION E DECLARATION

Applicants must **READ** and **HANDSIGN** the following section to process the application. An electronic signature is **not accepted**.

- I confirm the information contained in this application for certification and any related documents are true and completed to the best of my knowledge.
- I understand that information submitted may be verified with granting organizations and that falsification of information or documentation will result in the cancellation of my certification.
- I understand that the status of my certification may be shared with Child Care Services Licensing personnel in the course of their work.
- If an e-mail address has been supplied with this application general information regarding issues related to certification may be sent using this format - my e-mail address will not be shared with other agencies without my prior consent.
- By hand signing/printing the Initial application form I confirm my understanding and agreement to the terms of Child Care Services Certification.

Signed: \_\_\_\_\_

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

## SECTION F SUBMISSION INFORMATION

**Please refer to the Initial Application Guide for submission options.**

Before submitting the application package review the initial application and ensure all sections are completed true, the application is hand-signed and ensure all supporting documentation is attached to the application.

### CONTACT INFORMATION FOR INQUIRIES: