



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

RENEWAL APPLICATION for Trainee Level

- This application is for those who already have NL Child Care Services Certification and hold:
 - centre-based trainee level (preschool and/or school-age classification)
 - family home trainee level upgrading to infant child care services certification
- The renewal application should be submitted before your 'valid until' date.
- Applications can **only** be submitted by mail, courier, or in person.
- DO NOT send applications by fax or email. There is no after hours dropbox.
- Photocopied applications will **NOT** be processed.
- Complete **ALL** sides and **ALL** sections of the application and **attach** all required documentation.
- Incomplete application package (Incomplete, unsigned and/or illegible application and documentation) will be returned to you and may delay the effective date of your certification.
- Attach the fee for a nonstandard sized certificate unless you would like a certificate of standard size then no fee is required.
- For original PL certificates to be returned, attach a **self-addressed envelope with sufficient postage**.

INFORMATION ABOUT REQUIRED DOCUMENTATION

In Section D if you have checked:

If renewing with required early childhood education courses then submit:

- original or a copy of transcripts or grade report with completed ECE courses (completed within the current certification period (from a recognized post-secondary institution

If renewing with the following required documentation submitted the following documents:

- An acceptance letter from a recognized post-secondary institution letterhead that indicates your acceptance into an early childhood education program with a date that falls within a current certification period.
- An original letter from a recognized post-secondary institution indicating that courses from an Early Childhood Education Program that you are enrolled in are not available.
- Original Professional learning documentation that falls within your certification period.

If using PL documentation for Webinars:

Option 1 – If you have watched a webinar when aired:

- Email (from your personal email) that you have registered for the webinar
- Email thanking you for participating in the webinar
- PL Certificate

Option 2 – You are unable to watch the webinar at the time presented:

- Email (from your personal email) that you have registered for the webinar
- Email "sorry we missed you" AND
- PL Certificate

Whenever in doubt regarding the eligibility of a PL event please contact the Registrar.

Additional documentation is needed if your name is different from the name on your transcript or other documentation:

You will need to submit proof of name change by providing a photocopy of one of the following legal documents:

- Marriage certificate
- Driver's License
- Passport
- Birth Certificate
- Divorce Decree
- Legal Name Change Certificate

SUBMISSION INFORMATION

Only application form with a handwritten signature and submitted by mail, courier, or in person are accepted. 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

DO NOT send the renewal application package by email or fax.

CONTACT INFORMATION FOR INQUIRIES:

Registrar of Child Care Services Certification

TELEPHONE: Toll-Free (866) 579-3004

FAX: Toll-Free (877) 579-0217

EMAIL: registrar@aecenl.ca

WEBSITE: www.aecenl.ca



ASSOCIATION OF
EARLY CHILDHOOD EDUCATORS NL

CHILD CARE SERVICES CERTIFICATION RENEWAL APPLICATION for Trainee Level

This application applies only to those applicants who hold **NL Child Care Services Certification** and are looking to renew their Trainee Level. **Please read the accompanying Renewal Application Guide before completing the application.**

SECTION A CHILD CARE SERVICES CERTIFICATION HELD

Certificate # _____ Valid Until: _____

SECTION B 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 C CERTIFICATE SIZE

Note: Only **one** certificate will be issued – frame size and frame size laminated fee is 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

Region: Metro Central East Western Labrador N/A

Renewal: Approved Not Approved

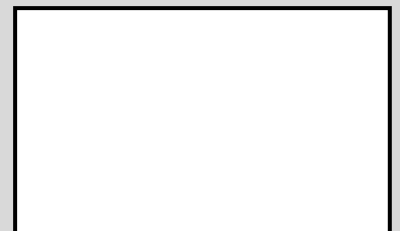
Certificate # _____ Level(s): _____ Classification(s): _____

Effective Date: _____ Valid until: _____

Status Letter or Certificate sent: _____ AIT Refresher _____ months

Notes: _____

Originals verified, photocopied and returned in SASE as requested – Date: _____ Initial: _____ (AECENL)
Box checked for return – no SASE included – certificates shredded – Date: _____ Initial: _____ (AECENL)



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

NOTE: You must list and submit originals of all required documentation for your renewal. You are responsible for keeping photocopies of your documents until you receive your renewal certificate from AECENL. Failure to produce documentation if requested may result in lapsed certification.

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

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

- I am renewing with the following required documentation:**
- an original acceptance letter into an early childhood education program on official letterhead from a recognized post-secondary institution
 - an original letter from a recognized post-secondary institution indicating courses from an early childhood education program that you have been accepted are not available **and**
 - original documentation of all listed professional learning (PL)

LISTING OF PROFESSIONAL LEARNING HOURS				
NAME OF WORKSHOP/CONFERENCE/COURSE	NAME OF SPONSORING GROUP/PRESENTER/INSTRUCTOR/ EDUCATIONAL INSTITUTION	DATE COMPLETED	# HOURS	OFFICE USE
Original documentation needs to accompany the application.			TOTAL HOURS	

- NOTE:** Check this box if you wish to have your original PL certificates returned – enclose a self-addressed envelope with sufficient postage. If this option is not chosen your originals will be shredded and recycled after your renewal has been processed.

SECTION 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 signing/printing the Renewal application form I confirm my understanding and agreement to the terms of Child Care Services Certification.

Signed: _____ Date: _____

SECTION F SUBMISSION INFORMATION

MAIL: Association of Early Childhood Educators NL
 P.O. Box 8657, St. John’s, NL A1B 3T1

LOCATION & COURIER: 59 Pippy Place, Suite 1A, St. John’s, NL A1A 4N1
Do not mail items to this address

CONTACT INFORMATION FOR INQUIRIES: Registrar of Child Care Services Certification

Email: registrar@aecenl.ca

Telephone: (1-866 Toll-Free) 579-3004 Website: www.aecenl.ca