



CHILD CARE SERVICES CERTIFICATION Renewal Application for Entry Level, Level One or Higher Guide

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

RENEWAL APPLICATION for Entry Level and Level One or higher

- This application is for those who already have NL Child Care Services Certification and hold:
 - Level I – IV certification (with no trainee level certification)
 - Family Home Trainee Level (with no centre-based trainee level certification)
 - Centre Based Trainee Level (that falls under the grandparenting clause)
 - Currently holding lapsed Entry level certification
- The renewal application should be submitted before your 'valid until' date.
- Applications can **only** be submitted by mail, courier, or in person. There is **no** after-hours dropbox.
- DO NOT send applications by fax or email.
- 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:

- You must list all required documentation in Section D
- ORIGINALS of professional learning (PL) documentation must be included with the renewal application. You are responsible for keeping photocopies of those documents until you receive your renewal certificate from AECENL.
- Professional learning hours must fall within your current certification period.
- Required 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
 - Option 3 – You watched an archived webinar:**
 - PL Certificate
 - Filled Professional Learning Reflection Form

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 Entry Level and Level 1 or higher

This application applies to those applicants who hold **NL Child Care Services Certification** and are looking to renew their Entry Level and Level One or higher. **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)



