



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

## INITIAL APPLICATION GUIDE

---

- 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

---

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**

---

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 2A  
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:**

---

### **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 accompanied 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 preschool classification only.

- 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)
- PRE-KINDERGARTEN** (ages 3.5 to school entry - pre-kindergarten program)

**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  Graduation policy

Requires O/C?  PS  SA  I  F  PK

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

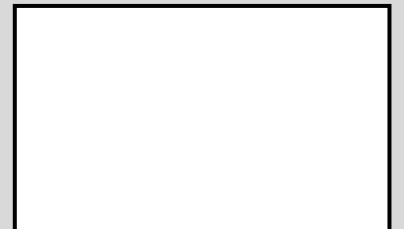
Certificate # \_\_\_\_\_ Level(s): \_\_\_\_\_ Classification(s): \_\_\_\_\_

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:

Registrar of Child Care Services Certification