



Newfoundland and Labrador

Child Care Services Certification

Information Guide

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For additional inquiries please contact the registrar of child care services certification.

Introduction

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

Child Care Services (CCS) Certification is a recognition of education and training in Early Childhood Learning and Care. 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 demonstrates to our communities and our society that Early Childhood Educators are a 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. It is an important first step in obtaining acknowledgment for the valuable work that encompasses the early learning sector.

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

has been contracted by the Government of Newfoundland and Labrador since 2000 to provide:

- Child Care Services Certification which is a legislative requirement to work in regulated child care or licensed family home,
- The orientation courses that may be necessary for a person to achieve child care services certification in a particular classification and
- Professional learning

This guide will provide you with information on how to obtain initial certification

Child Care Services (CCS) Certification is comprised of levels and classifications.

The Levels of CCS Certification

Levels of CCS certification are based on the amount of post-secondary early childhood education (ECE) an individual holds. There are **5 levels** of CCS Certification:

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

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

Level Two – a provincially approved diploma (normally 2 years of full-time studies) in ECE.

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

Level Four – a university degree in early childhood education
or
 – a provincially approved certificate (normally 2 years of full-time studies) in ECE and a provincially recognized university degree



Note: 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.

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 Classifications of CCS Certification

A **classification** of CCS certification is based on the age group in a specific setting of regulated child care. There are 5 classifications of CCS certification:

Child Care Centre:

- **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 Classification** – covers children ages from school entry (who attend school) to 13 in a regulated child care centre.
- **Pre-Kindergarten Classification** – covers children ages 3 years and 8 months up to 5 years and 9 months in a centre-based pre-kindergarten program setting.

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

Certification has 3 different processes with three different applications:

1. Initial certification

To obtain a certification an individual must apply for CCS Certification with an **Initial application** and provide documentation of any post-secondary programs or courses that they have completed and are related to Early Childhood Learning and Care.

2. Reissue of child care services certification

Reissue occurs when an individual who holds a child care services certification obtained post-secondary education after the initial certification that results in a higher level and/or adding a classification

3. Renewal of child care services certification

Certification is valid for a certain period, and to keep the certification valid the required documentation needs to be submitted to AECENL.

Completed application packages (initial, reissue, or renewal) are assessed by the Registrar of Child Care Services Certification (AECENL) and approved by the provincial director of the Early Learning and Child Development division. The Registrar reserves the right to verify any information included in an initial, renewal, or reissue application for certification.

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

Request for review

If the individual feels that the assessed level or classification of certification is not what they expected, they have the option of having their file reviewed. The first step would be to request for the Registrar to reassess the application/file again.

If still not satisfied then a **written request** to have the 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. Individuals may be asked to provide further documentation of their academic background for the review to proceed. The individual will receive a letter from the Board of Directors detailing the decision made based on the review of your file.

If disagreeing with the decision of the AECENL Board regarding the review of their file the individual may request a further review by writing to the Provincial Director of Early Learning and Child Development Division with the Department of Education Government of Newfoundland and Labrador, P. O. Box 8700, St. John's, NL, A1B 4J6. The review request letter must clearly state the reasons for the third review.

Replacement of a Child Care Service Certificate

If your original CCS certificate has been lost or destroyed, it can be replaced. An individual can **request in writing*** for a duplicate certificate to be issued.

When requesting for replacement please include:

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

Reporting a change in information

The following changes should be reported to the registrar of child care services certification in writing*:

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

See the Reissue of the Child Care Services Certificate for a change of child care services certification level/classification and legal name.

***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 handwritten or computer typed request with full name, mailing address certification number, and signature and a request



Initial Child Care Services Certification

Initial Child Care Services Certification

General Information

To obtain certification an individual must apply for CCS Certification with **an Initial Application Form** and provide documentation of any post-secondary programs or courses that they have completed that are related to Early Childhood Learning and Care.

Completed initial application packages (Initial Application Form and applicable documents) are assessed by the Registrar of Child Care Services Certification (AECENL) and approved by the Provincial Director of the Early Learning and Child Development Division.

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

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

Initial Child Care Services Certification

General process overview

Obtain Initial Application Form

Initial Application Form is available to download from the AECENL website – www.aecenl.ca under the “Certification” tab or at the AECENL office.

Contact the Registrar if you cannot access the application form.

Complete the Initial Application Package

- Complete all sections of the application form (including your original signature)
- Attach all appropriate documentation as indicated.

*An incomplete application or application with an electronic signature will **not** be assessed.*

Application Package consists of:

- Completed and hand-signed Initial Application Form and
- Required documentation (if applicable)

Submit Initial Application Package*

to the Registrar by mail, email, fax, courier, or hand-deliver.

Assessment of the Initial Application Package

Once the application package is received, it is logged as received and stamped with the date received. 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 in the package a Registrar will communicate via email outlining what is required to complete the Initial Application Package.

Complete Initial Application Package

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

Complete Initial Application Package

Issuing a Child Care Services Certificate number

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

A status letter will be emailed to the individual with their CCS Certificate number, the level(s), classification(s), issue date, and renewal date

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

NOTE: If being awarded Trainee Level submission of an acceptance letter into a provincially recognized post-secondary ECE program is required before certification can be issued.

The processing time of the application depends on the completion of the application package.

Requirements of the Orientation Course

If the 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 the individual by email on how to register for them.

If completion of the orientation course will result in obtaining a Trainee Level the submission of an acceptance letter into a provincially recognized post-secondary ECE program is required before certification can be issued.

Once all requirements are met CCS Certification will be issued by assigning a certificate number to the individual and entered into the certification database. A status letter will be emailed to the individual with their CCS Certificate number, level(s), classification(s), issue date, and expiry date
A CCS Certificate indicating the level(s), classification(s), issue date, and expiry date will be forwarded by mail after all requirements are met.

The processing time of the application depends on the completion of the application package.

For more information on Orientation

Courses visit AECENL website:

www.aecenl.ca

For any questions regarding the initial application please contact the Registrar at: registrar@aecenl.ca or by phone: (709) 579-3004

Application Guide for the Initial Application

General Instructions:

- Initial Application Form is for Individuals who **do not** hold Child Care Services Certification
- The application can be filled out online, however, it must be printed, and hand-signed.
- READ the information in the guide and the application form
- COMPLETE all sections of the application by PRINTING clearly
- ATTACH the applicable documentation to the application
(see application guides on the next pages for required documentation)
- Individuals' legal name has to be clear and visible on all provided documents.
- If an official name change occurs between the issue of the documents and the application a photocopy of legal evidence of a name change must be provided
- DATE and HAND SIGN the Initial Application Form. **Electronic signatures are not accepted**
- It should be noted that if the assessment of the initial application determines that the applicant is to receive Trainee Level certification then an acceptance letter into an early childhood education program from a provincially recognized post-secondary institution will need to be submitted before certification can be issued.
- The completed and signed Initial Application Form with supporting documents can be submitted by:

Email: registrar@aecenl.ca

When emailing your Initial Application Package:

- Only the most current Initial Application Form is accepted for email submission.
- 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, if it is requested to be resubmitted.
- When you receive a bounce-back message from the registrar@aecenl.ca account, this is confirmation that your application has been received by AECENL.

Fax: 709-579-0217 (toll free: (877) 579-0217)

If submitting via fax only the most current Initial Application Form is accepted.

Mail: 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
59 Pippy Place, Suite 2A
St. John's, NL A1B 4N1

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

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. If an official name change occurs between the issue of the documents and the application a photocopy of legal evidence of a name change must be provided. Personal information is not shared with anyone without the individual’s written permission.

Section B – Type of Certification

Check the type of facility you wish to apply for. If nothing is checked, preschool classification will be assumed. The assessment of your application is based on the classifications of the specific type of facility you are seeking.

Section C – Certificate Size

Check the box with a desired CCS Certification Certificate size and if applicable attach the corresponding fee for the desired size (cash, money order, or cheque are acceptable payment options). Only one certificate can be issued.

Section D – Educational Requirements

Check which applies to you and **fill** out the appropriate section. Documents **must** accompany the application. Failure to provide the 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

You, the applicant, must read, sign and date the declaration. The original signature indicates your individual 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 personnel during their work. **Unsigned applications, electronic signatures, or applications signed by someone else on your behalf are not acceptable and will be returned.**

Section F – Submission Information

Applications can be submitted by mail, courier, fax, emailed, or dropped off at the AECENL office during regular business hours.

Individuals with Canadian Post-Secondary Credentials

If you hold a **certificate/diploma and/or a degree from a Canadian post-secondary educational institution (college/university) the following documentation is required:** Copies of the certificates/diplomas/degrees from the recognized post-secondary institution listed in the application. You may be asked to supply official course descriptions and course hours with the transcripts at the request of the Registrar.

Section D of the Initial Application Form - Completed (graduated from) degree/diploma/certificate program

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

Section D of the Initial Application Form - Completed individual courses from a provincially recognized Canadian post-secondary institution

This section is for individuals who have NOT graduated from any post-secondary program of study after high school through a recognized post-secondary institution.

Section D of the Initial Application Form - 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.

The following documentation is required:

Copies of the transcripts indicating successful completion of the course(s) from any recognized post-secondary institution listed in the initial application. You may be asked to supply official course descriptions and course hours with the transcripts at the request of the Registrar.

* It should be noted that if the assessment of the Initial Application Form determines eligibility for Child Care Centre - Trainee Level Certification then proof of registration into an ECE certificate 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 Labour Mobility instead of listing post-secondary schooling.

individuals Holding Certification/ License to Practice from another Province or Territory

If you hold a certificate, or a license to practice, or are registered by one of the specified Provinces or Territories: **British Columbia, Saskatchewan, Ontario, Alberta, Manitoba, Prince Edward Island, Yukon, or Nova Scotia** you 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 under the scope of practice meets the requirements for that certification in the other Province or Territory.*

Documentation Required:

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

On the Initial Application Form check and complete the following part in **section D: Provincial/Territorial Agreement on Internal Trade/Mobility**

You are not required to complete any other options in Section D 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.

Individuals with *Non-Canadian* post-secondary credentials

If you have either graduated from a post-secondary certificate/diploma and/or a degree program and/ or have successfully completed individual courses from a non-Canadian post-secondary institution please complete the following part in **Section D** of the Initial application:

- **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.

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 for either of the options:

- Credential assessment from World Education Services (www.wes.or/ca/) or other educational assessment services approved by AECENL
https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada
- 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 course that the student has successfully completed.
- 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 assessment 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 Newfoundland and Labrador (NL) therefore if you applied for CCS Certification before moving to NL you will need to let AECENL know upon your 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 Child Care Centre - 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

Individuals with Completed Orientation Course or Approved Equivalent

If you have completed a non-post-secondary orientation course with another agency /organization that was approved by AECENL please check on the Initial Application Form the following part in **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 Child Care Centre- Trainee Level then proof of registration into an ECE program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued.

Individuals Without Formal Post-Secondary Training in Early Learning and Child Care or Early Childhood Education

If you do not hold post-secondary credentials in early childhood education or if you hold a post-secondary credential that is 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 Form determines that the applicant is to receive Child Care Centre- Trainee level then then proof of registration into an ECE program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued.



Reissue of Child Care Services Certification

General Overview

This guide will provide you with information about the reissue process of the Newfoundland and Labrador (NL) Child Care Services (CCS) Certification.

Individuals who hold child care services certification in NL may reissue their certification for the following reasons:

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

Change of level occurs when an individual graduates from a recognized post-secondary program (certificate/diploma/degree) **after** they have been certified.

Change of classification occurs when individuals successfully complete individual courses from a recognized post-secondary institution or orientation courses **after** they have been certified.

* If the reissue of certification adds Child Care Centre - Trainee Level to the existing certification then an acceptance letter into an ECE program from a recognized college will be required before the reissue of certification can be issued.

The effective date of the reissue of the CCS Certification

Reissue of certification happens when individuals submit a reissue application with applicable documentation to change their level and/or classification during their current certification period and meet the requirements for the changes of their CCS Certification.

The effective reissue date is the first day of the calendar month in which a complete and eligible reissue application package is received by AECENL and all requirements are met.

After reissue, a certificate's "valid until" date will remain the same as the individual's 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.

If a Trainee Level is received with the reissue a certificate's "valid until" might change. For example, if an individual holds a Level Three In School-Age Certification which is valid for 3 years, and receives a Trainee Level - Preschool Certification during that period their certification will be reissued for one year from the 'reissue date'. The previous 'valid until' date in this situation will cease to exist.

The processing time of the application depends on the completion of the application package.

If you have any questions regarding the process of reissuing your child care services certification, please contact the Registrar at: registrar@aecenl.ca or by phone: (709)579-3004

Application guide for the reissue of the certification

The Reissue Application Form is for individuals who **hold** Child Care Services Certification and wish to change a level or add a classification.

General Instructions:

- Reissue Application Form can be downloaded and printed from the AECENL website (www.aecenl.ca) under the 'Certification' tab or obtained at the AECENL office
- The form can be filled out online, however, it must be printed and hand-signed. **Electronic signatures are not accepted.**
- READ the information on the application form and accompanying guide.
- 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 to see which documentation is required)
- A clear visible name of the individual needs to be shown on the provided documents
- If an official name change occurs between the issue of the documents and the application a photocopy of legal evidence of a name change must be provided
- DATE and HANDSIGN the Reissue Application Form **Electronic signatures are not accepted**
- The completed and signed Reissue Application Form with supporting documents can be submitted to:

Mailed to the AECENL office:

Association for Early Childhood Educators Newfoundland and Labrador
P.O. Box 8657
St. John's, NL A1B 3T1

Dropped off at the AECENL office at:

Association for Early Childhood Educators Newfoundland and Labrador
 59 Pippy Place, Suite 2A
 St. John's, NL A1B 4N1

Faxed to (709)-579-0217 (toll-free: (877) 579-0217)

If applying via fax only the most current Reissue Application Form is accepted.

Emailed to: registrar@aecenl.ca

When emailing your initial application package:

- Only the most current Reissue Application Form is accepted for email submission.
- **One email** with all attachments should be submitted.
- Put your name (first and last) and Reissue Application in the subject line of the e-mail before sending.
 - Only eligible PDF scanned documentation will be accepted. Photos (e.g., .jpg) are not acceptable as they are unable to produce legible copies.
 - Retain a copy of the original e-mail for your record, if it is requested to be resubmitted.
 - A bounced-back email from the registrar@aecenl.ca account, is confirmation that your application has been received by AECENL.

Section A – Type of Certification

Complete the section by providing the certification number and valid until date. Both can be found on your certificate. **The certification number** can be found in the bottom left corner and **the ‘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 the certificate then check the box indicating the certificate size that you would like and if applicable attach the corresponding 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 the 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 driver's 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 certification has been awarded, please **check the section** that applies to you and submit the appropriate documentation.

Graduated from 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.

Individual Post-Secondary Courses Related to ECE

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

Completed Orientation Courses or approved equivalent

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

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 personnel in the course of their work. **Unsigned applications, electronic signatures, or applications signed by someone else on your behalf are not acceptable and will be returned.**

Section H – Submission information

Please refer to the Reissue Application Guide for submission options.

Applications can be submitted by mail, courier, email, fax, or dropped off at the AECENL office during regular business hours. Only the most current application can be submitted via email.

Post-Secondary Education Documentation Requirements

Required documentation if graduated from a Canadian post-secondary institution:

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

Required documentation if not graduated from a Canadian post-secondary institution:

- 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 the completion of a program of study, the transcript must indicate the name of the student, their student number and must indicate the completion of the program. You may be asked to supply official course descriptions with transcripts at the request of the registrar.

Required documentation for non-Canadian post-secondary credentials regardless of which part of section F is checked:

- Credential assessment from World Education Services (www.wes.or/ca/) or other educational assessment services approved by AECENL:
https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada
- 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 course descriptions obtained for each course you have successfully completed.
- Official translation of documentation if documentation is in a language other than English.
- Contact information for the post-secondary institution.

Documentation required when completed orientation course or approved equivalent:

- copy of the certificate of completion



Renewal of Child Care Services Certification

General overview

Child Care Services Certification has a “valid until” or expiry 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 classifications is valid for three (3) years.

To renew the certification there are certain requirements to be met which are based on the level of the certification the individual holds. If an individual holds a combination of different certification levels their renewal requirements are based on the lowest level of certification held. For example, an individual holds Child Care Centre - Level Three School and Child Care Centre - Trainee Level – Preschool their renewal requirements are based on their Child Care Centre Trainee Level – Preschool.

This guide provides the information needed to renew your certification.

It is recommended to apply for renewal of your certification approximately 30 days before the expiry of your certification. Late applications may result in gaps in certification and might require additional documentation for any lapsed period of certification. These gaps may impact individuals' 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 a complete and eligible renewal application package is received by AECENL.

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

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

A Friendly Reminder

- It is the individual's responsibility to keep track of their renewal date and to ensure a renewal application package for their certification renewal is submitted on time.
- The Registrar is not responsible if you do not apply for renewal, however, as a courtesy the Registrar will send out a reminder email two months before the individual's “valid until” or expiry date.

For any questions regarding the renewal of your certification please contact the Registrar at 709-579-3004 or registrar@aecenl.ca

Renewal of Trainee Level Child Care Services Certification

General overview

The renewal period for Trainee Level Certification is **one (1) year**. The expiry date ('valid until') can be found on the certificate's bottom right corner and expires on the 1st of the month.

The renewal requirements for Trainee Level depend on facility type, classifications and/or how long an individual previously held Entry Level Certification (if applicable) when *Newfoundland and Labrador Child Care Services* came into effect. In the following pages, it outlines the requirements for Child Care Centre - Trainee Level (Preschool, School, and/or Pre-Kindergarten), Family home - Mixed age, and those who were grandfathered in.

Renewal requirements are based on Child Care Centre – Trainee Level (Preschool, School, and/or Pre-Kindergarten):

- When holding a combination of Child Care Centre - Trainee Level and Family Home – Trainee Level
- When holding a combination of different certification levels their renewal requirements are based on the lowest level of certification held. For example, if an individual holds Child Care Centre - Level Three School and Child Care Centre - Trainee Level – Preschool their renewal requirements are based on their Child Care Centre Trainee Level – Preschool.

For any questions regarding the renewal of your certification please do not hesitate to contact the Registrar at 709-579-3004 or registrar@aecenl.ca

- It is the individual's responsibility to keep track of the renewal date and to ensure a renewal application package for renewal is submitted on time.
- The Registrar is not responsible if you do not apply on time, however, as a courtesy the Registrar will send out a reminder email 2 months before your "valid until" or renewal date.

General Overview of Requirements for Child Care Centre - Trainee Level (Preschool, School and/or Pre- Kindergarten):

Applies to individuals holding:

- a Child Care Centre - Trainee Level – Preschool, School-Age and /or Pre-Kindergarten,
- a combination of different certification levels or
- a combination of Child Care Centre - Trainee Level and Family Home –Trainee Level

Individuals have 6 renewals in total with their renewal requirements based on upgrading to a higher level.

Renewal requirements: 6 renewals in total:

Option 1 - maximum of four renewals:

- Providing proof of completion of a minimum of two (2) early childhood education certificate courses* from a provincially recognized post-secondary institution within the current certification period.

*To upgrade to Level One or high certification in the time frame outlined above individual may need to complete more than the minimum number of required courses per year.

Option 2 - a maximum of two renewals in addition to renewals under option 1:

Provide all of the following:

- acceptance letter into an early childhood education certificate program from a recognized post-secondary institution (or a waitlist letter)
- proof that required courses for the early childhood education program referred to in subsection 1 are not available (if applicable) and
- proof of at least 10 hours of professional learning accumulated during the current certification period.

If anything is incomplete or missing in the package the Registrar will communicate with the individual via email outlining what is required to complete the renewal application package.

Renewal certificates are not back-dated and are issued effective the first day of the calendar month in which a complete and eligible application is received by AECENL.

Upon renewal of Child Care Centre - Trainee Level Certification, individuals will receive in the mail a certificate and an individualized letter and chart outlining the renewal requirements for the following year.

General instructions on How to Apply for Renewal of Child Care Centre - Trainee Level

Renewal Application Package consists of a Renewal Application Form For Trainee Level and required PL documentation.

Application:

- Use the **Renewal Application Form for Trainee Level**
- The application form 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 checklist
- COMPLETE ALL sections of the application
- **In section D** fill out the part that applies to you.
 - **List the documentation** in the table provided. Failure to do so will result in the application package being returned to the individual
- PRINT all information clearly
- DATE and HANDSIGN the application form. **An electronic signature is not accepted**
- DO NOT SUBMIT renewal application packages by email or fax
- **Renewal Application Package can be submitted:**
(The original, completed, and signed Renewal Application Form with supporting documents):

Mailed to the AECENL office:

Association for Early Childhood Educators Newfoundland and Labrador
P.O. Box 8657
St. John’s, NL A1B 3T1

Dropped off at the AECENL office:

Association for Early Childhood Educators Newfoundland and Labrador
59 Pippy Place, Suite 2A
St. John’s, NL A1B 4N1

For any questions regarding the renewal of your child care services certification please contact the Registrar at: registrar@aecenl.ca or by phone at (709) 579-3004

Required documentation:

If you are **renewing with required early childhood education courses** **LIST** the college/university courses in the table provided in this section of the application form **and ATTACH** the original transcripts or grade reports for the courses you have completed.

Keep in mind:

- Under this option, you can renew your certification **only 4 times**
- You need to complete a minimum of 2 ECE courses per year. However, to obtain a higher level you might need to complete more than 2 courses per year
- Courses have to be completed within the current certification period
- Original documentation must accompany the Renewal Application Form for the Trainee Level.
- 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 for the course(s) as outlined by the post-secondary institution.
- Child Care Services Certificate **DOES NOT** have to be submitted with your renewal package.

With each renewal, an individual will receive an individualized letter with their certificate outlining how many renewals they still have and under which option they can renew.

If you have not been able to complete the required early childhood education courses **you can renew up to two times with the following required documentation:**

- An acceptance letter into an early childhood education program from a recognized post-secondary institution.
- An original letter on the institution's letterhead from a recognized post-secondary institution that indicates that the required courses from your early childhood education program that you have been accepted are not available **and**
- Original documentation of a minimum of 10 professional learning (PL) hours that have been completed between the 'issue' or expiry date and 'valid until' date. The PL hours must be recorded in the table provided in this section.

All the above-mentioned documents need to be attached to the renewal application.

Keep in mind:

- Under this option, you can renew your certification **only 2 times**
- ***The original*** documentation for all professional learning hours needs to accompany the completed Renewal Application Form for the Trainee Level.
- PL hours submitted have to fall within the current certification period.
- On the provided documents all handwriting should be clear and visible including the name of the applicant.
- If you wish for the original PL documentation to be returned to you a self-addressed envelope with sufficient postage needs to accompany the renewal package.
- ***Keep photocopies of your PL documentation on file until you have received your renewed certification from AECENL.***
- Hours completed beyond the required hours cannot be carried forward for future use.
- Child Care Services Certificate DOES NOT have to be submitted with your renewal package.

For more information on PL hours and required documentation please see pages 15 onward.

With each renewal, an individual will receive an individualized letter with their certificate outlining how many renewals they still have and under which option they can renew.

General Overview of Requirements for Family Home –Trainee Level - Mixed Age and Trainee Level Certification Under the Grandparenting Clause

Family Home –Trainee Level - Mixed Age

The following renewal requirements are for those who hold either:

- only **Family Home – Trainee Level – Mixed age*** (without child care centre – trainee level) or
- **Trainee Level Certification under the grandparenting clause** (they held Entry Level Certification before July 1st, 2007, and was valid on July 31st, 2017 when new regulations came into effect once renewing their certification is considered to be grandparented in).

*For those operating infant-designated family homes as confirmed by regional child care, staff or agencies will be required to upgrade to level one with infant classification. They are required to meet the same renewal requirements as Trainee Level - Child Care Centre Certification.

Their certification is valid for 1 year, with unlimited renewals. Upgrading is not required for mixed-age classification* or if holding a Trainee Level under the grandparenting clause.

Renewal Requirements:

The individual is required to submit yearly the renewal application with a minimum of 10 PL hours that fall between the 'issue' or 'renewal' date and the 'valid until' date

Information about professional learning and its documentation starts on page 15.

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 at (709) 579-3004

A Friendly Reminder

- It is the individual's responsibility to keep track of their renewal date and to ensure a renewal application package for renewal is submitted on time.
- The Registrar is not responsible if you do not apply, however, as a courtesy the Registrar will send out a reminder email two months before the 'valid until' date or renewal date.

General Instructions on How to Apply for Renewal of Family Home –Trainee Level - Mixed Age and Trainee Level Certification Under Grandparenting Clause

Renewal Application Package consists of a Renewal application for Entry Level, Level One, and higher **and** required PL documentation.

Application:

- Use Renewal application for Entry Level and Level One or higher
- The 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 checklist
- COMPLETE all sections of the application
- **Section D** requires professional learning events to be **listed** in the table provided (including the name of the webinar/workshop/conference, name of presenter, date completed, and number of hours)
 - Failure to do so will result in the application package being returned to the individual
- PRINT all information clearly
- DATE and HANDSIGN the application form
- **The photocopied/scanned renewal application package is NOT ACCEPTED**
- **DO NOT email or fax the renewal application package**
- **Renewal Application Package can be submitted**
(The original, completed, and signed Application Form with supporting documents):

Mailed to the AECENL office:

Association for Early Childhood Educators Newfoundland and Labrador
P.O. Box 8657
St. John’s, NL A1B 3T1

Dropped off at the AECENL office:

Association for Early Childhood Educators Newfoundland and Labrador
59 Pippy Place, Suite 2A
St. John’s, NL A1B 4N1

If anything is incomplete or missing in the package the Registrar will communicate with individuals via email by outlining what is required to complete the renewal application package.

Renewal certificates are issued effective the first day of the calendar month in which a complete and eligible application is received by AECENL.

Required documentation:

- **Original** documentation for all professional learning hours needs to accompany the completed Renewal Application Entry Level and Level One or higher.
- PL hours submitted must fall within the current certification period.
- On provided documents all handwriting is visible, and the name of the applicant needs to be shown clearly.
- 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***
- Hours completed beyond the required hours cannot be carried forward for future use.
- Information about PL documentation starts on page 43.

Lapsed Trainee Level Child Care Services Certification

Child Care Services Certification is considered lapsed if it is not renewed before the 'valid until' date, as outlined on the individual's certificate.

Child Care Centre - 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 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 are not completed

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

- An acceptance letter into an early childhood education certificate program from a recognized post-secondary institution
- An original letter on the institution's letterhead from a recognized post-secondary institution that 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 the Registrar 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 in total).

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 PL hour for every month that you are lapsed (up to a maximum of 60 PL learning hours in total).

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

Renewal of Level One, Two, Three, and Four (in all classifications) as well as those still holding Entry Level Child Care Services Certification

General Overview

Child Care Services certification for Level One, Two, Three, and Four (in all classifications) is valid for **three (3) years** (unless renewed using the Refresher Course). The expiry date ('valid until') can be found on the certificate's bottom right corner and expires on the 1st of the month.

Individuals holding Level One or higher in all the classifications and those who are still holding entry level can renew their certification with professional learning (PL) hours accumulated within their current certification period.

If the individual holds a combination of certification levels their renewal requirements are based on the lowest level of certification held. For example, if an individual holds Child Care Centre - Level Three School-Age and Child Care Centre - Trainee Level – Preschool their renewal requirements are based on their Child Care Centre Trainee Level – Preschool.

- It is the individual's responsibility to keep track of the renewal date and to ensure a renewal application package 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 a reminder email 2 months before their 'valid until' date.

Requirements for renewal:

If renewing **before** the expiry date (the 'valid until' date on the certificate) only 30 professional learning (PL) hours are required.

If renewing **after** the expiry date (the 'valid until' date on the certificate):

- In the month when a certificate lapsed: 36 PL hours are required
- After the month of 'valid until' date: for each month 1 hour of PL must be added to the base of 36 PL hours to a maximum of 60 PL hours.

For example, The individual's certificate is valid until June 1. If an individual submits a renewal application package (Renewal Application Form + PL documentation) before their expiry date (June 1) only 30 PL hours are required. If the renewal application package is received in the month of the expiry date (June) then 36 PL would be required. After June every month the certification is considered lapsed an additional 1 PL hour has to be added to the 36 PL hours.

General Instructions on How to Apply for Renewal of Your Certification

Renewal Application Package consists of the Renewal Application Form and required PL documentation.

Application:

- Use Renewal Application Form for Entry Level and Level One or higher
- The 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 checklist
- COMPLETE all sections of the application
- **Section D** requires professional learning events to be **listed** in the table provided (including the name of the webinar/workshop/conference, name of presenter, date completed, and number of hours)
 - failure to do so will result in the application package being returned
- PRINT all information clearly
- DATE and HANDSIGN the application
- **DO NOT fax or email the application**
- **Photocopied** application package is not accepted

Documentation:

- ***Original*** documentation for all professional learning hours needs to accompany the completed Renewal Application Form for Entry Level and Level One or higher.
- PL hours submitted have to fall within the current certification period.
- On provided documents all handwriting is visible and the name of the applicant needs to be shown clearly.
- 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***
- Hours completed beyond the required hours cannot be carried forward for future use.
- **Renewal Application Package can be submitted:**
 - Mailed** to the AECENL office
 Association for Early Childhood Educators Newfoundland and Labrador
 P.O. Box 8657
 St. John's, NL A1B 3T1
 - Dropped off** at the AECENL office:
 Association for Early Childhood Educators Newfoundland and Labrador
 59 Pippy Place, Suite 2A
 St. John's, NL A1B 4N1

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

Child Care Services Certification is considered lapsed if it is not renewed before the 'valid until' date, as outlined on the individual's certificate.

To renew 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 in total).

If you do not have the required PL hours completed, you may be eligible to complete the **Refresher Course**. The Refresher Course can be used for renewal purposes only *once* per individual file.

The Refresher Course is available online and the registration form can be obtained on our website at www.aecenl.ca. Once the Refresher Course is complete the awarded completion certificate needs to be submitted along with your Renewal Application Form 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:

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

Please note:

- Regardless of the length of 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)

Professional Learning

What is Professional learning?

“ECE Professional Development (learning) is defined as:

Any course of study or activity that has been established or developed to enhance 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 practices and to progress along various career pathways. It also increases their knowledge and skills. Research demonstrates that to provide high-quality, effective services for children and families, there must be a commitment to ongoing learning, professional development, and reflective practice to expand knowledge and skills in a diverse ECE setting. (Comer, 2008; Howard, 2003; MacNaughton, 2003 DEECD, 2009; Siraj-Blatchford et al, 2004).

Professional Learning encompasses all types of facilitated learning opportunities, ranging from university degrees to formal coursework, workshops (face-to-face), webinars, college/university courses, conferences, information sessions that are related to the early learning environment, and orientation courses (except when they are taken as pre-certification training – that is before you receive your certification).

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

Benefits of Professional Learning

Professional learning benefits Early Childhood Educators, the child care centre/family home where ECEs work, and the children and families they care for.

Benefits of Professional Learning for ECEs

- Retain and sharpen old skills
- Development of new skills
- Keeping up to date - sector trends
- Fresh perspectives
- Learn and practice new skills in a non-threatening environment
- Networking opportunities
- Expand horizons and explore career opportunities
- Energizing, renewing, and can decrease “burnout”

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).

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

AECENL offers the following PL opportunities:

- *AECENL Online workshops* (www.aecenl.ca)
- *AECENL's PL Workshop Lending Library*
AECENL has several workshops available to loan to presenters for use in providing PL opportunities – Please check with the PL Coordinator at plcoordinator@aecenl.ca to obtain a list and discuss availability.
- AECENL Regional Workshops
- AECENL Self Study Book Club
- AECENL webinars
- AECENL/SECD Self-Study Modules
- 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 offered by other organisations and associations
- Professional Learning opportunities are posted on AECENL's website calendar.

“In-house” Professional Learning

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

Information About PL Documentation Requirements

- Original PL documentation will not be returned unless requested and accompanied by a self-addressed envelope stamped with sufficient postage for the return.
- When you attend a PL event please ensure it is related to the early learning and child care sector.
- 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.
- Successful completion of the course means obtaining a minimum passing grade for the course(s) as outlined by the post-secondary institution.
- 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 a piece of paper and have the presenter sign it.
- *First Aid and required Workplace Health and Safety courses are **not** considered eligible for determining professional learning.*
- Professional learning hours CANNOT be carried forward or used again for future renewals.
- Online workshops from organizations (e.g. AECENL, Child Care Lounge, Afirm Module ...) can be used only once for renewal purposes due to unchanged content.
- **If you are unsure if the event will count as PL hours please contact Registrar at registrar@aecenl.ca**
- **Information about Webinar PL documentation**
 - To ensure that a webinar will be eligible for PL hours the following documentation is required:
 - Option 1** – If you have watched the webinar when aired:
 - Email confirmation (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 offered:
 - Email confirmation (from your personal email) that you have registered for the webinar
 - Email 'sorry we missed you ' AND
 - PL Certificate
- **Documentation for archived webinars:**
 - Professional learning (PL) certificate that is available after watching the recording and
 - Professional Learning Reflection Form
 - Professional learning hours are calculated as outlined on the webinar's PL certificate.
 - The archived webinar can be used only once for renewal purposes
 - Requirements regarding the Professional Learning Reflection Form:
 - AECENL Professional Learning Reflection Form (available on the AECENL website or requested from the AECENL office) or a reflection form from the organization that offers the webinar can be used.
 - The form can be typed or handwritten. If handwritten it must be legible to avoid it being returned.
 - All parts of the form are required to be filled.
 - The Registrar will perform random audits of submitted Professional Learning Reflection Forms for plagiarism. If plagiarism is discovered the hours obtained from the particular source will be nullified and the individual would be required to obtain PL hours from a different source.



CONTACT INFORMATION

For further clarification of any information in this booklet or if you have 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 :
59 Pippy Place, Suite 2A, St. John's, NL A1B 4N1

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