



## Child Care Services Certification

# Initial Certification Guide

## 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.

## Initial Child Care Services Certification

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.

## 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

## General overview

### Obtain Initial Application Form

Initial Application Form is available to download from the AECENL website – [www.aecenl.ca](http://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) and
- Attach all appropriate documentation as indicated.

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

### 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.

Application Package consists of:

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

## 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](http://www.aecenl.ca)*

For any questions regarding the initial application please contact the Registrar at:  
[registrar@aecenl.ca](mailto: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](mailto: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](mailto: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 - 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/](http://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](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](http://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.



## 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 1-877-579-3004)

**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/courier:** 59 Pippy Pl, Suite 2A, St. John's, NL A1B 4N1

The Registrar is available to meet without an appointment during regular business hours Monday through Friday, however an appointment is recommended to ensure availability, outside of regular business hours an appointment is required.