

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

INITIAL APPLICATION GUIDE

- The initial application is for those who have never held a Child Care Services Certification. If holding a Child Care Services Certification number (for any classification) please do not use this form.
- **Complete all sides and all sections** of the initial application form and **attach** all required documentation.
- Do not forget to sign the initial application form.
- Incomplete, unsigned and/or illegible initial application form and/ or illegible documentation will be returned to you for resubmission and may delay the process of your application.
- No fees should be attached to the initial application form unless in section C the nonstandard size certificate is checked off.

POST-SECONDARY CREDENTIALS

- A photocopy of your post-secondary credentials needs to be attached to the Initial application. If illegible we will be requesting you to resubmit them. You may be asked to produce originals or notarized photocopies.
- If your name is different from the name on your transcript or other documentation you will need to submit proof of name change. Provide a photocopy of one of the following legal documents:
 - Marriage Certificate
 - Driver's License
 - Passport
 - Birth Certificate
 - Divorce Decree
 - Legal Name Change Certificate

- Non-Canadian post-secondary credentials documentation:

If the applicant has received education from outside of Canada, the following documentation is required:

- An official education assessment from a recognized educational assessment service such as World Education Services (WES) www.wes.org/ca/
- An official document from the post-secondary institution that includes program information, course descriptions, course and practicum hours
- An official translation is required If documentation is in a language other than English

** To be noted, when the initial application form is assessed if a Trainee Level in Preschool, School or Pre-kindergarten Certification is to be awarded, an acceptance letter into an ECE program from a provincially recognized post-secondary institution will be required to issue the Child Care Services Certification certificate.

Note:

With initial application you can submit a Verification of Employment Form to access the Early Childhood Education (ECE) Recruitment and Retention Grant (if eligible). Visit www.aecenl.ca under Bursaries/Grants for the Verification of Employment form and Early Childhood Education (ECE) Recruitment and Retention Grant policies and contact information.

SUBMISSION INFORMATION

Applications can be submitted by mail, courier, email, fax or in person. There is no after-hours drop box at our office location.

MAIL:

Association of Early Childhood Educators NL (AECENL)
P.O. Box 8657
St. John's, NL A1B 3T1

DROPOFF & COURIER:**Do not mail items to this address**

Association of Early Childhood Educators NL (AECENL)
59 Pippy Place, Suite 2A
St. John's, NL A1B 4N1

FAX: Toll-Free (877) 579-0217

(Only the most current initial application is accepted for fax submission.)

E-MAIL the initial application package to: registrar@aecenl.ca

How to email your initial application package:

- Only eligible PDF scanned documentation will be accepted. Photos (e.g. .jpg) are not acceptable as they are unable to produce legible copies.
- Only one email with all attachments should be submitted.
- Put your name (first and last) and Initial Application in the subject line of the e-mail before sending.
- Retain a copy of the original e-mail for your record in the event it is requested to be resubmitted again.
- When you receive a return message from the registrar@aecenl.ca account, this is confirmation that your application has been received by AECENL.
- Only the most current initial application form is accepted for email submission.

CONTACT INFORMATION FOR INQUIRIES:

Registrar of Child Care Services Certification

TELEPHONE: Toll-Free (866) 579-3004

FAX: Toll-Free (877) 579-0217

EMAIL: registrar@aecenl.ca

WEBSITE: www.aecenl.ca

SECTION D EDUCATIONAL REQUIREMENTS

NOTE: Documentation *must* be attached to this application. Photocopies or faxed copies are usually acceptable. You may be asked to produce originals or notarized photocopies.

- Provincial/Territorial Agreement on Labour Mobility**
Attach a copy of current/valid ECE or child care services certification/registration from another province or territory. You are not required to check off or supply documentation for other sections below

OR (check any that apply):

- GRADUATED with a Degree/Diploma/Certificate from a Post-Secondary Program(s)**
Attach photocopies of certificates/diplomas/degrees and/or official transcripts of coursework that indicate graduation from the specified program(s).

NAME OF DEGREE, DIPLOMA, CERTIFICATE HELD	NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY	YEAR COMPLETED

- Individual Post-Secondary Courses Related to Early Childhood Education**
Attach copies of transcripts. Course descriptions or other related documentation may be required.

NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY	YEAR COMPLETED

- Completed Orientation Course or approved equivalent (non-post-secondary)**
Attach a copy of proof of completion.

- None of the above** – no documentation required

SECTION E DECLARATION

Applicants must **READ** and **SIGN** the following section to process the application.

- I confirm the information contained in this application for certification and any related documents are true and complete to the best of my knowledge.
- I understand that information submitted may be verified with granting organizations and that falsification of information or documentation will result in the cancellation of my certification.
- I understand that the status of my certification may be shared with the Department of Education's Early Learning and Child Development Division in the course of their work.
- If an e-mail address has been supplied with this application general information regarding issues related to certification/grants/bursaries may be sent using this format - my e-mail address will not be shared with other agencies without my prior consent.
- By signing the initial application form I confirm my understanding and agreement to the terms of Child Care Services Certification.

Signed: _____

Date: _____

SECTION F SUBMISSION INFORMATION

Please refer to the **Initial Application Guide** for submission options.

Before submitting the application package, review the initial application and ensure all sections are completed true, the application is signed and all supporting documentation is attached to the application.

CONTACT INFORMATION FOR INQUIRIES: Registrar of Child Care Services Certification