

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

### **RENEWAL APPLICATION for Trainee Level**

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- This application is for those who already have NL Child Care Services Certification and hold:
  - Child Care Centre - Trainee Level (Preschool, School and/or Pre-kindergarten classification)
  - Family Home - Trainee Level upgrading to infant child care services certification
- The renewal application package should be submitted before your 'valid until' date.
- Applications can **only** be submitted by mail, courier, or in person.
- DO NOT send renewal application package by fax or email. There is no after-hours dropbox.
- Photocopied applications will **NOT** be processed.
- Complete **ALL** sides and **ALL** sections of the renewal application package and **attach** all required documentation.
- An incomplete renewal application package (Incomplete, unsigned and/or illegible application and/or documentation) will be returned to you. It may delay the effective date of your certification resulting in lapsed certification.
- Attach the fee for a nonstandard sized certificate unless you would like a certificate of standard size then no fee is required.
- To return original PL certificates, please include a **self-addressed envelope with sufficient postage**.
- **Additional documentation is needed** if your name is different from the name on your transcript or other documentation You will need to submit proof of name change by providing a photocopy of one of the following legal documents:
  - Marriage certificate
  - Driver's license
  - Passport
  - Birth certificate
  - Divorce decree
  - Legal Name change certificate

There are bursaries available to those who are upgrading to a higher level. Visit [www.aecenl.ca](http://www.aecenl.ca) under Bursaries/Grants for information on different bursaries and their policies.

### **INFORMATION ABOUT REQUIRED DOCUMENTATION**

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Required documents are based under which option you are renewing:

**Option 1:** (maximum of 4 renewals)

- a copy of your transcripts or a grade report (which includes your name, school, semesters, course names and grades) indicating successful completion of a minimum of two (2) early childhood education courses from a provincially recognized college/university within the current renewal period.

**Option 2:** Require all of the following (maximum 2 renewals):

- Updated acceptance letter in an early childhood education (ECE) program from a recognized college/university (or a letter confirming enrolment eligibility but are on the waitlist)
- original documentation for the required professional earning (PL) hours (if applicable). Keep photocopies of your PL documentation until you receive your renewed certification in the mail.

**Required documentation for in-person events:**

- The original PL certificate should include your name, the presenter's name, date, number of hours (or time), and the presenter's hand-signed signature.
- If a PL certificate is not issued, 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. It is your responsibility to acquire documentation.
- If you lose original PL documentation, confirmation via letter or direct email from the presenter can be substituted.

**Required documentation online PL events:**

- **ECE Webinars:** PL certificates and an email (registration, reminder, or attendance email)
- **For online workshops** such as AFIRM, the supporting document would be a copy of your account registration and certification.
- **AECENL online workshops:** only require the PL certificate you receive upon completion.
- **AECENL online webinars:** require the email you receive stating the PL hours earned.

**SUBMISSION INFORMATION**

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Applications can be submitted by mail, courier, 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

**DROP OFF & 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

**DO NOT send the renewal application package by email or fax.**

**CONTACT INFORMATION FOR INQUIRIES:**

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**Registrar of Child Care Services Certification**

TELEPHONE: Toll-Free (866) 579-3004

EMAIL: [registrar@aecenl.ca](mailto:registrar@aecenl.ca)

FAX: Toll-Free (877) 579-0217

WEBSITE: [www.aecenl.ca](http://www.aecenl.ca)



This application applies only to those applicants who hold **NL Child Care Services Certification** and are looking to renew their Trainee Level. **Please read the accompanying Renewal Application Guide before completing the application.**

**SECTION A CHILD CARE SERVICES CERTIFICATION HELD**

**Certificate #** \_\_\_\_\_ **Valid Until:** \_\_\_\_\_

**SECTION B APPLICANT INFORMATION**

**Name:** \_\_\_\_\_  
Legal First Name Legal Middle Name Legal Last Name

**Mailing Address:** \_\_\_\_\_  
Street or P.O. Box  
 \_\_\_\_\_  
City/Town Province Country Postal Code

**Telephone:** \_\_\_\_\_  
Daytime Contact Number Alternative Contact Number Cell Number

**Email Address:** \_\_\_\_\_  
(Note: Your email address will not be shared with outside agencies without your permission.)

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

**SECTION C CERTIFICATE SIZE**

Note: Only **one** certificate will be issued – frame size and frame size laminated fee is to cover additional materials, postage and handling charges. Check the appropriate box below and if applicable enclose a cheque or money order payable to AECENL (if no box is checked, or appropriate payment is included, the file size certificate will be sent).

- 8.5" x 4" (file size) ..... free of charge
- 8.5" x 11" (frame size) ..... \$3.00
- 8.5" x 11" (frame size – laminated) ..... \$5.00

**This Section - Office Use Only**

Region:  Metro  Central East  Western  Labrador  N/A

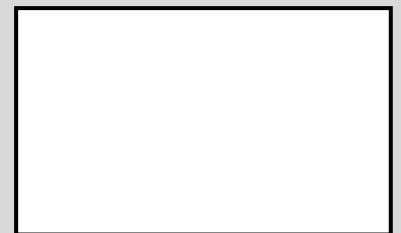
Renewal:  Approved  Not Approved

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

Effective Date: \_\_\_\_\_ Valid until: \_\_\_\_\_

Assessment Letter sent: \_\_\_\_\_ Certificate sent: \_\_\_\_\_

Notes: \_\_\_\_\_



Originals verified, photocopied and returned in SASE as requested – Date: \_\_\_\_\_ Initial: \_\_\_\_\_ (AECENL)  
 Box checked for return – no SASE included – certificates shredded – Date: \_\_\_\_\_ Initial: \_\_\_\_\_ (AECENL)

**SECTION D RENEWAL OF CHILD CARE SERVICES CERTIFICATION – (Check applicable option)**

**NOTE:** You must list and submit originals of all required documentation for your renewal. You are responsible for keeping photocopies of your documents until you receive your renewal certificate from AECENL. Failure to produce documentation if requested may result in lapsed certification.

- I am renewing with required early childhood education courses**  
 Attach the original transcript or a grade report of successful completion of a minimum of 2 ECE courses.

NAME OF COURSE(S)	NAME OF EDUCATIONAL INSTITUTION	DATE COMPLETED	OFFICE USE

- I am renewing with the following required documentation:**
- an acceptance letter into an early childhood education program on official letterhead from a recognized post-secondary institution
  - an original letter from a recognized post-secondary institution indicating courses from an early childhood education program that you have been accepted are not available **and**
  - original documentation of all listed professional learning (PL)

LISTING OF PROFESSIONAL LEARNING HOURS				
NAME OF WORKSHOP/CONFERENCE/COURSE	NAME OF SPONSORING GROUP/PRESENTER/INSTRUCTOR/ EDUCATIONAL INSTITUTION	DATE COMPLETED	# HOURS	OFFICE USE
Original documentation needs to accompany the application.			<b>TOTAL HOURS</b>	

- NOTE:** Check this box if you wish to have your original PL certificates returned – enclose a self-addressed envelope with sufficient postage. If this option is not chosen your originals will be shredded and recycled after your renewal has been processed.

**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 renewal application form I confirm my understanding and agreement to the terms of Child Care Services Certification.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION F SUBMISSION INFORMATION**

**MAIL:** Association of Early Childhood Educators NL P.O. Box 8657, St. John’s, NL A1B 3T1  
**LOCATION & COURIER:** 59 Pippy Place, Suite 2A, St. John’s, NL A1A 4N1  
**Do not mail items to this address**

**CONTACT INFORMATION FOR INQUIRIES: Registrar of Child Care Services Certification**

Email: [registrar@aecenl.ca](mailto:registrar@aecenl.ca) Telephone: (1-866 Toll-Free) 579-3004 Website: [www.aecenl.ca](http://www.aecenl.ca)