



# ORIENTATION COURSES INFORMATION BOOKLET

NEWFOUNDLAND AND  
LABRADOR CHILD  
CARE SERVICES  
CERTIFICATION



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## Introduction

This booklet provides background information about the Orientation Courses that are available through the *Association of Early Childhood Educators Newfoundland – Labrador (AECENL)* Child Care Services Certification office.

Since 2000, AECENL has been contracted by the Government of Newfoundland and Labrador to provide:

- Child Care Services Certification which is a legislative requirement to work in regulated child care or a licensed family home
- The Orientation Courses that may be necessary for an individual to achieve Child Care Services Certification in a particular classification
- professional learning

The Orientation Courses are non-credit courses designed to provide information on the principles of child care as it relates to a particular age group in a particular setting. They are associated with each certification classification – Preschool, School, Infant, Pre-kindergarten and Family Child Care. A registration fee is required, which is refunded upon successfully completing the course in the given semester, and all borrowed materials are returned.

Other groups/individuals offering the courses must have prior approval from AECENL for the completion certificate to be recognized for certification purposes. Check with AECENL before enrolling with an outside group.



Information Booklet about **Child Care Services Certification** is available for download on our website [www.aecenl.ca](http://www.aecenl.ca) under the 'Certification' tab.

## Orientation Courses

### Preschool Orientation Course

The Preschool Orientation Course (PSOC) is intended for those without a formal post-secondary education in an *Early Childhood Education* program. It covers the care and education of children ages 2 to school-entry in a centre-based child care setting.

This course is offered on a semester-basis, six times per year:

- Semester 1A (February-March)
- Semester 1B (April-May)
- Semester 2A (June-July)
- Semester 2B (August-September)
- Semester 3A (October-November)
- Semester 3B (December-January)

This self-study course is available in 2 formats:

- **Correspondence:**  
The course study guide, quizzes and assignments are mailed to the participant. Quizzes and assignments once completed are sent to the Orientation Course and Online Specialist for assessment.
- **Online** (Internet-based through D2L):  
Course study guide, quizzes and assignments with additional links and video clips are available online. Quizzes are completed virtually and assignments are uploaded electronically and assessed by the Orientation Course and Online specialist.

There are 4 learning activities sections in the course - and 6 assessments:

- |   |                      |
|---|----------------------|
| • Learning Activity A - <b>Developing a Program Philosophy</b>                | Quiz 1               |
| • Learning Activity B - <b>Developing Relationships and Guiding Behaviour</b> | Quiz 2, Assignment 1 |
| • Learning Activity C - <b>Developing an Effective Program</b>                | Quiz 3, Assignment 2 |
| • Learning Activity D - <b>Health, Safety &amp; Nutrition</b>                 | Quiz 4               |

Each module provides assigned readings from:

- **Newfoundland and Labrador Child Care Policy and Standards** by the Department of Education
- **Occupational Standards for Early Childhood Educators** by the Child Care Human Resources Sector Council
- **Canada's Food Guide**
- Additional supplementary readings

There are self-checks provided for participants' assessment of their understanding of the assigned readings. Self-checks are for the student's benefit only. Answers are not to be sent to the Orientation Course and Online Specialist for assessment.

Once the Preschool Orientation Course has been successfully completed, the individual may be eligible to receive a Child Care Centre Trainee Level – Preschool Certification regardless of other levels of certification that they may hold.

Under the NL Child Care Act and associated regulations, to be eligible to receive the Child Care Centre Trainee Level – Preschool Certification, individuals are required to:

- successfully complete (or be exempt from) all 6 assessments of the Preschool Orientation Course **and**
- submit an acceptance letter from a post-secondary institution (college/university) into their early childhood education program

**NOTE:** If successful completion of the Preschool orientation course results in obtaining a centre based trainee level, then under the NL Child Care Act and associated regulations an enrolment letter into an Early Childhood Education program from a recognized post-secondary institution is also required before the certification can be issued. **Without the acceptance letter, certification cannot be issued.**

## **Pre-kindergarten Child Care Orientation Course**

The Pre-kindergarten Orientation Course (PKOC) addresses the care and education of children ages 3 years and 8 months up to 5 years and 9 months in a centre-based Pre-Kindergarten program setting. The course is based on the *Provincial Early Learning Framework* and reflective practice.

This course is offered on a semester-basis, three times per year:

- Semester 1 (February - May)
- Semester 2 (June - September)
- Semester 3 (October - January)

The self-study course is available in 2 formats:

### • **Correspondence:**

The course study guide, quizzes and assignments are mailed to the participant. Once completed, assignments and quizzes are sent to the Orientation Course and Online Specialist for assessment.

### • **Online** (Internet-based through D2L):

The course study guide, quizzes and assignments with additional links and video clips are available online. Assignments are uploaded electronically and assessed by the Orientation Course and Online specialist.

The course consists of 5 modules with a quiz or assignment at the end of each module:

- |  |              |
|--|--------------|
| • <b>Program Planning &amp; Setting up the Environment</b> | Quiz 1       |
| • <b>Outdoor Learning Environment</b>                      | Assignment 1 |
| • <b>Reflective Practice</b>                               | Quiz 2       |
| • <b>Observation and Pedagogical Documentation</b>         | Assignment 2 |
| • <b>Collaboration, Partnership, and Communication</b>     | Assignment 3 |

**NOTE:** To add Pre-kindergarten Classification individuals must complete prior to the Pre-kindergarten orientation course, the Early Learning and Child Care Framework Online Orientation Workshop Series through AECENL, and the Preschool Orientation course (if applicable).

**NOTE:** If successful completion of the Pre-kindergarten orientation course results in obtaining a child care centre - trainee level, then under the NL Child Care Act and associated regulations an enrolment letter into an Early Childhood Education program from a recognized post-secondary institution is also required before the certification can be issued. **Without the acceptance letter, certification cannot be issued.**

## **School-Age Orientation Course**

The School-Age Orientation Course (SAOC) addresses the care and education of children beginning with school-entry to age 12 in a centre-based school-age child care setting.

The course is offered on a semester-basis, six times per year:

- Semester 1A (February-March)
- Semester 1B (April-May)
- Semester 2A (June-July)
- Semester 2B (August-September)
- Semester 3A (October-November)
- Semester 3B (December-January)

The course is available in 2 formats:

- **Correspondence:**  
The course study guide, quizzes and assignments are mailed to the participant. Assignments and quizzes once completed are sent to the Orientation Course Specialist for assessment.
- **Online** (Internet-based through D2L):  
The course study guide, quizzes and assignments with additional links and video clips are available online. Quizzes are completed online and assignments are uploaded electronically for assessment by the Orientation Course and Online Specialist.

There are 5 modules of study and 5 assessments:

- |   |              |
|---|--------------|
| • <b>Developing a Program Philosophy</b>                  | Quiz 1       |
| • <b>Guiding Behaviour &amp; Developing Relationships</b> | Quiz 2       |
| • <b>Child Development, Observation and Documentation</b> | Quiz 3       |
| • <b>Health &amp; Safety</b>                              | Quiz 4       |
| • <b>Planning</b>   | Assignment 1 |

Each module outlines assigned readings from:

- **Newfoundland and Labrador Child Care Policy and Standards** by the Department of Education
- **Occupational Standards for Early Childhood Educators** by the Child Care Human Resources Sector Council
- **Occupational Standards for Early Childhood Educators an addendum to the Occupational Standards for School-age Care** by Child Care Human Resources Sector Council



- **Canada's Food Guide**
- Additional supplementary readings

There are self-checks included in each module for assessment of the participant's understanding of the assigned readings. Self-checks are for the student's benefit only, answers are not to be sent to the Orientation Course and Online Specialist for assessment.

Upon successful completion of the 5 assessments, you will be eligible to receive Child Care Centre - School classification. If completion of the SAOC results in obtaining centre-based trainee-level classification, an enrollment letter in an early childhood education program from a post-secondary institution needs to be on the individual's file. **Without the enrolment letter, certification cannot be issued.**

## Infant Child Care Orientation Course

The Infant Child Care Orientation Course (ICCOC) addresses the care and education of children from birth through age 24 months in a centre-based child care setting.

**Pre-requisite:** An individual must hold a *minimum of Child Care Centre – Level One Preschool Child Care Services Certification* to enroll in the Infant Orientation Course.

The course consists of:

- The textbook: *Infants, Toddlers and Caregivers* by Janet Gonzalez-Mena and Dianne Widmeyer Eyer; Fifth Edition
- The video – *How Caring Relationships Support Self-Regulation* by Marie Goulet
- A Self-Study Guide
- Other resource materials (as required)

The course is offered on a semester-basis, three times per year:

- Semester 1 (February - May)
- Semester 2 (June - September)
- Semester 3 (October - January)

This course is available in the following format:

- **Correspondence** – The course study guide and assignments are mailed to the participant. Once completed, the materials are returned and the assignments are sent to the Orientation Course and Online Specialist for assessment.

There are 6 modules for study with 7 assignments:

- **The Profession of Infant Child Care**      Assignment 1
- **Child Development**                      Assignment 2
- **Social-Emotional Development**      Assignment 3
- **Health, Safety & Nutrition**              Assignment 4
- **Setting Up for Infant Care**              Assignment 5
- **Parent-Caregiver Communication**      Assignment 6
- **7<sup>th</sup> final assignment**                      (covering all modules)

There are self-checks provided for participants' assessment of their understanding of the assigned readings. Self-checks are for the student's benefit only, answers are not to be sent to the Orientation Course and Online Specialist for assessment.

Once all assignments are assessed as complete, a participant will be eligible to receive infant classification in addition to other classifications held.

## **Family Child Care Orientation Course**

The Family Child Care Orientation Course (FCCOC) is the National Level I Family Child Care Training Course developed by Lee Dunster and the Canadian Child Care Federation. It covers the care and education of children ages birth through 12 years of age in a family child care setting.

The course is offered on a semester-basis, three times per year:

- Semester 1 (February-May)
- Semester 2 (June-September)
- Semester 3 (October-January)

The course is available in the following format:

- **Correspondence** – The course study guide and assessments are mailed to the participant. Once completed, assignments or quizzes are mailed back to the Orientation Course Specialist for assessment.

There are 12 modules

- **Your Child Care Home**
- **Safety**
- **Health**
- **Nutrition**
- **Child Development**
- **Child Guidance**
- **Helping Children Grow and Develop**
- **The Child Care Day**
- **The Business of Family Home Child Care**
- **Starting Off Right**
- **Partnerships with Parents**
- **Connecting with the Community**

There is a choice of a quiz or an activity at the end of each unit/module to be completed and sent to the Orientation Course and Online Specialist for assessment.

Upon successful completion of all 12 modules, a participant will be eligible to receive Family Child Care – Mixed Age classification.

## Cost of Orientation Course(s)

There is a registration fee to enroll in the orientation courses. The fee is required to be submitted with the registration form and varies depending on the course and format. The fee is refunded upon successful completion of the course within the semester and when all loaned course materials are returned to AECENL (if applicable).

A partial refund is issued if borrowed materials are returned and the participant officially withdraws from the course in writing after the start date of the semester.

The registration fee is forfeited if course materials are lost or destroyed or if enrollment becomes inactive (see the section about “inactivity”).

Fees:

Preschool Orientation Course:	Online: \$25.00, Correspondence: \$50.00
Pre-kindergarten Orientation Course:	Online: \$25.00, Correspondence: \$50.00
School-Age Orientation Course:	Online: \$25.00, Correspondence: \$50.00
Infant Orientation Course:	Correspondence: \$75.00
Family Child Care Orientation Course:	Correspondence: \$25.00

**The fee for orientation courses should only be sent in with the registration form and should only be sent to [admin@aecenl.ca](mailto:admin@aecenl.ca)!**

## Course materials

Course materials (study guides/texts) are obtained directly from the AECENL office (resource materials for the Preschool and School-Age Courses are available online through the Provincial Government website). If course materials are received through another source, you must notify the AECENL office to be sure you are using the correct materials. *All assignments must be issued from the AECENL office – assignments received from other sources will not be accepted.*

A letter accompanies the course material which explains how the course functions.

## Enrollment in the Orientation Courses

### For applicants who do not hold NL Child Care Services Certification:

- The First step is to apply for Child Care Services Certification with the **Initial Application Form**. (The application form can be obtained through our website: [www.aecenl.ca](http://www.aecenl.ca))
- After the Initial Application is received by AECENL, the Registrar will assess and determine whether an orientation course or courses are necessary to receive the classifications the individual has applied for.
- An **enrollment form and letter** for the required Orientation Course (or courses) are sent to the participant by email or mail if the email is not provided by the Orientation Course and Online Specialist.
- The **enrollment letter with the applicable registration fee** (see the section on “cost”) must be **returned to the AECENL office by the date specified** to complete the registration process and be enrolled in a course.  
**Note:** Receiving no response results in an individual's name being removed from the pre-registration list and their file placed in inactive status.
- Once the enrollment form and registration fee are received by AECENL, a **confirmation letter will be sent** outlining the semester for which the individual has been registered.
- At the beginning of the semester, course materials will either be emailed or mailed to the participant.

If the completion of either the Preschool or School-Age Orientation Course results in obtaining a Centre Based – Trainee Level (preschool and/ or school-age classification), it is required under the NL Child Care Act and associated regulations to provide **proof of registration (enrolment letter) at a post-secondary institution (college/university) in an early childhood education program.**

An enrolment or acceptance letter in an early childhood education program from a post-secondary institution needs to be submitted to AECENL either by mail, courier, fax, email, or dropped off during our office hours. **Without the proof of enrolment or acceptance letter certification cannot be issued.**

**Inactive file status could affect your employability in a regulated child care setting! Information regarding inactivity is communicated to regional licensing authorities.**

## For applicants who hold an NL Child Care Services Certification and would like to add a Classification:

- To add a classification to the individuals' current certification status **a written request** to the Registrar is required to start the Orientation Course enrollment process. **A phone call is not sufficient.**
- **A written request is:**
  - An e-mail from a personal e-mail account or clear handwritten or computer typed letters which can be mailed, couriered, faxed, or dropped off at the AECENL office during regular business hours. The letter of request should include the following information:
    - Full name
    - Full mailing address (street, street number, postal code, and town/city)
    - Child Care Services Certification number
    - What classification you are seeking
- After the assessment of the written request, **an enrollment form and letter** for the requested Orientation Course (or courses) will be sent to the individual.
- The **enrollment letter along with the applicable registration fee** (see the section on "cost") must be **returned by the date specified** to complete and begin the course.
 

**Note:** No response results in an individual's name being removed from the pre-registration list and their file placed in inactive status.
- Once the enrollment form and registration fee are received by AECENL, **a confirmation letter will be sent** outlining the semester for which the individual has been registered.
- At the beginning of the semester, course materials will either be emailed or mailed to the participant.

It should be noted that adding a classification may change an individual's level of certification. If the new classification is a Centre Based Trainee Level (preschool and/or school-age) you will be required under the NL Child Care Act and associated regulations to provide an enrolment or acceptance letter in an early childhood education program at a post-secondary institution (college/university). An enrolment or acceptance letter needs to be submitted to AECENL either by mail, courier, fax, email, or dropped off during our office hours. Certification cannot be issued without the enrolment or acceptance letter.

**Inactive file status could affect your employability in a regulated child care setting! Information regarding inactivity is communicated to regional licensing authorities.**

# Assignments

## Submission of Assignments/Quizzes

### Correspondence:

Assignments and quizzes can be sent by mail, courier, or hand-delivered for correspondence.

### **Assignments**

***A fully filled-out*** cover page must be attached to the correspondence assignments. The cover page is provided on the back of the assignment page for Preschool, Pre-kindergarten, School-age, and Infant Orientation Courses. Cover pages for the Family Child Care Orientation Course are sent with the modules.

It is recommended that you put your name on each page of your assignment and keep a copy of the completed assignment in case the assignment is not received by AECENL.

Assignments are preferred to be typed, although legibly handwritten in ink is acceptable. *All assignments (typed or handwritten) should be minimally 1.5 spaced with 1-inch margins.*

If course materials are sent separately from assignments, a note should be enclosed with an individual's name so that the Orientation Course and Online Specialist knows to whom the returned materials should be credited.

### Online:

Assignments are uploaded to an online dropbox in the course shell. Each new section of readings appears after the previous assignment (or exemption sheets) are uploaded to the corresponding dropbox.

## Assessment

Assignments and Quizzes are marked either **complete** or **incomplete**.

### Quizzes

A “**complete**” is achieved in a quiz when an 80% or higher grade has been achieved. If individuals have achieved less than 80% an “**incomplete**” is given. Three attempts at each quiz are available. It is recommended that students re-read all module content before each attempt to ensure successful completion of the quizzes.



## Assignments

A “**complete**” is achieved in assignments when all parts of all questions have been answered in full, and the assignment demonstrates an individual’s understanding of the material presented in the module.

If individuals have have left out questions, have not demonstrated an understanding of one or more concepts in an assignment, an “**incomplete**” is given. When an assignment is assessed as incomplete it is returned with comments about the areas that need to be rewritten. Opportunities will be given to rewrite an assignment (or partial assignment) if it is assessed as incomplete.

Assignments are not assessed as complete or incomplete based on spelling or grammar. However, spelling/grammar errors may be noted as part of the feedback notes. Where legibility, spelling, or grammar result in the Orientation Course and Online Specialist being unable to understand the content of the assignment, it will be returned for clarification.

The Orientation Course and Online Specialist is available to provide any help with understanding the material or the assignment/quizzes.

## “Inactive Enrollment” in the courses

Enrollment in the Orientation Courses is considered inactive if:

- There is no reply to the enrollment form with the applicable fee by the date specified or when repeated attempts to contact you are unsuccessful.
- Assignments and/or quizzes are not completed and not submitted by the due date or by more than 10 working days without an approved extension (online if an assignment is not uploaded every 2-3 weeks). If an extension for an assignment or course is required the individual needs to meet the requirements outlined in the course materials and make a request **in writing** before the due date for the assignment.

Inactive status is reported to licensing authorities and may affect an individual’s ability to work in a regulated child care setting. The registration fee may be partially or fully forfeited at this time.

## Reinstatement of Inactive Enrollment

To reinstate an individual's enrollment into the orientation course(s), **a written request** must be made. Phone calls are not sufficient.

➤ **A written request is:**

An e-mail from a personal e-mail account with full name, mailing address, and certification number to the Registrar at [registrar@aecenl.ca](mailto:registrar@aecenl.ca) or

A clear handwritten or typed request with full name, mailing address certification number, and signature which can be mailed, faxed, or dropped off to the AECENL office during regular business hours.

Reinstated enrollment will reduce the refund at the end of the course.

Previously completed assignments will be considered if reinstatement occurs within 6 months of the end of the semester where inactivity occurred.

## Orientation Courses and Professional Learning Hours

Orientation Courses can be counted for 5 hours of professional learning if the Orientation Course is completed after you have received your initial certification.



## CONTACT INFORMATION

For further clarification of any information in this booklet or if you have questions about assignments or quizzes, the process of completing an orientation course or questions that were not answered in this booklet please contact the Orientation Course and Online Specialist.  
For further questions regarding certification please contact the Registrar.

### Orientation Course and Online Specialist

Phone: (709) 579-8993

E-mail: [orientationcourse@aecenl.ca](mailto:orientationcourse@aecenl.ca)

### Registrar

Phone: (709) 589-3004

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

Fax: (709) 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 3T1

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