



# Application for ECE Trainee Bursary

(see page 2 for a guide for completion of this application)



## Section A – Applicant:

Last Name	Given Name	Middle Name
Full Mailing Address		
City/Town	Province	Postal Code
Is this a Change of Address? <input type="checkbox"/> YES <input type="checkbox"/> NO		
CCS Certification #	SIN#	Date of Birth (dd/mm/yyyy)
Daytime Phone:	Email:	

## Section B – Post-Secondary Early Childhood Education Coursework Completed:

Name of Post-Secondary Institution	Province	Course Number (if applicable) and Name
Same as above or		

Attach transcript(s) or grade report(s) indicating the date of successful completion of courses.

## Section C – Verification of Work in the Regulated Child Care Sector – check one

<input type="checkbox"/> <b>Child Care Centre Employee – have employer sign verification of employment.</b> verify that as of the date of this application (section D below) the above named applicant works in my employ and I understand that information regarding this individual's employment may be requested at any time for auditing purposes.
Name of Child Care Centre:
Signed: (Administrator or Licensee)
Date:
<input type="checkbox"/> <b>Regulated Family Child Care Provider (will be verified)</b>

## Section D – Declaration – to be hand signed by the applicant

<b>By signing the below, I am declaring that:</b> <ul style="list-style-type: none"> <li>I have read the ECE Trainee Bursary Policy (<a href="http://www.aecenl.ca">www.aecenl.ca</a>).</li> <li>The information on this application form is complete and true to the best of my knowledge and ability.</li> <li>I understand that details of my application, funding and eligibility will be shared with the Government of Newfoundland and Labrador (Department of Education).</li> </ul>		
Name of person providing consent (please print or type):	Signature:	Date (YYYY-MM-DD):

### FOR OFFICE USE ONLY

<input type="checkbox"/> New Applicant <input type="checkbox"/> New Bank Form <input type="checkbox"/> Trainee Level Certification Held <b>Courses Approved:</b> <input type="checkbox"/> Yes - # courses _____ <input type="checkbox"/> No	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
<b>Comments:</b> _____	
<input type="checkbox"/> Approval / <input type="checkbox"/> Denial Letter Sent: _____ (Date) Initial: _____	
<b>Sent for Payment:</b> _____ (Date) Initials: _____	
<b>Payment Approved:</b> _____ (Date) Initials: _____ Amt: _____	
<b>Payment Issued:</b> _____ (Date) Initials: _____	

## **ECE Trainee Bursary Application Form Guide**

This form can be filled out online however it must be printed, and hand signed. **An electronic signature is not accepted.**

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### **Section A – Applicant**

This section identifies you to AECENL and to the Department of Education. Be sure to print clearly and **complete all sections** as required.

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### **Section B - Post-Secondary Early Learning and Child Care Coursework Completed**

List the courses you have successfully **completed in the current or subsequent quarter and have not been previously approved for the ECE Trainee Bursary**. The courses must be from a provincially recognized post-secondary institution and must be required courses in the Early Childhood Education Certificate Program delivered Online.

Attach a copy of *official transcript or grade report* which must indicate:

- The date the course was completed
- A passing grade from the post-secondary institution

*Please note that a challenging approval, PLAR form, or an Individual Education Plan (IEP) are **not** accepted!*

If the courses you are considering are from outside of Newfoundland and Labrador or you are unsure whether the post-secondary institution is provincially recognized, check with the Registrar before registering for the courses. *Orientation courses taken through AECENL and non-credit courses through other groups or organizations are **not** accepted.*

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### **Section C – Verification of Work in the Regulated Child Care Sector**

This section confirms your work in a regulated child care setting and will affect your eligibility for the bursary. Check the box that describes your work status in the regulated child care sector. For persons employed in child care centre, you will need to have your employer verify your employment. For persons providing family child care your regulated status will be confirmed through other means. This section must be hand signed to process the application. **An electronic signature is not accepted.**

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### **Section D – Declaration – to be hand signed by the applicant.**

This section is to declare that the information you have provided, and your application is true and complete to the best of your knowledge. *Knowingly submitting incorrect or misleading information is considered fraud and legal action may be taken.* This section must be hand signed to process the application. **An electronic signature is not accepted.**

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### **Office Use Only**

This section is for AECENL's use and is **not to be completed by the applicant.**

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## **Final Checklist before Submitting – Incomplete applications will be returned to you.**

Before applying **please make sure that:**

- **All** sections are completed properly.
- Section C is completed and **hand signed** by your centre licensee
- Section D is completed and **hand signed** by you – the applicant
- Attach copies of official transcripts or grade report to the application
- Attach the following bank information **if this is your first time applying or information has changed:**
  - Direct deposit banking form or void cheque
  - Copy of SIN or confirmation of temporary SIN expiration date
  - TD1 - hand signed (electronic signature **NOT** acceptable)
  - TD1NL- hand signed (electronic signature **NOT** acceptable)

Send the **complete** application package to AECENL **in the quarter in which the course(s) were completed or the subsequent quarter.**

#### **AECENL, Attention: ECE Trainee Bursary**

- By mail: PO Box 8657, St. John's, NL A1B 3T1
- By courier or by hand: 59 Pippy Place, Suite 2A, St. John's, NL
- By email: [ecébursary@aecenl.ca](mailto:ecébursary@aecenl.ca)