



# Renewal of Child Care Services Certification

Information Guide



# General overview

In Newfoundland and Labrador, under Child Care Newfoundland and Labrador Regulations (2017) 39/17-11 and policies, those holding NL Child Care Services (CCS) Certification must renew their CCS Certification by meeting specific requirements. This renewal process is important to ensure that Early Childhood Educators (ECE) stay current with the latest practices and standards. This helps to maintain high quality and accountability in the profession.

## **Length of the Child Care Services (CCS) Certification**

Child Care Services CCS Certification has an expiry date, which can be found on the bottom right of your CCS Certification and is referred to as a ‘Valid until date.’

## **CCS Certification is valid for one (1) year for those who hold:**

- Child Care Centre - Trainee Level (Preschool, School, and/or Pre-kindergarten classification)
- Child Care Centre - Trainee Level (that falls under the grandparenting clause)
- Child Care Centre - Trainee Level with a combination of other levels and/or classifications (For example, if an individual holds Child Care Centre - Level Three School and Child Care Centre - Trainee Level – Preschool their renewal requirements are based on their Child Care Centre - Trainee Level – Preschool)
- Family Home - Trainee Level

## **CCS Certification is valid for three (3) year for those who hold:**

- Level I – IV classifications (with no Child Care Centre - Trainee Level CCS Certification)

To renew the CCS Certification, certain requirements must be met based on the level of the CCS Certification the individual holds.

This guide provides the information needed to renew your CCS Certification.

## When to apply for the renewal of your CCS Certification?

To ensure a smooth renewal process for your CCS Certification, it is recommended to submit your renewal application package approximately 30 to 60 days before it expires. You can find your expiry date (valid until date) on your certificate in the bottom right corner (referred as Valid Until date).

Submitting a late application package may create gaps in your CCS Certification, potentially requiring extra documentation for any lapsed period. These gaps might affect your employment or other services that rely on having a valid CCS Certification.

Note that renewal certificates are not backdated. The renewal will take effect on either:

- The renewal date indicated on your certificate, or
- The first day of the month when a complete and eligible renewal application package is received.

It's your responsibility to track your renewal date and submit your renewal application on time. While the Registrar is not responsible if you miss the deadline, you will receive a reminder email two months before your CCS Certification expires as a courtesy.

For further clarification of any information in this guide or if you have questions that were not answered in this booklet, please contact the Registrar at 709-579-3004 or [registrar@aecenl.ca](mailto:registrar@aecenl.ca)

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.

# Renewal Requirements

## Trainee Level Renewal Requirements

The renewal requirements for Trainee Level depend on facility type, classifications and/or how long an individual previously held Entry Level CCS Certification (if applicable) before new *Newfoundland and Labrador Child Care Services regulations* came into effect on July 31, 2017.

### Renewal requirements for those who hold:

- only **Family Home – Trainee Level – Mixed Age** (without Child Care Centre – Trainee Level) or
- **Family Home – Trainee Level – Mixed Age with Child Care Centre- Level One or higher**
- **Child Care Centre- Trainee Level CCS Certification under the grandparenting clause** (those who held Entry Level CCS Certification before July 1<sup>st</sup>, 2007, and was valid on July 31<sup>st</sup>, 2017, when the new regulations came into effect).

### CCS Certification is valid for 1 year, with unlimited renewals.

The expiry date (valid until date) can be found on the certificate's bottom right corner and expires on the 1<sup>st</sup> of the month.

### Requirements:

A minimum of 12 hours of professional learning (PL) accumulated within the issue/renewal date and expiry date (valid until date). Professional Learning hours are calculated as 1 PL Learning hour for each month between the issued/renewed date and the expiry date.

If the renewal application package (renewal application form and required documentation) is submitted to AECENL:

- before your expiry date (valid until date), you require 10 hours of PL.
- in the month of your expiry date (valid until date), you will be required to submit 12 PL hours. \*
- after the month of your expiry date (valid until date)., you will need to provide 12 PL hours + one (1) additional PL hour for every month you remain lapsed (maximum of 60 PL hours). \*

\*Your CCS Certification is considered lapsed if the renewal application package is submitted on or after your expiry date valid until date).

Upgrading is not required for those holding only Family Home – Mixed Age classification\* or if holding a Trainee Level under the grandparenting clause.

\*For those operating infant-designated family homes as confirmed by regional child care, staff or agencies will be required to upgrade to level one with an infant classification. These individuals are required to meet the same renewal requirements as Child Care Centre - Trainee Level CCS Certification.

For required documentation please refer to pages 8 through 11.

## Renewal requirements for those who hold:

- Child Care Centre - Trainee Level (Preschool, School, and/or Pre-kindergarten classification)
- a combination of Child Care Centre - Trainee Level and Family Home –Trainee Level - Mixed Age
- Child Care Centre - Trainee Level with a combination of other levels and/or classifications (for example, if an individual holds Child Care Centre - Level Three - School and Child Care Centre - Trainee Level – Preschool their renewal requirements are based on their lowest level which is Child Care Centre -Trainee Level – Preschool)

### **CCS Certification is valid for 1-year with a maximum of six (6) renewals.**

The expiry date (valid until date) can be found on the certificate's bottom right corner and expires on the 1<sup>st</sup> of the month.

With a status letter and a physical copy of your CCS Certification certificate, you will receive an outline of how many renewals you have and what options are still available to you.

### **Requirements:**

#### **Option 1: Renewal with Early Childhood Educators (ECE) courses (max. of 4 renewals)**

A minimum of two (2) successfully completed ECE courses from a provincially recognized post-secondary institution need to be completed within the current CCS Certification period.

### **Reminders:**

- Under this option, you can renew your CCS Certification **only 4 times**.
- You need to complete a minimum of 2 ECE courses per year. However, to meet the requirements and obtain a higher level you might need to complete more than 2 courses per year.
- ECE Courses must be completed within the current CCS Certification period.
- Successful completion of the course means obtaining a minimum passing grade for the course(s) as outlined by the post-secondary institution.
- Your CCS Certification is **considered lapsed** if the renewal application package is submitted on or after your expiry date (valid until date). If lapsed, please contact the Registrar to find out how many ECE courses are required.

For required documentation please refer to pages 8 through 11.

**Option 2: Renewal when Early Childhood Educators (ECE) courses are not available (max. of 2 renewals)**

- an updated (less than 4 months) letter from a recognized college/university that you are accepted into the ECE program or that you are on the waitlist.
- Proof from the post-secondary institution that courses required for the ECE program were not available.
- A minimum of 12 hours of Professional Learning (PL) accumulated within the issue/renewal date and expiry date (valid until date). PL hours are calculated as 1 PL hour for each month between the issued/renewed date and the expiry date (valid until date).

If the renewal application package (renewal application form and required documentation) is submitted to AECENL:

- before your expiry date (valid until date), you require 10 hours of PL.
- in the month of your expiry date (valid until date), you will be required to submit 12 PL hours.
- after the month of your expiry date (valid until date), you will need to provide 12 PL hours + one (1) additional PL hour for every month you remain lapsed (maximum of 60 PL hours).

**Reminders**

- Under this option, you can renew your CCS Certification only 2 times.
- All documents need to accompany the renewal form.
- On the documents provided, all information should be clear and visible, including the applicant's name.
- A letter from the college or university should not be more than 4 months old.
- PL hours submitted have to fall within the current CCS Certification period.
- Hours completed beyond the required hours cannot be carried forward for future use.
- Your CCS Certification is considered lapsed if the renewal application package is submitted on or after your expiry date (valid until date) (valid until date).

For required documentation please refer to pages 8 through 11.

## Renewal Requirements for Level One or Higher

### Renewal Requirements for those who hold:

- Child Care Services CCS Certification – Level One through Four (without Trainee Level)

The Child Care Services CCS Certification **is valid for three (3) years** (unless renewed using the Refresher Course).

The expiry date (valid until date) can be found on the certificate's bottom right corner and expires on the 1<sup>st</sup> of the month.

#### Requirements:

A minimum of 36 hours of Professional Learning (PL) accumulated within the issue/renewal date and expiry date. PL hours are calculated as 1 PL hour for each month between the issued/renewed date and the expiry date (valid until date).

If the renewal application package (renewal application form and required documentation) is submitted to AECENL:

- before your expiry date (valid until date), you require 30 hours of PL.
- in the month of your expiry date (valid until date), you will be required to submit 36 PL hours.
- after the month of your expiry date (valid until date), you will need to provide 36PL hours + one (1) additional PL hour for every month you remain lapsed (maximum of 60 PL hours).

For required documentation please refer to pages 8 through 11.

If you lapse and do not have the required PL hours completed, you may be eligible to complete the **Refresher Course**.

The Refresher Course is available online and the registration form can be found on our website at [www.aecenl.ca](http://www.aecenl.ca). Once the Refresher Course is complete, the awarded completion certificate must accompany your Renewal Application Form listing it and all additional PL hours (if applicable).

The number of additional PL hours provided with the completion of your refresher course will determine the length of your renewal:

- A refresher course and 0 PL hours: 1.5-year renewal
- A refresher course and 1-14 PL hours: 2-year renewal
- A refresher course and 15-29 PL hours: 2.5-year renewal
- A refresher course and 30 PL hours: 3-year renewal

**Please note:**

- The Refresher Course can be used for renewal purposes only *once* per individual file.
- Regardless of the length of CCS Certification renewal by using the refresher course, the required hours of PL must be submitted with your next renewal (or more hours if the certificate lapses again)



# Required Documentation

## Required Documentation for Child Care Centre CCS Certification with limited Renewals.

This applies to individuals holding:

- Child Care Centre - Trainee Level (Preschool, School, and/or Pre-kindergarten classification)
- a combination of Child Care Centre - Trainee Level and Family Home –Trainee Level
- Child Care Centre - Trainee Level with a combination of other levels and/or classifications

### Required Documentation:

#### Option 1 – Renewal with ECE college/university courses (maximum of four renewals):

Copies or original transcripts or grade reports that include your name and list the courses you have successfully completed within the current renewal period. Successful completion of the course means obtaining a minimum passing grade for the course(s) as outlined by the post-secondary institution.

**Important!** If you send in copies, keep the original transcripts until you get your physical renewal CCS Certification certificate. While copies are accepted, you might need to provide the original documentation for verification.

#### Option 2 – Renewal when ECE courses are not available (maximum of two renewals):

- A copy or original acceptance letter (or that you meet the requirements but are on the waitlist) that is no older than 4 months into an ECE program from a recognized post-secondary institution.
- A copy or original letter on the institution's letterhead from a recognized post-secondary institution that indicates that the required courses from your ECE program that you have been accepted are not available and
- A copy or original documentation of required professional learning (PL) hours that have been completed between the issue/renewal date and expiry date (valid until date). For information about the required documentation for PL please see the next section

**Important!** If you send in copies of your required documentation, keep the original until you get your physical renewal CCS Certification certificate. While copies are accepted, you might need to provide the original documentation for verification. If you can't provide the originals, more PL hours might need to be completed.

All the above-mentioned documents need to be attached to the renewal application form.

## Required Documentation for Professional Learning

### General Guidelines

- You can submit either copies or original documents of Professional Learning hours.  
**IMPORTANT!!!**  
**If you send in copies of your required documentation, keep the original until you get your physical CCS Certification certificate.**  
**While copies are accepted you might need to provide the original documentation for verification. If you cannot provide the originals, more PL hours might need to be completed. If sending in original documentation keep photocopies of your PL documentation on file until you receive your renewed certificate from AECENL.**
- It is your responsibility to keep track of renewal requirements and required documentation.
- On the documents provided, all information should be clear and visible, including the applicant's name, name of the PL event, date, time, and name of organization/presenter.
- PL hours must fall within the current CCS Certification period.
- Hours completed beyond the required hours cannot be carried forward for future use.
- If you wish for the documentation to be returned to you a self-addressed envelope with sufficient postage is needed to accompany the renewal application package.
- When you attend a PL event, please ensure it is related to the early learning and child care sector.
- First Aid and required Workplace Health and Safety courses are **not** considered eligible as professional learning hours.
- Individual membership in your name to a child care-related organization can be counted as 1/2 hour of PL per membership year to a maximum of 1 hour per year. AECENL membership counts as 1 hour as it is a dual membership with CCCF.

- Successful completion of the ECE college/university courses means obtaining a minimum passing grade) as outlined by the post-secondary institution.
- Online self-paced workshops from organizations (e.g., AECENL, Child Care Lounge, Afirm Module ...) can be used only once for renewal purposes due to unchanged content.
- AECENL Orientation Courses that are completed after obtaining CCS Certification can be used for 5 PL hours towards your renewal.
- If unsure if a professional learning event can be counted towards your renewal please contact Registrar at [registrar@aecenl.ca](mailto:registrar@aecenl.ca) or 709-579-3004

## Required Documentation for In-Person PL Events

- An original or a copy of the PL certificate which includes: your name, PL event title, date and time (or hours), handwritten signature and the name of the presenter/organisation.
- If an event does not provide PL certificates you can still document your attendance. On a brochure or a blank piece of paper print the event's name, date, time, and presenter's name and have the presenter sign it the brochure or paper during the event.
- If you lost an original PL documentation you can use an original written confirmation letter or an email letter from the presenter (with their signature) as valid PL documentation.

**Remember** to keep either the original or a copy of the documentation until your CCS Certification is renewed and you have received your Child Care Services CCS Certification Certificate.

## Required Documentation for Self-Paced Online Workshops

PL certificate with your computer-generated name (not hand-written). The documentation should include your name, workshop title, date and time (or hours).

### Reminders:

- Self-paced online workshops can only be used once for renewal purposes because the information in the workshop does not change (Ex. If AECENL's Positively You workshop is used in this renewal period it cannot be used again in the next.)
- Remember to keep the original PL Certificate and/or the verification email with the PL certificate or PL certificate and the reflection form until your CCS Certification is renewed and you have received the CCS Certification Certificate.

## Documentation for AECENL'S Self-Study Bookshelf Series and AECENL'S SECD Self-Study Series

A confirmation email from the Registrar upon submitting a reflective form to the Registrar. Ensure timely submission if your CCS Certification is up for renewal.

## Documentation For Live Online Events (Webinars, Online Live Workshops)

A PL certificate with your computer-generated name (not handwritten) and/ or an email confirming your attendance will be accepted. The documentation should include your name, PL event title, date and time (or hours), handwritten signature and the name of the presenter/organization.

If your name on the PL certificate is not computer-generated email verifying your attendance is needed with the PL certificate.

### Reminders:

- Self-paced online workshops can only be used once for renewal purposes because the information in the workshop does not change. (Ex. If AECENL's Positively You workshop is used in this renewal period it cannot be used again in the next.)
- Remember to keep the original PL certificate and/or the verification email with the PL certificate or PL certificate and the reflection form until your CCS Certification is renewed and you receive the Child Care Services CCS Certification Certificate.

## Documentation For Archived Webinars/ Recorded Online Workshops

The professional learning (PL) certificate is available after watching the recording or archived PL sessions and the Professional Learning Reflection Form. The documentation should include your name, workshop title, date, and time (or hours).

### Reminders:

- Professional Learning hours are calculated as outlined on the webinar's PL certificate.
- The archived webinar can be used only once for renewal purposes.

### Requirements regarding the Professional Learning Reflection Form:

- The AECENL Professional Learning Reflection Form (available on the AECENL website or requested from the AECENL office) or a reflection form from the organization that offers the PL event can be used.
- The form can be typed or handwritten. If handwritten, please ensure it is legible to avoid it being returned for a rewrite.
- All parts of the form are required to be filled in.
- The Registrar will review submitted Professional Learning Reflection Forms for plagiarism. If plagiarism is discovered the hours obtained from the source will be nullified and the individual would be required to obtain PL hours from a different source.
- The Registrar will perform random audits of submitted Professional Learning Reflection Forms for plagiarism. If plagiarism is discovered the hours obtained from the source will be nullified and the individual would be required to obtain PL hours from a different source.

# Step-by-Step Guide for Renewal Application Package Submission

**The Renewal Application Package** consists of:

- a Renewal Application Form **and**
- required documentation.

## Renewal Application Forms

They are two different renewal application forms. Use the form that applies to you

**Renewal Application Form for Trainee Level** is for those who hold:

- Child Care Centre - Trainee Level (Preschool, School, and/or Pre-kindergarten classification)
- Family Home - Trainee Level upgrading to infant child care services CCS Certification
- Child Care Centre - Trainee Level with a combination of other levels (ex. Child Care Centre - Level Three - School / Child Care Centre - Trainee Level – Preschool)

**Renewal Application Form for Entry Level or Level One and higher** is for those who hold:

- Level I – IV classifications (with no Child Care Centre - Trainee Level certificate)
- Family Home Trainee Level (with no centre-based trainee level certificate)
- Child Care Centre - Trainee Level (that falls under the grandparenting clause)
- Currently holding lapsed Entry Level CCS Certification

We recommended to submit your renewal application package **approximately 30 to 60 days before it expires.**

Submitting a late application package may create gaps in your CCS Certification, potentially requiring extra documentation for any lapsed period. These gaps might affect your employment or other services that rely on having a valid CCS Certification.

Note that renewal certificates are not backdated. The renewal will take effect on either:

- The renewal date indicated on your certificate, or
- The first day of the month when a complete and eligible renewal application is received.

It's your responsibility to track your renewal date and submit your renewal application on time. While the Registrar is not responsible if you miss the deadline, you will receive a reminder email two months before your CCS Certification expires as a courtesy.

## General Guidelines

- To start the process both the renewal application form and the required documentation must be submitted.
- **IMPORTANT!!!**  
**If you send in copies of your required documentation, keep the original until you get your physical CCS Certification certificate. While copies are accepted you might need to provide the original documentation for verification. If you cannot provide the originals, more PL hours may need to be completed. If sending in original documentation keep photocopies of your PL documentation on file until you receive your renewed certificate from AECENL.**
- On the required documents provided, all information should be clear and visible, including the applicant's name, event's title, date, time, organization's/presenter's name.
- The Child Care Services Certificate DOES NOT have to be submitted with your renewal package.
- If you wish for the submitted documentation to be returned to you a self-addressed envelope with sufficient postage needs to accompany the renewal package.
- PL Hours/ECE courses completed beyond the minimum requirements cannot be carried forward for future use.
- The renewal application package can only be submitted via mail (by Canada Post or Courier) or dropped off at AECENL during business hours.

### **If you are holding Level One or higher:**

With your renewal application package, 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](http://www.aecenl.ca) under bursaries/grants for the form and policies.



## Step-by-Step Guide On how to submit the Renewal Application Package

1. **VISIT** the AECENL website ([www.aecenl.ca](http://www.aecenl.ca)) under the “CCS Certification” tab for the newest Renewal Application Form
2. **DOWNLOAD and PRINT the** Renewal Application Form that applies to you.
3. **READ** the information on the application form and accompanying guide.
4. **COMPLETE ALL** sections of the renewal application by printing all information clearly.
5. **LIST THE DOCUMENTATION** in section D.  
Failure to do so will result in the application package being returned to you.
6. **DATE and SIGN** the application form. **A typed electronic signature is not accepted.**
7. **ATTACH** originals or copies of required documentation to the Renewal Application F.

### **IMPORTANT!**

If you send in copies, keep the original documentation until you get your physical CCS Certification renewal certificate. While copies are accepted, you might need to provide the originals later for verification. If you cannot provide the originals, more PL hours might need to be completed.

8. **SUBMIT** Renewal Application Package (Renewal Application Form with supporting documents):

#### **Mailed** to the AECENL office:

Association for Early Childhood Educators Newfoundland and Labrador  
P.O. Box 8657  
St. John's, NL A1B 3T1

#### **Dropped off** at the AECENL office:

Association for Early Childhood Educators Newfoundland and Labrador  
59 Pippy Place, Suite 2A  
St. John's, NL A1B 4N1

**DO NOT SUBMIT** renewal application packages by email or fax.



## Renewal Process

Once we receive your complete renewal application package, we will begin the assessment process. Our minimal processing time is typically three to five business days.

If we need any additional information or original documents for verification, we will contact you via the email provided on your renewal application form. Please remember to check your spam or junk mail folders, as our emails might occasionally end up there.

Upon successful renewal, you will first receive an email with a status letter that will outline your CCS Certification number, levels, and classifications you hold and your new renewal and expiry date (valid until date). With the certificate which will arrive by mail, you will also receive a letter outlining renewal requirements for the next renewal, it is important to read this letter.

If you hold Child Care Centre - Trainee Level CCS Certification, you will receive by email a status letter and a chart outlining your renewal requirements for the following year. With the certificate which will arrive by mail you will also receive an individualized letter and chart outlining the renewal requirements for the following year. It is important to read these documents.

## The Importance of Continuous Professional Learning and Ways to Find It

### What is Professional learning?

“ECE Professional Development (learning) is defined as:

Any course of study or activity that has been established or developed to enhance an individual’s skill and knowledge specific to the field of early childhood care and education and is undertaken by individuals already working in the sector ... any ECE-specific activity other than pre-service training.”

Professional learning (PL) encompasses all types of facilitated learning opportunities, ranging from university degrees to formal coursework, workshops (face-to-face), webinars, college/university courses, conferences, information sessions that are related to the early learning environment, and orientation courses (except when they are taken as pre-CCS Certification training – that is before you receive your CCS Certification).

## The Importance of Continuous Learning for Early Childhood Educators

Continuous professional learning is vital for Early Childhood Educators. It helps you stay current with the latest research, teaching strategies, and child development insights, ensuring you provide the best possible care and education for young children.

Embracing lifelong learning not only enhances your skills but also enriches your ability to create engaging and nurturing environments and to progress along various career pathways.

By committing to ongoing education/professional learning you can inspire people around you, foster a love for learning, and maintain the highest quality of care. These opportunities will allow you to stay updated with current trends and best practices, enhancing your knowledge and skills. Research shows that a commitment to ongoing learning and reflective practice is essential for providing high-quality services to children and families. This dedication benefits the children and brings you personal fulfillment and career advancement opportunities, positively impacting the future of education.

Keep growing and learning to make a difference in the lives of young children and continue progressing in your career as an Early Childhood Educator.

### Benefits of professional learning for ECE's:

- Retain and sharpen old skills.
- Development of new skills
- Keeping up to date - sector trends
- Fresh perspectives
- Learn and practice new skills in a non-threatening environment.
- Networking opportunities
- Expand horizons and explore career opportunities.
- Energizing, renewing, and can decrease “burnout.”

### Ways to obtain required professional learning for the renewal of Child Care Service Certification

AECENL offers the following PL opportunities:

- Self-paced online workshops
- Live Workshop Series
- Self-Study Bookshelf
- AECENL/SECD Self-Study Modules
- Annual Conference and Regional Travel
- PL Workshop Lending Library



There are other professional learning opportunities in the province, across Canada or online:

- Community centres and schools
- Public libraries
- Regional Health Authorities
- Universities and Colleges (online courses)
- Family and Child Care Connections
- Different Organizations, Societies, and Associations
- Online workshops and webinars offered by other organizations and associations.

### “In-house” Professional Learning

Child Care Centres and Family Child Care Agencies are encouraged to set up “in-house” professional learning. To be considered professional learning hours the event must:

- fit the definition of professional learning.
- not be part of normal program planning or staff meeting.
- be transparent and accountable, - the person verifying the PL event and PL certificates cannot be affiliated with the child care setting if staff of that Centre only attends the event.

The presenter should sign a description of the event that includes at least the topic, date, and length of the session; and should include an attendance list. This documentation should be on file and available at the request of the Registrar.

Administrators/Licenses if you are planning a professional learning close-out day please check out our website for [Professional Learning Toolkit for Administrators](#) or contact the PL Coordinator at 579-8993 (toll-free 1-877-579-8993) or via e-mail at: [plcoordinator@aecenl.ca](mailto:plcoordinator@aecenl.ca)

### Professional Learning Grant Fund

A small grant is available to those wishing to set up a professional learning opportunity locally. The grant can cover PL-related expenses such as room rental, speaker fees, workshop materials, and refreshments.

For more information check our website for the [PL Grant Fund](#) or contact the PL Coordinator at 579-3028 (toll-free 1-877-579-3028) or via e-mail at: [plcoordinator@aecenl.ca](mailto:plcoordinator@aecenl.ca)



## Child Care Services Certification office

# Contact us

### Email us:

**Registrar:**

registrar@aecenl.ca

**Registrar Assistant:**

registrarassistant@aecenl.ca

### Call us:

(709) 579-3004 (toll-free (866) 579-3004)

### Visit us:

59 Pippy Place, Suite 2A, St. John's, NL A1B 4N1

### Mailing Address:

AECENL,  
P. O. Box 8657, St. John's, NL A1B 3T1

### Fax number:

(709) 579-0217 (toll-free (877) 579-0217)

### Website:

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