ASSOCIATION OF EARLY CHILDHOOD EDUCATORS NL
BUILDING THE FOUNDATION

Renewal Application for Entry Level, Level One or Higher Guide

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

RENEWAL APPLICATION for Entry Level and Level One or higher

- This application is for those who already have NL Child Care Services Certification and hold:
    - Level I – IV certification (with no Trainee Level Certification)
    - Family Home Trainee Level (with no Child Care Centre - Trainee Level certification)
    - Centre Based Trainee Level (that falls under the grandfather clause)
    - Currently holding lapsed Entry Level certification
- The renewal application packages should be submitted before your 'valid until' date.
- Applications can **only** be submitted by mail, courier, or in person. There is no after-hours dropbox.
- **DO NOT** send renewal application package by fax or email as they will not be processed.
- Photocopied renewal application package will **not** be processed.
- Complete **all** sides and **all** sections of the renewal application form and **attach** all required documentation.
- Incomplete renewal application package (incomplete, unsigned and/or illegible renewal application form and documentation) will be returned to you and 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**.** Please provide a photocopy of one of the following legal documents:
    - Marriage Certificate
    - Driver's License
    - Passport
    - Birth Certificate
    - Divorce Decree
    - Legal Name Change Certificate

Note:
With your renewal application package you can submit an Early Childhood Education (ECE) Recruitment and Retention Grant application form (if eligible). Visit www.aecenl.ca under Bursaries/Grants for the application form, policy and contact information.

INFORMATION ABOUT REQUIRED DOCUMENTATION:

- You must list all required documentation in Section D
- Professional learning hours must fall within your current certification period.
- ORIGINALS of professional learning (PL) documentation must be included with the renewal application. You are responsible for keeping photocopies of those documents until you receive your renewal certificate from AECENL.
- **Required documentation for in-person events:**
  - The original PL certificate should bear 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 a PL certificate.
  - **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.

Whenever in doubt regarding the eligibility of a PL event please contact the Registrar.

SUBMISSION INFORMATION

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

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

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

CONTACT INFORMATION FOR INQUIRIES:

Registrar of Child Care Services Certification

TELEPHONE:	Toll-Free (866) 579-3004	EMAIL:	registrar@aecenl.ca
FAX:	Toll-Free (877) 579-0217	WEBSITE:	www.aecenl.ca

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RENEWAL APPLICATION for Entry Level and Level 1 or higher

This application applies to those who hold **NL Child Care Services Certification** and are looking to renew their Entry Level, Level One or higher, holding only Family Home - Trainee Level – Mixed Age or hold Trainee Level certification under 'grandfathered' clause. **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

☐ Refresher _____months 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 and returned in SASE as requested: Date: _____ Initial: _____ (AECENL)
Box checked for return – no SASE included – certificates discarded: Date: _____ Initial: _____ (AECENL)

SECTION D RENEWAL OF CHILD CARE SERVICES CERTIFICATION

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 my certification with the required professional learning hours:** (for additional space use the second page)

LISTING OF PROFESSIONAL LEARNING HOURS				
NAME OF WORKSHOP/CONFERENCE/COURSE	NAME OF SPONSORING GROUP/PRESENTER/INSTRUCTOR/EDUCATIONAL INSTITUTION	DATE COMPLETED	# HOURS	OFFICE USE
		TOTAL HOURS		

☐ **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 Telephone: (1-866 Toll-Free) 579-3004 Website: www.aecenl.ca

LISTING OF PROFESSIONAL LEARNING HOURS (FOR ADDITIONAL HOURS IF NEEDED)

NAME OF WORKSHOP/CONFERENCE/COURSE	NAME OF SPONSORING GROUP/PRESENTER/INSTRUCTOR/EDUCATIONAL INSTITUTION	DATE COMPLETED	# HOURS	OFFICE USE
		TOTAL HOURS		