

## Early Childhood Education (ECE) Trainee Bursary Program

**Policy No.:** ELCD-BUR-002

**Effective Date:** April 1, 2017

**Date Revised:** March 9, 2018

**Policy Cross References:** ELCD-BUR-001

**Legislative References:** Child Care Regulations S. 11, S. 13

### **PURPOSE:**

The Early Childhood Education (ECE) Trainee Bursary Program (formerly called the Entry Level Supplement) was first introduced in 2006 and revised in 2015. The purpose of the ECE Trainee Bursary Program is to provide support to Trainee (Entry) Level Caregivers who are taking required ECE courses to upgrade their certification level to Level 1. Well-trained early childhood educators are an essential component of quality in regulated child care services. The ultimate goal of this bursary is to increase the qualifications of caregivers working in licensed or approved child care services within the province. This will enhance the quality of child care services available to children and families in Newfoundland and Labrador.

The intent of the ECE Trainee Bursary Program is to provide financial assistance to candidates who successfully complete Early Childhood Education courses through distance or online delivery from a provincially recognized Early Childhood Education Program. The Department of Education and Early Childhood Development is partnering with the Association of Early Childhood Educators Newfoundland and Labrador to provide the ECE Trainee Bursary to those who qualify.

### **POLICIES AND PROCEDURES**

1. **Definitions:** The following definitions will apply in interpretation of these policies:
  - 1.1. **ECE Trainee** – a person upgrading from Trainee (Entry) Level certification to Level 1 certification.
  - 1.2. **Fiscal Year** – April 1 to March 31.
  - 1.3. **Regulated child care service:** A child care service which has been issued a valid child care Licence, or an approval certificate from a licensed family child care agency.

## 2. Bursary Amount:

- 2.1. The Department of Education and Early Childhood Development will provide \$250 per successfully completed required post-secondary ECE certificate course to Trainee (Entry) Level child care practitioners who are upgrading to Level I certification.

## 3. Eligibility: To qualify for the ECE Trainee Bursary, eligible candidates must:

- 3.1. hold valid Trainee or Entry Level Child Care Services certification.
- 3.2. be working in regulated child care services (child care centre or family child care home) in Newfoundland and Labrador
- 3.3. successfully complete required post-secondary ECE certificate courses (passing grade) through distance or online delivery from a provincially recognized post-secondary Early Childhood Education program.
  - 3.3.1. It is recommended that applicants check with the Association of Early Childhood Educators Newfoundland and Labrador before registering in an ECE program outside Newfoundland and Labrador to ensure it will be recognized for certification purposes.
  - 3.3.2. Courses may be submitted for this bursary once only.
  - 3.3.3. Courses completed in the current or previous fiscal year may be submitted.
    - 3.3.3.1. Applicants who had received the bursary for one or two courses in 2017-18 and who have additional courses that were not included in the application due to the cap in the previous version of this policy, may reapply including all courses completed since April 2017 that were not previously claimed.

## 4. Ineligibility: The ECE Trainee Bursary is not available to:

- 4.1. Early Childhood Education students attending classes in person.
- 4.2. Those who have attained Level I certification or higher.

## 5. Application:

- 5.1. Application forms are to be submitted to AECENL and are available on the AECENL website at <http://www.aecenl.ca/index.php/certification>.
- 5.2. A completed application form is required documenting successful completion of required ECE courses (passing grade).
- 5.3. Applications for the ECE Trainee Bursary will be accepted by AECENL four times per year. Applicants may apply on any of June 30, September 30, December 31 or March 31 dates.
- 5.4. The original signed application form and supporting documentation must be submitted to AECENL by mail or hand (faxed or electronically transmitted applications are not acceptable).
  - 5.4.1. If this is a first time application for funding through the Department of Education and Early Childhood Development, or if banking information has changed, attach a void cheque or a direct deposit form from the bank.
  - 5.4.2. Incomplete application packages will be returned to the applicant.
- 5.5. Applicants must provide original transcripts or grade reports to confirm their successful completion of courses; photocopies, e-mails and faxes are not acceptable.
- 5.6. Following AECENL's initial assessment and recommendation, the Department of Education and Early Childhood Development will make final approval for payment.

## 6. Decision/Notification:

- 6.1. The Association of Early Childhood Educators Newfoundland and Labrador (AECENL) will initially assess the application to ensure that applicants have valid certification, are working in regulated child care, and that the course(s) submitted meets the criteria of working towards upgrading Trainee (Entry) Level certification to Level I certification.
- 6.2. An applicant will be advised in writing by AECENL if ineligible or if the application is incomplete.
- 6.3. If an applicant has met the requirements of the ECE Trainee Bursary policy, AECENL will forward a recommendation for payment to the Department of Education and Early Childhood Development who will process the payment by direct deposit to the applicant.
  - 6.3.1. The Department will contact the applicant if additional financial documents are required to complete the payment process.

## 7. Questions/Inquiries About:

### 1. Eligibility and Where to Send/Drop Off Applications:

Association of Early Childhood Educators Newfoundland and Labrador (AECENL)  
50 Pippy Place  
P. O. Box 8657  
St. John's, NL A1B 3T1

Phone: (709) 579-3004 (toll-free 1-866-579-3004)  
E-mail: [aecenl@nfld.net](mailto:aecenl@nfld.net)

### 2. Payment (no earlier than eight weeks after the *application deadline*):

ECE Trainee Bursary Program  
Department of Education and Early Childhood Development  
Early Learning and Child Development Division

3rd Floor, West Block, Confederation Building  
P. O. Box 8700  
St. John's, NL, A1B 4J6

Phone: (709) 729-5960  
Fax: (709) 729-1400  
E-mail: [ECEBursary@gov.nl.ca](mailto:ECEBursary@gov.nl.ca)

This information is posted at:

- Department of Education and Early Childhood Development—  
<http://www.ed.gov.nl.ca/edu/family/childcare/childcareresources.html>; and
- Association of Early Childhood Educators Newfoundland and Labrador—  
<http://www.aecenl.ca/index.php/certification>