



For faster processing of your application please review the checklist below for required documentation and forms.

## **INITIAL APPLICATION**

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- Complete BOTH sides and ALL sections of the application and attach all required documentation. Incomplete and/or unsigned application packages will be returned to you and may delay the effective date of your certification.
- Only original application forms will be accepted. Applications can be submitted by mail, courier, or in person, there is no afterhours drop box. Photocopied applications and applications received by fax or email will NOT be processed.
- Individuals holding a NL Child Care Services Certification number (for any classification) are not to use this form.
- Attach a fee for a nonstandard sized certificate unless you would like a certificate of standard size then no fee is required. Do not send orientation course registration fee with this application. If an orientation course is required as a result of your assessment you will be sent registration information after your Initial application has been assessed.
- Non-Canadian Credential Documentation:**
  - If applicant has received education from outside of Canada. Specified documentation is only required if you want it assessed.
    - An official education assessment is required from a recognized educational assessment service such as World Education Services (WES) [www.wes.org/ca/](http://www.wes.org/ca/)
    - An official document from the post-secondary institution that includes program information, course descriptions, course and practicum hours
    - If documentation is in a language other than English an official translation is required

### **In addition to your application you may need to supply additional information:**

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If your name is different from the name on your transcript or other documentation you will need to submit proof of name change.

Provide a photocopy of one of the following legal documents:

- Marriage certificate
- Driver's License
- Passport
- Birth Certificate
- Divorce Decree
- Legal Name Change Certificate

\*\* To be noted, when the Initial application is assessed if a Trainee Level in Preschool and/or School-Age Certification is to be awarded, an acceptance letter into an ECE program from a provincially recognized post-secondary institution will be required in order to issue the certificate.

## **SUBMISSION INFORMATION**

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**MAIL:** Association of Early Childhood Educators  
P.O. Box 8657, St. John's, NL A1B 3T1

**DROPOFF & COURIER:** 50 Pippy Place, Unit 19  
St. John's, NL A1B 4H7  
(left side of building, in the back)  
**Do not mail items to this address**

**FOR INQUIRIES:** TELEPHONE: Toll Free (866) 579-3004  
FAX: Toll Free (877) 579-0217  
EMAIL: [registrar@aecenl.ca](mailto:registrar@aecenl.ca)  
WEBSITE: [www.aecenl.ca](http://www.aecenl.ca)





**This application applies to individuals who are not already certified.**

**SECTION A APPLICANT INFORMATION**

**Name:** \_\_\_\_\_  
Legal First Name Middle Name Legal Last Name

**Mailing Address:** \_\_\_\_\_  
Street or P.O. Box  
\_\_\_\_\_  
City/Town Province 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 B CERTIFICATION CLASSIFICATION – What classification(s) of certification are you seeking?**

Note: If no classification(s) is/are checked, Preschool will be assumed.

- PRESCHOOL** (ages 2 – school entry/group setting)
- SCHOOL-AGE** (ages school entry – 12/group setting)
- INFANT** (ages birth-24 months/group setting)
- FAMILY CHILD CARE** (ages birth-12/home setting)

**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**

AIT  FCR

Requires O/C?  PS  SA  I  F

Exemptions? \_\_\_\_\_

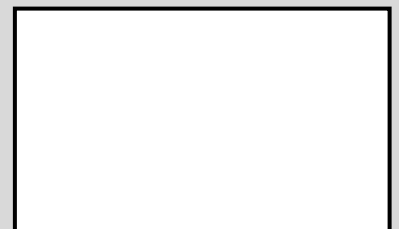
Certificate # \_\_\_\_\_ Level(s): \_\_\_\_\_ Classification(s): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Valid until: \_\_\_\_\_

Assessment Letter  sent: \_\_\_\_\_ Certificate  sent: \_\_\_\_\_

Comment: \_\_\_\_\_

Region:  Metro  Central East  Western  Labrador  N/A



## SECTION D EDUCATIONAL REQUIREMENTS – NL Child Care Services Certification Application based on

**NOTE:** Documentation for Section C *must* be attached to this application. Photocopies or faxed copies are usually acceptable. You may be asked to produce originals or notarized photocopies.

- Provincial/Territorial Agreement on Internal Trade/Mobility (AIT)**  
Attach a copy of current/valid ECE or child care services certification/registration from another province or territory – you are not required to check off or supply documentation for other sections below

OR (check any that apply):

- COMPLETED Degree/Diploma/Certificate Programs (post-secondary)**  
Attach photocopies of documents. Documentation includes copies of certificates/diplomas/degrees and/or official transcripts of course work that indicate graduation from the specified programme.

NAME OF DEGREE, DIPLOMA, CERTIFICATE HELD	NAME OF POST-SECONDARY INSTITUTION	PROVINCE &/OR COUNTRY	YEAR COMPLETED

- Individual Post-Secondary Courses Related to Early Childhood Education**  
Attach copies of transcripts. Course descriptions may be required.

NAME OF POST-SECONDARY INSTITUTION	PROVINCE &/OR COUNTRY	YEAR COMPLETED

- Completed Orientation Course or approved equivalent (non-post-secondary)**  
Attach a copy of completion.

- None of the above** – no documentation required

## SECTION E DECLARATION

**NOTE:** Applicants must read, sign and complete the following section.

- the information contained in this application for certification is true and completed 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 Child Care Services Licensing personnel in the course of their work;
- If an e-mail address has been supplied with this application general information regarding issues related to certification may be sent using this format - my e-mail address will not be shared with other agencies without my prior consent.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION F SUBMISSION INFORMATION

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