



This application applies only to those applicants who hold **NL Child Care Services Certification** and are looking to renew.

SECTION A CHILD CARE SERVICES CERTIFICATION HELD

Certificate # _____ Valid Until: _____

SECTION B 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 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

Region: Metro Central East Western Labrador N/A

Renewal: Approved Not Approved

Certificate # _____ Level(s): _____ Classification(s): _____

Effective Date: _____ Valid until: _____

Status Letter or Certificate sent: _____ AIT Refresher _____ months

Notes: _____

Originals verified, photocopied and returned in SASE as requested – Date: _____ Initial: _____ (AECENL)
Box checked for return – no SASE included – certificates shredded – Date: _____ Initial: _____ (AECENL)



I am renewing my centre-based trainee level or family home trainee level upgrading to infant child care services certification with required early childhood education courses.

Please attach the original transcript or a grade report of successful completion of a minimum 2 ECE courses.

NAME OF COURSE	NAME OF SPONSORING EDUCATIONAL INSTITUTION	DATE COMPLETED	OFFICE USE

I am renewing my centre-based trainee level or family home trainee level upgrading to infant child care services certification with the following required documentation:

- an original acceptance letter on official letterhead from a recognized post-secondary institution which indicates individuals acceptance into an early childhood education program.
- an original letter from a recognized post-secondary institution that indicates courses from an early childhood education program that you have been accepted are not available **and**
- original documentation of all listed professional learning (PL)

LISTING OF PROFESSIONAL LEARNING HOURS

NAME OF WORKSHOP/CONFERENCE/COURSE	NAME OF SPONSORING GROUP/PRESENTER/INSTRUCTOR/EDUCATIONAL INSTITUTION	DATE COMPLETED	# HOURS	OFFICE USE
Original documentation needs to accompany the application.			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 are not kept on file – they are shredded and recycled after your renewal has been processed.

SECTION E DECLARATION

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

- the information contained in this application for certification is 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 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 express consent.

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: 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: (1-866 Toll-Free) 579-3004
Email: registrar@aecenl.ca
Website: www.aecenl.ca