



For faster processing of your application please review the checklist below for required documentation and forms. This checklist is not to be submitted with application.

## **RENEWAL APPLICATION**

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- This application is for those who already have NL Child Care Services Certification.
- The renewal application is to be submitted before your valid until date.
- Complete ALL sides and ALL sections where applicable of the four-page 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.
- Attach a fee for a nonstandard sized certificate unless you would like a certificate of standard size then no fee is required.
- For Section D – if renewing with professional learning hours:
  - You have listed all required documentation
  - ORIGINALS of professional learning (PL) documentation are included with your application. You are responsible for keeping photocopies of those documents until you receive your renewal certificate from AECENL.
  - Professional learning hours fall within your certification period
  - If you wish for original PL certificates to be returned, attach a self-addressed envelope with sufficient postage.
- For Section D – if renewing with centre-based trainee level or family home trainee level upgrading to infant child care services certification:
  - You have submitted your original transcripts or grade report if renewing with completed ECE courses from a recognized post-secondary institution **or**
  - You have listed and submitted the following documents:
    - An original acceptance letter from a recognized post-secondary institution letterhead which indicates your acceptance into an early childhood education program.
    - An original letter from a recognized post-secondary institution indicating that courses from an Early Childhood Education Program that you are enrolled in are not available.

**And**

  - You have submitted original PL documentation listing there PL hours on the renewal application form
  - If you wish for original PL certificates to be returned, attach a self-addressed envelope with sufficient postage.
- 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 the program information, course descriptions, course and practicum hours
  - If documentation is in a language other than English an official translation is required



**ASSOCIATION OF  
EARLY CHILDHOOD EDUCATORS NL**

# CHILD CARE SERVICES CERTIFICATION CHECKLIST

**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 Renewal 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 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)



**SECTION D RENEWAL OF CHILD CARE SERVICES CERTIFICATION – (Check applicable option)**

**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 required professional learning hours:**

Applies to:

- Level I – IV classifications (with no trainee level certificate)
- Family Home Trainee Level (with no centre-based trainee level certificate)
- Centre Based Trainee Level (that falls under the grand parenting clause)
- Currently holding Entry level certification

**LISTING OF PROFESSIONAL LEARNING HOURS**

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

**I am renewing with required early childhood education courses**

Applies to:

- centre-based trainee level (preschool and/or school-age classification)
- family home trainee level upgrading to infant child care services certification

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

NAME OF COURSE	NAME OF EDUCATIONAL INSTITUTION	DATE COMPLETED	OFFICE USE

**I am renewing with the following required documentation:**

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

Applies to:

- centre-based trainee level (preschool and/or school-age classification)
- family home trainee level upgrading to infant child care services certification

**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.			<b>TOTAL HOURS</b>	

**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**

**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  
**FOR INQUIRIES:** Telephone: (1-866 Toll-Free) 579-3004  
Email: [registrar@aecenl.ca](mailto:registrar@aecenl.ca)  
Website: [www.aecenl.ca](http://www.aecenl.ca)

**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**

**LISTING OF PROFESSIONAL LEARNING HOURS**

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