

Newfoundland and Labrador  
Child Care Services  
Certification



# Orientation Courses Information Booklet



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## Introduction

This booklet provides background information about the orientation courses that are available through the AECENL office of the Child Care Services Certification.

*The Association of Early Childhood Educators Newfoundland – Labrador (AECENL)* through funding by the Newfoundland and Labrador Provincial Government provides the Child Care Services Certification service and the orientation courses that may be necessary for a person to achieve child care services certification in a particular classification.

The orientation courses are non-credit courses designed to provide information on the principles of child care as it relates to a particular age group in a particular setting. They are associated with each of the classifications of certification – Preschool, School-Age, Infant and Family Child Care. A registration fee is required which is refunded upon successful completion of the course and return of all borrowed materials.

Other groups/individuals offering the courses must have prior approval from AECENL in order for the completion certificate to be recognized for certification purposes. Check with AECENL before enrolling with an outside group. Please contact the registrar for information about facilitator qualifications and eligibility of workshops for this



Information Booklet about *Child Care Services Certification* is available for download on our website [www.aecenl.ca](http://www.aecenl.ca) under 'Certification' tab

## Orientation Courses

### Preschool orientation course

The preschool orientation course (PSOC) is intended for those without a formal post-secondary education in *Early Childhood Education* program. It covers the care and education of children ages 2 to school-entry in a centre-based child care setting.

The course is offered on a semester-basis, three times per year:

- Fall (September through December),
- Winter (January through April)
- Summer (May through August).

The self-study course is available in 2 formats:

- **Correspondence**  
Course study guide and the assignments are mailed to the participant. Assignments once completed are sent to registrar for assessment.
- **Online (Internet-based)**  
Course study guide and assignments with additional links and video clips are available online. Assignments are uploaded electronically.

There are 4 learning activities sections in the course - and 6 assignments:

- **Learning Activity A** - Developing a Program Philosophy (1 assignment)
- **Learning Activity B** - Developing Relationships and Guiding Behaviour (2 assignments)
- **Learning Activity C** - Developing an Effective Program (2 assignments)
- **Learning Activity D** - Health, Safety & Nutrition (1 assignment)

Each module provides assigned readings from:

- **Newfoundland and Labrador Child Care Policy and Standards** by Department of Education and Early Learning
- **Occupational Standards for Early Childhood Educators** by Child Care Human Resources Sector Council.
- **Canadian Food Guide**
- And additional supplementary readings

There are self-checks provided for assessment of participants own understanding of the assigned readings. The answers to the self-checks are in the back of the module and are not to be sent to the Registrar for assessment.

Once successfully completing the preschool orientation course the applicant might be eligible to receive a centre-based trainee level – preschool child care services certification regardless of other levels of classification of certification that may be held.

Under the new NL Child Care Act and associated regulations to be eligible to receive the centre based trainee level – preschool child care services certification individuals are required to:

- successfully complete (or exemption from) all 6 assignments of the preschool orientation course **and**
- provide proof of registration (enrolment letter) at a post-secondary institution (college/university) in an early childhood education program

An enrolment letter in an early childhood education program from a post-secondary institution needs to be submitted to AECENL either by mail, courier, fax, email or dropped off during our office hours. Without the enrolment letter a certification cannot be issued.

## **School-age child care orientation course**

The school-age orientation course (SAOC) addresses the care and education of children ages school-entry through 12 in a centre-based school-age child care setting.

The course is offered on a semester-basis, six times per year:

- Fall A (September through October);
- Fall B (November through December);
- Winter A (January through February),
- Winter B (March through April)
- Summer A (May through June);
- Summer B (July through August).

The course is available in 2 formats:

- **Correspondence**  
Course study guide and the assignments are mailed to the participant. Assignments once completed are sent to registrar for assessment.
- **Online (Internet-based)**  
Course study guide and assignments with additional links and video clips are available online. Assignments are uploaded electronically.

There are 5 modules of study and 5 assignments:

- **Developing a Program Philosophy** (1 assignment)
- **Guiding Behaviour & Developing Relationships** (1 assignment)
- **Child Development, Observation and Documentation** (1 assignment)
- **Health & Safety** (1 assignment)
- **Planning** (1 assignment)

Each module outlines assigned readings from:

- **Newfoundland and Labrador Child Care Policy and Standards** by Department of Education and Early Learning
- **Occupational Standards for Early Childhood Educators** by Child Care Human Resources Sector Council.
- **Occupational Standards for Early Childhood Educators an addendum to the occupational Standards for School-age Care** by Child Care Human Resources Sector Council.
- **Canadian Food Guide**
- And additional supplementary readings

There are self-checks included in each module for assessment of participants understanding of the assigned readings (self-check answers are not to be sent to the registrar for assessment).

At the end of each module there is an assignment to be completed and sent to the registrar for assessment.

Upon successful completion of the 5 assignments you will be eligible to receive centre based trainee - school-age classification. If completion of the SAOC results in obtaining centre-based classification an enrollment letter in an early childhood education program from a post-secondary institution needs to be on individuals file. Without the enrolment letter a certification cannot be issued.

## **Infant child care orientation course**

The infant child care orientation course (ICCOC) addresses the care and education of children ages birth through 24 months in a centre-based child care setting.

**Pre-requisite:** An individual has to hold a *minimum of centre based –level one - preschool child care services certification* in order to enroll in the infant orientation course.

It consists of a:

- Textbook: Infants, Toddlers and Caregivers by Janet Gonzalez-Mena and Dianne Widmeyer Eyer; Fifth Edition
- A video – How Caring Relationships Support Self-Regulation by Marie Goulet
- Self-Study Guide
- Other resource materials (as required)

It is offered on a semester-basis, three times per year:

- Fall (September through December),
- Winter (January through April)
- Summer (May through August).

The course is available in the following format:

- **Correspondence** – Course study guide and assignments are mailed to the participant. Assignments once completed are sent to Registrar for assessment.

There are 6 modules for study with 7 assignments:

- **The Profession of Infant Child Care** (1 assignment)
- **Child Development** (1 assignment)
- **Social-Emotional Development** (1 assignment)
- **Health, Safety & Nutrition** (1 assignment)
- **Setting Up for Infant Care** (1 assignment)
- **Parent-Caregiver Communication** (1 assignment)
- **7<sup>th</sup> final assignment** (covering all modules)

In each module there are learning activities and self-checks (self-check answers are included at the end of each module and are not to be sent to the registrar for assessment). There is an assignment at the end of each module plus a final assignment designed to demonstrate a global understanding of the course. Once all assignments are assessed as complete a participant will be eligible to receive infant classification in addition to other classifications held.

## **Family child care orientation course**

The Family child care orientation course (FCCOC) is the National Level I Family Child Care Training Course developed by Lee Dunster and the Canadian Child Care Federation. It covers the care and education of children ages birth through 12 years of age in a family child care setting.

It is offered on a semester-basis, three times per year:

- Fall (September through December),
- Winter (January through April)
- Summer (May through August).

The course is available in the following format:

- **Correspondence** – Course study guide and assignments are mailed to the participant.

There are 12 modules

- Your Child Care Home
- Safety
- Health
- Nutrition
- Child Development
- Child Guidance
- Helping Children Grow and Develop
- The Child Care Day
- The Business of Family Home Child Care
- Starting Off Right
- Partnerships with Parents
- Connecting with the Community

There is a choice of a quiz or an activity at the end of each unit/module to be completed to be sent to the registrar for assessment.

Upon successful completion of all 12 modules a participant will be eligible to receive Family child care – mixed age classification.

## Cost of orientation course(s)

There is a registration fee to enroll in orientation courses. The fee is refunded upon successful completion of the course within the semester and all loaned course materials are returned to AECENL (if applicable).

A partial refund is issued if borrowed materials are returned and participant officially withdraws from the course in writing after the start date of the semester. The registration fee is if course materials are lost or destroyed or if enrollment becomes inactive (see section about “inactivity”). The fee for each course will be requested with the enrollment form and varies depending on the course.

**The fee for orientation courses is not to be sent with an Initial Application Form!**

## Course materials

Course material (study guides/texts) are obtained directly from the registrar’s office (resource materials for the Preschool and School-Age Courses are online through the Provincial Government website). If course materials are received through another source, you must notify the Registrar to be sure you are using the correct materials. *All assignments must be issued from this office – assignments received from other sources will not be accepted.*

A letter accompanies the material which explains the mechanics of the course – in other words – how the course works.

## Enrollment in the orientation courses

### For applicants who do not hold a NL Child Care Services Certification:

- You need to **apply** for Child Care Services Certification with the **initial application form**. (The application form can be obtained on our website: [www.aecenl.ca](http://www.aecenl.ca))
- After your initial application is received the registrar will assess and determine whether an orientation course or courses are necessary to receive the classifications you applied for.
- You will receive an **enrollment form and letter** for the required orientation course (or courses).
- This **enrollment letter with the applicable registration fee** (see section on “cost”) must be **returned by the date specified** in order to complete your registration in a particular semester and to begin the course.  
**Note:** No response will result in your name being removed from the pre-registration list and your file being placed in inactive status.
- Once your enrollment form and registration fee are received you will be **sent a confirmation letter** outlining the semester for which you have been registered.
- At the beginning of the semester you will be sent course materials.

It should be noted that if the completion of either preschool or school age orientation course results in obtaining an centre based – trainee level (preschool and/ or school-age classification) you are required under the NL Child Care Act and associated regulations to provide proof of registration (enrolment letter) at a post-secondary institution (college/university) in an early childhood education program.

An enrolment letter in an early childhood education program from a post-secondary institution needs to be submitted to AECENL either by mail, courier, fax, email or dropped off during our office hours. Without the enrolment letter a certification cannot be issued.



**Inactive file status could affect your employability in a regulated child care setting!**

**Information regarding inactivity is communicated to regional licensing authorities.**

## For applicants who hold a NL Child Care Services Certification and would like to add a Classification:

- To add a classification to the individuals current certification status a **written request** to the registrar is required to start the orientation course enrollment process. **A phone call is not sufficient.**
- **A written request is:**
  - An e-mail from your personal e-mail account that includes the following information:
    - Full name
    - Full mailing address (street, street number, postal code and town/city)
    - Your child care services certification number
    - What classification you are seeking
  - Clear hand written or computer typed letter which can be mailed, couriered, faxed or dropped off at AECENL office during regular business hours. The letter of request should include the following information:
    - Full name
    - Full mailing address (street, street number, postal code and town/city)
    - Your child care services certification number
    - What classification you are seeking
- After assessment of your written request you will receive **an enrollment form and letter** for the requested orientation course (or courses).
- Your **enrollment letter along with the applicable registration fee** (*see section on "cost"*) **must be returned by the date specified** in order to complete your registration in a particular semester and to begin the course.
- **Note:** No response will result in your name being removed from the pre-registration list and your file being placed in inactive status.
- Once your enrollment form and registration fee are received you will be **sent a confirmation letter** outlining the semester for which you have been registered.
- At the beginning of the semester you will be sent course materials.

It should be noted that adding a classification may change your level of certification. If the new classification your certification to centre based trainee level (preschool and/or school-age) you will be required to under the NL Child Care Act and associated regulations to provide proof of registration (enrolment letter) at a post-secondary institution (college/university) in an early childhood education program. An enrolment letter in an early childhood education program from a post-secondary institution needs to be submitted to AECENL either by mail, courier, fax, email or dropped off during our office hours. Without the enrolment letter a certification cannot be issued.

**Inactive file status could affect your employability in a regulated child care setting! Information regarding inactivity is communicated to regional licensing authorities.**

# Assignments

## Submission of assignments

### Correspondence:

Assignments can be sent by mail, courier or hand-delivered for correspondence.

**A fully completed** cover page must be attached to correspondence assignments. The cover page is provided on the back of the assignment page for preschool, school-age and infant orientation course. Cover pages for family child care orientation course are sent with the modules.

It is recommended to put your name on each page of your assignment and keeping a copy of the completed assignment (or of your rough work) in case the assignment is not received by AECENL.

Assignments are preferred to be computer printed or typewritten, although legibly handwritten in ink is acceptable. *All assignments (printed, typewritten or handwritten) should be minimally 1.5 spaced with 1 inch margins around page edges.*

If course materials are sent separately from your assignment make sure to enclose a note so that we know to whom the returned materials should be credited.

### Online:

Assignments are uploaded to an online dropbox in the course. Each section of readings appears after you have uploaded the assignment (or exemption sheets) to the dropbox. This is because each section is unlocked sequentially as you complete the section before.

## Assessment

The assignments are marked either **complete** or **incomplete**. Letter and number grades are *not* used for assessment of orientation courses.

A “**complete**” is achieved when your assignment demonstrates that you have understood the material presented in the module.

If you have not demonstrated an understanding of one or more concepts an “**incomplete**” is given. When an assignment is assessed as incomplete it is returned to you with comments about the areas that you need to rewrite. You will always be given the opportunity to rewrite an assignment (or partial assignment) if it is assessed as incomplete. If you are having problems understanding the material or the assignment the registrar is available to provide any help you may need.

Assignments are not assessed as complete or incomplete based on spelling or grammar. However, spelling/grammar errors may be noted as part of the assessment for your benefit. Where legibility, spelling or grammar result in the registrar being unable to understand the content of the assignment it will be returned to you for clarification.

## “Inactive Enrollment” in the courses

Your enrollment is considered inactive if:

- You do not reply to the enrollment form with applicable fee by the date specified or when repeated attempts to contact you are unsuccessful.
- If you miss an assignment due date by more than 10 working days without an approved extension (online if an assignment is not uploaded every 2-3 weeks). If an extension for an assignment or course is required you need to meet the requirements outlined in the course materials and make a request *in writing* prior to the due date for the assignment.

Inactive status is reported to licensing authorities and may affect your ability to work in a regulated child care setting. Your registration fee may be partially or fully forfeited.

## Reinstatement of inactive enrollment

If you wish to reinstate your enrollment, a **written request** must be made. Phone calls are not sufficient.

➤ **A written request is:**

- a. An e-mail from your personal e-mail account with full name, mailing address and certification number to the Registrar *or*
- b. Clear hand written or computer typed request with full name, mailing address certification number and signature which can be mailed, faxed or dropped at AECENL office during regular business hours.

Reinstatement will not be considered until all course materials still outstanding are returned to AECENL. Reinstated enrollment will reduce your refund at the end of the course.

Previously completed assignments will be considered if reinstatement occurs within 6 months of the end of the semester where inactivity occurred.

## Orientation courses and professional learning hours

Orientation courses can be counted for 5 hours of professional learning if the orientation course is completed after you have received your initial certification.



## CONTACT INFORMATION

For further clarification of any information in this booklet or if you have questions about assignments, process of completing an orientation course. or questions that were not answered in this booklet please contact the Registrar.

### REGISTRAR

Phone: (709) 579-3004  
(toll-free outside the St. John's calling area 1-877579-3004)

E-mail: [registrar@aecenl.ca](mailto:registrar@aecenl.ca)

Fax: (709) 579-0217  
(toll-free outside St. John's calling area 1-877-579-0217)

Mail: P. O. Box 8657, St. John's, NL A1B 3T1

In person/currier :  
50 Pippy Pl, Unit 19, St. John's, NL A1B 3T1

- Without an appointment during regular business hours Monday through Friday;
- With an appointment outside these times.