

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

RENEWAL APPLICATION for Trainee Level

- This application is for those who already have NL Child Care Services Certification.
- The renewal application should be submitted before your valid until date.
- Applications can only 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.
- Complete ALL 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.
- Attach the fee for a nonstandard sized certificate unless you would like a certificate of standard size then no fee is required.
- For Section D – check which option applies to you:
 - **If renewing with required early childhood education courses**
 - You have listed and submitted your original transcripts or grade report with completed ECE courses from a recognized post-secondary institution
 - **If renewing with the following required documentation:**
 - 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.
 - Original Professional learning documentation that fall within your certification period. If you wish for original PL certificates to be returned, attach a **self-addressed envelope with sufficient postage**.
If using PL documentation for Webinars:
 - Option 1 – If you have watched a webinar when aired:**
 - Email (from your personal email) that you have registered for the webinar
 - Email thanking you for participating in the webinar
 - PL Certificate
 - Option 2 – You are unable to watch the webinar at the time presented:**
 - Email (from your personal email) that you have registered for the webinar
 - Email “sorry we missed you” AND
 - PL Certificate

Whenever in doubt regarding the eligibility of a PL event please contact the Registrar.

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

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:

- | | |
|---|--|
| <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Driver’s License |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Birth Certificate |
| <input type="checkbox"/> Divorce Decree | <input type="checkbox"/> Legal Name Change Certificate |

SUBMISSION INFORMATION

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 ONLY: TELEPHONE: Toll Free (866) 579-3004

FAX: Toll Free (877) 579-0217

EMAIL: registrar@aecenl.ca

WEBSITE: www.aecenl.ca



CHILD CARE SERVICES CERTIFICATION RENEWAL APPLICATION for Trainee Level

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

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 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.			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 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

Website: www.aecenl.ca

LOCATION & COURIER: 50 Pippy Place, Unit 19

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