

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

RENEWAL APPLICATION for Entry Level and Level One or higher

- 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 – 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**.
 - 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:

- Marriage certificate
- Driver’s License
- Passport
- Birth Certificate
- Divorce Decree
- 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



**ASSOCIATION OF
EARLY CHILDHOOD EDUCATORS NL**

CHILD CARE SERVICES CERTIFICATION **RENEWAL APPLICATION** for Entry Level and Level 1 or higher

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

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)

