

Section B – Child Care Services Certification

Child Care Services Certification Policy Manual

1. Child Care Services Certification

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1.1. Confidentiality

All personal information submitted to the Registrar's office is considered to be confidential in nature between the applicant and the Registrar's office and will only be shared with outside parties with written permission from the applicant.

Information about the status of an applicant's certification may be shared with regional and provincial licensing officials at their request without written or expressed permission from the applicant. The status of the file includes stage in the process of certification; status on registration or enrollment lists for orientation courses; activity/inactivity of file; certificate number and expiry date. It does not include disclosure of grades, coursework or other personal information that may be on file.

A file will be maintained in the applicant's name containing:

- a. Initial application form
- b. Supporting Documentation
- c. Renewal/Reissue Application(s)
- d. Correspondence/contact records
- e. Orientation Course assignment cover pages with signed disclaimers if applicable
- f. Orientation course completion records if applicable

All original unnecessary documents, and other documents for which return has been requested, will be returned to the applicant. Photocopies or faxes of unnecessary documents will be shredded.

1.2. Advisory Committee

An advisory committee discusses and recommends policy direction to the office of the Registrar and the Provincial Director of Child Care Services. The Provincial Government has the authority for approval of policy with respect to Child Care Services Certification. The composition and role of the Advisory Committee is included in appendix C.

1.3. Office Activity Log

.An office activity log is kept which tracks date of receipt, applications received, orientation course assignments received and correspondence received.

If anything is submitted by hand to AECENL office a receipt will be issued to the individual including the date of submission, content of the submission and signature of individuals who accepted it.

1.4. Child Care Services Certificates

a. Required Information

A certificate issued by the Registrar and the Provincial Director of Child Care Services shall include the following information: applicant's name; level(s) of certification; classification(s) of certification; certificate number; date of issue; expiry date; signature of Registrar; signature of Provincial Director of Child Care Services (or designate); watermark logos of both the Association of Early Childhood Educators Newfoundland – Labrador and the Provincial Government of Newfoundland and Labrador.

Certificates will be printed on certificate stock paper.

b. Certificate Numbers Database

As certificates are approved initially, relevant information about the applicant is entered into the certification database and assigned a certificate number. This number remains with the applicant through renewal and reissue regardless of any breaks in certification. The database also contains information about the level(s) and classification(s) held by the applicant.

c. Replacement of Lost Certificates

Certificates may be reissued if lost. As certificates are signed and numbered, a written request by the individual himself must be submitted to the Registrar stating the reason a replacement is required. Written request can be submitted in person, via regular mail, email or fax. The replacement certificate will be stamped "duplicate".

d. Required Signatures and Procedure:

Both the Registrar and the Provincial Director of Child Care Services (or designate) must sign Certificates. Certificates are presented unsigned (minimally bi-weekly) to the Provincial Director of Child Care Services with an accompanying letter outlining the recommendations for certification and rationale for recommendation. The Provincial Director will scrutinize the recommendations and approve, deny, or seek further information from the Registrar prior to approval. Signed certificates are returned to the Registrar for signature and dissemination. Recommendations that have not been approved shall be accompanied with an explanation of the denial of approval in writing

- by Provincial Director of Child Care Services (or designate) . The Registrar will communicate such reasons to the applicant.
- e. **Certificates Sizes**
Certificates are available in either file size (8.5 x 4.5) or frame size (8.5 x 11). If no size is indicated on the application form file size will be issued.
 - f. **Certificates in Circulation**
Only one valid certificate per applicant/ certificate number shall be in circulation at any given time. In the case of reissue of certification before the renewal date, the most recent issue date will be considered the current certificate – others held in the possession of the applicant are considered null and void.
 - g. **Certificates Issued with Inaccurate Information:**
If an error is found in a certificate issued by the Registrar or Provincial Director of Child Care Services (or designate) the correct certification level(s) and classification(s) will be considered to be valid. A letter will be sent to the recipient explaining the correction and a replacement corrected certificate will be issued. The individual will be requested to return the incorrect Certificate. If an orientation course is required to reinstate a classification, course materials will be supplied as soon as possible following the applicant's written request.

1.5. Administrative Review Process

A request to review a recommendation of the Registrar may be made in writing to the Board of Directors of AECENL, clearly outlining the reason for disagreement with the Registrar's recommendation regarding Level or Classification of Child Care Services Certification. The Board shall have the Registrar review the file and issue a letter confirming or amending the previous recommendation.

A second review may be requested in writing to the Provincial Director of Child Care Services with the Department of Education and Early Childhood Developmental Government of Newfoundland and Labrador, P. O. Box 8700, St. John's, NF, A1B 4J6 if there continues to be disagreement with the Registrar's decision. The letter must clearly state individuals reasons for the appeal. The Provincial Director will contact the Registrar to provide information from individuals file and will determine the persons who will work with the Registrar in determining the request. The individual may be asked to submit further information to or meet with the Provincial Director.

2. Initial Child Care Services Certification

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CCS Certification is a process of assessment of academic qualifications relating to Early Childhood Education and Care. The Registrar determines the Level(s) and classification(s) held based on documentation submitted. The level(s) and classification(s) required for employment in a licensed child care setting are to be determined by regional licensing authorities based on type of service and age group(s) served. Information on licensing requirements, can be obtained through regional Child Care Services Office (contact information in appendix A)

2.1. Initial Application Package

The initial application package consist of initial application form and relevant documents (if applicable).

a. Initial application form

A signed and dated original initial application form must include full name; date of birth; complete mailing address; contact numbers and information; listing of required documentation.

b. Required Documentation

Copies of transcripts/certificates/diplomas/degrees supporting the post-secondary courses/programmes listed on the application must accompany the application. The Registrar may require originals or notarized photocopies of documents. Original certificate/diploma/degree will be photocopied, initialed by the Registrar for verification and returned to the individual. For required documentation for non-Canadian post-secondary credentials see section 2.3.d. If applying under the Agreement on Internal Trade see section 2.4. for required documentation.

If the documentation indicates a different name from that on the application form, a photocopy of legal evidence of a name change must be provided Such as: A photocopy of a Marriage Certificate, Certificate of Divorce, Change of Name Certificate or Birth Certificate **plus** a photocopy of a current ID (ex. a driving license).

c. Acceptable Methods of Submitting Initial Application packages

Complete initial application package (relevant application and documentations) is accepted by mail or by hand only. An initial application package received electronically (by fax or e-mail) is not acceptable. An original application form and supporting documentation must be received in order to begin the assessment.

2.2. Processing of Initial Application package

a. Receipt/logging of application package

When application package is received and stamped with the date of receipt and entered in the office activity log (see section 1.3.).

b. Assessment of Initial Application package

Initial assessment of the application package involves checking the application for completion of required sections and presence of appropriate documentation.

Completed application packages will be assessed and once a level(s) and classification(s) of Child Care Services Certification are determined, information is entered into the database and a Child Care Services Certification number is assigned (see section 1.4.b). Incomplete application package will not be processed further until missing information/documentation is received. Registrar will communicate in writing with the individual regarding missing information.

c. Assessment/Status Letter/Certificate

With the exception of non-Canadian credentials, where an applicant's Child Care Services Certification cannot be sent within 3 weeks, the following will be sent within 3 weeks of receipt of an application outlining either:

- missing information/documentation and alerting the applicant that the file is open but held pending receipt of same; or
- the Level(s), Classification(s) and certificate number assigned to the applicant pending receipt of the signed CCS certificate

d. The Effective Date of Child Care Services Certification

- i. The effective date of eligible Child Care Services Certification will be the first day of the calendar month in which the complete application package was received and all requirements were met.
- ii. If the complete initial application for Child Care Services Certification is from a new ECE graduate the applicant may choose to be certified from the date all requirements for graduation were met rather than the date of graduation.

The applicant has 60 days from the date the provincially recognized post-secondary institution verifies graduation requirements have been met to apply and take advantage of this provision.

If the complete application is received after the 60 days the Child Care Services Certification will be effective from the first day of the month in which a complete and appropriate application package is received.

Verification of eligibility from the provincially recognized post-secondary institution includes, but is not limited to:

- a copy of the Certificate/Diploma/Degree or
- a transcript indicating graduation or
- a verification letter on the letterhead of the provincially recognized post-secondary institution that includes the date of eligibility to graduate.

e. Issuance of Child Care Services Certificate

A Child Care Services Certificate is issued once a Level and Classification of certification has been recommended by the Registrar and approved by the Provincial Director of Child Care Services. The certificate will be sent (or a status letter) within 3 weeks of receipt of a complete and eligible application (see section 1.4-Child Care Services Certificates)

2.3. Post-Secondary credentials

a. Approved Provincial Early Childhood Education Programs

A list of provincially approved certificate, diploma and degree programs is maintained in the AECENL office and available on request. Applicants holding credentials from a provincially recognized and approved post-secondary institution will receive an automatic level and classification of certification based on the Schedule of Child Care Services Certification in the Child Care Services Regulations. (appendix B)

b. Approval of Out-of-Province Early Childhood Education Programs

Out-of-province ECE programs will be acceptable if approved in the Province/Territory where the program is offered and if it is equivalent to the provincially approved programs within Newfoundland and Labrador.

c. Post-Diploma Specialization Programs

i. To be considered a post-diploma specialization for the purpose of determining Child Care Services Certification at Level III the applicant must:

- be eligible to receive Level II Certification in the classification for which Level III is requested
- have begun the specialized programme after graduating from a diploma program.

- ii. To be considered a specialized course of instruction for the purpose of determining Child Care Services Certification at Level III it must:
- be delivered by a provincially recognized educational institution
 - comprise three or more courses related to the specialty area resulting in the conferring of a certificate or diploma
 - have a concentration in one or more of the following areas to receive:
 - Level III Preschool:
 - i. preschool child development
 - ii. preschool programming/activities
 - iii. guiding children’s behaviour
 - iv. working with families
 - v. children with special needs
 - vi. administration
 - vii. other areas related to child care with the approval of the Registrar
 - Level III School-Age:
 - i. school-age child development
 - ii. school-age programming/activities
 - iii. guiding children’s behaviour
 - iv. working with families
 - v. children with special needs
 - vi. administration
 - vii. other areas related to school-age child care with the approval of the Registrar
 - Level III Infant:
 - i. infant child development
 - ii. infant programming/activities
 - iii. guiding children’s behaviour
 - iv. working with families
 - v. children with special needs
 - vi. administration
 - vii. other areas related to infant child care with the approval of the Registrar
 - Level III Family Child Care
 - i. Administration
 - ii. guiding children’s behaviour
 - iii. working with families
 - iv. children with special needs
 - v. mixed-age/family setting programming/activities
 - vi. other areas related to family child care with the

approval of the Registrar

- d. Non-Canadian Post-Secondary Credentials
 - i. ECE programs or programs related to Early Childhood Education and Care completed outside of Canada will be assessed by the Registrar on an individual basis based on the provincial requirements for certificates, diplomas and degrees in Early Childhood Education.
 - ii. The following post-secondary documentation is required but not limited to for this assessment:
 - 1. A notarized photocopy of certificate/diploma/degree
 - 2. official or notarized photocopy transcript of the program
 - 3. Program and course descriptions including course and practicum length)
 - 4. Contact information for the post-secondary institution.
 - iii. If documentation is in a language other than English an official translation is required.
 - iv. It is required that an official or notarized photocopy of general assessment of Canadian Credential Equivalence completed by a government approved Credentialing Agency is submitted with the Initial Application form and other documentation supporting the content of the credential. A list of government approved agencies can be found through AECENL website. It is recommended to obtain Credential Evaluation Report from World Education Services (WES – www.wes.org/ca).
 - v. If post-secondary program does not meet the requirements to receive a Child Care Services Certification and if all or part of an orientation course or courses is required they can be completed on arrival in Newfoundland and Labrador.
- e. Equivalency Policy
 - i. Completed individual coursework from an Early Childhood Education program or other post-secondary programs are assessed based on the equivalency to Child Care Services Certification. Assessment is based on comparison to Newfoundland and Labrador Provincial requirements for ECE certificates and diplomas. Equivalencies thus determined done by the Registrar are then recommended to the Provincial Director of Child Care for approval.
 - ii. In order for an applicant's coursework to be considered by the Registrar for equivalency to Level I or higher Certification/Classification it must meet the following criteria:

1. All courses must have been completed through a provincially recognized post-secondary institution
2. Where all coursework is completed through one Post-Secondary Institution a passing grade as determined by the Institution is acceptable. Where coursework is completed through varying Post-Secondary Institutions a minimum passing grade of 65% from the educational institution for each course is required. Applicant must submit a transcript indicating successful completion of the course(s). Coursework not meeting these criteria may be considered for equivalency to Entry Level Child Care Services Certification.

2.4. Agreement on Internal Trade (AIT)

- a. The Agreement on Internal Trade (AIT) is a written agreement to ensure easier labour mobility of early childhood educators among provinces and territories who have mandatory credentialing to work in a regulated child care sector.
- b. Copy of certification/registration to work in child care services from the other Province/Territory must be attached to the application. Documentation may be verified with Province/Territory certification/regulatory agencies.
- c. If such documentation is valid the equivalent Newfoundland and Labrador level of Child Care Services Certification (based on the “Scope of Practice”) will be issued. “Scope of Practice” refers to the same/similar range of work that allows individuals to do in both of the provinces or territories.

3. Renewal of Child Care Services Certification

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In order to keep a valid Child Care Services Certification individuals should apply a minimum of 30 days prior to the “valid until” date in the bottom centre of their certificate. In order to renew Child Care Services Certification an applicant must submit Renewal application form and show involvement in a minimum of 30 hours of professional development (see 3.4.a for definition of professional development). Additional hours (above the required 30 hours) cannot be carried forward into the next certification period.

3.1. Responsibility for renewal of Child Care Services Certification

It is the applicant’s responsibility to apply for renewal of Child Care Services Certification. The Registrar will make every effort to send renewal notices, but it remains the responsibility of the applicant to insure that certification remains current. Persons holding Child Care Services Certification can obtain a renewal application on AECENL website or by request from AECENL Child Care Services Certification office.

3.2. Renewal Application Package

Renewal Application package consist of renewal application form and original PD documentation.

a. Renewal application form:

A signed and dated original renewal application form must include full name; date of birth; complete mailing address; contact phone numbers; email information; list of professional development completed during the period of certification; and signature of the applicant.

b. Required Documentation:

Original documentation of all listed professional development (PD) is required to be sent with the application for renewal of certification. Originals will be returned on request if a self-addressed envelope stamped with sufficient postage is included with the application package. If this option is not chosen originals will be shredded after the renewal is processed.

If the applicant is unwilling or unable to produce documentation of the professional development listed on the application form, certification will not be approved until such time that the required number of professional development hours can be documented and verified.

If the documentation indicates a different name from that on the application form, a photocopy of legal evidence of a name change must be provided. Such as: A photocopy of a Marriage Certificate, Certificate of Divorce, Change of Name Certificate or Birth Certificate **plus** a photocopy of a current ID (ex. a driving license).

- c. **Acceptable Methods of Submitting Renewal Application package:**
A complete renewal package have to be submitted by mail or by hand only. A renewal application package received electronically (by fax or e-mail) is not acceptable. An original application form and supporting documentation must be received in order to begin the assessment.

3.3. Processing of Renewal Application package

- a. **Receipt/logging of renewal application package**
When application package is received it is stamped with the date of receipt and entered in the office activity log. (see section 1.3)
- b. **Assessment of Renewal Application package**
Assessment of the application involves checking the application for completion of required sections and presence of appropriate documentation. The Registrar will initial on the renewal form documentation for professional development listed when the PD documentation is verified and valid. If there is anything missing the application will not be processed further until missing information/documentation is received and the application will be returned to the applicant. Once renewal is approved, the Child Care Services Certification database is updated to reflect change in certification status.

The effective date of eligible renewal will be the first day of the calendar month in which the complete application package was received or the certification renewal date, whichever is later.

- c. **Insufficient Professional Development**
Applications will not be renewed with insufficient professional development hours. Under these circumstances the hours are to be completed in addition to additional hours required for lapsed periods in order for the renewal to be processed.
- d. **Certificate/Assessment/Status Letter**

Certification will be sent within 3 weeks of receipt of an eligible application by AECENL. Where this is not possible a letter will be sent within 3 weeks of receipt of an application outlining either:

- i. missing information and alerting the applicant that the file is open but held pending receipt of same; or
- ii. the Level(s), Classification(s) and certificate number assigned to the applicant pending receipt of the signed certificate.

e. Issuance of Certificate

A certificate is issued once a renewal of certification has been recommended by the Registrar and approved by the Provincial Director of Child Care Services. (see section 1.4-Child Care Services Certificates)

f. Term of Certification

A renewal certificate shall normally be issued for a three year period commencing the first day of the calendar month in which the complete renewal application is received by AECENL or the renewal date (whichever is later). [Note: Exception with refresher course renewal – 5.2]

3.4. Professional Development

a. Definition:

“ECCE Professional Development is defined as: any course of study or activity that has been established or developed for the purpose of enhancing an individual’s skill and knowledge specific to the field of early childhood care and education, and is undertaken by individuals already working in the sector... any ECCE-specific activity other than pre-service training.”¹ This includes, but is not limited to, workshops, resource nights, conferences, orientation courses (except when they are taken as pre-service training), and College/University courses.

¹ From “Community Colleges and the Delivery of Professional Development to the Early Childhood Care and Education Sector” by Jane Beach in Research Connections Canada 3 (1999).

b. Requirements for renewal:

30 hours of professional development are required during a 3-year certification period to renew Child Care Services Certification.

c. Eligible Professional Development hours:

- i. To be considered professional development:
 - The topic of the event must reasonably be expected to enhance and support the person’s skill and knowledge of quality child care;

- The presenter of the event must have qualifications and/or experience in the subject of the event;
 - The amount of time claimed for professional development in one area must be in reasonable proportion to the benefit to the child care service (e.g. 30 hours on guiding behavior is acceptable but 30 hours on learning to play guitar is not);
 - There must be variety in the topics or in the depth in which the topics are taught;
 - The events must be over and above routine staff meetings;
- ii. Each orientation course that is successfully completed post-certification is eligible for 5 hours PD per course
- iii. Five hours of professional development can be claimed for each non-credit course.
- iv. Post-secondary credit courses are awarded hours based on the calendar from the post-secondary institution (college/university course must be relevant to the Child Care Services Sector).
- v. Courses legally required to be completed under Child Care Services legislation are not considered eligible as professional development. (for example, first aid courses)
- vi. Valid membership in an organization related to the child care sector is eligible for ½ hour professional development per active membership per year to a maximum of 1 hour per year.
- vii. Eligible documentation for webinars:
Rational: The PD certificate on its own are not acceptable due to a blank template where individual can type in their own name and it has been misused it to provide PD to other people who have not viewed the webinar.
- Valid documentation needs to include the participant's name, host or facilitator's name, topic covered (topic must have child care focus), time and date of the workshop. This documentation can be found in the participant's registration confirmation email and the "thank-you" for participating email that is sent after the webinar.
 - If unable to watch the webinar after registering because of the time of day or for other reasons the following documentation is accepted:
 - a. participant's registration confirmation email

- b. “sorry you missed the webinar” e-mail that includes a link to the webinar recording and
- c. PD certificate that is available after watching the recording (it is the only time we accept a webinar PD certificate).

viii. Non-Canadian Post-Secondary Courses

If individuals is submitting non-Canadian post-secondary course(s) for renewal purposes the following post-secondary documentation is required but not limited to for this assessment:

- A notarized photocopy of certificate/diploma/degree
- official or notarized photocopy transcript of the program
- Program and course descriptions (including course and practicum length)
- Contact information for the post-secondary institution
- If documentation is in a language other than English an official translation is required.
- It is required that an official or notarized photocopy of general assessment of Canadian Credential Equivalence completed by a legitimate Credentialing Agency is submitted with the Renewal Application form and other documentation supporting the content of the credential. A list of approved agencies can be found through our website. It is recommended however to obtain Credential Evaluation Report from World Education Services (WES – www.wes.org/ca).

ix. Guidelines for Calculating PD Hours for Conferences:

Professional development hours for conferences comprising a minimum of 2 workshops totaling 4 hours or more be calculated as 4 hours per morning, afternoon or evening session(s) to a 8 hour per day maximum.

x. Guidelines for Child Care Centre’s and family child care agencies “in house” Professional development certificates:

It is encouraged to arrange Professional Development sessions “in house” for Child Care Centre’s and family child care agencies. The session should fit the definition of professional development and not be part of the regular planning that would be expected as part of the programme. In order to insure accountability the person presenting the workshop or information session should not be conflict of interest, i.e. should not be in the employ of or familiarly related to the service and must sign documentation indicating the topic, the length of the session and the attendance list. This

documentation should be kept on file and available as documentation for those applying for renewal of certification. If the presenter or organizer of the event is in a conflict of interest, then the Registrar and/or Director of Professional Development must approve another external validation prior to the event taking place.

3.1. Lapsed Certification

For each month of lapse, one hour of PD must be added to the hours required for the original renewal. A maximum of 10 additional hours per year of lapse to a maximum of 60 hours total (30 original + 30 additional) required for renewal.

Late renewals will be dated effective the first day of the calendar month in which the complete and eligible application package is received and effective for a 3-year period from that date (with the exception of refresher course applications submitting fewer than 30 hours of PD with the refresher course – length of renewal is determined based on PD hours submitted in addition to completion of the Refresher course - see section 5.2).

4. Reissue of Child Care Services Certification

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Individuals holding Child Care Services Certification who completed post-secondary education for upgrading of their qualifications; changed name; lost their original certificate; or need their certificate reissued for another reason may apply for a reissue of their Child Care Services Certification.

Request for reissuance of CCS Certification can be made at any time with completed reissue application package (reissue application form and required documentation) – this does not change the renewal date of the individuals Child Care Services Certification.

4.1. Responsibility for reissue of Child Care Services Certification

It is the applicant's responsibility to apply for reissue of Child Care Services Certification. The reissue application can be obtained through AECENL website or requested through The Registrar' office, however it remains the responsibility of the applicant to insure the submission of the reissue application.

4.2. Reissue Application package

Reissue application package consists of reissue application form and required documentation.

a. Reissue Application Form

A signed and dated original application form must include full name; date of birth; complete mailing address; contact phone numbers; e-mail information; listing of post-secondary courses/programmes completed since the last application for certification (particularly those related to Early Childhood Education and Care);

b. Required Documentation

Copies of transcripts/certificates/diplomas/degrees supporting the post-secondary courses/programmes listed on the application and not already submitted to the Registrar. The Registrar may require originals or notarized photocopies of documents. For required documentation for individuals, holding non-Canadian post-secondary credentials see section 4.4.d If applying under the Agreement on Internal Trade see section 4.5.. for required documentation.

If the documentation indicates a different name from that on the application form, a photocopy of legal evidence of a name change must be provided Such as: A photocopy of a Marriage Certificate, Certificate of Divorce, Change of Name Certificate or Birth Certificate **plus** a photocopy of a current ID (ex. a driving license).

- c. **Acceptable Methods of Submitting Reissue Application package**
A complete reissue application package has to be submitted only by mail or by hand. An application package received electronically (by fax or e-mail) is not acceptable. An original application form and supporting documentation must be received in order to begin the assessment.

4.3. Processing of Application

- a. **Receipt/logging of application**
When the reissue application package is received, it will be stamped with the date of receipt and entered in the office activity log. (See section 1.3.)
- b. **Assessment of Application**
Assessment of the reissue application package begins with checking the application for completion of required sections and presence of appropriate documentation. If there is anything missing the application will not be processed further until missing information/documentation is received. Complete reissue application is assessed by Registrar based on the provided documents. Once reissue is approved, the Child Care Services Certification database is updated to reflect change in certification status.
- c. **The Effective Date of Eligible Reissued Child Care Services Certification**
 - i. The effective date of eligible reissue certification will be the first day of the calendar month in which the complete application package was received and all requirements are met.
 - ii. If the reissue application for Child Care Services Certification is from a new ECE graduate the applicant may choose to be certified from the date all requirements for graduation were met rather than the date of graduation.

The applicant has 60 days from the date the recognized post-secondary institution verifies graduation requirements have been met to apply and take advantage of this provision.

If the application is received after the 60 days the Child Care Services Certification will be effective from the first day of the month in which a complete and eligible application is received.

Verification of eligibility from the recognized post-secondary institution includes, but is not limited to:

- a copy of the Certificate/Diploma/Degree or
- a transcript indicating graduation or
- an original verification letter on recognized post-secondary institution letterhead that includes the date of eligibility to graduate.

d. Certificate/Assessment/Status Letter

Certification will be sent within 3 weeks of receipt of an eligible application by AECENL. Where this is not possible a letter will be sent within 3 weeks of receipt of an application outlining either:

- missing information and alerting the applicant that the file is open but held pending receipt of same; or
- the Level(s), Classification(s) and certificate number assigned to the applicant pending receipt of the signed certificate.

e. Issuance of Certificate

A certificate is issued once a reissue of Child Care Services Certification has been recommended by the Registrar and approved by the Provincial Director of Child Care Services. (see section 1.4-Child Care Services Certificates).

f. Term of Certification

A reissue certificate shall be issued with “reissue date” (see effective date and “valid until” date that is the same as the new or renewal certificate term.

4.4. Post-Secondary credentials

a. Approved Provincial Early Childhood Education Programs

A list of provincially approved certificate, diploma and degree programs is maintained in the AECENL office and available on request. Applicants holding credentials from a provincially recognized and approved post-secondary institution will receive an automatic level and classification of certification based on the Schedule of Child Care Services Certification in the Child Care Services Regulations. (appendix B).

b. Approval of Out-of-Province Early Childhood Education Programs

Out-of-province ECE programs will be acceptable if approved in the Province/Territory where the program is offered and if it is equivalent to the provincially recognized programs approved within Newfoundland and Labrador.

c. Post-Diploma Specialization Programs

i. To be considered a post-diploma specialization for the purpose of determining Child Care Services Certification at Level III the applicant must:

- be eligible to receive Level II Certification in the classification for which Level III is requested
- have begun the specialized programme after graduating from a diploma program.

ii. To be considered a specialized course of instruction for the purpose of determining Child Care Services Certification at Level III it must:

- be delivered by a provincially recognized post-secondary institution
- comprise three or more courses related to the specialty area resulting in the conferring of a certificate or diploma
- have a concentration in one or more of the following areas to receive:
 - Level III Preschool:
 - i. preschool child development
 - ii. preschool programming/activities
 - iii. guiding children's behaviour
 - iv. working with families
 - v. children with special needs
 - vi. administration
 - vii. other areas related to child care with the approval of the Registrar
 - Level III School-Age:
 - i. school-age child development
 - ii. school-age programming/activities
 - iii. guiding children's behaviour
 - iv. working with families
 - v. children with special needs
 - vi. administration
 - vii. other areas related to school-age child care with the approval of the Registrar
 - Level III Infant:
 - i. infant child development
 - ii. infant programming/activities
 - iii. guiding children's behaviour
 - iv. working with families
 - v. children with special needs
 - vi. administration
 - vii. other areas related to infant child care with the approval

- of the Registrar
- Level III Family Child Care
 - i. Administration
 - ii. working with families
 - iii. guiding children’s behaviour
 - iv. children with special needs
 - v. mixed-age/family setting programming/activities
 - vi. other areas related to family child care with the approval of the Registrar

 - d. Non-Canadian Post-Secondary Credentials
 - i. ECE programs or programs related to the Early Childhood Education and Care completed outside of Canada will be assessed by the Registrar on an individual basis based on the provincial requirements for certificates, diplomas and degrees in Early Childhood Education.
 - ii. The following post-secondary documentation is required but not limited to for this assessment:
 - A notarized photocopy of certificate/diploma/degree
 - official or notarized photocopy transcript of the program
 - Program and course descriptions (including course and practicum length)
 - Contact information for the post-secondary institution.
 - iii. If documentation is in a language other than English an official translation is required.
 - iv. It is required that an official or notarized photocopy of general assessment of Canadian Credential Equivalence completed by a government approved Credentialing Agency is submitted with the Reissue Application form and other documentation supporting the content of the credential. A list of government approved agencies can be found through our website. It is recommended to obtain Credential Evaluation Report from World Education Services (WES – www.wes.org/ca).
 - v. If post-secondary program does not meet the requirements to receive a Child Care Services Certification and if all or part of an orientation course or courses is required they can be completed on arrival in Newfoundland and Labrador.

 - e. Equivalency Policy
 - i. Completed individual coursework from an Early Childhood Education program or other post-secondary programs are assessed based on the equivalency to Child Care Services Certifications levels and/or level.

Assessment is based on comparison to Newfoundland and Labrador Provincial requirements for ECE certificates and diplomas. Equivalencies thus determined done by the Registrar are then recommended to the Provincial Director of Child Care for approval.

- ii. In order for an applicant's coursework to be considered by the Registrar for equivalency to Level I or higher Certification/Classification it must meet the following criteria:

- All courses must have been completed through a provincially-recognized post-secondary institution
- Where all coursework is completed through one Post-Secondary Institution a passing grade as determined by the Institution is acceptable. Where coursework is completed through varying Post-Secondary Institutions a minimum passing grade of 65% from the educational institution for each course is required. Applicant must submit a transcript indicating successful completion of the course(s).

Coursework not meeting these criteria may be considered for equivalency to Entry Level.

4.5. Agreement on Internal Trade (AIT)

- a. The Agreement on Internal Trade (AIT) is a written agreement to ensure easier labour mobility of early childhood educators among provinces and territories who have mandatory credentialing to work in a regulated child care sector.
- b. Copy of certification/registration to work in child care services from the other Province/Territory must be attached to the application. Documentation may be verified with Province/Territory certification/regulatory agencies.
- c. If such documentation is valid the equivalent Newfoundland and Labrador level of Child Care Services Certification (based on the "Scope of Practice") will be issued. "Scope of Practice" refers to the same/similar range of work that allows individuals to do in both of the provinces or territories

5. Special Courses

5.Special Courses

5.1. Post-Secondary Student Condensed course for Non-renewable Entry Level Preschool and School-Age Certification

- a. Non-Renewable Entry Level Definition
 - i. Non-renewable entry level Child Care Services Certification is intended to allow post-secondary students to hold temporary jobs in licensed child care during the summer from April 1st (or date the course is complete – whichever is later) until the Friday after Labour day in that particular calendar year.
 - ii. The Post-secondary Condensed Course is based on condensed versions of the Preschool and School-Age Orientation Courses in the following topic areas: Child Development, Program, Health/Safety and Guiding Behaviour. Exemptions will not be granted for any portion of the course and full attendance or successful completion of the course is mandatory for non-renewable certificate to be issued.
- b. Eligibility
 - i. Eligible participants must be post-secondary students interested in summer employment in the child care sector. (Must be at least 18 years of age in order to begin work.) Non-renewable Entry Level Child Care Services Certification holders are ineligible for employment in a licensed Infant homeroom.
 - ii. **NOTE re Full-Time Early Childhood Education Students:** ECE students have the option of submitting the Temporary Certification application along with a current transcript of marks in the ECE program – this exempts them from completing the Post-secondary Condensed Course and the temporary Entry Level – Preschool & School-Age certification would be issued. Non-renewable Entry Level Child Care Services Certification holders are ineligible for employment in a licensed Infant homeroom.
- c. Application form
 - i. Required Information:

A signed and dated original application form for temporary certification must include full name; date of birth; complete mailing address; contact numbers and information; name and location of College/University where studies are taking place.

- ii. Required Documentation:
Proof of Post-Secondary enrollment (A copy of transcripts from the College/ University, acceptance letter or student ID card)
 - iii. Acceptable Methods of Submitting Applications and Documentation:
Applications and documentation are accepted by mail or by hand. An application form received electronically (by fax or e-mail) is not acceptable; an original application must be received prior to a certificate being issued.
- d. Processing of Application
- i. Receipt/logging of application
When applications are received they are stamped with the date of receipt and entered in the office activity log. (see section 1.3)
 - ii. Assessment of application:
Assessment of the application involves checking the application for completion of required sections and documentation of completion/full attendance at the course. If there is anything missing the application will not be processed further until such missing information/ documentation is received.
 - iii. Certificate/Assessment/Status Letter:
Once the course has been completed then a recommendation of approval will be sent to the Provincial Director of Child Care Services and a certificate (signed by both the Registrar and the Provincial Director of Child Care Services) will be sent to the applicant. This certificate will indicate the period for which the non-renewable entry level is valid. The applicant's name and dates of approval is entered into a log of non-renewable entry level child care services certification database (not included in the regular certification database).
- e. The course may be offered face-to-face in regions where need exists.
- i. Course facilitators will hold valid:
 - Level IV certification plus 3 years' experience in a licensed child care setting or
 - Level II or III - Preschool, School-Age and Infant certification plus 5 years' experience in a licensed child care setting;
 - Preferably have experience with adult learning principles;
 - Preferably have attended the course as a participant.

- ii. A registration fee (based on cost-recovery) will be determined if the course is offered face-to-face – this fee will be approved by the Child Care Services Certification Advisory Committee.
- iii. In order to be recognized for the purpose described in 5.1a and b the course must:
 - 1. Be offered through AECENL (or be offered with their prior approval) using course materials supplied by AECENL
 - 2. Be facilitated by a person meeting the criteria in (5.1.e) and pre-approved by AECENL

5.2. Online Refresher Course for Child Care Services Certification

a. Rationale

When individuals return to the child care and early learning sector after a period away from the sector it is difficult to reactivate lapsed certification requiring 31 – 60 hours of professional development – particularly when detached from the field and sources of that PD.

b. Policies

- i. The refresher course is intended to be an opportunity to give relevant and timely information about the regulated child care sector in Newfoundland and Labrador to persons who have been disengaged from the field for a period of time.
- ii. Lapsed certification holders (requiring more than 30 hours of professional development for renewal) and who do not have the required hours of professional development completed and are lapsed can complete the course and apply for renewal.
- iii. Currently certified individuals can complete the course for professional development purposes (5 PD hours).
- iv. Where a person meets the criteria described in (5.2.b ii):
 1. Completion of the course provides eligibility for renewal
 2. The course can be used for this purpose one time only per certificate number
 3. A renewal application package must be received by AECENL within 1 month of completing the refresher course – if not the certificate reverts to PD hours as described in (5.2.b.iii)
 4. Once a renewal package is received by AECENL certification will be issued for:
 - a 1.5-year period for those with 0 hours of valid professional development prior to the course **or**
 - a 2-year period for those with 1-14 hours of valid professional development in addition to the course **or**
 - a 2.5-year period for those with 15-29 hours of valid professional development in addition to the course **or**
 - A full 3-year renewal for those with 30 hours of valid professional development in addition to the course.

In all cases 30 hours of valid professional development is required for the next renewal.

- v. Where a person meets the criteria in (5.2 (b) iii) completion of the full course can be used once per renewal period for 5 hours of professional development.
- vi. The online workshop fee will apply to the refresher course online.
- vii. Prior to beginning the course applicants will be informed of their status (5.2 (b) ii or iii above)
- viii. Be reviewed annually for access issues/needs and shall include (minimally):
 - Standards for Early Childhood Programs in Child Care Settings
 - Standards for School-Age Child Care Programs
 - Centre-Based Infant Care – Guide to Program Standards
 - Family Child Care Policy Manual
 - Standards and Guidelines for Health in Child Care Settings
 - Standards for Outdoor Play and Outdoor Play Areas
 - Child Care Services Certification
 - Information on Child Care related organizations (ex AECENL, PACAL, CCCF, CCAAC, CAYC, CCHRSC)
- ix. The course may be offered face-to-face in regions where need exists.
- x. Course facilitators will hold valid:
 - Level IV certification plus 3 years experience in a licensed child care setting or
 - Level II or III - Preschool, School-Age and Infant certification plus 5 years experience in a licensed child are setting;
 - Preferably have experience with adult learning principles;
 - Preferably have attended the course as a participant.
- xi. A registration fee (based on cost-recovery) will be determined if the course is offered face-to-face – this fee will be approved by the Child Care Services Certification Advisory Committee
- xii. In order to be recognized for the purpose described in 4.2.(i) and (ii), the course must:
 1. Be offered through AECENL (or be offered with their prior approval) using course materials
 2. Be facilitated by a person meeting the criteria in (5.a and b) and pre-approved by AECENL

6. Communication with Broader Community

6. Communication with Broader Community

6.1. Contact information

- a. Methods of contacting the Registrar
 - i. by phone: (709) 579-3004
(toll-free outside the St. John's calling area 866-579-3004)
 - ii. by fax: (709) 579-0217
(toll-free outside the St. John's calling area 877-579-0217)
 - iii. by e-mail: aecenl@nfld.net
 - iv. by mail: P. O. Box 8657, St. John's, NL A1B 3T1
 - v. in person/courier: 50 Pippy Place #19, St. John's, NL A1B 4H7

- b. Methods of contacting the Director of Professional Development
 - i. by phone: (709) 579-3028
(toll-free outside the St. John's calling area 877-579-3028)
 - ii. by fax: (709) 579-0217
(toll-free outside the St. John's calling area 877-579-0217)
 - iii. by e-mail: aecenlpd@nfld.net
 - iv. by mail: P. O. Box 8657, St. John's, NL A1B 3T1
 - v. in person/courier: 50 Pippy Place #19, St. John's, NL A1B 4H

- c. Methods of contacting AECENL Board directly:

If you need to contact a Board member directly you can do so using the following methods

 - i. by phone: as under 1 or 2 then request contact number for the Chairperson
 - ii. by fax: as under 1 or 2 (address cover page to the Board of Directors)
 - iii. by e-mail: as above (note Board of Directors in the subject line)
 - iv. by mail/in person/courier:
As above (the Registrar/Director of Professional Development does not open mail addressed directly to the Board of Directors or the Officers of the Board)

- d. Methods of contacting when Registrar is unavailable

When the Registrar is out of the office for 3 or more consecutive days:

 - i. A message will be placed on voice mail and e-mail with alternate contact information for urgent requests

- ii. Phone messages will be checked daily by Director of Professional Development or designate of the AECENL Board of Directors
- iii. Emails, faxes and mail will be checked weekly.
- iv. Urgent issues will receive a response. Issues that are non-urgent in nature will be dated and answered by the Registrar in order on return to the office.

6.2. Newsletter/Information Sheet

- a. A newsletter is sent minimally 2 times per year outlining new information about certification; upcoming professional development events and other items of interest
- b. The newsletter is sent to all child care services certification holders and regional Child Care Services offices by mail or by e-mail. Copies are also included with correspondence sent to those in the process of certifying (for example, those involved in orientation courses)

6.3. Regional Travel

- a. The Registrar and Director of Professional Development visit each region of the province minimally once each year for the purposes of providing information about child care services certification and to provide a professional development opportunity in the form of a workshop. This travel is funded under the provincially approved budget for certification. There is no charge for participants attending these events – priority for workshops is given to those holding Child Care Services Certification.

Appendix