ASSOCIATION OF EARLY CHILDHOOD EDUCATORS NL
BUILDING THE FOUNDATION

CHILD CARE SERVICES CERTIFICATION
REISSUE APPLICATION FORM

General Information

- This application is for **individuals who already have NL Child Care Services Certification** and need it reissued because of a change in level/ classification (completed post-secondary credentials after your initial certification), or a legal name change
- **Do not complete this form directly in your computer browser.**
  - To fill it out electronically, download the application to your computer and open it using Adobe Acrobat Reader. Adobe Acrobat Reader can be downloaded for free at: https://get.adobe.com/reader/.
  - You may also choose to print the application and complete it by hand.
- **Complete ALL sections of the application**. If your application is incomplete, unsigned, or unclear, you will be asked to resubmit it, which may delay processing.
- **Attach copies of all documents listed in your application.** If any documents are unclear or unreadable, you will be asked to resubmit them. In some cases, you may be required to provide original documents or notarized photocopies.

Timeline: Your application for reissue of Child Care Services Certification will be reviewed once the full application and all required documents have been submitted. You will receive the results by email. To ensure you receive all communications, please add **@aecenl.ca** to your contacts or address book, and check your spam or junk mail folders regularly.

SECTION A CHILD CARE SERVICES CERTIFICATION HELD

Certificate # _____ **Valid Until:** _____

SECTION B APPLICANT INFORMATION

If the name you are using is different from the name shown on your transcript or other documents, you must provide proof of your name change. To do this, include a photocopy of one legal document such as a Marriage Certificate, Driver's License, Passport, Birth Certificate, Divorce Decree, or Legal Name Change Certificate

Full Legal Name (as it appears on ID)

LEGAL FIRST NAME | **LEGAL MIDDLE NAME** | **LEGAL LAST NAME**

Former name(s) if any (if applicable):

Type of Document Submitted to Support Name Change (if applicable):

Date of Birth (MM/DD/YYYY):

Contact Information – all sections are required

CURRENT MAILING ADDRESS:

Full Street Address (Apartment # / Unit # and/or P. O. Box number) | **City/Town**

Province /Territory | **Postal Code** | **Country**

PHONE NUMBER (including area and country code) | **PERSONAL EMAIL** (provide only one)

SECTION C CERTIFICATE SIZE

Only one certificate will be issued.
If you do not choose an option or if payment is missing, you will receive the standard file-size certificate (8.5" × 4**"),** which is free. Frame-size certificates (8.5" × 11") and laminated frame-size certificates (8.5" × 11") cost extra to cover materials, postage, and handling.

Select one option:

- ☐ 8.5" × 4" (File size) – **Free**
- ☐ 8.5" × 11" (Frame size) – **$3.00**
- ☐ 8.5" × 11" (Frame size, laminated) – **$5.00**

Payment method:

- ☐ Cash / Cheque / Money Order (enclose with mailed or in-person application)
- ☐ E-transfer (for electronic or fax submission)

  Sende-transfer to: admin@aecenl.ca; with a **security question: *Fee for CCS Certification Certificate,* password: *'aecenl'* and inside message include your full name.**

SECTION D REASON FOR APPLICATION (Check all that apply and complete the section(s) indicated)

☐ Name change on the original certificate (***complete Section E***)

☐ A change of Level and/or Classification (***complete Section F)***

SECTION E APPLYING FOR A NAME CHANGE ON CHILD CARE SERVICES CERTIFICAITON

I am requesting for my Child Care Services Certification to be reissued because my legal name has changed.
I am attaching one of the following documents as proof (please check which applies):

- ☐ Photocopy of a marriage certificate
- ☐ Certificate of divorce
- ☐ Photocopy of a current legal photo ID (for example, driver's license) showing the new name
- ☐ Change of name certificate
- ☐ Birth certificate

My current name on child care services certification: _____

My new legal name: _____

SECTION F APPLYING FOR A CHANGE OF LEVEL AND/OR CLASSIFICATION

- Your application will be reviewed based on the sections you complete and the documents you provide.
- **You must attach photocopies of all required documents.** If any documents are unclear or unreadable, you will be asked to resubmit clear copies or provide originals or notarized photocopies.
- Child Care Services (CCS) Certification has two separate pathways: the Post-Secondary Education Pathway and the Labour Mobility Pathway. Certification through post-secondary credentials cannot be combined with certification based on a license from another province or territory. If you submit documents for both pathways, each pathway will be reviewed separately. CCS Certification will be awarded through the pathway that provides the best option for you.

Option A: Applying under Labour Mobility with Provincial/Territorial License

This section applies to those who you are certified as an Early Childhood Educator in another Canadian Province and /or Territory. AECENL Child Care Service Certification Office will verify proof of licence/registration/certification and good standing with the issuing authority.

PROVINCE /TERRITORY	NAME OF LICENSE/REGISTRATION/CERTIFICATION

Attach a copy of current/valid ECE or child care services license/registration/certification from another province or territory.

Option B: Applying with Post-Secondary Early Childhood Education Credentials

GRADUATED with an Early Childhood Education Degree/Diploma/Certificate

This section applies to individuals who have graduated with an Early Childhood Education (ECE) program at a recognized college or university. You must have **finished your studies after you received initial Child Care Services (CCS) Certification.**

NAME OF DEGREE, DIPLOMA, CERTIFICATE HELD	NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY	YEAR COMPLETED

Attach photocopies of one of the following documents:

- Copy of the official ECE certificate/diploma/degree issued by your post-secondary institution (a parchment)
- Copy of the transcripts indicating graduation from the Early Childhood Education Program
- Copy of the transcripts and official letter from the post-secondary institution confirming graduation

For credentials outside Canada additional documents are needed:

- Credential assessment from World Education Services (www.wes.or/ca/) or other educational assessment services approved by AECENL: https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada
- An official report of course hours and course description obtained for each course completed
- An official report of field placement or practicum that includes practicum hours, the setting where it was completed and the age group of children you worked with.
- Official translation of documentation if documentation is in a language other than English.
- Contact information for the post-secondary institution

Individual Post-Secondary Courses Related to an Early Childhood Education

This section applies to those who are currently enrolled in an Early Childhood Education Program and HAVE NOT completed the program from a recognized college or university.

NAME OF THE PROGRAM	NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY

Attach photocopies of the transcripts. Course descriptions may be required.

Option C: Applying with Non-Early Childhood Education Post-Secondary Credentials

This section applies to individuals **who graduated with a degree, diploma, or certificate from a recognized college or university in a program OTHER** than Early Childhood Education. You must have **finished your studies after** you received initial Child Care Services (CCS) Certification.

NAME OF DEGREE, DIPLOMA, CERTIFICATE HELD	NAME OF POST-SECONDARY INSTITUTION	PROVINCE AND/OR COUNTRY	YEAR COMPLETED

Attach photocopies of one of the following documents:

- Copy of the official certificate/diploma/degree issued by your post-secondary institution (a parchment)
- Copy of the transcripts indicating graduation from the post-secondary program
- Copy of the transcripts and official letter from the post-secondary institution confirming graduation

For credentials outside Canada additional documents are needed:

- Credential assessment from World Education Services (www.wes.or/ca/) or other educational assessment services approved by AECENL: https://www.cicic.ca/1374/obtain_an_academic_credential_assessment_for_general_purposes.canada
- Official translation of documentation if documentation is in a language other than English.

Applying With Non Post-Secondary Credentials

This section applies if you have completed another non–post-secondary course approved by AECENL.
Attach a copy of completion.

SECTION G DECLARATION

Applicants must read and sign this section for the application to be processed.

- I declare that the information provided in this application and any related documents is true and complete to the best of my knowledge.
- I consent for AECENL Child Care Services Certification Office to verify the information I have submitted with relevant organizations. I understand that any falsification of information or documentation may result in the cancellation of my certification.
- I understand that the status of my certification may be shared with the Department of Education and Early Childhood Development in the course of their work.
- I understand that the e-mail address provided with this application will serve as the primary communication tool with the AECENL Child Care Services Certification Office and the Department of Education and Early Childhood Development. General information regarding certification, grants, or bursaries may be sent via this e-mail. My e-mail address will not be shared with other agencies without my prior consent.
- I understand that my application will be assessed only when all required supporting documents have been received and the application is complete.
- I understand that applications are reviewed individually, on a case-by-case basis.
- By signing this application (hand-signed or electronically signed), I confirm my understanding and agreement to the terms of Child Care Services Certification. Accepted signatures include hand-signed or electronically signed documents; typed names alone are not valid.

Before signing, ensure all sections are completed and all submitted documents are true and complete to the best of your knowledge.

Signed: _____ Date: _____

SECTION H SUBMISSION INFORMATION

MAIL:

Association of Early Childhood Educators
Newfoundland and Labrador (AECENL)
P.O. Box 8657
St. John's, NL A1B 3T1

DROP OFF and COURIER:
Do not mail items to this address
Association of Early Childhood Educators
Newfoundland and Labrador (AECENL)
59 Pippy Place, Suite 2A,
St. John's, NL A1B 4N1
There is no after-hours drop box at our office location.

FAX: Toll-Free (877) 579-0217

EMAIL the application package to: registrar@aecenl.ca

Email Submission Guidelines

- Only PDF scanned application and documents will be accepted. Photos (such as .jpg) are not accepted.
- Send just one email with all your attachments included. (links to external or website drives are not accepted)
- Write your full name (first and last) and "Initial Application" in the subject line of the email.
- Keep a copy of the email you send in case you are asked to submit it again.
- If you receive an email from **registrar@aecenl.ca**, this means your application has been received.
- Only the most up-to-date Initial Application Form will be accepted by email.