



Child Care Services Certification

Guide for Internationally Trained Individuals



Introduction

Under the Newfoundland and Labrador Child Care Services Regulations, 39/17 2017 and Child Care Services Act individuals seeking employment in regulated child care are required to hold valid Child Care Services Certification.

Child Care Services (CCS) Certification is a recognition of education and training in Early Childhood Learning and Care. It provides a professional career path that recognizes and encourages further professional training and learning, which ultimately improves the quality of care for children in our province. It demonstrates to our communities and our society that Early Childhood Educators are a trained, professional group of people who possess the skills, training, and ability required to provide care and education to the most vulnerable segment of our society - our children. It is an important first step in obtaining acknowledgment for the valuable work that encompasses the early learning sector.

The Association of Early Childhood Educators Newfoundland – Labrador (AECENL)

has been contracted by the Government of Newfoundland and Labrador since 2000 to provide:

- Child Care Services Certification which is a legislative requirement to work in regulated child care or licensed family home,
- Orientation courses that may be necessary for a person to achieve child care services certification in a particular classification and
- Professional learning

This guide will provide you with information on how to obtain initial certification.

The Levels of CCS Certification

Child Care Services (CCS) Certification is comprised of levels and classifications. Levels of CCS certification are based on the amount of post-secondary early childhood education (ECE) an individual holds. There are **5 levels** of CCS Certification:

Trainee Level Certification – without recognized post-secondary credentials in early childhood education (ECE). The applicant may need to complete an orientation course(s) or equivalent and submit an acceptance letter into an ECE program from a provincially recognized post-secondary institution to receive trainee level certification.

Level One – a provincially approved certificate (normally 1-year full-time studies) in ECE.

Level Two – a provincially approved diploma (normally 2 years of full-time studies) in ECE.

Level Three – a provincially approved diploma (normally 3 years of full-time studies) in ECE or
 – a provincially approved diploma (normally 2 years of full-time studies) in ECE and completed a 1-year post-diploma ECE specialization
 or
 – a provincially approved certificate (normally 1-year full-time studies) in ECE and
 a provincially recognized university degree

Level Four – a university degree in early childhood education or
 – a provincially approved certificate (normally 2 years of full-time studies) in ECE and a provincially recognized university degree



Note: Holding a certificate, diploma, or degree in early childhood education or a related discipline does not automatically allow to be employed in a regulated child care setting in the province. Child Care Services Certification is just one of the requirements to work in regulated child care. For other requirements and more information please check with the licensing authorities in your region.

The Classifications of CCS Certification

A **classification** of CCS certification is based on the age group in a specific setting of regulated child care. There are 5 classifications of CCS certification:

Child Care Centre:

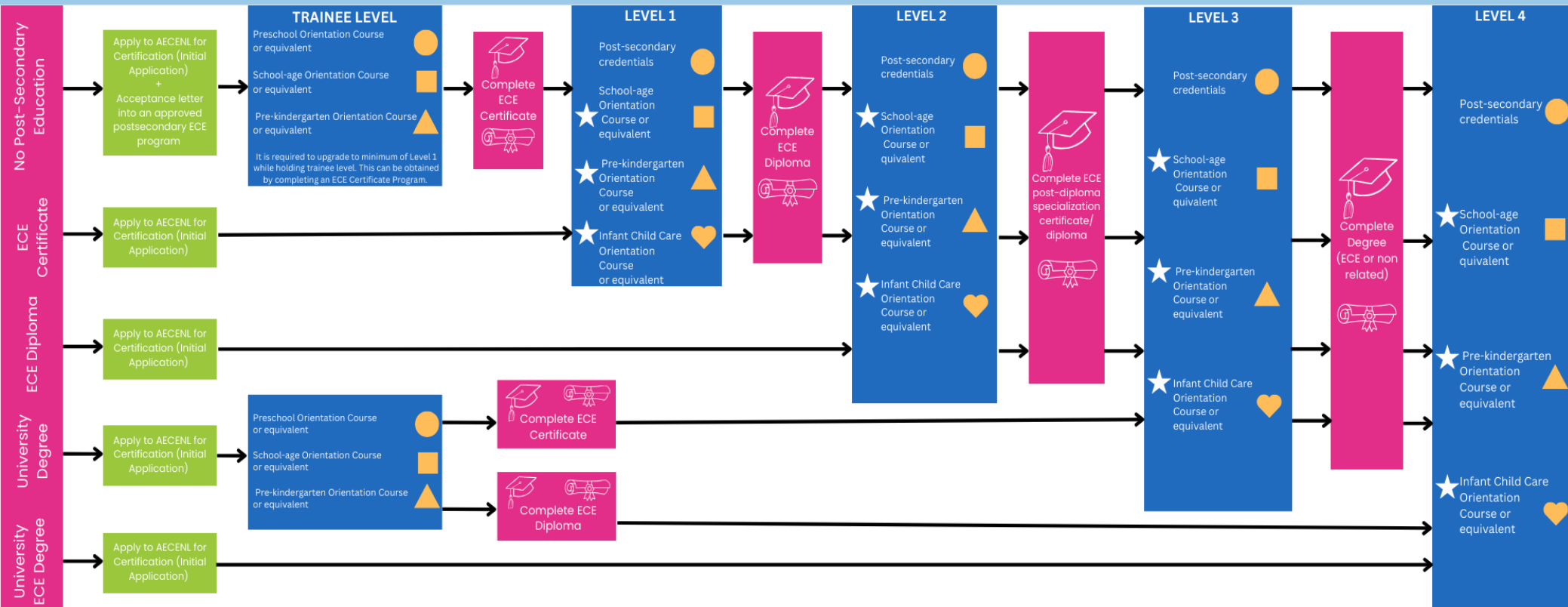
- **Infant Classification** – covers children ages birth to 24 months in a regulated child care centre. *Note: There is no Trainee Level for Infant classification – all applicants must hold at least a provincially-approved certificate in Early Childhood Education.*
- **Preschool Classification** – covers children ages 2 to school-entry (who are not attending school full-time) in a regulated child care centre.
- **School Classification** – covers children ages from school entry (who attend school) to 13 in a regulated child care centre.
- **Pre-Kindergarten Classification** – covers children ages 3 years and 8 months up to 5 years and 9 months in a centre-based pre-kindergarten program setting.

Family Home:

- **Mixed Age Classification** – covers children ages birth to 12 years in a regulated family child care setting.
- **Infant Classification** - To provide infant care the individual needs to obtain level 1 certification and complete an infant care course from a provincially recognized post-secondary institution or AECENL's infant orientation course.

Please see on the next page the educational pathway of NL Child Care Services Certification

NEWFOUNDLAND AND LABRADOR EDUCATIONAL PATHWAY FOR CHILD CARE SERVICES CERTIFICATION - CENTRE-BASED CLASSIFICATIONS



Child Care Services Certification is one of the legislative requirements to work in a regulated child care centre or licensed family child care home in Newfoundland and Labrador (NL). This educational pathway provides information on post-secondary education requirements to obtain a Child Care Services Certification in a regulated child care centre. The Association of Early Childhood Educators of Newfoundland and Labrador (AECENL) is a non-profit professional association who has a service agreement with the Government of NL to provide Child Care Services Certification, orientation courses (to achieve certification in a particular classification) and professional learning opportunities. www.aecenl.ca

CHILD CARE CENTRES

- PRESCHOOL CLASSIFICATION - encompasses children ages 2 to school-entry (who are not attending school full-time) in a regulated child care centre.
- SCHOOL CLASSIFICATION - encompasses children ages from school-entry (who attend school) to 13 years in a regulated child care centre.
- PRE-KINDERGARTEN CLASSIFICATION - encompasses children from 3 years and 8 months to 5 years and 9 months in a centre based pre-kindergarten program setting. Note: to hold a Pre-kindergarten classification ELCC framework workshops and the Preschool Orientation Course (or equivalent) is required.
- INFANT CLASSIFICATION - encompasses children ages birth to 24 months in regulated child care centre. Note: to hold an Infant classification a minimum Level One in Preschool is required.

LEGEND

- Completion of the course not needed if classification was obtained in earlier level.
- Apply to AECENL for Certification (Reissue Certification)
- From a recognized post-secondary educational institution.

ECE Early Childhood Education

Initial Child Care Services Certification

To obtain a certification an individual must apply for CCS Certification with **an Initial Application** and provide documentation of any post-secondary programs or courses that they have completed and are related to Early Childhood Learning and Care.

Completed initial application packages (initial application and applicable documents) are assessed by the Registrar of Child Care Services Certification (AECENL) and approved by the Provincial Director of the Early Learning and Child Development Division.

The Registrar reserves the right to verify any information included in an initial, renewal, or reissue application for certification.

Individuals' certification status may be shared with provincial and/or regional licensing personnel on request. Otherwise, the applicant's file is confidential and will only be discussed with the applicant directly, unless prior written consent for another person to discuss is on file. Requests for an assessment or information from anyone other than the applicant are not processed.

Request for review

If the individual feels that the assessed level or classification of certification is not what they expected, they have the option of having their file reviewed. The first step would be to request for the Registrar to reassess it again.

If still not satisfied then a **written request** to have the file reviewed may be made to the AECENL Board of Directors, AECENL, P. O. Box 8657, St. John's, NL, A1B 3T1. This request must clearly state the reason for the review. Individuals may be asked to provide further documentation of their academic background for the review to proceed. The individual will receive a letter from the Board of Directors detailing the decision made based on the review of your file.

If disagreeing with the decision of the AECENL Board regarding the review of their file the individual may request a further review by writing to the Provincial Director of Early Learning and Child Development Division with the Department of Education Government of Newfoundland and Labrador, P. O. Box 8700, St. John's, NL, A1B 4J6. The review request letter must clearly state the reasons for the third review.

Replacement of a Child Care Service Certificate

If your original CCS Certificate has been lost or destroyed, it can be replaced. An individual can **request in writing*** for a duplicate certificate to be issued.

When requesting for replacement please include:

- child care certificate number
- full name
- full mailing address
- reason for replacement

Reporting a personal change in information

The following changes should be reported to the Registrar of Child Care Services Certification in writing*:

- change of mailing address
- change phone number
- change of e-mail address

See the Reissue of the Child Care Services Certificate for a change of child care services certification level/classification and legal name.

***A written request is:**

- An e-mail to the Registrar from your personal e-mail account with full name, mailing address, certification number and a request **or**
- Clear handwritten or computer typed request with full name, mailing address, certification number, and signature and a request

Initial Child Care Services Certification

General Overview

Obtain Initial Application

Application is available to download from the AECENL website – www.aecenl.ca under the “Certification” tab or at the AECENL office. Contact the registrar if you cannot access the application form.

Complete the Initial Application Package

- Complete all sections of the application (including your original signature)
- Attach all appropriate documentation as indicated.

*An incomplete application or application with an electronic signature will **not** be assessed.*

Submit Initial Application Package

to the Registrar by mail, email, fax, courier, or hand-deliver.

Assessment of the Initial Application Package

Once the application package is received, it is logged as received and stamped with the date received. Assessment begins by ensuring that the application is complete, and that all documentation is attached as requested.

Incomplete Initial Application Package

If anything is incomplete or missing in the package the Registrar will communicate via email by outlining what is required to complete the Initial Application package.

Complete Initial Application Package

If application is complete, it will be reviewed to determine the eligibility for certification.

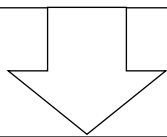
Application Package consists of:

- Completed and hand-signed the Initial Application Form

AND

- Required documentation (if applicable)

Complete Initial Application Package



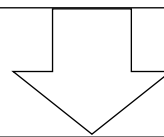
Issuing a Child Care Services Certificate number

If the assessment determines that the individual meets the requirements to receive a CCS Certification a certificate number will be assigned to the individual and entered into the certification database.

A status letter will be emailed to the individual with their CCS Certificate number, the level(s), classification(s), issue date, and renewal date.

A CCS Certificate indicating the level(s), classification(s), issue date, and renewal date will be forwarded by mail after all requirements are met.

NOTE: If being awarded Trainee Level submission of an acceptance letter into a provincially recognized post-secondary ECE program is required before the certification can be issued.



Requirements of the Orientation Course

If the application review determines a need to complete (all or part of) an orientation course to receive a classification or level of CCS Certification it will be communicated to the individual by email. If they reside in NL the registration form will be emailed to them. If they do not reside in NL the registration form will be emailed once individual resides in NL.

If completion of the orientation course will result in obtaining a Trainee Level a submission of an acceptance letter into a provincially recognized post-secondary ECE program is required before the certification can be issued.

Once all requirements are met CCS Certification will be issued by assigning a certificate number to the individual and entered into the certification database. A status letter will be emailed to the individuals with their CCS Certificate number, level(s), classification(s), issue date, and expiry date. A CCS Certificate indicating the level(s), classification(s), issue date, and expiry date will be forwarded by mail after all requirements are met.

*For more information on Orientation
Courses visit AECENL website:
www.aecenl.ca*

For any questions regarding the Initial Application process please contact the Registrar at:
registrar@aecenl.ca or by phone: (709) 579-3004

Required documentation for Non-Canadian post-secondary credentials

If you have either graduated from a post-secondary certificate/diploma and/or a degree program and/ or have successfully completed individual courses from a non-Canadian post-secondary institution the following documentation is required:

- 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 transcript from the post-secondary institution that indicates the name of the student, their student number, and completion of the program
- An official report of course hours and a course description obtained for each course completed by the student
- Official translation of documentation if documentation is in a language other than English.
- Contact information for the post-secondary institution

Please note:

- ❖ When holding non-Canadian credentials CCS Certification assessment may take longer to process.
- ❖ The assessment of your initial application may determine that you need to complete all or part of an orientation course or courses. These courses are not offered outside NL therefore if you applied for CCS Certification before moving to NL you will need to let AECENL know upon your arrival in the province so that we can get you enrolled in a timely fashion. Information about the courses we offer can be found under the "Orientation" tab on our website www.aecenl.ca.
- ❖ If the assessment of the Initial Application determines eligibility for Child Care Centre - Trainee Level Certification then proof of registration into an ECE program from a provincially recognized post-secondary institution needs to be submitted before certification can be issued.

Application guide for the Initial Application

General Instructions:

- Initial Application is for individuals who **do not** hold Child Care Services Certification
- The application can be filled out online, however, it must be printed, and hand-signed.
- READ the information in the guide and the application form
- COMPLETE all sections of the application by PRINTING clearly
- ATTACH the applicable documentation to the application (see application guides on the next pages for required documentation)
- Individuals' legal name has to be clear and visible on all provided documents.
- If an official name change occurs between the issue of the documents and the application a photocopy of legal evidence of a name change must be provided
- DATE and SIGN the initial application.
- The completed and signed Initial Application Form with supporting documents can be submitted by:

Emailed: registrar@aecenl.ca

When emailing your Initial Application Package:

- Only the most current Initial Application Form is accepted for email submission.
- Only eligible PDF scanned documentation will be accepted. Photos (e.g., .jpg) are not acceptable as they are unable to produce legible copies.
- Only **one email** with all attachments should be submitted
- Put your name (first and last) and Initial Application in the subject line of the e-mail before sending.
- Retain a copy of the original e-mail for your record, if it is requested to be resubmitted.
- When you receive a bounce-back message from the registrar@aecenl.ca account, this is confirmation that your application has been received by AECENL.

Faxed: 709-579-0217 (toll free: (877) 579-0217)

If submitting via fax only the most current Initial Application Form is accepted.

Mailed: Association for Early Childhood Educators of Newfoundland and Labrador
P.O. Box 8657
St. John's, NL A1B 3T1

Dropped Off: Association for Early Childhood Educators of Newfoundland and Labrador
59 Pippy Place, Suite 2A
St. John's, NL A1B 4N1

* The street address is for drop-off and courier only. Please do not mail anything to the street address.

Section A - Applicant information

Fill in section "A" *completely and clearly*. The information should include your legal name, birth date, full permanent mailing address (including postal code), and other contact information as indicated in the application. If an official name change occurs between the issue of the documents and the application a photocopy of legal evidence of a name change must be provided.

Personal contact information is not shared with anyone without the individual's written permission.

Section B – Type of Certification

Check the type of facility you wish to apply for. If nothing is checked, preschool classifications will be assumed. The assessment of your application is based on the classifications of the specific type of facility you are seeking.

Section C – Certificate Size

Check the box with the desired CCS Certificate size and if applicable attach the corresponding fee for the desired size (cash, money order, or cheque are acceptable payment options). Only one certificate can be issued.

Section D – Educational Requirements

Check which of the following two options applies to you and **fill** out the appropriate section:

- **Section D - Completed degree/diploma/certificate program**

This section is for individuals who have successfully completed (graduated from) any Non-Canadian post-secondary program of study through a recognized post-secondary institution and hold a certificate/ diploma/ degree.

AND/OR

- **Section D- Individual post-secondary courses related to ECE**

This section is for individuals who have **NOT completed** (graduated from) a post-secondary program of study but have completed individual courses from a recognized non-Canadian post-secondary institution.

Documents **must** accompany the Initial Application. Failure to provide the required documentation may result in the prolonging of the assessment.

Section E – Declaration and Consent to Share Information

You, the applicant, must read, sign and date the declaration. The original signature indicates your individual intent to apply for certification and your assertion that the information in the application is true and complete to the best of your knowledge. The declaration authorizes AECENL to share the status of your certification with child care services licensing personnel during their work.

Unsigned applications, electronic signatures, or applications signed by someone else on your behalf are not acceptable and will be returned.

Section F – Submission Information

Applications can be submitted by mail, courier, fax, emailed, or dropped off at the AECENL office during regular business hours.

PLEASE note:

It should be noted that if the assessment of the Initial Application determines that the applicant is to receive Trainee Level Certification then an acceptance letter into an early childhood education program from a provincially recognized post-secondary institution will need to be submitted before certification can be issued.



Contact information

For further clarification of any information in this guide or if you have questions that were not answered in this guide, please contact the Registrar.

REGISTRAR

Phone: (709) 579-3004 (toll-free outside the St. John's calling area 1-877-579-3004)

E-mail: 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/Courier: 59 Pippy Place, Suite 2A, St. John's, NL A1B 4N1

The Registrar is available to meet without an appointment during regular business hours Monday through Friday, however an appointment is recommended to ensure availability, outside of regular business hours an appointment is required.