



Child Care Services Certification

Reissue of Child Care Services Certification Guide



General Overview

This guide will provide you with information about the reissue process of the Newfoundland and Labrador (NL) Child Care Services (CCS) Certification.

Individuals who hold child care services certification in NL may reissue their certification

for the following reasons:

1. A change in level* and/or a change in classification
2. A change in the official name.

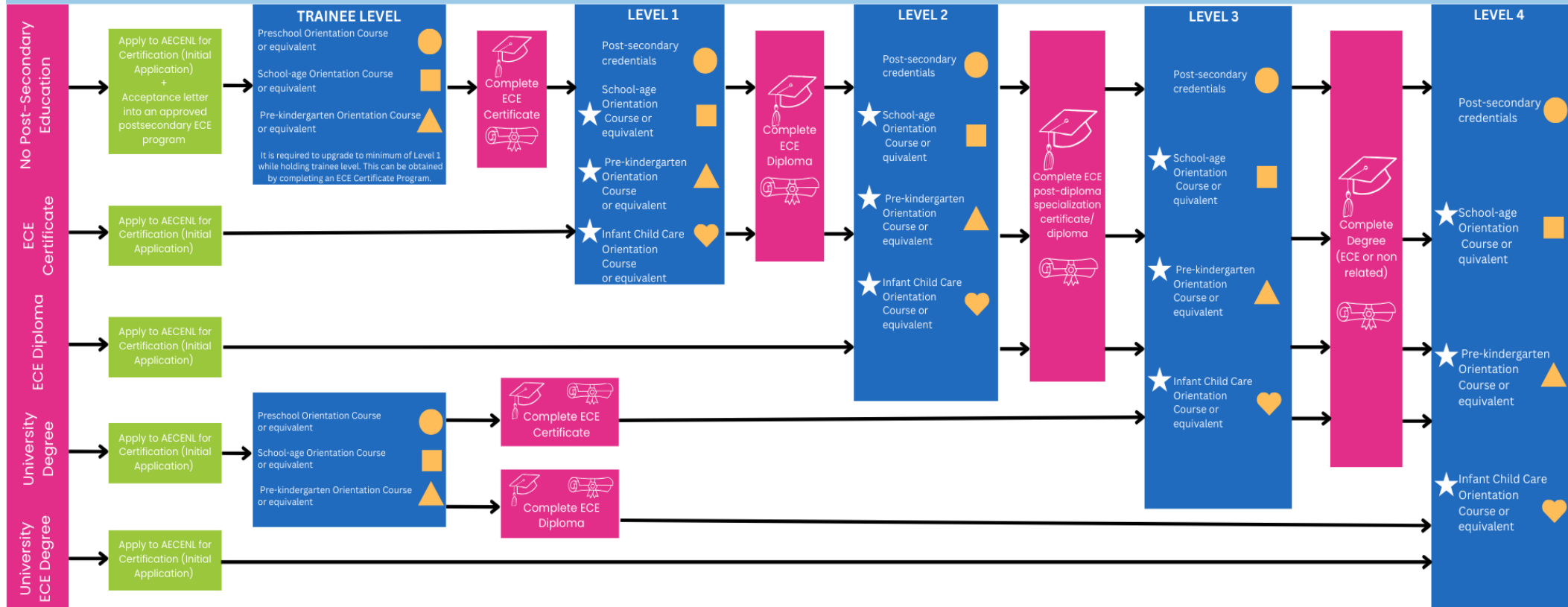
Change of level occurs when an individual graduates from a recognized post-secondary program (certificate/diploma/degree) **after** they have been certified.

Change of classification occurs when individuals successfully complete individual courses from a recognized post-secondary institution or orientation courses **after** they have been certified.

* If the reissue of certification adds Child Care Centre - Trainee Level to the existing certification then an acceptance letter into an ECE program from a recognized college will be required before the reissue of certification can be issued.

On the next page you will find an education pathway to obtain different levels and classification 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

The effective date of the reissue of the CCS Certification

Reissue of certification happens when individuals submit a reissue application with applicable documentation to change their level and/or classification during their current certification period and meet the requirements for the changes of their CCS Certification.

The effective reissue date is the first day of the calendar month in which a complete and eligible reissue application package is received by AECENL and all requirements are met.

After reissue, a certificate's "valid until" date will remain the same as the individual's current valid certificate term if:

- reissuing by upgrading to Level One or higher in all classifications,
- adding a new classification that is Level One or higher in each classification held,
- reissuing due to name change or lost/misplaced certificate.

The processing time of the application depends on the completion of the application package.

If a Trainee Level is received with the reissue a certificate's "valid until" might change. For example, if an individual holds a Level Three In School-Age Certification which is valid for 3 years, and receives a Trainee Level - Preschool Certification during that period their certification will be reissued for one year from the 'reissue date'. The previous 'valid until' date in this situation will cease to exist.

If you have any questions regarding the process of reissuing your child care services certification, please contact the Registrar at: registrar@aecenl.ca or by phone: (709)579-3004

Application guide for the reissue of the certification

The Reissue Application Form is for individuals who **hold** Child Care Services Certification and wish to change a level or add a classification.

General Instructions:

- Reissue Application Form can be downloaded and printed from the AECENL website (www.aecenl.ca)
- The form can be filled out online, however, it must be printed and hand-signed.
Electronic signatures are not accepted.
- READ the information on the application form and accompanying guide.
- COMPLETE both sides and all sections of the application by printing clearly

- ATTACH the applicable documentation to the application
(See application guides on the following pages to see which documentation is required)
- A clear visible name of the individual needs to be shown on the 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 DESIGN the Reissue Application Form
- The completed and signed Reissue Application Form with supporting documents can be submitted to:

Mailed to the AECENL office:

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

Dropped off at the AECENL office **at**:

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

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

If applying via fax only the most current Reissue Application Form is accepted.

Emailed to: registrar@aecenl.ca

When emailing your initial application package:

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

Section A – Type of Certification

Complete the section by providing the certification number and valid until date. Both can be found on your certificate. **The certification number** can be found in the bottom left corner and **the 'valid until' date** on the bottom right corner of your certificate.

Section B – Applicant Information

Fill in the section *clearly and completely*. 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. Personal contact information is not shared with anyone without your permission.

Section C – Certificate Size

The standard certificate size is 8.5" x 4". If you wish to have a different size of the certificate then check the box indicating the certificate size that you would like and if applicable attach the corresponding fee for the certificate. Payments can be made by cash, money order, or cheque.

Section D – Reason for Application

Check which applies to you and complete the appropriate section

Section E – Name Change on the original Certificate

If your name has been legally changed and you wish for a CCS Certificate to be issued bearing the new name then fill out this section by providing the old name and the new name.

The following appropriate **copies of documentation need to be submitted with the application:**

- a photocopy of a marriage certificate,
- certificate of divorce,
- change of name certificate or birth certificate or
- a photocopy of a current government-issued ID (ex. a driver's license).

Section F – Change of Level and/or Classification

If you have completed fully or partially a post-secondary program or non-post-secondary orientation course since your initial certification has been awarded, please **check** the section that applies to you and submit the appropriate documentation.

Graduated from Degree/Diploma/Certificate Program

This section is for individuals who have successfully completed and graduated from a recognized post-secondary institution and hold a certificate/ diploma/ degree.

Individual Post-Secondary Courses Related to ECE

This section is for individuals who have **NOT** graduated from a post-secondary program of study after high school but have completed individual courses from a recognized post-secondary institution.

Completed Orientation Courses or approved equivalent

This section is for those who have completed non-post-secondary courses.

Section G – Declaration and consent to share information

You (the applicant) must read, sign and date the declaration. Your signature indicates your 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 in the course of their work. **Unsigned applications, electronic signatures, or applications signed by someone else on your behalf are not acceptable and will be returned.**

Section H – Submission information

Please refer to the Reissue Application Guide for submission options.

Applications can be submitted by mail, courier, email, fax, or dropped off at the AECENL office during regular business hours. Only the most current application can be submitted via email.

Post-Secondary Education Documentation Requirements

Required documentation if graduated from a Canadian post-secondary institution:

- copies of certificates/diplomas/degrees from the recognized post-secondary institution you have listed in the application. *
- and/or
- official transcripts of coursework that indicate graduation from the program

Required documentation if not graduated from a Canadian post-secondary institution:

- copies of the transcripts, indicating successful completion of the courses from the recognized post-secondary institution listed in the reissue application.*

*Photocopies are accepted; however, you may be asked to submit original transcripts or notarized photocopies. If a transcript is used to document the completion of a program of study, the transcript must indicate the name of the student, their student number and must indicate the completion of the program. You may be asked to supply official course descriptions with transcripts at the request of the registrar.

Required documentation for non-Canadian post-secondary credentials regardless of which part of section F is checked:

- 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 course descriptions obtained for each course you have successfully completed.
- Official translation of documentation if documentation is in a language other than English.
- Contact information for the post-secondary institution.

Documentation required when completed orientation course or approved equivalent:

- copy of the certificate of completion



Contact information

For further clarification of any information in this booklet or if you have questions that were not answered in this booklet, 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 Pl, 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.