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## Early Childhood Education (ECE) Trainee Bursary Program

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<b>Policy No.:</b>	<b>ELCD-BUR-002</b>
<b>Effective Date:</b>	<b>April 1, 2017</b>
<b>Date Revised:</b>	<b>January 10, 2024</b>
<b>Policy Cross References:</b>	<b>N/A</b>
<b>Legislative References:</b>	<b>Child Care Regulations s. 11, s. 13</b>

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### **PURPOSE:**

The Early Childhood Education (ECE) Trainee Bursary Program (formerly called the Entry Level Supplement) was first introduced in 2006 and revised in 2015. The purpose of the ECE Trainee Bursary Program is to provide support to Trainee Level Caregivers who are taking required ECE courses to upgrade their certification level to level I. Well trained early childhood educators are an essential component of a regulated child care service and is the main determining factor in the level of quality provided by these services. The ultimate goal of this bursary is to increase the qualifications of caregivers working in licensed or approved child care services within the province. This will enhance the quality of child care services available to children and families in Newfoundland and Labrador.

The intent of the ECE Trainee Bursary Program is to provide assistance to candidates who successfully complete Early Childhood Education courses through distance or online delivery from a provincially recognized Early Childhood Education Program. The Association of Early Childhood Educators Newfoundland and Labrador (AECENL) will provide the ECE Trainee Bursary to those who qualify as per the policy below.

### **POLICIES AND PROCEDURES**

1. **Definitions:** The following definitions will apply in interpretation of these policies:
  - i. **ECE Trainee:** A person upgrading from Trainee Level certification to Level I certification.
  - ii. **Fiscal Year:** April 1 to March 31.
  - iii. **Regulated child care service:** A child care service which has been issued a valid Child Care Licence, or an approval certificate from a licensed family child care agency.

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- iv. **Quarter:** A quarter is a 3 month period, each covering one quarter of a fiscal year – April 1st to June 30th (1st Quarter), July 1st to September 30th (2nd Quarter), October 1st to December 31st (3rd Quarter) and January 1st to March 31st (4th Quarter).
  - v. **Provincially recognized post-secondary Early Childhood Education Programs:** An ECE program from a post-secondary institution recognized by AECENL as meeting requirements for child care services certification.

## 2. Bursary Amount:

- i. The eligible bursary amount is \$250 per successfully completed post-secondary ECE certificate course which is required to obtain a Level I certification.

## 3. Eligibility:

- i. To qualify for the ECE Trainee Bursary, eligible candidates must:
  - a. Hold valid Trainee Level child care services certification;
  - b. Be working in regulated child care services (centre or family child care home) in Newfoundland and Labrador;
  - c. Successfully complete required post-secondary ECE certificate courses (passing grade as defined by the post-secondary institute) through distance or online delivery from a provincially recognized post-secondary Early Childhood Education program; and
    - i. Applicants should obtain a list of provincially recognized post-secondary Early Childhood Education programs from AECENL prior to registering in an ECE program outside Newfoundland and Labrador to ensure it will be recognized for certification purposes.
  - d. Submit a copy of official transcripts (originals may be requested), to confirm successful completion of courses.

## 4. Ineligibility:

- i. The ECE Trainee Bursary is not available to:
  - a. Early Childhood Education students attending classes in person.
  - b. Those who have attained Level I certification or higher.

## 5. Application:

- i. Applications must be submitted for reimbursement in the quarter in which the course(s) were completed or the subsequent quarter.
  - a. Individuals who have completed course(s) under ECE Trainee Bursary Program, prior to the revised date of this policy, will have until December 31, 2023 to apply for course(s) not previously claimed.
  - b. Applications not received by the end of the quarter following the semester in which the course(s) were completed will not be accepted.
  - c. Courses may be submitted for reimbursement once only.

- ii. Application forms are to be submitted to AECENL and are available on the AECENL website at [www.aecenl.ca](http://www.aecenl.ca).
- iii. A completed application form must include confirmation of successful completion of required ECE courses (passing grade as defined by the post-secondary institute).
- iv. Applications and supporting documentation must be submitted to AECENL by mail, email or in person.
  - a. If submitting information via e-mail:
    - i. Put your name and the name of the bursary you are applying for (ECE Trainee Bursary) in the subject line;
    - ii. Attach all documents in the same email; and
    - iii. Only PDF files will be accepted.
- v. Submit the following banking information (first time applicants and when information has changed):
  - a. Direct deposit banking form or void cheque;
  - b. Copy of social insurance number (SIN) or confirmation of temporary SIN expiration date (if applicable);
  - c. TD1 – hand signed (no electronic signatures accepted); and
  - d. TD1NL – hand signed (no electronic signatures accepted).

## 6. Decision/Notification:

- i. AECENL will assess the application and determine eligibility based on the information submitted.
- ii. Incomplete applications will be returned to the applicant within 10 business days of receipt of the application.
- iii. Once determined as eligible, AECENL will process financial payment.
- iv. Applicants will be advised in writing by AECENL within 10 business days of receipt of an application package if eligible or ineligible..

## 7. Application Submission:

**By Email:** [ecebursary@aecenl.ca](mailto:ecebursary@aecenl.ca)

**By Mail:** ECE Trainee Bursary  
P.O. Box 8657, St. John's, NL  
A1B 3T1

**By Courier or  
by hand:** 59 Pippy Place, Suite 2A, St. John's, NL

**ECE Trainee Bursary Inquiries:** (709) 726-3044 or [ecebursary@aecenl.ca](mailto:ecebursary@aecenl.ca)

**Please Note:** *In accordance with the Financial Administration Act, payment of any obligation arising from the approval of the ECE Trainee Bursary Program is subject to there being available funding in the Government fiscal year in which the payment comes due.*