

DEPARTMENT OF EDUCATION AND LIFELONG LEARNING

EARLY CHILDHOOD EDUCATOR CERTIFICATION APPLICATION FORM

Collection of Personal Information

The information collected on this form will be used for certification under the Early Learning and Child Care Act and Regulations. The information is collected under the authority of the Early Learning and Child Care Board and managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use or disclosure of your personal information, please contact the Early Learning and Child Care Board, Department of Education and Lifelong Learning, 902-368-6513.

General Instructions:

- Please PRINT all information clearly.
Complete all sections of the Application Form. Incomplete or illegible applications will not be processed.
Official transcripts must be sent directly from the education institution. Transcripts submitted by the applicant will not be accepted for certification purposes.
Applicants must submit a copy of a Criminal Record Check and Vulnerable Sector Search dated not earlier than six months prior to the date of application.
Applicants must provide written confirmation that they are entitled to work in Canada.

Section 1 – Personal Information

Note: If the name(s) which appear on any of the documents submitted is different from your current name(s), you must provide proof of the name change(s). Please submit a photocopy of the document to support the name change (ie. Marriage license, divorce certificate, a change of name certificate, court order, etc.).

Identification

Form with fields: Surname, First Name, Middle Name, Previous Name if Applicable, Date of Birth (yyyy-mm-dd), Type of Document to Support Name Change

Contact Information

Form with fields: Mailing Address (apartment #/unit #/P.O Box#), City/Town, Province/Territory, Country, Postal Code, Telephone Number (include area code), E-Mail Address

Please indicate the certification level for which you are applying:
<input type="checkbox"/> <b>Early Childhood Educator 1</b>
<input type="checkbox"/> <b>Early Childhood Educator 11</b>
<input type="checkbox"/> <b>Early Childhood Educator 111</b>
<input type="checkbox"/> <b>Early Childhood Supervisor</b>
<input type="checkbox"/> <b>Early Childhood Director</b>
<input type="checkbox"/> <b>Family Home Child Care Provider</b>
<input type="checkbox"/> <b>School-Age Child Care Provider</b>
<input type="checkbox"/> <b>Inclusion Support Assistant</b>

<b>Section 2 – Post Secondary Education</b>
<p>The Early Learning and Child Care Board requires verification of post-secondary education. Only official transcripts from post-secondary institutions will be accepted for the purposes of verifying post-secondary training.</p> <p>In order to arrange for an official transcript, you will need to contact your college/university/training institution and request that a copy of your official transcript be forwarded to:</p> <p style="text-align: center;">       Early Learning and Child Care Board        Department of Education and Lifelong Learning        P.O. Box 2000, 3 Brighton Road        Charlottetown, PE C1A 7N8        Fax number 902-569-7532     </p>

Please complete all relevant sections:

**1. UNIVERSITY:**

Name of University	Address	Field of Study	Type of Degree	Year Degree Earned

**2. COMMUNITY COLLEGE:**

Completed Programs:

Name of College	Address	Name of Program	Length of Program	Year Completed

Completed Courses:

Name of College	Address	Name of Program	Length of Program	Date Completed

**Section 3 – Work Experience**

Where the applicant is applying for an **early childhood supervisor certificate** or an **early childhood director certificate**, written confirmation that the applicant has the required experience must be provided.

Only work experience in licensed early learning & child care centres will be considered for the purposes of determining work experience for certification.

In order to verify work experience, please arrange for your current or former supervisor/employer to send a letter directly to the Early Learning and Child Care Board stating the position, hours per week and dates of employment.

If you were self-employed in a licensed centre in PEI, the Early Learning & Child Care Board will be able to verify your work experience. If you were self-employed in a licensed centre in another province/territory /state, please have the appropriate certification office verify your work experience.

**WORK EXPERIENCE (List Most Recent Experience First):**

Name of Centre/Address/Telephone	Position Held	Hours/Week	Dates of Employment From/To	Supervisor

**Eligibility to Work in Canada**

Pursuant to the Early Learning and Care Act Regulations, it is a requirement for certification that the applicant is entitled to work in Canada. Please select one of the following:

- I am a Canadian Citizen.
- I am a Canadian Permanent Resident.
- I hold current and valid authorization (i.e. work/study permit) under the *Immigration and Refugee Protection Act* (Canada). Applicants must submit a copy of their work or study permit.

**Section 4 – Application Fee**

The application fee amount is \$25 for a certificate where the applicant completed all of his or her training in Canada.

The application fee amount is \$75 for a certificate where the applicant completed all or a portion of his or her training outside of Canada.

The required fee may be paid by cheque or money order made payable to the *Minister of Finance*. (Visa and MasterCard payments can be accepted over the phone following the submission of a Credit Card Authorization Form. To receive a copy of the form please call 902-368-6513)

The required fee is due with the completed application.

**Section 5 – Declaration and Consent to Share Information**

I declare that all information given on this application is true, correct and complete to the best of my knowledge and I hereby authorize the Registrar to the Early Learning and Child Care Board to verify the above information.

Date:

Signature:

**Is your application complete? Check all that apply.**

Note: Only complete applications are reviewed by the Registrar to the Early Learning and Child Care Board. Incomplete or illegible applications will not be processed.

- A copy of my results from a Criminal Background Check and Vulnerable Sector Search dated not earlier than six months prior to the date of application is attached. (Applicants outside of Canada will submit a Criminal Record Check and Vulnerable Sector Search, conducted in the Canadian Police Information Centre system, on arrival in Canada)
- I have arranged for the official transcripts to be mailed directly to the certification office from the education institution.
- Other relevant documents as indicated in the application and as needed are attached (i.e. Written verification of work experience; written confirmation that the applicant is entitled to work in Canada).
- Application fee is paid.
- This application form is signed and dated.

Send completed application to: Early Learning and Child Care Board  
Department of Education and Lifelong Learning  
P.O. Box 2000, 3 Brighton Road  
Charlottetown, PE  
C1A 7N8  
Fax number 902-569-7532

**For Office Use Only**

Application Received:

- Mail
- Fax
- In person
- Email

Date:

Attached Documents:

- Application Fee

Staff Signature:

Official Transcripts Received

Staff Signature:

Date:

Written Notice of Decision to Applicant:

Staff Signature:

Date: