



Early Childhood Education Training Grant Application Form

(Office use only)
 Name of Applicant: _____ Date Received: _____
 Application # _____
 Course _____ Books _____

STATUS:
 Approved Y N . Date _____ Amount (If Different from Request) \$ _____
 Applicant Notified
 Vendor Registration Received
 Receipts Received
 Payment Issued
 Transcript Received

Total Approved to Date this fiscal Year: Course _____ Books _____

Employee Name	
Mailing Address	
Telephone	Email
Employer	Employer Contact
Employer Email	Employer Telephone:
Course Title	
Learning Institution	
Contact Name and Number:	
Start Date:	End Date:
Amount of funding requested: (Please provide breakdown of cost)	
Course Registration	_____
Required Textbooks	_____
Taxes:	_____
Total Amount:	_____
Check one (Mandatory)	
<input type="checkbox"/> The fees will be paid by the applicant	
<input type="checkbox"/> The fees will be paid by the employer and the employer will be reimbursed	
<input type="checkbox"/> The institution will be reimbursed directly by the Department of Education, Early Learning and Culture	

Indicate which Early Childhood Education Training Level this course will contribute toward. “Training Levels” are listed below for reference.

- “Early Childhood Educator 1” – ECE 1 (entry level early childhood training)
- “Early Childhood Educator 2” – ECE 11 (1 year early childhood certification)
- “Early Childhood Educator 3” – ECE 111 (2 year early childhood diploma)
- “Early Childhood Director”

Please Ensure Your Application Is Complete (*All Sections*)

- Attach official confirmation of cost
- Attach Confirmation of course eligibility from the Registrar of the Early Learning and Child Care Board
- Attach official description/background information for the course, including the URL or official brochure. The description should include information about the course, training institution, course dates, and fees.
- Obtain supervisor’s signature

Signature of Applicant

Date

Signature of Supervisor

Supervisor Name (Please Print)

Date

Instructions

Please refer to <https://www.princeedwardisland.ca/en/service/early-childhood-education-training-grants> for complete guidelines.

Submit applications to Early Childhood Education Training Grant, c/o Melissa Raynor, Early Childhood Development, Department of Education, Early Learning and Culture, 250 Water St., Suite 101, Summerside, PEI. C1N 1B6.

Conditions

- Proof of completion must be submitted upon conclusion of the course.
- Applicants must notify the fund administrator immediately if withdrawing an application or the course is canceled.
- Employees who receive funding and who do not complete the course must reimburse the amount granted.
- Proof of payment (invoices or receipts) for courses for course registrations between April 1, 2018-March 31, 2019 must be received by the Department of Education, Early Learning and Culture on or before March 31, 2019.