

DEPARTMENT OF EDUCATION AND EARLY YEARS

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 Early Years, 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 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)

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

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

Contact Information

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"/> Early Childhood Educator 1
<input type="checkbox"/> Early Childhood Educator 11
<input type="checkbox"/> Early Childhood Educator 111
<input type="checkbox"/> Early Childhood Supervisor
<input type="checkbox"/> Early Childhood Director
<input type="checkbox"/> Family Home Child Care Provider
<input type="checkbox"/> School-Age Child Care Provider
<input type="checkbox"/> Inclusion Support Assistant

<p>Section 2 – Post Secondary Education</p> <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 Early Years 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 and 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

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 Early Years
P.O. Box 2000, 3 Brighton Road
Charlottetown, PE
C1A 7N8
Fax number 902-569-7532

For Office Use Only	
Application Received: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In person <input type="checkbox"/> Email Date:	Attached Documents:
<input type="checkbox"/> Application Fee	Staff Signature:
Official Transcripts Received Staff Signature: Date:	
Written Notice of Decision to Applicant: Staff Signature: Date:	