



**APPLICATION FOR REGISTRATION AND RENEWAL AS AN EARLY CHILDHOOD EDUCATOR,
INFANT TODDLER EDUCATOR OR SPECIAL NEEDS EDUCATOR**

All personal information is collected under the authority of the *Community Care and Assisted Living Act*, Section 9, and will be used to determine if applicants have the training, experience and other qualifications required by the regulations. Personal information will be used and disclosed in accordance with the privacy protection provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use and disclosure of this information, contact the Early Childhood Educator Registry, Ministry of Children and Family Development, PO Box 9965 STN PROV GOVT, Victoria BC V8W 9R4. Telephone: 1 888 338-6622 or 250 356-6285, Fax: 250 387-2997.

Please print clearly

OFFICE USE ONLY

DATE RECEIVED

LAST NAME FIRST NAME MIDDLE INITIAL

PREVIOUS NAME(S) (if applicable) If our records are under a previous name, we require proof of name change. Please attach copy of *Marriage Certificate, Change of Name Certificate, etc.*

MAILING ADDRESS: Street City Postal Code

Home Work ECE REGISTRATION NUMBER (If applying for Renewal, ITE or SNE)
PHONE: () ()

Refer to the *The Early Childhood Educator in British Columbia, "A Guide to Registration and Renewal Procedures"* booklet for details and explanation of requirements. Available at <http://www.mcf.gov.bc.ca/childcare/educators.htm>

CERTIFICATE APPLICATION

INDICATE WHICH CATEGORY YOU ARE APPLYING FOR AND THE DOCUMENTATION YOU HAVE ATTACHED:

CATEGORIES

- Assistant Early Childhood Educator (ECE) Infant and Toddler Educator (ITE) Special Needs Educator (SNE)

DOCUMENTATION

- In-Province (Official Transcript, photocopies NOT accepted)
 Out-of-Province (ICES Report, Prior Learning Assessment or Academic Assessment Letter)

FOR FIRST TIME ECE APPLICANTS ONLY

- Copy of current acceptable First Aid certificate.
 A letter(s) of recommendation documenting 500 hours of satisfactory work experience. This letter MUST be dated, signed and include:
- Number of hours worked
 - Start date of work experience
 - Supervising ECE's certificate registration number
 - Recommendation for certification from the supervising ECE
 - Attestation of the applicant's good character
 - Facility license number and type of service provided (i.e., preschool, daycare)

RENEWAL APPLICATION

INDICATE THE DOCUMENTATION YOU HAVE ATTACHED:

- Documentation of 300 hours of satisfactory work experience in the field of early childhood education. This letter MUST be dated, signed, may be written by a co-worker, parent or ECE professional and must include:
- Number of hours worked
 - Start date of hours worked
 - Attestation of the suitability and good character
- Proof of Professional Development. *Professional Development must be a minimum of 2 seminars, workshops or conferences lasting a total of 12 hours OR completion of a post-secondary institution course relating to early childhood education.* Acceptable documentation (receipt, certificate or letter from sponsor) must include:
- Name of ECE related seminar, workshop, conference or courses
 - Name of participant
 - Date of attendance
 - Number of hours of attendance
- Description of extraordinary circumstances if certificate has expired.

I declare that the information submitted is correct and complete.
I authorize the ECE Registry to verify any information contained in this application.

SIGNATURE OF APPLICANT

DATE SIGNED

OFFICE USE ONLY Application complete: Yes No
Approved for: Assessment Letter Infant/Toddler Educator
 Early Childhood Educator Special Needs Educator

MAIL APPLICATION TO:

Early Childhood Educator Registry
Ministry of Children and Family Development
PO Box 9965, STN PROV GOVT
Victoria BC V8W 9R4

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