



# The Early Childhood Educator in British Columbia

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**A Guide to Registration  
and Renewal Procedures**



BRITISH  
COLUMBIA

Ministry of Community,  
Aboriginal and Women's Services

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# Introduction

Whether you are a first-time applicant, have completed an Early Childhood Education course in another province, have completed your education in a different, but related field, or have recently immigrated to Canada with Early Childhood Education training from your country of origin — this booklet tells you what you need to know. The purpose of this booklet is to familiarize applicants with the regulatory requirements for registration as an Early Childhood Educator, Infant/Toddler Educator, and Special Needs Educator in the province of British Columbia. It provides information for those planning to register as Early Childhood Educators. It covers what documentation is required, whether or not post-secondary training in other provinces or countries will be recognized as equivalent, and what to do if an Early Childhood Educator's Licence to Practise is about to or has already expired.

A Registry for qualified Early Childhood Educators was established in 1965 and was legislated in the province of British Columbia in 1978. Since that time, the *Community Care Facility Act* (1986) has determined legislation with respect to certification of Early Childhood Educators in this province. In 1988, the Act also made provision for the suspension or cancellation of the Early Childhood Educator's Licence to Practise. The ECE Registry is the provincial office which administers policy as determined by the Act and the Child Care Licensing Regulation. ECE Registry issues Early Childhood Education Certificates which provide a Licence to Practise in British Columbia.

In an effort to keep pace with current child care research, the ECE Registry is continually evaluating and upgrading its standards for those requesting Early Childhood Educator certification.

# Glossary of Terms

An **Early Childhood Educator** is an individual who has completed the basic Early Childhood Education training and First Aid; has the required work experience; and has registered as an Early Childhood Educator with the ECE Registry.

An **Infant/Toddler Educator** is a qualified Early Childhood Educator who has completed post basic Infant/Toddler Education requirements to provide care for children from birth to 36 months and has registered as an Infant/Toddler Educator with the ECE Registry.

A **Special Needs Educator** is a qualified Early Childhood Educator who has completed post basic Special Needs Education requirements to provide care for children requiring extra support from birth to school age and has registered as a Special Needs Educator with the ECE Registry.

An **Assistant** is an individual who is in the process of completing an approved early childhood education training program or who has been issued partial equivalency, in the form of an Assessment Letter, from the ECE Registry for relevant course work. An Assistant must also be of good character and able to provide care and mature guidance to children.

An **Assessment Letter** is a letter issued by the ECE Registry which outlines the current status of an applicant's assessment. This letter shows what areas of required training have been completed and what remains outstanding.

The **Registry of Early Childhood Educators** is a computer data base of all individuals who qualify under the Act by having completed basic and, if applicable, post basic requirements.

**Basic education and training** includes the minimum academic education, training and work experience requirements for registration as an Early Childhood Educator.

**Post basic education and training** means the advanced education and training requirements for either Infant/Toddler education or Special Needs education. An individual may hold all three Licences to Practise.

A **Certificate** (Early Childhood Educator, Infant/Toddler and/or Special Needs) is required by the *Community Care Facilities Act* and the Child Care Licensing Regulation. This certificate is also referred to as a Licence to Practise.

A **Licence to Practise** is a certificate issued by the ECE Registry to acknowledge registration as an Early Childhood Educator, Infant/Toddler and/or Special Needs Educator.

An **official transcript** is a document issued by a post-secondary educational institution that provides information regarding the courses a student has completed and the grade achieved. Official transcripts bear the college seal and/or the signature of the Registrar.

A **Post-Secondary institution** is an accredited institution providing formal education following high school.

# A. Early Childhood Education Training Program Requirements

The *Community Care Facility Act* (1986) authorizes the ECE Registry to establish and review Early Childhood Education training program requirements. Several major areas of instruction must be incorporated into an approved training program and an applicant must successfully complete all required areas of instruction prior to certification as an Early Childhood Educator in the province of British Columbia.

## 1. Basic Early Childhood Education Training Program

The basic Early Childhood Education training program represents the minimum academic education (usually one academic year) and practicum requirements for the Licence to Practise as an Early Childhood Educator. Only credited courses successfully completed at an approved post-secondary institution are accepted. Workshops and seminars are not recognized as equivalent.

### ***PLEASE NOTE:***

Not all basic training programs have been approved by the ECE Registry. Please refer to Appendix A for a complete list of approved training programs.

**The required areas of Early Childhood Education instruction are:**

### **Child Growth and Development:**

The content of this area will include:

- Study of genetic and environmental factors which influence the development of the whole child: personality, physical growth, acquisition of language skills, and emotional and cognitive developments from birth.
- Study of child development theories and their practical application.
- Observing and recording childrens' physical growth, cognitive skills and functioning, language development, interactions with adults and peers, dramatic play and behaviour.

## **Early Childhood Education Program Development and Curriculum:**

### ***(I) Program Planning:***

The content of this area will include:

- Study the history, foundation and philosophy of Early Childhood Education.
- Develop program planning skills which include an emphasis on developmentally appropriate practise and the importance of learning through play by identifying program goals, individual children's goals, implementation and evaluation.
- Develop guiding and caring skills and techniques which support and promote the education of the whole child, including communication and cooperation between children, encouraging problem solving skills and expression of feelings, and setting reasonable expectations, limits and consequences of behaviour.
- Plan the indoor and outdoor play environments which promote cognitive, creative, emotional, social, language and the small and large muscle development of children.

### ***(II) Curriculum Content:***

The content of this area will include:

- Study the use and importance of planning curriculum experiences which incorporate short and long term plans for both group and individual activities integrating the following curriculum areas:
  - Creative art experiences.
  - Music, movement and drama.
  - Children's language and literature.
  - Science, social studies and pre-math skills.

## **Interpersonal Skills/Community Relations/Interacting with Families:**

This area of study will include:

- Study and acquire the skills necessary to establish and maintain effective working relationships with staff, families and community.
- Become aware of and be responsible for own professional growth, attitude and conduct, including seeking professional development, awareness of a Code of Ethics, ability to advocate.



- Develop professional communication skills (verbal and written) which are mutually supportive of staff, families and communities.
- Become familiar with the available community support services for children and families.

## **Health and Nutrition:**

This area of study will include:

- Care for the health and nutritional needs of all children, which includes observing and recording the physical and mental health of children and recognizing symptoms of stress and/or child abuse.
- Plan, prepare and serve meals and snacks which meet the needs of children, in accordance with sound nutritional information.
- Follow hygienic and licensing procedures for food preparation, storage and clean-up as well as administration and storage of medication.
- Plan procedures which assess, manage and report illness and accidents, focusing on preventative practises.
- Model and demonstrate good health attitudes and habits.

## **Practicum:**

This area of study will include:

- Supervised observation in a variety of early childhood child care centres.
- Seminar discussion sessions between centre staff, Early Childhood Education students and Instructors.
- The opportunity for students to experience different philosophies of Early Childhood Education.
- The opportunity to develop observation skills.
- The opportunity to apply Early Childhood Education theory to practise through supervised Practicum experiences.

***NOTE:*** *There are additional registration requirements other than the educational component. Please see Page 18, Appropriate Work Experience for First Time Applicants for further details.*

## **First Aid:**

A current First Aid Certificate accepted by the ECE Registry is required prior to receiving a Licence to Practise. Please refer to Appendix B for a list of accepted First Aid courses. Some ECE training programs offer First Aid as part of their curriculum.

## **2. Post Basic Early Childhood Education Requirements**

The Child Care Licensing Regulation requires that an Early Childhood Educator working as an Infant/Toddler Educator or Special Needs Educator has specialized education and training. The education and training for these specialities is available at many post-secondary institutions throughout the province. (See Appendix A.)

### ***PLEASE NOTE:***

Not all post basic training programs have been approved by the ECE Registry. Please refer to Appendix A for a complete list of approved training programs.

### **a) Infant/Toddler Educator Program**

The Infant/Toddler training program must be a minimum total of 450 hours in duration, including a Practicum of 200 hours in a setting for infants and toddlers.

### **The required areas of Infant/Toddler Education instruction are:**

#### **Child Development:**

This subject area emphasizes the following:

- Reviewing normal development from prenatal to three years of age.
- Focusing on both typical and atypical development in the motor, language, cognitive, social, and emotional areas of development.
- Reviewing current theory and research.

## **Working with Infants and Toddlers:**

This subject area emphasizes the following:

- Providing a stimulating, nurturing environment and the use of developmentally appropriate practises.
- Developing strategies and techniques for guiding, caring and interacting with infants and toddlers.
- Planning and implementing daily programs and routines.

## **Working with Families of Infants and Toddlers:**

This subject area emphasizes the following:

- The importance of the family and an appreciation of the diversity in family structure, style and background.
- The roles and responsibilities of the Early Childhood Educator and methods of working effectively with families.
- Planning and facilitating a range of opportunities for parent involvement and support.
- Identifying and using community resources.

## **Health, Safety and Nutrition for Infants and Toddlers:**

This subject area emphasizes the following:

- Planning, establishing and maintaining a safe and healthy environment.
- Food preparation and handling.
- Planning nutritious meals.
- Planning diapering and toileting routines.
- Accident prevention, hazard identification, administering medication, and preparing for and assessing illness.
- Role modelling and management of healthy practises.
- Developing awareness of community health resources.

## **Administration:**

This subject area emphasizes the following:

- Licensing requirements specific to Infant/Toddler programs.
- Budget preparation and considerations.

- Staff relations and personnel management.
- Organizational structure and the creation of policy and procedure.

### **Practicum:**

The Practicum experience provides:

- Opportunities to observe, be a role model, and participate in a variety of quality programs for infants and toddlers.
- Opportunities to apply theory to practise and recognition of developmentally appropriate practise.

## **b) Special Needs Educator Training**

The Special Needs training program must be a minimum total of 450 hours in duration, including a Practicum of 200 hours in a setting for children requiring extra support.

### **The required areas of Special Needs Education training are:**

#### **Child Development:**

This subject area emphasizes the following:

- Reviewing normal development from prenatal to six years of age.
- Focusing on both typical and atypical development in the motor, language, cognitive, social, and emotional areas of development.
- Reviewing current theory and research.

#### **Working with Special Needs Children:**

This subject area emphasizes the following:

- Providing a stimulating, nurturing, inclusive environment and the use of developmentally appropriate practises.
- Developing strategies and techniques for guiding, caring and interacting with children requiring extra support.
- Planning and implementing daily programs and routines.
- Adapting and preparing curriculum for integration of children requiring extra support.
- Developing, implementing and monitoring individualized plans.

## **Working with Families of Children with Special Needs:**

This subject area emphasizes the following:

- The importance of the family and an appreciation of the diversity in family structure, style and background.
- The roles and responsibilities of the Early Childhood Educator and methods of working effectively with families.
- Planning and facilitating a range of opportunities for parent involvement and support.
- Identifying and using community resources.
- Collaborating with families in the development of individualized plans.

## **Health, Safety and Nutrition for Children with Special Needs:**

This subject area emphasizes the following:

- Planning, establishing and maintaining a safe and healthy inclusive environment.
- Safe food preparation and handling.
- Planning nutritious meals.
- Planning diapering and toileting routines.
- Accident prevention, hazard identification, administering medication, and preparing for and assessing illness.
- Role modelling and management of healthy practises.
- Developing awareness of community health resources.
- Adapting the environment and materials to promote effective response to children's special health needs.

## **Administration:**

This subject area emphasizes the following:

- Licensing requirements specific to children requiring extra support.
- Budget preparation and considerations.
- Staff relations and personnel management.
- Organizational structure and creation of policy and procedure.

## **Practicum:**

The Practicum experience provides:

- Opportunities to observe, be a role model, and participate in a variety of programs for children requiring extra support.
- Opportunities to be responsible for developing and delivering inclusive programs, and recognition of developmentally appropriate practise.

## B. Registration Requirements:

A certificate of graduation from an approved post-secondary Early Childhood Education training program does **not** allow you to practise as an Early Childhood Educator in British Columbia. You must first register with the ECE Registry.

If you wish to be certified as an Early Childhood Educator in British Columbia you should forward an application (see end of document) to the Early Childhood Education Registry at the ECE Registry, Ministry of Community, Aboriginal and Women's Services. Requests for certification received from anyone other than the applicant themselves will not be processed. An applicant's file is confidential and will only be discussed with the applicant unless the applicant has provided prior written authorization. The ECE Registry reserves the right to verify any information contained in the application.

### ***NOTE:***

There are numerous sources of information on early childhood education and the certification process in British Columbia. Although well-intentioned, some of these sources are providing information that may be incomplete, misleading or erroneous. The information distributed by the ECE Registry provides you with the most correct and up-to-date information.

### **1. Basic Early Childhood Education Training Program Completed in British Columbia**

There are numerous post-secondary institutions offering approved Early Childhood Education training programs in British Columbia. These institutions include community colleges, continuing education programs, private training institutions, and universities. Institutions offering approved Early Childhood Education training programs are found in most regions of British Columbia and are listed in Appendix A at the end of this booklet. An applicant requesting certification as an Early Childhood Educator after graduating from one of these approved post-secondary training institutions should submit an application and the following documentation:

- An **OFFICIAL TRANSCRIPT** of courses completed, issued by the post-secondary institution. Official transcripts bear the college seal and/or signature of the Registrar (photocopies not accepted).
- A letter of reference attesting to the applicant's personal suitability to the field of Early Childhood Education AND satisfactory completion of the required 500 hours of work experience, written by a certified Early Childhood Educator who supervised the applicant's work (include dates of experience).
- A photocopy of an acceptable, valid First Aid Certificate (see Appendix B), if not included in the Early Childhood Education training program.
- Proof of name change, if applicable (photocopy of Marriage Certificate, Change of Name Certificate).

***PLEASE NOTE:***

If you want to guarantee certification, it is your personal responsibility to enroll in an Early Childhood Education training program that has been approved by the ECE Registry. Approved Early Childhood Education training programs are listed in Appendix A at the end of this booklet.

## **2. Post Basic Early Childhood Education Training Program Completed in British Columbia**

Before a Licence to Practise is issued in a post basic specialty, an applicant must first be certified as an Early Childhood Educator in British Columbia with the ECE Registry.

An Early Childhood Educator wishing to receive a Certificate in either Infant/Toddler Education or Special Needs Education should submit an application and the following documentation:

- An **OFFICIAL TRANSCRIPT** of the relevant courses completed, issued by the post-secondary institution (photocopies not accepted).

***PLEASE NOTE:***

If you want to guarantee certification, it is your personal responsibility to enroll in a post basic Early Childhood Education training program that has been approved by the ECE Registry. Approved Early Childhood Education training programs are listed in Appendix A at the end of this booklet.



### **3. Related Training**

Some related training programs in British Columbia may provide opportunities for the transfer of credits either from or to programs in the Early Childhood Education stream. If this is the case, one or more courses may match those required for Early Childhood Education.

Applicants may submit an official transcript or International Credential Evaluation Services (ICES) report for evaluation to the ECE Registry. Only those transcripts from approved training institutions (see Appendix A) or ICES reports will be considered. Related training completed over ten (10) years ago will only be considered for assessment under special circumstances.

### **4. Education Completed Outside of British Columbia**

The ECE Registry does not carry out academic assessments for applicants who have completed their post-secondary training outside of British Columbia with the exception of Lethbridge Community College and Yukon College (see Appendix A). However, academic evaluations for basic and/or post basic Early Childhood Education training may be obtained through the International Credential Evaluation Service, through a Community College, or both. If you also have work experience you would like to have evaluated please see the next section on Assessment of Skills, Abilities and Experience.

It is important to note that you may use one or more of the different services available. Based on your previous experience, you should decide which service(s) would be best for you.

#### **International Credential Evaluation Service (ICES):**

This is an academic (education) evaluation service provided through the Open Learning Agency. In discussing your evaluation needs, be sure to tell them that you are requesting a report which specifically evaluates previous post-secondary training in relation to the provincial academic requirements for both basic and post basic Early Childhood Education in British Columbia. ICES evaluates both the validity of the training institution as well as the validity of the courses completed. ICES does not evaluate your skills and abilities through your own experience. Upon completion of the evaluation, a report will be provided. There is a fee for this service.

When you receive your Evaluation Report, you should forward it to the ECE Registry in order that a determination may be made with respect to equivalency towards certification. The Director makes all final decisions regarding the equivalency of any program. The provincial requirements for First Aid certification and the successful completion of 500 hours of satisfactory work experience should also be provided to the ECE Registry at this time, if completed.

The International Credential Evaluation Service is located at 4355 Mathissi Place, Burnaby, BC, V5G 4S8. Telephone: (604) 431-3402 or toll free 1-800-663-1663. Facsimile: (604) 431-3382 and by e-mail: [ices@ola.bc.ca](mailto:ices@ola.bc.ca). Web site: [www.ola.bc.ca/ices](http://www.ola.bc.ca/ices)

## **Community Colleges**

Some Community Colleges in British Columbia, through their Early Childhood Education department, may also review and assess an individual's previous post-secondary training and provide an assessment letter. For enquiries, please refer to an approved College's Early Childhood Education department to discuss your previous academic training. There may be a fee for this service.

When you receive your College assessment letter, completed by the Early Childhood Education Coordinator and on College letterhead, you should forward it to the ECE Registry in order that a determination may be made with respect to your equivalency towards certification. The provincial requirements for First Aid certification and the successful completion of 500 hours of satisfactory work experience should also be provided to the ECE Registry at this time, if completed.

## 5. Assessment of Skills, Abilities and Experience

The ECE Registry does not evaluate an applicant's skills, abilities or work experience. However, an applicant may request a prior learning assessment (PLA) if they have field experience they would like to have evaluated. This assessment option may be the best action for those applicants who have extensive field experience but limited educational training.

### **Prior Learning Assessment:**

Prior Learning Assessment provides candidates with the opportunity to demonstrate their skills, knowledge, competencies and abilities based upon both their previous academic training and/or work experience. Candidates are required to do field demonstrations in selected Early Childhood Education centres. Staff in these centres are trained in the principles and practises of assessment for prior learning. Upon completion of a Prior Learning Assessment, the college will provide you with a letter of assessment for your academic equivalency towards the components required for certification as an Early Childhood Educator. There is a fee for this service.

When you receive your Prior Learning Letter of Assessment, you should forward it to the ECE Registry in order that a determination may be made with respect to equivalency towards certification. The Director makes all final decisions regarding the equivalency of any program. The provincial requirements for First Aid certification and the successful completion of 500 hours of satisfactory work experience should also be provided to the ECE Registry at this time, if completed.

Community Colleges may offer Prior Learning Assessment Services. For enquiries, please refer to the list of approved Early Childhood Education training institutions in Appendix A.

## 6. Appropriate Work Experience for First Time Applicants:

An Early Childhood Educator must complete at least five hundred (500) hours of satisfactory work experience in Canada. Time spent during the regular work day, planning and preparing for daily activities and routines at the Early Childhood Education facility may all be considered as part of this requirement. The conditions of the required work experience are as follows:

- Must be completed under the supervision of an Early Childhood Educator who had a current Early Childhood Educator Licence to Practise issued by the ECE Registry (not including an Educator working under a Letter of Permission) at the time of supervision.
- Must be completed in Canada in a **licensed** facility, including Group Day Care, Preschool, Special Needs Day Care, Family Child Care, Emergency Care and Child Minding. Please note that work experience in Out of School and Occasional Care at Ski Hills or Resorts is **not** acceptable.
- Must be completed in not more than two child care facilities licensed for children from birth to school age.
- Must be completed within five years of graduation.
- May be either volunteer or paid hours.
- May begin after the commencement of an Early Childhood Education training program.

### ***PLEASE NOTE:***

- The 500 hours of work experience is an addition to the “practicum”, which is an academic requirement.
- The 500 hours of work experience must be supported by a letter of reference from the supervising Early Childhood Educator attesting to the applicant’s personal suitability to the field of Early Childhood Education and satisfactory completion of the required 500 hours of work experience.
- It is the responsibility of the individual undertaking the work experience to ensure that the individual responsible for their work place supervision is a registered Early Childhood Educator with the ECE Registry. The letter of reference must be written by the certified Early Childhood Educator who personally

supervised the applicant's 500 hour requirement. The letter of reference will not be accepted if not written by a certified Early Childhood Educator.

Applicants who have their own licenced family child care facility may be credited with up to half of the 500 hour work requirement (250 hours) based upon their own licenced family child care experience, if the applicant meets the following conditions:

- the applicant must have **proof**, in the form of a letter from a Licensing Officer or a copy of a facility licence, of at least one full year of full-time work experience in their own licensed family child care facility after the commencement of an Early Childhood Education training program; AND,
- the application is accompanied by:
  - three reference letters from parents of children cared for by the applicant; AND,
  - one reference from a professional Early Childhood Educator, Licensing Officer, College Instructor, or Child Care Resource and Referral staff who has knowledge of the applicant's work and can attest to the satisfactory work experience of the applicant; AND,
  - an official transcript from an approved British Columbia post-secondary training institution (see Appendix A) showing the successful completion of an Early Childhood Education training program
- the remaining 250 hours must be completed in one licensed early childhood centre under the supervision of a certified Early Childhood Educator.

Please note that work experience must begin after the commencement of an Early Childhood Education training program.

## C. What Happens to Your Application

Upon receipt of the request for registration, your application is reviewed to determine if all necessary documents are included. If it is incomplete, you will be notified regarding the additional documentation required. Processing the application will not proceed until all necessary documentation is received. If the application is complete the assessment process will begin.

The documentation will be reviewed to determine your eligibility for certification. If you are considered to have completed all requirements, your name, address and certification date will be entered onto the provincial Registry of Early Childhood Educators. A Certificate which provides a Licence to Practise in British Columbia will then be issued and forwarded to you by mail.

If you are found to have only partial equivalency (ie: equivalency for one or more, but not all, required areas of instruction), then an Assessment Letter will be forwarded outlining the areas of required instruction which have been granted and what requirements remain outstanding. An Assessment Letter also authorizes you to work in a child care facility as an Assistant, according to the Child Care Licensing Regulation.

As you complete the remaining requirements, you should submit the relevant documentation. The documentation will be reviewed and if all requirements have been met, a Certificate will be issued. If there are still requirements that remain outstanding, your Assessment Letter will be updated.

# D. Request for Review and Appeal

## 1. Review

A request for a review of your file and the final decision on equivalency may be forwarded to:

ECE Registry  
Ministry of Community, Aboriginal and Women's Services  
PO Box 9965, STN PROV GOVT  
Victoria BC V8W 9R4

## 2. Appeal Procedure

If you disagree with the final decision of the Director of Licensing and have been denied certification, you may make a formal application for appeal. Requests for information regarding the appeal procedure can be directed to:

The Registrar  
Health Appeal Boards Registry  
Suit 301  
747 Fort Street  
Victoria BC V8W 3E9

Telephone: (250) 387-0383  
Facsimile: (250) 387-1820

## E. Renewal Requirements

According to the Child Care Licensing Regulation, renewal of certification is required every five (5) years for your Early Childhood Education Certificate(s). Certificates are issued with an expiry date. It is the responsibility of the Early Childhood Educator wishing to renew their Certificate(s) to submit an application and the following documentation to the ECE Registry:

- A letter of reference from a co-worker, parent of a child for whom the individual has provided care, or Early Childhood Education professional with whom the individual has worked, documenting the satisfactory work performance of the applicant in the field of Early Childhood Education (minimum of 300 hours in the past 5 years - include dates of work).
- Proof of attendance at a minimum of two seminars, conferences or workshops on Early Childhood Education, lasting a total of at least 12 hours, OR proof of the completion of a post-secondary institution course relating to Early Childhood Education in the past 5 years. Acceptable documentation must include:
  - title of the ECE-related seminar, workshop, conference or course
  - dates of attendance
  - number of hours of attendance
  - the name of the applicant
- Current address and telephone number.
- Proof of name change, if applicable (photocopy of Marriage Certificate or Change of Name Certificate).

### ***PLEASE NOTE:***

Requests for renewal of Certificate(s) after the expiry date are addressed under Section 12(3) of the Child Care Licensing Regulation. In addition to the requirements outlined above, the Director may renew the Certificate if satisfied that: “the applicant's failure to apply before the expiry of the Certificate was due to circumstances beyond the control of the applicant.” The applicant must include an explanation of these extraordinary circumstances. Depending on the length of time that has passed since the certificate expired, additional professional development and work experience may be required.

Although the completion of First Aid training is a basic requirement for first-time registration, renewal of First Aid does not constitute ongoing professional development in the field of Early Childhood Education.



## F. Checklist

### 1. First Time Registration - ECE Training From Approved Institutions (Appendix A)

Before sealing the envelope, ensure you have enclosed an application and the following documentation:

- An OFFICIAL TRANSCRIPT of courses completed (photocopies not accepted);
- A letter of reference attesting to the applicant's personal suitability to the field of Early Childhood Education AND satisfactory completion of the required 500 hours of work experience written by a certified Early Childhood Educator who supervised the applicant's work;
- A photocopy of an acceptable, valid First Aid Certificate, if not included in the post-secondary Early Childhood Education training program;
- Current address and telephone number; and,
- Proof of name change, if applicable.

### 2. First Time Registration - ECE Training Completed Outside of BC or Related Training, Prior Learning Assessment

Before sealing the envelope, ensure you have enclosed an application and the following documentation:

- The original Evaluation Report from the International Credential Evaluation Service (unless an official copy was ordered at the time of your application), OR
- The original Prior Learning Letter of Assessment, OR
- The original assessment letter on College letterhead from an approved institution in British Columbia (Appendix A); plus,
- A letter of reference attesting to the applicant's personal suitability to the field of Early Childhood Education AND satisfactory completion of the required 500 hours of work experience written by a certified Early Childhood Educator who supervised the applicant's work;
- A photocopy of an acceptable, valid First Aid Certificate;
- Current address and telephone number; and,
- Proof of name change, if applicable (photocopy of Marriage Certificate or Change of Name Certificate).

### 3. Renewal Registration

Before sealing the envelope, ensure you have enclosed an application form and the following documentation:

- A letter of reference from a co-worker, parent of a child for whom you have provided care or Early Childhood professional with whom the individual has worked, documenting the satisfactory work performance of the applicant in the field of Early Childhood Education (minimum of 300 hours in the past 5 years; include dates of work).
- Proof of attendance at a minimum of two seminars, conferences or workshops relating to Early Childhood Education, lasting a total of at least 12 hours, OR proof of the completion of a post-secondary institution course relating to Early Childhood Education. Acceptable documentation must include:
  - title of the ECE-related seminar, workshop, conference or course
  - dates of attendance
  - number of hours of attendance
  - the name of the applicant
- Current address and telephone number.
- Proof of name change, if applicable.
- Description of extraordinary circumstances, if Certificate has expired.

### Need More Information?

Requests for registration, renewal, change of name or address or general information can be forwarded to:

ECE Registry  
Ministry of Community, Aboriginal and Women's Services  
PO Box 9965, STN PROV GOVT  
Victoria BC V8W 9R4

or by contacting the Registry office at 356-0429 (in Victoria), or call Enquiry BC at 660-2421 (in Vancouver), or toll-free (outside Vancouver/Victoria) at 1-800-663-7867, and ask to be connected to the ECE Registry at 356-0429.

# Appendix A

## Approved Training Institutions Offering Early Childhood Education Programs

Training Institutions are listed by:

- Public Post-Secondary
- Adult Education Departments
- Private Institutions
- Universities
- Distance Education

### Public Post Secondary Training Institutions

### Approved For

**Camosun College**

3100 Foul Bay Road  
Victoria BC V8P 5J2

ph: (250) 370-3216 fax: (250) 370-3492

Basic

Infant/Toddler  
Special Needs

**Capilano College**

2055 Purcell Way  
North Vancouver BC V7J 3H5

ph: (604) 986-1911 fax: (604) 984-4993

Basic

Infant/Toddler  
Special Needs

**University College of the Cariboo**

PO Box 3010  
Kamloops BC V2C 2R3

ph: (250) 828-5245 fax: (250) 371-5697

Basic

Infant/Toddler  
Special Needs

**College of New Caledonia**

3330 - 22nd Avenue  
Prince George BC V2N 1P8

ph: (250) 562-2131 fax: (250) 561-5816

Basic

Infant/Toddler  
Special Needs

# Approved Training Institutions Offering Early Childhood Education Programs

## Public Post Secondary cont.

## Approved For

### **College of the Rockies**

PO Box 8500

Cranbrook BC V1C 5L7

ph: (250) 489-2751 fax: (250) 489-1790

Basic

Infant/Toddler

Special Needs

### **Douglas College**

PO Box 2503

New Westminster BC V3L 5B2

ph: (604) 527-5160 fax: (604) 527-5426

Basic

Infant/Toddler

Special Needs

### **University College of the Fraser Valley**

33844 King Road, RR 2

Abbotsford BC V2S 7M8

ph: (604) 557-4047 fax: (604) 855-7558

Basic

Infant/Toddler

Special Needs

### **Kwantlen University College**

PO Box 9030

Surrey BC V3W 2M8

ph: (604) 599-2458 fax: (604) 599-2578

Basic

Infant/Toddler

Special Needs

### **Langara College**

100 West 49th Avenue

Vancouver BC V5Y 2Z6

ph: (604) 323-5769 fax: (604) 323-5555

Basic

Infant/Toddler

Special Needs

### **Malaspina University College**

900 - 5th Street

Nanaimo BC V9R 5S5

ph: (250) 753-3245 fax: (250) 740-6466

Basic

Infant/Toddler

Special Needs

**Note:** First Nations Early Childhood Care and Education offered in partnership with Chemainus Tribal Council

# Approved Training Institutions Offering Early Childhood Education Programs

## Public Post Secondary cont.

## Approved For

### **North Island College**

3699 Roger Street  
Port Alberni BC V9Y 4S4  
ph: (250) 724-8766 fax: (250) 724-8700

Basic  
Infant/Toddler  
Special Needs

### **Northern Lights College**

PO Box 1000  
9820 - 120th Street  
Fort St. John BC V1J 6K1  
ph: (250) 561-2495 fax: (250) 561-8012  
ECE Clerk: (enquiries)  
ph: (250) 787-6211 fax: (250) 787-6222  
or toll-free 1-866-463-6652  
website: <http://www/fsj.nlc.bc.ca/nlc/ece>

Basic  
Infant/Toddler  
Special Needs

### **Northwest Community College**

PO Box 726  
5331 McConnell Avenue  
Terrace BC V8G 4C2  
ph: (250) 635-6511 fax: (250) 638-5434

Basic  
Infant/Toddler  
Special Needs

### **Okanagan University College**

1000 K.L.O. Road  
Kelowna BC V1Y 4X8  
ph: (250) 762-5445 fax: (250) 862-5461

Basic  
Infant/Toddler  
Special Needs

### **Selkirk College**

PO Box 1200  
Castlegar BC V1N 3J1  
ph: (250) 365-7292 fax: (250) 365-6568

Basic  
Infant/Toddler  
Special Needs

# Approved Training Institutions Offering Early Childhood Education Programs

## Public Post Secondary cont.

### **Yukon College**

Box 2799

Whitehorse Yukon V1A 5K4

ph: (867) 668-8793 fax: (867) 668-8890

website: [www.yukoncollege.yk.ca](http://www.yukoncollege.yk.ca)

## Approved For

Basic

## Adult Education Departments

### **Burnaby School District No. 41**

5325 Kincaid

Burnaby BC V5G 1W2

ph: (604) 733-3850 fax: (604) 664-8448

### **Delta School Board No. 37**

Continuing Education Department

4585 Harvest Drive

Delta BC V4K 5B4

ph: (604) 941-4101 fax: (604) 940-5520

## Approved For

Basic

Infant/Toddler

Special Needs

Basic

Infant/Toddler

Special Needs

### **North Shore Continuing Education**

2132 Hamilton Avenue

North Vancouver BC V7P 2M3

ph: (604) 986-8888 fax: (604) 986-6709

Basic

### **Vancouver Community College**

Continuing Education

– King Edward Campus

250 West Pender Street

Vancouver BC V6B 1S9

ph: (604) 871-7165 fax: (604) 327-9210

Basic

Infant/Toddler

Special Needs

# Approved Training Institutions Offering Early Childhood Education Programs

## Private Institutions

## Approved For

### **Burnaby College**

450 - 4800 Kingsway

Vancouver BC V5H 4J2

ph: (604) 437-5711 fax: (604) 437-8709

Basic

### **Century College**

3rd Floor, 1788 West Broadway

Vancouver BC V6J 1Y1

ph: (604) 731-8869 fax: (604) 731-8830

Basic

### **Columbia Bible College**

2940 Clearbrook Road

Abbotsford BC V2T 2Z8

ph: (604) 853-3567 fax: (604) 853-3063

Basic

Infant/Toddler

Special Needs

### **Langley College**

20060 Fraser Hwy

Langley BC V3A 4E5

ph: (604) 534-3930 fax: (604) 534-4891

Basic

Infant/Toddler

Special Needs

### **Metro Training Institute**

*Vancouver Campus*

Suite 700, 333 Terminal Avenue

Vancouver BC V6A 2L7

ph: (604) 682-6020 fax: (604) 682-6468

Basic

*Metrotown Campus*

#400 - 4800 Kingsway

Burnaby BC V5H 4J2

ph: (604) 437-6030 fax: (604) 437-6036

Basic

# Approved<sup>(1)</sup> Training Institutions Offering Early Childhood Education Programs

## Private Institutions continued

## Approved For

### **Metro Training Institute**

Basic

*Surrey Campus*

10060 King George Highway

Surrey BC V3T 2W4

ph: (604) 583-6020 fax: (604) 583-6019

### **Montessori Training Centre of BC**

Basic

200 - 8555 Cambie Street

Vancouver BC V6P 3J9

ph: (604) 261-0864 fax: (604) 261-2805

### **Pacific Rim Early Childhood Institute Inc.**

Basic

7852 Scohon Drive

Saanichton BC V8M 1X7

ph: (250) 652-6011

Infant/Toddler

Special Needs

### **Summit Career College**

Basic

202 - 1634 Harvey Avenue

Kelowna BC V1Y 6G2

ph: (250) 762-6467 fax: (250) 763-5319

Infant/Toddler

Special Needs



# Approved<sup>(1)</sup> Training Institutions Offering Early Childhood Education Programs

## Universities

## Approved For

### University of Victoria

1. School of Child and Youth Basic  
PO Box 1700, Victoria BC V8W 2Y2 Special Needs  
ph: (250) 721-7984 fax: (250) 721-7218  
website: <http://www.hsd.uvic.ca/CYC/cyc.htm>
2. School of Child and Youth, Basic  
First Nations Partnerships Programs  
PO Box 1700, Victoria BC V8W 2Y2  
ph: (250) 721-7979 fax: (250) 721-7218
3. Faculty of Education Basic  
PO Box 3010, Victoria BC V8W 3N4  
ph: (250) 721-7759 fax: (250) 721-7767  
*Not currently offering a complete ECE program.*

# Approved Training Institutions Offering Early Childhood Education Programs

## Distance Education Approved<sup>(1)</sup> Training Institutions

## Approved For

### **Lethbridge Community College**

3000 College Drive South

Lethbridge AB T1K 1L6

Toll free: 1-800-572-0103

ph: (403) 329-7256 fax: (403) 317-3542

One year certificate program plus

supplementary courses for Basic in BC

Basic

### **Northern Lights College**

PO Box 1000

9820 - 120th Street

Fort St. John BC V1J 6K1

ECE Clerk: (enquiries)

ph: (250) 787-6211 fax: (250) 787-6222

website: <http://www/fsj.nlc.bc.ca/nlc/ece>

Basic

Infant/Toddler

Special Needs

### **Pacific Rim Early Childhood Institute Inc.**

2120 Bear Hill Road

Saanichton BC V8M 1X7

ph: (250) 652-6011

Basic

Infant/Toddler

Special Needs

# Appendix B

## Alphabetical List of First Aid Courses

*Accepted by the ECE Registry,  
Ministry of Health Planning - as of March, 2003.*

### **Academy of Emergency Training**

Contact: Declan Lawlor, Program Director  
Coquitlam Training Centre  
#4 - 901 Lougheed Highway  
Coquitlam BC V3K 3T3  
ph: (604) 521-2170  
Website: [www.firstaid.bc.ca](http://www.firstaid.bc.ca)

### **ALT International Inc.**

Contact: Stan Anderson  
A.L.T. International  
1520 Haultain Street  
Victoria BC V8R 2K2  
ph: (250) 598-8685      fax: (250) 598-9605

### **Course Titles**

Emergency First Aid  
Standard First Aid  
Aquatic First Responder  
First Aid Training for Child Day Care Providers  
*certificates issued with an expiry date*

### **Botkin's First Care First Aid**

Contact: Paul Botkin  
Botkin's First Aid  
1165 East 26th Avenue  
Vancouver BC V5V 2J8  
ph: (604) 873-4774      fax: (604) 873-4774  
*certificates issued with an expiry date*

# Alphabetical List of First Aid Courses continued

*Accepted by the ECE Registry as of March, 2003.*

## **Canadian Red Cross**

First Aid and Water Safety  
6th Floor, 815 8th Avenue SW  
Calgary AB T2P 3P2  
Call Centre: 1-888-307-7997  
fax: 1-800-811-8877

**NOTE:** Accepted courses offered by various training facilities in association with the Canadian Red Cross. For a list of courses available in your community, telephone the nearest Canadian Red Cross Society office by looking in the white pages under Canadian Red Cross.

(course titles next page)

## **Course Titles**

Canadian Red Cross Emergency First Aid  
Canadian Red Cross Standard First Aid  
Canadian Red Cross Standard First Aid Recertification  
*certificates issued are valid for 2 years*  
Canadian Red Cross Child Safe  
Canadian Red Cross Child Care First Aid  
*certificate issued is valid for 3 years*

## **Childhood Emergency Management**

Contact: Coordinator, ECE Programs  
University College of the Fraser Valley  
33844 King Road  
Abbotsford BC V2S 7M9  
ph: (604) 853-7441 fax: (604) 853-7452  
*letter of completion issued with expiry date*

## **FACES Emergency Training**

Contact: Paul Stone, Chief Instructor  
PO Box 6002  
Victoria BC V8P 5L4  
ph: (250) 385-3223 fax: (250) 385-3209  
website: [www.firstaidforbc.com](http://www.firstaidforbc.com)  
*certificates issued with an expiry date and are valid for two years*

# Alphabetical List of First Aid Courses continued

*Accepted by the ECE Registry as of March, 2003.*

## **Family First Aid for Children**

Contact: Mark Luttrell

Director of Training

Cross Safety Services Inc.

Richmond BC V7C 4V5

ph: (604) 278-7209 fax: (604) 278-6810

*certificates issued with an expiry date*

## **First Aid Course**

Contact: Rex Schultz

Okanagan First-Aid Training Ltd.

7063 Foothills Drive

Vernon BC V1B 2Y4

ph: (250) 545-2943

*certificates issued with an expiry date*

## **First Aid Treating Your Children**

Contact: Christopher Metcalf, Director

Care Institute of Safety & Health Inc.

1770 East 18th Avenue

Vancouver BC V5N 5P6

ph: (604) 873-6018 fax: (604) 873-4443

*certificates issued with an expiry date*

## **Medic First Aid Paediatric Program**

Contact: Mark Hemsworth

General Manager

EMP Canada

10114 McDonald Park Road

Sidney BC

ph: (250) 656-1468 fax: (250) 656-1468

*certificates issued are valid for two years*

# Alphabetical List of First Aid Courses continued

*Accepted by the ECE Registry as of March, 2003.*

## **Safety Awareness and First Aid for Childhood Emergencies**

Contact: Warren Delaney

First Aid Instructor

624 McCallum Road

Victoria BC V9B 6M1

ph: (250) 474-2325

*certificates issued with an expiry date*

## **St. John Ambulance**

Contact: Sarah Rogers

Program Development and Standards Officer

St. John Ambulance, St. John House

6111 Cambie Street

Vancouver BC V5V 3B2

ph: (604) 321-2652 fax: (604) 321-5316

**NOTE:** Accepted courses offered by various training facilities in association with St. John Ambulance. For a list of courses available in your community, telephone the nearest St. John Ambulance office by looking in the white pages under St. John Ambulance.

(course titles next page)

## **Course Titles**

First on the Scene: Emergency Child Care

First on the Scene: Standard Level - Plus

First on the Scene: Standard Level - Enhanced

First on the Scene: Standard First Aid Safety Oriented:  
For Industry (Option 2)

First on the Scene: Standard First Aid Safety Oriented:  
For Industry (Option 3)

*certificates issued with an expiry date*

Revised April 2003

*Please print the following page. Complete the information and submit your documentation.*





**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 Facility 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 Registrar, Ministry of Community, Aboriginal and Women's Services, PO Box 9965 STN PROV GOVT, Victoria BC V8W 9R4. Telephone: 250 356-0429, 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

PHONE: ( ) Home ( ) Work ECE REGISTRATION NUMBER (If applying for Renewal, I/T, or SN)

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 from the Licensing Office at your local Health Authority or at [www.hlth.gov.bc.ca/cfc](http://www.hlth.gov.bc.ca/cfc)

**INDICATE WHICH CATEGORY(S) YOU ARE APPLYING FOR AND THE DOCUMENTATION YOU HAVE ATTACHED:**

- Early Childhood Educator     Infant / Toddler Educator (I/T)     Special Needs Educator (S/N)     Assistant Assessment Letter

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

- Documentation of 500 hours of satisfactory work experience (*for basic Early Childhood Educator only*)

<b>First work experience:</b>	# of hrs.	From	To	<input type="checkbox"/> Letter of reference from supervising ECE (Supervisor's ECE Certificate # )
Facility Licence Number:		Facility Service type:		

<b>Second work experience:</b> (if applicable)	# of hrs.	From	To	<input type="checkbox"/> Letter of reference from supervising ECE (Supervisor's ECE Certificate # )
Facility Licence Number:		Facility Service type:		

- Current acceptable First Aid certificate (*photocopies accepted*)

**Renewal**

- Documentation of 300 hours of satisfactory work experience

<b>First work experience:</b>	# of hrs.	From	To	<input type="checkbox"/> Letter of reference from co-worker, parent or ECE professional
<b>Second work experience:</b> (if applicable)	# of hrs.	From	To	<input type="checkbox"/> Letter of reference from co-worker, parent or ECE professional

- Proof of Professional Development - Acceptable documentation (receipt, certificate or letter from sponsor) must include: name of ECE related seminar, workshop, conference or courses; dates of attendance; number of hours of attendance and name of the applicant (*must be a minimum of 2 seminars lasting a total of at least 12 hours OR completion of a post secondary institution course relating to Early Childhood Education*).
- 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 Education Registry  
Ministry of Community, Aboriginal and Women's Services  
PO Box 9965, STN PROV GOVT  
Victoria BC V8W 9R4

Telephone: 250 356-0429, Fax: 250 387-2997