



# The Early Childhood Educator in British Columbia

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**A Guide to Registration  
and Renewal Procedures**



BRITISH  
COLUMBIA

Ministry of Children  
and Family Development

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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 certification as an Assistant, Early Childhood Educator, Infant/Toddler Educator, and Special Needs Educator in the province of British Columbia. 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 Certificate 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, (now the *Community Care and Assisted Living Act*, 2002) 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 Certificate. 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.

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 been certified as an Early Childhood Educator by 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 levels of Certification.

A **Certificate** (Early Childhood Educator, Infant/Toddler and/or Special Needs) is required by the *Community Care and Assisted Living Act*, 2002 and the Child Care Licensing Regulation to work as an early childhood educator in British Columbia. Certificates are issued by the ECE Registry.

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. 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 Educator Registry (ECE Registry) at the Ministry of Children and Family Development. 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 Certificate 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 for evaluation to the ECE Registry. 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. Please contact the ECE Registry about the options available to have your academic qualifications evaluated towards the requirements for early childhood education.

### 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. Please contact the ECE Registry to discuss whether or not this option is best suited for you.

### 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.

## B. 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.

### Need More Information?

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

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

Phone: 250 356-6501

Toll-free outside Victoria 1 888 338-6622

Fax: 250 952-0765

Email: [ECERegistry@gov.bc.ca](mailto:ECERegistry@gov.bc.ca)

## C. 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 Children and Family Development  
PO Box 9965, STN PROV GOVT  
Victoria BC V8W 9R4

### 2. Appeal Procedure

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

Community Care and Assisted Living Appeal Board	Telephone: (250) 387-3464
Health Appeal Board Registry	Facsimile: (250) 356-9923
PO Box 9425 Stn Prov Govt	Toll free number 1 800 663-7867
Victoria BC V8W 9V1	or Vancouver (604) 660-2421

## D. 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.

## E. 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 - Related Training, Prior Learning Assessment

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

- 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.

# Appendix A

## Approved Training Institutions Offering Early Childhood Education Programs

The type of educational institution you select can have an impact on transferability of courses from one institution to another. Please discuss transferability options with potential educational institutions.

**Training Institutions are listed by:**

- A. Public Post-Secondary**
- B. Adult Education**
- C. Distance Education**
- D. Private Institutions**

### **A. Public Post Secondary Training Institutions**

### **Approved For**

#### **Camosun College**

3100 Foul Bay Road  
Victoria BC V8P 5J2  
ph: (250) 370-3237  
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

#### **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

#### **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) 527-5130  
fax: (604) 527-5426

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

<b>A. Public Post Secondary cont.</b>	<b>Approved For</b>
<p><b>Nicola Valley Institute of Technology</b>            4155 Bleshaw Street            Merritt BC V1K 1R1            ph: (250) 378-3300            fax: (250) 378-3333</p>	<p>Basic</p>
<p><b>North Island College</b>            3699 Roger Street            Port Alberni BC V9Y 4S4            ph: (250) 724-8766            fax: (250) 724-8700</p>	<p>Basic            Infant/Toddler            Special Needs</p>
<p><b>Northern Lights College</b>            PO Box 1000            9820 - 120th Street            Fort St. John BC V1J 6K1            ph: (250) 787-6211            fax: (250) 787-6222            toll-free 1-866-463-6652</p>	<p>Basic            Infant/Toddler            Special Needs</p>
<p><b>Northwest Community College</b>            PO Box 726            5331 McConnell Avenue            Terrace BC V8G 4C2            ph: (250) 635-6511            fax: (250) 638-5434</p>	<p>Basic            Infant/Toddler            Special Needs</p>
<p><b>Okanagan College</b>            1000 K.L.O. Road            Kelowna BC V1Y 4X8            ph: (250) 762-5445            fax: (250) 862-5461</p>	<p>Basic            Infant/Toddler            Special Needs</p>
<p><b>Selkirk College</b>            301 Frank Beinder Way            Castlegar BC V1N 3J1            ph: (250) 365-7292            fax: (250) 365-6568</p>	<p>Basic            Infant/Toddler            Special Needs</p>
<p><b>Thompson Rivers University            (formerly known as            University College of the Cariboo)</b>            PO Box 3010, 900 McGill Road            Kamloops BC V2C 5N3            ph: (250) 828-5245            fax: (250) 371-5697</p>	<p>Basic            Infant/Toddler            Special Needs</p>
<p><b>University College of the Fraser Valley</b>            33844 King Road, RR 2            Abbotsford BC V2S 7M8            ph: (604) 557-4047            fax: (604) 855-7558</p>	<p>Basic            Infant/Toddler            Special Needs</p>

**A. Public Post Secondary cont.**

**University of Victoria**  
 School of Child and Youth  
 First Nations Partnerships Program  
 PO Box 1700  
 Victoria BC V8W 2Y2  
 ph: (250) 721-7979  
 fax: (250) 721-7218

**Approved For**

Basic  
 Infant/Toddler  
 Special Needs

**B. Adult Education**

**Vancouver Community College**  
 Centre for Continuing Studies  
 250 West Pender Street  
 Vancouver BC V6B 1S9  
 ph: (604) 443-8428  
 fax: (604) 443-8667

**Approved For**

Basic  
 Infant/Toddler  
 Special Needs

**Yukon College**  
 Box 2799  
 Whitehorse Yukon V1A 5K4  
 ph: (867) 668-8793 fax: (867) 668-8890  
 website: www.yukoncollege.yk.ca

Basic

**Burnaby School District No. 41**  
 5325 Kincaid  
 Burnaby BC V5G 1W2  
 ph: (604) 733-3850  
 fax: (604) 733-0297

Basic  
 Infant/Toddler  
 Special Needs

**Delta School Board No. 37**  
 Continuing Education Department  
 4585 Harvest Drive  
 Delta BC V4K 5B4  
 ph: (604) 941-4101  
 fax: (604) 940-5520

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

**C. Distance Education**

**Lethbridge Community College**  
 3000 College Drive South  
 Lethbridge AB T1K 1L6  
 ph: (403) 329-7256  
 fax: (403) 317-3542  
 toll free: 1-800-572-0103  
 One year certificate program plus  
 supplementary courses for Basic in BC

**Approved For**

Basic

### C. Distance Education cont.

**Northern Lights College**  
PO Box 1000  
9820 - 120th Street  
Fort St. John BC V1J 6K1  
ph: (250) 787-6211  
fax: (250) 787-6222  
Toll-free: 1-866-463-6652

### Approved For

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

### D. Private Institutions

**Columbia Bible College**  
2940 Clearbrook Road  
Abbotsford BC V2T 2Z8  
ph: (604) 853-3567  
fax: (604) 853-3063

### Approved For

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

**MTI Community Colleges Ltd.**  
*Vancouver Campus*  
Suite 700, 333 Terminal Avenue  
Vancouver BC V6A 2L7  
ph: (604) 682-6020  
fax: (604) 682-6468

Basic

*Surrey Campus*  
10060 King George Highway  
Surrey BC V3T 2W4  
ph: (604) 583-6020  
fax: (604) 583-6019

Basic

*Metrotown Campus*  
#400 - 4800 Kingsway  
Burnaby BC V5H 4J2  
ph: (604) 437-6030  
fax: (604) 437-6036

Basic  
Infant/Toddler  
Special Needs

**Montessori Training Centre of BC**  
200 - 8555 Cambie Street  
Vancouver BC V6P 3J9  
ph: (604) 261-0864 fax: (604) 261-2805

Basic

**Pacific Rim Early Childhood Institute Inc.**  
2120 Bear Hill Road  
Saanichton BC V8M 1X7  
ph: (250) 652-6011

Basic  
Infant/Toddler  
Special Needs

**D. Private Institutions cont.****Approved For****Ridge Meadows College**

Basic

(a division of School District No. 42, Maple Ridge-Pitt Meadows)  
22610 Dewdney Trunk Road  
Maple Ridge BC V2X 3J9  
ph: (604) 466-6577

**Sprott-Shaw Community College**

Basic

*Burnaby Campus*  
216 - 5021 Kingsway  
Burnaby BC V5H 4A5  
ph: (604) 430-5111  
fax: (604) 430-5119

**Stenburg College**

Basic

*Surrey Campus*  
750 - 13450 102nd Avenue  
Central City  
Surrey BC V3T 5X3  
ph: (604) 580-2772  
fax: (604) 580-5774

**Vancouver Career College**

Basic

*Burnaby Campus*  
300 - 4680 Kingsway  
Burnaby BC V5H 4L9  
ph: (604) 438-6881  
fax: (604) 438-6801

*Coquitlam Campus*

Basic

1180 Pinetree Way  
Coquitlam BC V3B 7L2  
ph: (604) 944-8855  
fax: (604) 941-4405

Infant/Toddler  
Special Needs*Kelowna Campus*

Basic

#200 - 410 Bernard Avenue  
Kelowna BC V1W 6N7  
ph: (250) 763-5800  
fax: (250) 763-5848

*Victoria Campus*

Basic

*(approved until February 28, 2006)*  
200 - 1483 Douglas Street  
Victoria BC V8W 3K3  
ph: (250) 383-9393

**Vancouver ECE and Montessori College  
(formerly known as Century College)**

Basic

#600 - 1788 West Broadway  
Vancouver BC V6J 1Y1  
ph: (604) 731-8869  
fax: (604) 781-8830

# Appendix B

## First Aid Training Programs

*As listed in Schedule C: Community Care and Assisted Living Act, Child Care Licensing Regulation*

- 1. Academy of Emergency Training**
  - First Aid
- 2. ALT International Inc.**
  - Emergency First Aid
  - Standard First Aid
  - Aquatic First Responder
  - First Aid Training for Child Day Care Providers
- 3. Botkin's First Care First Aid**
  - Botkin's First Aid
- 4. Canadian Red Cross**
  - Emergency First Aid
  - Standard First Aid
  - Child Safe
  - Child Care First Aid
  - Standard First Aid Recertification
- 5. University College of the Fraser Valley**
  - Childhood Emergency Management
- 6. FACES Emergency First Aid**
  - Emergency First Aid - Child Care Worker
- 7. Cross Safety Services**
  - Family First Aid for Children
- 8. Okanagan First Aid Training**
  - First Aid Course
- 9. Care Institute of Safety and Health Inc.**
  - First Aid Treating Your Children
- 10. EMP Canada**
  - Pediatric Medic First Aid
- 11. Warren Delaney**
  - Safety Awareness and First Aid for Childhood Emergencies
- 12. St. John Ambulance - First on the Scene**
  - Emergency Child Care
  - Standard Level - Plus
  - Standard Level - Enhanced
  - Standard First Aid Safety Oriented for Industry (Option 2)
  - Standard First Aid Safety Oriented for Industry (Option 3)



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.

Please print clearly

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, ITE or SNE)

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/ece/index.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 Telephone: 1 888 338-6622 or in Greater Victoria at 356-6501 Fax: 250 952-0765