



The information collected on this form will be used for the purpose of evaluating academic requirements toward a licence to practice as an Early Childhood Educator, Infant and Toddler Educator or Special Needs Early Childhood Educator in British Columbia, Canada. All personal information is collected under the authority of the *Community Care and Assisted Living Act*, Section 8 (SBC 2002, c. 75) 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* (RSBC 1996, c. 165). If you have any questions about the collection, use and disclosure of this information, contact the Early Childhood Educator Registry in Greater Victoria call 250-356-6501 or toll free at 1-888-338-6622, or via email at ECERegistry@gov.bc.ca.

SECTION 1 REQUIRED DOCUMENTATION FROM APPLICANT

Information Required from Applicants who have Completed ECE Training Outside of British Columbia

In order to be certified (receive a licence to practice) in British Columbia through the Early Childhood Educator (ECE) Registry, Ministry of Children and Family Development, applicants who have completed their academic training outside of British Columbia must submit the following documents for evaluation:

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| <p>1. A Comprehensive Grade Report
(Applicants applying with training done outside of Canada ONLY)</p> <p>OR</p> <p>Original, Official Transcripts
(Applicants applying with training done in Canada, outside of British Columbia)</p> | <p>Completed by the International Credential Evaluation Service (ICES). Applicants must complete the ICES Application Form and submit fees directly to ICES. Applicants require a Comprehensive Report.</p> <p>NOTE: It is your responsibility to ensure the appropriate fee for official transcripts required by ICES are paid to your institution.</p> <p>Original official transcripts must be sent by the training institution directly to the Early Childhood Educator Registry.</p> |
| <p>2. A Program Confirmation Form (CF1363)</p> | <p>Completed by the institution you attended and sent directly to the ECE Registry. Applicants with training done within Canada please refer to the ECE Registry website at http://www.mcf.gov.bc.ca/childcare/ece/index.htm for further information on having this form completed.</p> |
| <p>3. An ECE Registry Application Form (CF1360)
Early Childhood Educator OR ECE Assistant Licence to Practice application</p> | <p>Available on http://www.mcf.gov.bc.ca/childcare/ece/index.htm Completed by applicant and sent directly to the ECE Registry with the necessary documentation.</p> |
| <p>4. 500 Hour Work Experience Reference Letter, or Character Reference</p> | <p>For further details regarding this requirement refer to the ECE Registry website at http://www.mcf.gov.bc.ca/childcare/ece/index.htm .</p> |
| <p>5. Photocopy of an acceptable First Aid Certificate</p> | <p>Further information on acceptable first aid certificates are listed online at http://www.mcf.gov.bc.ca/childcare/ece/index.htm</p> |
| <p>6. *Optional Resume</p> | <p>Those applicants who have completed their Early Childhood Educator training more than 10 years ago, must submit a comprehensive resume that includes previous work experience, professional development and contact information for previous employers.</p> |

SECTION 2 INSTRUCTIONS FOR APPLICANT

Please send this form to your educational institution, with a covering letter which includes the following:

- a) Your current full name, maiden name, and other names used;
- b) Your student number;
- c) Your date of graduation; and
- d) Your current mailing address and telephone number

IMPORTANT

- Training Institutions located outside of Canada must sent original, official transcripts directly to:
International Credential Evaluation Service (ICES)
3700 Willingdon Avenue,
Burnaby, British Columbia, Canada V5G 3H2
- All training institutions located outside of BC must complete this Program Confirmation form and send it directly to:
Early Childhood Educator Registry
PO Box 9965 STN PROV GOVT
Victoria, British Columbia, Canada V8W 9R4

SECTION 3 CONFIRMATION OF PROGRAM COMPLETION

This section is to be completed by the Registrar of the Institution or Director of the Early Childhood Education Program, and returned directly to the Early Childhood Educator Registry by the educational institution(s) the applicant attended.

To the Registrar of the Institution, or the Director of the ECE Training Program:

The below-named applicant is a former student of your training program, and has applied for a Licence to Practice as an Early Childhood Educator Assistant, Early Childhood Educator, Infant Toddler Educator or Special Needs Educator in British Columbia, Canada. In order for the Early Childhood Educator Registry to determine how the applicant's training meets the British Columbia educational requirements, the completion of this Program Confirmation form is required in addition to transcripts sent to the ECE Registry or ICES. If you are filling this form out by hand, please use blue or black ink and print clearly. Your assistance in this matter will greatly assist in the processing of this application. Thank you.

Your name and signature are required on the last page of this form.

EDUCATIONAL INSTITUTION INFORMATION

FULL NAME OF FORMER STUDENT (APPLICANT)		
NAME OF EDUCATIONAL INSTITUTION		DATE OF APPLICANT ADMITTANCE (YYYY/MM/DD)
CITY/TOWN	PROVINCE/STATE	COUNTRY

This student has: (check one and complete that section)

Successfully completed the ECE program

NAME OF PROGRAM			
LENGTH OF PROGRAM	<input type="checkbox"/> MONTHS	TOTAL PROGRAM HOURS (Academic/Instructional)	DATE OF COMPLETION (MM/YYYY)
# OF	<input type="checkbox"/> YEARS		
NAME OF ISSUED CREDENTIAL (e.g. Early Childhood Education Diploma)			DATE CREDENTIAL ISSUED (MM/YYYY)

NOT successfully completed the ECE program, but has:

partially completed the ECE program

NUMBER OF MONTH/YEARS COMPLETED	NAME OF COURSE(S) COMPLETED
<input type="checkbox"/> MONTHS <input type="checkbox"/> YEARS	

completed a related program that may meet some of the academic requirements for an Early Childhood Educator

NAME OF RELATED PROGRAM(S)

INSTRUCTIONS FOR COMPLETING SECTIONS 4 AND 5

Please enter the specific number of hours completed in each of the following areas of study. Enter a check mark ✓ beside each requirement that has been **successfully** met. Please note that hours for each area must be reported separately in the "Hours Completed" area. **Further documentation such as course descriptions may be required at a later date for verification.**

SECTION 4 EARLY CHILDHOOD EDUCATOR TRAINING

Area of Study: Child Growth and Development (emphasis on the preschool years)

Hours of Study Completed by Student: _____

- range of historic and current theoretical approaches to child growth and development child growth, and development as part of on going life-span development
- growth and development in key developmental domains including social/emotional, physical, cognitive, language
- genetic and environmental factors which influence individual growth and development
- indicators of developmental delays or concerns and associated risks

Area of Study: Program Development, Curriculum and Foundations

Hours of Study Completed by Student: _____

- history, foundation and philosophies of early childhood education
- planning, implementing and evaluating a developmentally appropriate program that meets the observed needs of children
- planning indoor and outdoor play environments that meet the developmental needs of children and ensures their health, safety and well-being
- planning and implementing a range of activities including art, music, movement, dramatic play, language, literature, science, social and math experiences that foster the development of the whole child
- planning programs that reflect and respect diversity
- relationship of environment and development on children's behaviour
- development of positive approaches to guide children's behaviour
- caring skills and techniques which support and enable children to develop self-esteem

Area of Study: Basic Health, Safety and Nutrition

Hours of Study Completed by Student: _____

- creating and maintaining a safe and healthy environment for children
- creating and maintaining policies that ensure health and safety
- knowledge and practice of universal precautions, hygiene standards and procedure
- planning, preparing and serving meals and snacks which meet children's nutritional needs
- assessing, managing and reporting illness and injuries with a focus on preventative practice
- knowledge of licensing requirements for child care and child protection responsibilities as outlined in legislation

Area of Study: Interpersonal Skills/Community Relations/Interacting with Families

Hours of Study Completed by Student: _____

- professional communication skills (verbal and written) which are mutually supportive of co-workers, families and communities
- knowledge of and respect for cultural, socioeconomic and family diversity
- community support systems for children and families
- promoting family involvement in policy and programming decisions
- professional growth, attitude and conduct, including professional development, Code of Ethics, ability to advocate

Area of Study: Basic Practicum

Hours of Study Completed by Student: _____

- Supervised observation and practice in a variety of early childhood settings
- seminar discussions between sponsor educators, students and practicum instructors
- opportunities to experience different philosophies of early childhood education
- opportunities to implement acquired knowledge and competencies in supportive environment
- opportunities to analyse experiences through reflection, self-assessment and feedback

SECTION 5 INFANT AND TODDLER EDUCATOR AND SPECIAL NEEDS EDUCATOR TRAINING

Area of Study: Advanced Child Growth and Development (emphasis on Infants and Toddlers and Special Needs)

Hours of Study Completed by Student: _____

- review of normal development from prenatal to three years of age
- focus on both typical and atypical infant and toddler development in key developmental domains including social/emotional, physical, cognitive, language
- review of current theory and research specific to infant and toddler development

Area of Study: Working With Families (emphasis on developing strategies-not practicum)

Hours of Study Completed by Student: _____

- increased knowledge of and respect for cultural, socioeconomic and family diversity
- information on support systems for children (including those that require additional support), families and related resource and referral services
- planning and facilitating a range of opportunities for family involvement in policy and programming decisions (including those that support inclusion)
- focus on professional growth, attitude and conduct, including professional development, Code of Ethics, ability to advocate

Area of Study: Working With Children Who Require Additional Support (emphasis on curriculum development-not practicum hours)

Hours of Study Completed by Student: _____

- planning, implementing and evaluating an inclusive and developmentally appropriate program that meets the observed needs of children who require support
- planning accessible, inclusive indoor and outdoor play environments that meet the developmental needs of children who require additional support and ensure health, safety and well-being
- development of positive approaches for guiding, caring and interacting with children with challenging behaviour

Area of Study: Working With Infant and Toddlers (emphasis on curriculum development-not practicum hours)

Hours of Study Completed by Student: _____

- planning, implementing and evaluating developmentally appropriate programs and routines that nurture and meet the observed needs of infants and toddlers
- planning indoor and outdoor play environments that meet the developmental needs of infants and toddlers and ensures their health, safety and well-being
- development of positive approaches for guiding, caring and interacting with infants and toddlers

Area of Study: Advanced Health, Safety And Nutrition For Infants And Toddlers Or For Children Who Require Additional Support.

Hours of Study Completed by Student: _____

- creating and maintaining a safe and healthy environment for infants and toddlers
- creating and maintaining a safe and healthy inclusive environment for children who require additional support
- developing, implementing and maintaining policies that ensure health and safety
- knowledge and practice of illness and injury prevention standards and procedures that ensure the health, safety and care of all children including strategies specific to infants and toddlers
- planning, preparation and serving of meal and snacks which meet the nutritional and safety needs of infants and toddlers
- accessing, managing and reporting illness and injuries with a focus on preventative practice

Area of Study: Administration

Hours of Study Completed by Student: _____

- knowledge of licensing requirements for child care
- management and administration of inclusive child care services
- development of policies and procedures for all aspects of service administration and management
- developing working relationships with other professionals and service providers
- development of inclusive philosophies, policies and procedures for all aspects of service administration and management

Area of Study: Infant and Toddler Practicum

Hours of Study Completed by Student: _____

- supervised observation and practice in a variety of infant toddler settings
- seminar discussions between sponsor educators, students and practicum instructors
- opportunities to implement acquired knowledge and competencies specific to infants and toddlers
- opportunities to analyse experiences through reflection, self-assessment and feedback

Area of Study: Special Needs Practicum

Hours of Study Completed by Student: _____

- supervised observation and practice in a variety of inclusive child care settings which include children who require additional support
- seminar discussions between sponsor educators, students and practicum instructors
- opportunities to implement acquired knowledge and competencies specific to children who require additional support
- opportunities to analyse experiences through reflection, self-assessment and feedback

SECTION 6 REGISTRAR or DIRECTOR DECLARATION

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

NAME OF REGISTRAR or DIRECTOR OF PROGRAM (please print, or attach business card)	
ADDRESS	TELEPHONE NUMBER ()
SIGNATURE OF REGISTRAR OR DIRECTOR OF PROGRAM	DATE (YYYY/MM/DD)

Please return completed and signed Program Confirmation Form to:

**EARLY CHILDHOOD EDUCATOR REGISTRY
 PO BOX 9965 STN PROV GOVT
 VICTORIA, BRITISH COLUMBIA V8W 9R4
 CANADA
 FACSIMILE: 250-952-0765**