



Early Childhood Educator 400 Hour Work Experience Reference

All personal information is collected by the Ministry of Education and Child Care under the authority of the *Freedom of Information and Protection of Privacy Act* s. 26(a), and will be used to determine if the applicant has the education, experience and other qualifications required by the regulations. If you have any questions about the collection, use or disclosure of this information, contact the Early Childhood Educator (ECE) Registry, PO Box 9961, STN PROV GOVT, Victoria BC V8W 9R4, Phone toll free: 1-888-338-6622, or email at ECERegistry@gov.bc.ca.

Instructions for Applicant

- Complete page 1 of this form and then provide the form to your reference to complete page 2.
- If you completed your 400 hours in more than one location, provide a separate 400 Hour Work Experience form to each reference who can confirm you completed your hours.
- The work experience hours must have been completed within the term of your current certificate (between the date issued and the expiry date) or within the last five years.
- Your reference must submit this form directly to the Early Childhood Educator (ECE) Registry and:
 - be able to confirm you have completed work experience related to the field of early childhood education
 - cannot be the same person you provided as a character reference
- It is important that you inform your reference(s) that a delay in the ECE Registry's receipt of your 400 Hour Work Experience form will result in a delay in processing your application.

Applicant Information

Legal Last Name (as appears on your primary identification)		Legal First Name (as appears on your primary identification)	
Residential Mailing Address			
City/Town	Province	Postal Code	
Country	Date of Birth (yyyy-mmm-dd)		

Work Experience Questions

Where did you complete your work experience hours?
What was your role while completing your work experience hours?
If you cared for children, what was the age range?

Consent

I, the applicant, hereby consent the following reference _____
Reference Full Name

to provide the ECE Registry with this 400 hour work experience reference and other related information as a part of my application for certification.

Applicant's Signature	Date Signed (yyyy-mmm-dd)
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Instructions for Reference

Please complete this page and send both pages of this form directly to the Early Childhood Educator (ECE) Registry per the submission information below. Please provide as much detail as possible; this will assist the ECE Registry in making our assessment of the applicant's eligibility for certification. The ECE Registry may contact you to verify or clarify the information you provide. Delay in the ECE Registry's receipt of this form will result in a delay in the assessment of the applicant's application.

Work Experience Hours Information

Full Legal Name of Applicant		Applicant Worked <input type="radio"/> Part Time <input type="radio"/> Full Time
Start Date of Hours (yyyy-mmm-dd)	End Date of Hours (yyyy-mmm-dd)	Total number of hours the applicant worked
Your relationship to the applicant <input type="radio"/> I supervised them <input type="radio"/> I worked with them <input type="radio"/> The applicant cared for my child(ren)		
Additional Comments (optional): 		

Reference Information

First Name	Last Name
Phone Number (999-999-9999)	Email Address

To the best of my knowledge the above information is complete and correct.

Reference Signature	Date Signed (yyyy-mmm-dd)
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Submission Information

Mail Completed Form To:
Early Childhood Educator Registry
Ministry of Education and Childcare
PO Box 9961 Stn Prov Govt
Victoria, BC V8W 9R4

Questions? Contact the ECE Registry at:
Phone: 1-888-338-6622
Email: ECERegistry@gov.bc.ca
Website: www.gov.bc.ca/earlychildhoodeducators