Is this application for you?

This application is for individuals who:

- Are applying for a new or different type of Early Childhood Educator (ECE) Certificate including ECE Assistant, ECE One Year, ECE Five Year, Infant and Toddler Educator (ITE), or Special Needs Educator (SNE), **and**
- Have completed their education in B.C. at an early childhood education training program that is **recognized** by the ECE Registry.

If you are applying for an ITE Certificate and/or a SNE Certificate, you must already hold an ECE Five Year Certificate or also be applying for an ECE Five Year Certificate.

You are encouraged to visit our website at www.gov.bc.ca/earlychildhoodeducators to learn more about becoming an Early Childhood Educator in B.C. before you start the application process.

Instructions

- Contact your educational institution and ask them to send your official transcript directly to the ECE Registry at the contact information below. Your transcript must show successful completion of an early childhood education training program or course that is recognized by the ECE Registry. For a list of recognized early childhood education training programs visit our website.
- Complete page 1 of the Character Reference form and provide both pages of the form to your character reference. Ask your character reference to complete the rest of the form and send it directly to the ECE Registry.
- Submit a copy of one piece of primary identification and one piece of secondary identification. Your identification must be valid and government-issued. For a list of accepted identification, visit our website or contact our office. **Do not submit original identity documents** (for example: a birth certificate or passport).
- If your current legal name is different than your name on your supporting documents, you must also submit proof of name change (for example: government-issued marriage certificate, divorce certificate or papers, or change of name document).
- If you are applying for an ECE Five Year Certificate, complete page 1 of the 500 Hour Work Experience form and provide both pages to your 500 hour work experience reference. Ask your reference to complete the rest of the form and send it directly to the ECE Registry.
- Complete pages 2-4 of this Early Childhood Educator Certification Application – B.C. Recognized Education form. Complete every section of this form unless it is stated that it is optional. Incomplete applications will result in delays in processing.
- If you are a minor (under the age of 19) and are applying for certification with the ECE Registry your parent/legal guardian will need to give consent on your application form (section 5).
- Mail this application with your identification documents enclosed to the ECE Registry at the contact information below.

The ECE Registry cannot assess your eligibility for certification until we have received all required application documentation and information. To prevent delays in processing your application, ensure you have completed all steps outlined in the instructions above.

After you apply

- The ECE Registry will review and verify your application to determine if you meet the legal requirements to be certified. You may be asked to submit additional information/documentation to support your application throughout this process.
- Your application will remain open for one year (12 months) from the date your first application document is received by the ECE Registry. Incomplete applications are closed after 12 months.
- If your contact information changes during the application process, you must submit a Change of Information form and a piece of supporting valid government-issued identification to update your information with the ECE Registry. Keeping your information current will allow the ECE Registry to contact you about your application.
- For information about the application process and possible outcomes,

  visit Apply as a B.C. applicant (recognized)

Contact Information

Mail Completed Application To:
Early Childhood Educator Registry
Ministry of Education and Child Care
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

Early Childhood Educator Certification Application
B.C. Recognized Education

Section 1 Applicant Information

What certificate type(s) are you applying for?

☐ Early Childhood Educator (ECE) Assistant ☐ Infant and Toddler Educator (ITE)

☐ ECE One Year ☐ Special Needs Educator (SNE)

☐ ECE Five Year

Contact Information

Legal Last Name (as appears on your primary identification)	Legal First Name (as appears on your primary identification)
Legal Middle Name (optional)	Preferred Name (optional)

Previous Name (if applicable) If your name on supporting documents is different from your current legal name, you must provide proof of name change	Date of Birth (yyyy-mmm-dd)

Residential Mailing Address

City/Town	Province	Postal Code

Country	Primary Contact Phone Number (999-999-9999)	Alternate Contact Phone Number (optional)

Email Address	Preferred Contact Method ☐ Phone Number ☐ Mailing Address ☐ Email Address

Current Registration Information (if you currently hold a certificate with the ECE Registry)

Current Certification (Registration) Number	Current Certificate Expiry Date (yyyy-mmm-dd)

Section 2 Education Information

Submit information about each educational institution where you attended an early childhood education training program that is recognized by the ECE Registry. If you attended more than one educational institution, attach additional pages.

Full Name of Educational Institution	Name of Program/Course (as it appears on your official transcript)

Campus Location	Or ☐ I completed my program/course online

Student Name (as it appears on your official transcript)	Student Number/ID (as it appears on your official transcript)

Language of Instruction	Start Date of Program/Course (mmm-yyyy):	End Date of Program/Course (mmm-yyyy):

Section 3 Required Documentation

To ensure your application is complete, confirm the following:

☐ I have provided a Character Reference form to my reference.

☐ I have provided a 500 Hour Work Experience Reference form to my reference (ECE Five Year Applicants only).

☐ I have enclosed a copy of valid government-issued primary identification.

☐ I have enclosed a copy of valid government-issued secondary identification.

☐ If applicable, I have enclosed the required proof of name change documents.

Official Transcript

Select the option that applies to you:

☐ I have requested an official transcript from my educational institution.

☐ The ECE Registry already has my official transcript on file for the courses/program relevant to this application and certificate type.

Section 4 Declaration

Confirm your understanding by putting a "x" beside each of the 4 statements below:

☐ I understand that the ECE Registry may require additional information (including supporting documents) in connection with this application.

☐ I confirm that the information provided in this application is complete and accurate. I understand if inaccurate information is submitted it may result in the denial of certification.

☐ I understand that information in this application or subsequently provided information may be reviewed, audited, and verified for the purpose of determining or auditing my eligibility for an ECE Certificate in British Columbia.

☐ I understand that the ECE Registry may take disciplinary action against me, including action to cancel my certification, if I have, by omission or commission, knowingly given false or misleading information in the course of completing this application.

Applicant's Full Name	
Applicant's Signature	Date Signed (yyyy-mmm-dd)

Section 5 Parental Consent

Note: Parent/Legal Guardian consent is required if you are applying for certification with the ECE Registry and you are under the age of 19.

Parent/Legal Guardian Last Name		Parent/Legal Guardian First Name	
Relationship to Applicant ◯ Parent ◯ Guardian	Residential Mailing Address		
City/Town	Province		Postal Code
Country	Primary Contact Phone Number (999-999-9999)	Email Address	
Consenting Parent/Legal Guardian Signature		Date Signed (yyyy-mmm-dd)	