



Instructions

- Complete this form if you would like to request the Early Childhood Educator (ECE) Registry to reconsider a decision that was made regarding your application for certification, and/or the status of your certificate.
 - You must submit this form within 30 days of receiving notification of the decision.
- Enclose any additional evidence and/or information, not previously submitted that you want the ECE Registry to consider.
- Mail this form to the ECE Registry per the submission information on page 3.

You are encouraged to visit our website at <https://www2.gov.bc.ca/earlychildhoodeducators/reconsideration> to learn more about the reconsideration process. If you have questions, contact the ECE Registry at 1-888-338-6622.

Applicable Legislation and Standards

These documents outline the training, education, and other requirements for receiving and maintaining certification as an ECE or ECE Assistant in B.C. as well as the legislative (legal) requirements related to the reconsideration process.

Legislation

- The [Community Care and Assisted Living Act](#) (CCALA), and the [Child Care Licensing Regulation](#) (CCLR) outline the legislative (legal) requirements that must be met to be certified and maintain certification as an ECE or ECE Assistant.
- [Section 33](#) of the CCLR identifies the types of decisions that can be reconsidered and describes the reconsideration process.

Occupational competencies

- The [Child Care Sector Occupational Competencies](#) set the standards for certification in B.C. To qualify for certification and maintain certification, an ECE must demonstrate the competencies in this document. ECE Assistants must demonstrate the competencies applicable to the courses they have taken to date.



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.

Applicant/Registrant Information

Form with fields: Legal Last Name, Legal First Name, Date of Birth (yyyy-mmm-dd), Primary Telephone Number (999-999-9999), Email Address, Current Certification (Registration) Number, Current Certificate Expiry Date (yyyy-mmm-dd)

Decision Type for Reconsideration

Date of Decision (yyyy-mmm-dd)

Type of Decision (select all that apply)

Form with checkboxes: Application denied, Suspension, cancellation, attachment of terms and conditions and/or variance of terms and conditions

Reason for your Request for Reconsideration

Select all that apply

Form with checkboxes: The decision was not made in accordance with legislation (the CCALA and CCLR), The decision was incorrect, The decision-making process was unfair (the principles of administrative law and procedural fairness were not followed), There is new information or evidence that was not available to the ECE Registry when the decision was made (enclose and submit with this form), Other (Please specify)

Explanation and Evidence

Provide an explanation to support your reason(s) for requesting reconsideration.
If applicable, include any sections of the CCALA or CCLR that you believe are relevant to your request.
If you are enclosing additional documents as evidence, explain why they are relevant to your request.
Attach additional pages if necessary.

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

I understand that the ECE Registry may verify the information I provided.

Applicant/Registrant Signature

Date Signed (yyyy-mmm-dd)

Submission Information

To the Attention of: (the person named in your assessment/notification letter)

Mail Completed Form 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