



# Early Childhood Educator Certificate Renewal Application ECE Assistant

## Is this application for you?

This application is for individuals who:

- Are applying to renew an Early Childhood Educator (ECE) Assistant Certificate.

You are encouraged to visit our website at [www.gov.bc.ca/earlychildhoodeducators](http://www.gov.bc.ca/earlychildhoodeducators) for information on renewing ECE certificates 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 one additional early childhood education course. The course must:
  - be an “additional course”, not one that you have previously submitted for an ECE Assistant Certificate
  - have been completed in the last five years
  - be part of a basic early childhood education training program 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).
- Complete page 1 of the 400 Hour Work Experience form and provide both pages of the form to your 400 hour work experience reference. Ask your reference to complete the rest of the form and send it directly to the ECE Registry.
- Complete pages 2-3 of the Early Childhood Educator Certificate Renewal Application – ECE Assistant form. Complete every section of this form unless it is stated that it is optional. Incomplete applications will result in delays in processing.
- 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 [Renew your ECE Assistant Certificate](#)

## 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](mailto:ECERegistry@gov.bc.ca)  
Website: [www.gov.bc.ca/earlychildhoodeducators](http://www.gov.bc.ca/earlychildhoodeducators)



Early Childhood Educator Certificate Renewal Application ECE Assistant

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.

Section 1 Applicant Information

Contact Information

Form with fields for Legal Last Name, Legal First Name, Legal Middle Name, Preferred Name, Previous Name, Date of Birth, Residential Mailing Address, City/Town, Province, Postal Code, Country, Primary Contact Phone Number, Alternate Contact Phone Number, Email Address, Preferred Contact Method (Phone Number, Mailing Address, Email Address).

Current Registration Information

Form with fields for Current Certification (Registration) Number and Current Certificate Expiry Date.

Section 2 Education Information

Form with fields for Full Name of Educational Institution, Name of Course, Campus Location, Student Name, Student Number/ID, Language of Instruction, Start Date of Course, End Date of Course.

### Section 3 Required Documentation

To ensure your application is complete, confirm the following:

- I have requested an official transcript from my educational institution.
- I have provided a Character Reference form to my reference.
- I have provided a 400 Hour Work Experience Reference form to my reference.
- 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.

### 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)