



Early Childhood Educator Certificate Renewal Application ECE Five Year and/or Specializations

Is this application for you?

This application is for individuals who:

- Are applying to renew an Early Childhood Educator (ECE) Five Year, and/or Infant and Toddler Educator (ITE), and/or Special Needs Educator (SNE) Certificate.

You are encouraged to visit our website at www.gov.bc.ca/earlychildhoodeducators for information on renewing ECE certificates in B.C. before you start the application process.

Instructions

- 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 2-4 of the Early Childhood Educator Certificate Renewal Application - ECE Five Year, and/or Specializations 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.

Note: If your ECE Five Year, and/or ITE and/or SNE Certificate has been expired for five or more years, instead of submitting a 400 Hour Work Experience form you will need to:

- 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.

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 Five Year, ITE, and/or SNE 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
Website: www.gov.bc.ca/earlychildhoodeducators



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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

What certificate type(s) are you applying for?

Form with checkboxes for ECE Five Year, Infant and Toddler Educator (ITE), and Special Needs Educator (SNE).

Contact Information

Form for contact information including legal name, preferred name, date of birth, residential mailing address, city/town, province, postal code, country, phone numbers, email address, and preferred contact method.

Current Registration Information

Form for current registration information including current certification number, expiry date, and a section for reasons for late renewal.

Section 2 Professional Development

You must have completed at least 40 hours of professional development relevant to early childhood education. If your certificate is still valid, the 40 hours must have been completed within the term of your current certificate (between the date issued and the expiry date). If your certificate is expired, the 40 hours must have been completed within the last five years. Attach additional pages if needed.

You do not need to submit proof of completion documents with your application submission (for example: workshop certificates or transcripts). However, make sure you keep them. The ECE Registry verifies information submitted and may ask you to submit proof that you completed the professional development listed in your application.

Name of Course/Workshop	Name of Host Organization	Contact Information for Host Organization (Phone number or email address required)	First and Last Name of Facilitator/Instructor	Start Date (yyyy-mmm-dd)	End Date (yyyy-mmm-dd)	Number of Hours
Total Hours:						

Section 3 Required Documentation

To ensure your application is complete, confirm the following:

<input type="checkbox"/> I have provided a Character Reference form to my reference.
<input type="checkbox"/> My certificate is valid or has been expired for less than five years. I have provided a 400 Hour Work Experience form to my reference.
<input type="checkbox"/> My certificate has been expired five or more years. I have provided a 500 Hour Work Experience form to my reference.
<input type="checkbox"/> I have enclosed a copy of valid government-issued primary identification.
<input type="checkbox"/> I have enclosed a copy of valid government-issued secondary identification.
<input type="checkbox"/> 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:

<input type="checkbox"/> I understand that the ECE Registry may require additional information (including supporting documents) in connection with this application.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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)