



# Early Childhood Educator Certificate Renewal Application ECE One Year

## Is this application for you?

This application is for individuals who:

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

You can only renew an ECE One Year Certificate once and you cannot renew your certificate if it has been expired for more than 5 years.

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

- 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 pages 2-4 of the Early Childhood Educator Certificate Application Renewal - ECE One Year 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 One Year Certificate is expired (less than five years), you must also:

- 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 the Professional Development form and enclose it with your application.

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 One Year 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)



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](mailto: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 (yyyy-mmm-dd).

Section 2 Letter of Explanation

Provide the reason(s) why you were unable to complete the required 500 hours of supervised work experience during the term of your ECE One Year Certificate and/or why you were unable to provide a reference from the certified ECE who supervised the hours. Select the option that applies to you:

- Radio button options: I live and work in a community without other certified ECEs, I was unable to work in the child care field for personal reasons, I was unable to find employment in the child care field to complete the required number of hours, I was unable to work due to the status of my visa or was unable to enter the country as expected, Other (please explain):

### 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 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.

Required documents if your certificate has been expired for less than 5 years:

- I have provided a 400 Hour Work Experience Reference form to my reference.
- I have enclosed a Professional Development form.

### 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 <input type="radio"/> Parent <input type="radio"/> 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)	