



# CHILD CARE STAFF CERTIFICATION GUIDE

## FOR PERSONS WORKING IN:

Licensed Day Care Programs

Licensed Pre-school Programs

Licensed Out-of-School Care Programs

Approved Family Day Home Programs

Licensed Group Family Child Care Programs



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# DEFINITION OF TERMS

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**The Alberta Child Care Staff Certification Office** – The provincial government office responsible for assessing and certifying staff working in licensed child care programs in Alberta.

**Early Childhood Education (ECE)**

**Early Childhood Development (ECD)**

**Early Learning and Child Care (ELCC)**

All terms refer to the field of study that focuses on pre-school children (generally up to six-years-of-age). The terms may be used interchangeably by colleges and universities.

**Official (Original) Transcript** – A document issued by an educational institution that lists the names of the courses, credit value and grades. The document must show the original seal and/or signature of the registrar.

**Official Translation** – The translation of a document to English completed by a “certified translator” (a person certified by the Canadian Translators, Terminologists and Interpreters Council of Canada (CTTIC)).

**Post-secondary Education** – Education completed after primary and secondary schooling.

**Primary Staff Member** - A staff member of a child care program whose primary duty is child care and who is actively engaged in the supervision of children.

**Program Supervisor** – A staff member of a child care program whose duty is to provide, at the program premises, supervision of the daily provision of the child care program.

**Registration Number** - A unique number issued to you and located on the bottom right-hand corner of the Qualification Certificate.

**Qualification Certificate** – The official document issued by the Alberta Child Care Staff Certification Office under the Child Care Licensing Regulation.

# WHAT IS CERTIFICATION?

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Certification is the process used by Alberta Human Services to review educational training and competencies to determine eligibility and issue certification towards one of the three levels of certification in accordance with the Alberta Child Care Licensing Regulation. Staff working in licensed child care programs have six months to be certified, but cannot be left alone to supervise children without certification.

The effective date of certification is based on the date the assessment decision is made and printed on the bottom left-hand side of the qualification certificate.

## WHY IS TRAINING IMPORTANT?

Children's experiences during their first years are critical to their lifelong learning. Parents and other caregivers play a key role in children's early years. With knowledge of childhood development, they can maximize each child's social, physical, intellectual, creative and emotional growth.

Through training in the field of Early Learning and Child Care and related human service areas, professional caregivers play a vital role in the quality of care children receive. They are also a valuable asset to the families and child care programs they serve.



# CERTIFICATION REQUIREMENTS

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Under the Alberta Child Care Licensing Regulation, staff working in licensed day care programs, pre-school programs, and out-of-school care programs are required to be certified.

## **Day Care Program (Schedule 1 of the Regulation):**

- The Program Supervisor must hold a Child Development Supervisor certificate. In the extended absence of the Program Supervisor, a person with certification as at least a Child Development Worker must be designated to assume the responsibilities of the Program Supervisor.
- At least one in every three primary staff working directly with children between the hours of 8:30 a.m. and 4:30 p.m. must hold at least a Child Development Worker certificate.
- All other primary staff working directly with children at any time of day must hold at least a Child Development Assistant certificate. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however the staff person must not have unsupervised access to children.

## **Out-of-School Care Program (Schedule 4 of the Regulation):**

- At least one in every four primary staff members is certified at minimum as a Child Development Worker.
- All other primary staff working directly with children at any time of day must hold at least a Child Development Assistant certificate. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however the staff person must not have unsupervised access to children.

## **Pre-school Program (Schedule 5 of the Regulation):**

- At least one in every four staff members is certified at minimum as a Child Development Worker.
- All staff working directly with children at any time of day must hold at least a Child Development Assistant certificate. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however the staff person must not have unsupervised access to children.

## **Group Family Child Care Program (Schedule 2 of the Regulation):**

- The licence holder or an additional care provider must be certified at minimum as a Child Development Worker and each additional child care provider is certified at minimum as a Child Development Assistant.

Please refer to the *Child Care Licensing Act* and Child Care Licensing Regulation for additional information. These documents can be found on the Alberta Human Services website ([www.humanservices.alberta.ca/childcare](http://www.humanservices.alberta.ca/childcare)) or the Queen's Printer bookstore ([www.qp.gov.ab.ca](http://www.qp.gov.ab.ca)).

# TRAINING STANDARDS FOR CERTIFICATION

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Training standards for certification are legislated under Part 3 of the Alberta Child Care Licensing Regulation.

## LEVELS OF CHILD CARE CERTIFICATION

### 1. A Child Development Assistant (formerly Level 1) Certificate is issued when a person has:

- completed the Child Care Orientation Course (Alberta Government sponsored course); or
- completed CCS 3110, 3120, 3130, 3140, and 3150 offered through Alberta high schools; or
- completed a 45-hour (3 credit) college/university-level course related to child development; or
- completed the Step Ahead Family Day Home Training or Family Child Care Training Program through an approved Alberta Family Day Home Agency registered with the Alberta Family Child Care Association.

### 2. A Child Development Worker (formerly Level 2) Certificate is issued when a person has:

- completed a one-year Early Learning and Child Care certificate program offered by an Alberta public college or university, or has completed an equivalent level of training (refer to the Equivalencies Charts on the following pages or on the website at [www.humanservices.alberta.ca/certification](http://www.humanservices.alberta.ca/certification)).

### 3. A Child Development Supervisor (formerly Level 3) Certificate is issued when a person has:

- completed a two-year Early Learning and Child Care diploma program offered by an Alberta public college, or has completed an equivalent level of training (refer to the Equivalencies Charts on the following pages or on the website at [www.humanservices.alberta.ca/certification](http://www.humanservices.alberta.ca/certification)).

\*For certification as a Child Development Worker and Child Development Supervisor, a CELPIP General or IELTS General assessment at CLB Level 7 is required if the post-secondary training was not in English or French.

## EDUCATIONAL EQUIVALENCIES FOR ALBERTA CHILD CARE STAFF CERTIFICATION\*

Completed Educational Training Programs	Certification Level
<b>CHILD DEVELOPMENT SUPERVISOR **</b>	<b>CHILD DEVELOPMENT SUPERVISOR</b>
Alberta Permanent Teaching Certificate (designation)	Child Development Supervisor (formerly Level 3)
Education Degree (Early Childhood Education, Elementary Education, Secondary Education, General or After Degree)	
Child and Youth Care – Diploma or Degree	
Class A – Out-of-School Certification from the City of Edmonton or City of Calgary	
Class C – Out-of-School Certification from the City of Edmonton only	
Early Learning and Child Care Diploma	
Home Science (Child Development) – Degree	
Science (Education) – Degree	
Social Work – Degree	
1,545 hours of education in child care (includes 800 hours of practicum)	
<b>CHILD DEVELOPMENT WORKER **</b>	<b>CHILD DEVELOPMENT WORKER</b>
Arts (Psychology or Sociology) – Degree	Child Development Worker (formerly Level 2)
Class B – Out-of-School Care Certification from the City of Edmonton or City of Calgary	
Class C – Out-of-School Care Certification from the City of Calgary only	
Early Learning and Child Care – Certificate	
Educational Assistant – Diploma	
Fine Arts (with Early Childhood Education coursework) – Degree	
Human Services – Diploma or Degree	
Licensed Practical Nurse (Alberta designation)	
Medicine – Degree	
Pediatrics – Degree	
Physical Education – Degree	
Recreation Therapy – Diploma or Degree	
Rehabilitation – Diploma or Degree	
School-Age Care – Certificate	
Science (Nursing) – Degree	
Social Work – Diploma	
Teaching – Diploma or Degree	
770 hours of education in child care (includes 400 hours of practicum)	
<b>CHILD DEVELOPMENT ASSISTANT</b>	<b>CHILD DEVELOPMENT ASSISTANT</b>
Child Care Orientation Course (Alberta Government sponsored course)	Child Development Assistant (formerly Level 1)
CCS 3110, 3120, 3130, 3140, 3150 (offered through Alberta high schools)	
45-hour (3 credit) college-level course in Early Learning and Child Care	

\* Under Sections 15 and 16 of the Child Care Licensing Regulation, the director considers completion of the course work listed above to be equivalent for Child Development Supervisor and Child Development Worker certification.

The term “certificate” refers to one year of post-secondary training.

The term “diploma” refers to two years of post-secondary training.

The term “degree” refers to a minimum of three years of post-secondary training.

**NOTE:** The educational training must match one of the listed programs to be eligible for certification under the equivalency requirements. Persons whose education does not match one of the above programs on this page but believe it is equivalent will be referred to the Alberta International Qualifications Assessment Services (IQAS) <https://www.alberta.ca/iqas.aspx>.

**IMPORTANT:** For certification as a Child Development Worker and Child Development Supervisor, a CELPIP General or IELTS General assessment at CLB Level 7 is required if the post-secondary training was not in English or French.

**COURSE HOURS EQUIVALENCY CHART**  
Used to assess certification on a course-by-course basis

Child Development Courses	Early Childhood Development Programming Courses	Relationships Courses	Practicum Courses	Related Courses
Social development	Introduction to early childhood	Child guidance	Field placement in an early childhood setting	English/French*
Physical development	Planning pre-school programs	Interpersonal communication	Integrative Seminar	Liberal arts (e.g., introductory psychology/sociology)
Intellectual development	Learning through play	Child abuse/neglect		Specialized study (e.g., administration, management)
Creative development	Pre-school play experiences	Child/family/community relations		Out-of-school care
Emotional development	Art with young children	Issues in early childhood education		Elementary education
Language development	Drama with young children	Early childhood professionalism and ethics		Electives
Health, safety and nutrition	Literature/storytelling			
Observing and recording	Math with young children			
Theories of child development	Social studies with young children			
Infant/toddler development	Music/movement with young children			
Exceptional development	Science/nature with young children			
<b>Minimum number of hours for each subject are as follows:</b>				
<b>Child Development Worker</b>				
120 hours	145 hours	60 hours	400 hours	45 hours*
<b>(Total of 770 hours required)</b>				
<b>Child Development Supervisor</b>				
165 hours	295 hours	180 hours	800 hours	105 hours*
<b>(Total of 1,545 hours required)</b>				

**NOTE:** Cultural and ethnic diversity must be part of all early childhood courses.

\* Must complete at least one college-level English/French course (e.g. communication, composition).

**IMPORTANT:** For certification as a Child Development Worker and Child Development Supervisor, a CELPIP General or IELTS General assessment at CLB Level 7 is required if the post-secondary training was not in English or French.



# MOBILITY EQUIVALENCIES

## NEW WEST PARTNERSHIP TRADE AGREEMENT (NWPTA) EQUIVALENCY (WITH BRITISH COLUMBIA AND SASKATCHEWAN)

Under NWPTA, the Alberta, British Columbia and Saskatchewan governments agreed to mutually recognize occupational standards for those occupations regulated in both provinces where the scope of practice is similar. As of July 1, 2010, more than 150 occupations have full labour mobility between Alberta, British Columbia and Saskatchewan.

Early childhood professionals certified in either province are eligible for certification in the other province without another formal assessment of the person's educational credentials. The following chart lists the equivalencies between the three provinces.

British Columbia Certification	Saskatchewan Certification	Alberta Certification
Early Childhood Educator Assistant	Early Childhood Educator I	Child Development Assistant
Early Childhood Educator	Early Childhood Educator II	Child Development Worker
Early Childhood Educator AND Special Needs Educator	Early Childhood Educator III	Child Development Supervisor
Early Childhood Educator AND Infant/Toddler Educator	Early Childhood Educator III	Child Development Supervisor

If you have been issued a certificate by the provinces of British Columbia or Saskatchewan to work in a child care program, you may apply for certification in Alberta without having to submit official transcripts for assessment. You will be required to complete an application form and submit the original ECE qualification certificate from the issuing province. If you require further information, please contact the Alberta Child Care Staff Certification Office at 1-800-661-9754 (in Alberta) or 1-780-422-1119 (outside Alberta).

## CANADIAN FREE TRADE AGREEMENT (CFTA) EQUIVALENCY (WITH PROVINCES CERTIFYING CHILD CARE STAFF)

The Canadian Free Trade Agreement (CFTA) was approved by federal, provincial, and territorial governments with the intent to remove barriers to the movement of workers, goods, services and capital. Chapter 7 of the agreement outlines the commitment to achieve full labour mobility in Canada for regulated trades and professions.

If your educational credentials have been assessed and you have been issued certification to work in a child care program by one of the specified provinces/territories: **British Columbia, Saskatchewan, Ontario, Manitoba, Newfoundland/Labrador, Nova Scotia, Prince Edward Island, or Yukon**, you may apply for certification in Alberta without having to submit official transcripts for assessment. You will be required to complete a certification application form and submit the original qualification certificate from one of the above-noted provinces/territories (a photocopy is acceptable from British Columbia or Ontario since the Certification Office can verify this information online). If you require further information, please contact the Alberta Child Care Staff Certification Office at 1-800-661-9754 (in Alberta) or 1-780-422-1119 (outside Alberta).

**Please note:** You will be required to demonstrate English language proficiency (CELP or IELTS general assessment at CLB level 7) if you have not done so already under your previous certification. The language proficiency requirement is in compliance with Section 7.06(4)(c) of the CFTA and the intent of the NWPTA.

# EARLY CHILDHOOD TRAINING PROGRAMS IN ALBERTA

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In Alberta, public colleges and universities and licensed private vocational schools offer courses in Early Learning and Child Care (ELCC). These one and two year programs offer coursework that qualifies persons towards certification as a Child Development Assistant, Child Development Worker and Child Development Supervisor. Early Learning and Child Care certificate and diploma programs are available via teleconferencing, classroom study, online, and distance delivery. Please refer to the list of Alberta Public Colleges/Universities and Private Vocational Training Programs in this guide for contact information regarding approved ELCC programs.

## **IMPORTANT NOTE:**

Before taking any coursework/training programs not listed in this guide (with the intention of obtaining certification), it is recommended that you contact the Child Care Staff Certification Office to verify whether the training program will be recognized towards certification.

***International Correspondence School (ICS), Stratford Institute, Granton Institute of Technology and Thompson Direct Learning offer ELCC programs through distance learning that lead to certification as a Child Development Assistant only.***

## **CHILD CARE ORIENTATION COURSE**

**(for Child Development Assistant certification)**

The Child Care Orientation Course was developed by Alberta Human Services in partnership with early childhood professionals and educators. This course is copyrighted by the Government of Alberta. It is provided at no cost to individuals currently employed in a licensed or approved child care program in Alberta through self-study (distance learning) and online methods.

The same curriculum is also offered in many Alberta high schools through Career and Technology Studies (CTS) as CCS 3110, 3120, 3130, 3140, and 3150. Successful completion of these courses meet the training requirements for certification as a Child Development Assistant. Certification as a Child Development Assistant may also be obtained by completing 45-hours of ELCC coursework at a recognized post-secondary institution.

Paid employees of a licensed/approved Alberta child care program can register online at <http://childcare.basecorp.com/home> or call toll-free 1-877-486-2279 to register for distance delivery (only for persons who live in Alberta at locations with no internet availability).

***Note: You must be a paid employee at an Alberta licensed or approved child care program and be a legal Canadian Resident or Canadian Citizen to register for this course.***

## ALBERTA PUBLIC COLLEGES/UNIVERSITIES OFFERING EARLY LEARNING & CHILD CARE PROGRAMS

These programs and courses may be offered through classroom, distance and online delivery. Please contact the institution for additional information.

Bow Valley College  
332 - 6th Avenue SE  
Calgary AB T2G 4S6  
Phone: 403-410-1537  
1-866-428-2669  
[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)

Medicine Hat College  
299 College Drive SE  
Medicine Hat AB T1A 3Y6  
Phone: 403-529-3811  
1-866-282-8394  
[www.mhc.ab.ca](http://www.mhc.ab.ca)

Grande Prairie Regional College  
10726 106 Avenue  
Grande Prairie AB T8V 4C4  
Phone: 780-539-2750  
1-888-539-4772  
[www.gprc.ab.ca](http://www.gprc.ab.ca)

Mount Royal University  
4825 Mount Royal Gate  
Calgary AB T3E 6K6  
Phone: 403-440-5968  
1-877-440-5001  
[www.mtroyal.ab.ca](http://www.mtroyal.ab.ca)

Grant MacEwan University  
10700 104 Avenue  
Edmonton AB T5J 4S2  
Phone: 780-497-5157  
1-888-497-4622  
[www.macewan.ca/earlylearning](http://www.macewan.ca/earlylearning)

Norquest College  
10215 108 Street  
Edmonton AB T5J 1L6  
Phone: 780-644-6000  
1-866-534-7218  
[www.norquest.ca](http://www.norquest.ca)

Keyano College  
8115 Franklin Avenue  
Fort McMurray AB T9H 2H7  
Phone: 780-791-4840  
1-800-251-1408  
[www.keyano.ca](http://www.keyano.ca)

Northern Lakes College  
1201 Main Street SE  
Slave Lake, AB T0G 2A3  
Phone: 780-849-8600  
1-866-652-3456  
[www.northernlakescollege.ca](http://www.northernlakescollege.ca)

Lakeland College  
Vermilion Campus  
5707 – 47 Avenue West  
Vermilion, AB T9X 1K5  
Phone: 780-853-8400  
1-800-661-6490 ext. 8579  
[www.lakelandcollege.ca](http://www.lakelandcollege.ca)

Portage College  
Lac LaBiche  
Box 417  
Lac La Biche AB T0A 2C0  
Phone: 780-623-5561  
1-866-623-5551  
[www.portagecollege.ca](http://www.portagecollege.ca)

Lethbridge College  
3000 College Drive South  
Lethbridge AB T1K 1L6  
Phone: 403-320-3393  
1-800-572-0103  
[www.lethbridgecollege.ab.ca](http://www.lethbridgecollege.ab.ca)

Red Deer College  
Box 5005  
Red Deer AB T4N 5H5  
Phone: 403-342-3300  
1-888-732-4630  
[www.rdc.ab.ca](http://www.rdc.ab.ca)

## APPROVED PRIVATE ELCC TRAINING PROGRAMS

ELCC Programs leading to Child Development Assistant, Child Development Worker and/or Child Development Supervisor certification in Alberta

Blue Quills First Nations College (St. Paul)  
P.O. Box 279  
St. Paul, AB T0A 3A0  
Phone: 780-645-4455  
Toll-free: 1-888-645-4455  
[www.bluequills.ca](http://www.bluequills.ca)

Maskwacis Cultural College (Hobbema)  
Box 960  
Hobbema, AB T0C 1N0  
Phone: 780-585-3925  
[www.mccedu.ca](http://www.mccedu.ca)

CDI College (Edmonton)  
9939 Jasper Avenue  
Edmonton, AB T5J 2W8  
Phone: 780-424-6650  
[www.cdicollege.ca](http://www.cdicollege.ca)

**NOTE:** Although graduates are recognized for certification by the Child Care Certification Office, Alberta public colleges and universities may not recognize coursework from these private vocational programs as transferable credit courses. If this is important to you, please contact the public college or university directly to determine if the coursework is transferable prior to enrolment.

**If you are interested in pursuing training from other private educational programs not listed in this guide, it is recommended that you contact the Child Care Staff Certification Office to verify that the educational program is recognized for certification.**



# APPLYING FOR CERTIFICATION

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## GENERAL OVERVIEW

The first step is to complete the Application for Child Care Certification located on the Alberta Human Services website ([www.humanservices.alberta.ca/certification](http://www.humanservices.alberta.ca/certification)) together with a copy of government issued identification containing your signature and birth date, and all other applicable documents identified in the following section of this guide.

To receive Child Development Assistant certification, a photocopy of transcripts, course completion or approved ECE certification from another province is required, verifying at least 45 hours of ELCC coursework or completion of the Child Care Orientation Course or other training as listed on page 6 in this guide, in addition to the certification application form.

To receive Child Development Worker or Child Development Supervisor certification, official transcripts, or attested photocopies of marks sheets and graduation certificates, must be submitted directly from the educational institution.

If the official transcripts do not state completion of the educational program, you must provide an original parchment which confirms that the educational credential was granted. Photocopies or faxed copies of official documents will not be accepted towards certification as a Child Development Worker or Child Development Supervisor. Where necessary, original documents must be officially translated into English (see page 18).

When your application is received, the Alberta Child Care Staff Certification Office will assign you a registration number. This number is unique to you and remains the same, even if your name or certification level changes. If official transcripts are sent directly from the educational institution, your file will be assessed when the document arrives.

The Alberta Child Care Staff Certification Office will contact you if more information is needed to complete the assessment.

**PLEASE READ THE NEXT SECTION FOR SPECIFIC DETAILS**

# DETAILED INFORMATION ON APPLYING FOR CERTIFICATION

## 1. APPLICANT INFORMATION

- Please be sure to include your date of birth. It is used to distinguish between applicants who have the same name. As well, your birth date will be used as a personal identifier, so that you will be able to access information about your assessment over the telephone.
- Please notify the Alberta Child Care Staff Certification Office in writing if you move or change your name in order to keep files current. A Change of Personal Information form can be found at [www.humanservices.alberta.ca/certification](http://www.humanservices.alberta.ca/certification).
- In order to verify your identity, a photocopy of one valid piece of identification issued by a federal, provincial or municipal authority (containing both your birth date and signature) must be submitted with your application form. Accepted documents include: provincial driver's licence, valid passport, citizenship card, provincial identification card, certificate of Indian Status, Canadian Permanent Resident Card, etc. Do not submit your original identification. The Certification Office acknowledges receipt of identification only and copies are not retained.

## 2. CANADIAN STATUS

- Select the status that is applicable to you. If you are a Temporary Resident, please specify the type of Temporary Resident and attach a copy of your valid Temporary Foreign Work Permit.

## 3. EDUCATION

- List all completed educational training, including post-secondary courses, certificates, diplomas and/or degrees.
- Provide the name and location (city/town, province and country, if outside Canada) of each of the educational institutions you attended. Also include the number of years that you attended each educational institution and the language of instruction.
- If you are applying for certification as a Child Development Worker or Child Development Supervisor and your educational training was not completed in English or French, or if the certification office is unable to verify that the language of instruction for your post-secondary education is English, then you must complete a CELPIP General or IELTS General assessment at CLB Level 7 in all areas. Please attach the original test results to your application; the original copy will be returned to you.

## 4. OFFICIAL DOCUMENTS

- For certification as a Child Development Worker or Child Development Supervisor, you must have your official transcripts for all completed education mailed by your educational institution directly to the Child Care Staff Certification office. A photocopy or faxed copy of transcripts or statement of grades is sufficient to process Child Development Assistant certification only. See pages 17 and 18 (Educational Transcripts and Documents) of this guide for further details and requirements.
- If your educational training was not completed in English or French, you must attach a CELPIP General or IELTS General assessment at CLB Level 7 in all categories for certification as a Child Development Worker or Child Development Supervisor.

- If your official transcripts do not state completion of the educational program, you must provide an original parchment (certificate, diploma, degree) that confirms that the educational credential was granted. Please indicate this on your application form. Your original parchment will be returned to you. The parchment must not be permanently sealed or laminated.
- If you are applying with an Alberta Permanent Teaching Certificate, you must submit the original certificate with your application. Your original document will be returned to you.
- If you are applying under New West Partnership Trade Agreement or the Canadian Free Trade Agreement (page 9 in this guide), you must submit the original provincial child care qualification certificate that was issued to you. Your original document will be returned to you. You do not need to submit any transcripts.

**NOTE: It is highly recommended that you send any important documentation through registered mail or Xpresspost™ (via Canada Post) checking off the “signature required” box. This will allow you to track your documents to ensure they have been successfully delivered. Your official documents will be returned to you via registered mail/Xpresspost™.**

#### **5. OPTIONAL CONSENT (TO SHARE YOUR ASSESSMENT INFORMATION)**

- You may provide the names and birthdates of persons with whom you wish the Child Care Staff Certification Office to share information about your certification assessment. If this section is not completed, information about your assessment will not be released to any person other than you.

#### **6. DECLARATION AND CONSENT TO SHARE INFORMATION**

- You must sign and date your application form. By signing the application form, you are stating that the information you submit is true and accurate and any attached documents are authentic. The declaration also authorizes the Child Care Staff Certification Office to verify any information contained in the application and submitted documents.

**NOTE: Applications that are incomplete will not be processed and will delay your assessment.**

## OTHER IMPORTANT INFORMATION

### CANCELLATION OF CERTIFICATION

Your child care staff certification will be cancelled if it was issued based on false or inaccurate information. Your signature authorizes the Alberta Child Care Staff Certification Office to contact the educational institutions you attended to verify your credentials. If your certification is cancelled, you will be notified in writing and asked to return the original certificate. If you are working at an Alberta licensed or approved child care program, they will be notified that your certification has been cancelled.

### REPLACEMENT CERTIFICATES

Replacement certificates will only be printed upon a signed written request from the applicant. You may complete the "Change of Personal Information" form found at [www.humanservices.alberta.ca/certification](http://www.humanservices.alberta.ca/certification) and check off the box requesting a replacement certificate.

### CHANGE OF PERSONAL INFORMATION

It is important to notify our office when any of your personal information changes, such as your name and address, using the "Change of Personal Information" form located at [www.humanservices.alberta.ca/certification](http://www.humanservices.alberta.ca/certification). When a change to your name occurs, a photocopy of legal documentation verifying the name change must also be submitted (such as a driver's licence, birth certificate, passport, marriage certificate, or government-issued identification).

### EFFECTIVE DATE OF CERTIFICATION:

The effective date of your certification is the date the assessment decision is made, located on the bottom right hand side of the qualification certificate.





## **POLICY ON OFFICIAL TRANSCRIPTS**

This policy is to address the process that will be used in exceptional circumstances when an applicant applies for certification as a Child Development Worker or Child Development Supervisor but cannot comply with the policy to have a copy of the transcript sent to the Child Care Staff Certification Office directly from the educational institution.

This policy applies only to the following situations:

### **1. The educational institution no longer exists.**

Procedure:

- i. The applicant is required to submit a notarized/sworn statutory declaration which includes the following information:
  - the name, address (including town/city and country) of the educational institution and the reason why the applicant knows/believes that the institution no longer exists);
  - the name of the program and the number of years studied; and
  - original transcript(s) and parchment(s) issued to the applicant by the institution with a statement indicating that they have not been altered, tampered, or changed in any way. Note: These documents must be submitted to the Certification Office without any type of lamination.
- ii. The Certification Office has the right the right to deny certification if there is evidence to support that the transcript(s) and/or parchment(s) are not authentic.

### **2. The educational institution's policy only issues one set of transcripts to the student.**

Procedure:

- i. The applicant is required to submit a notarized/sworn statutory declaration which includes the following information:
  - the name, address (including town/city and country) of the educational institution;
  - written evidence from the educational institution which identifies such a policy/practice whereby it only issues one set of transcripts (e.g. website, university calendar, etc);
  - the name of the program and the number of years studied;
  - original transcript(s) and parchment(s) issued to the applicant by the institution with a statement indicating that they have not been altered, tampered, or changed in any way. These documents must be submitted to the Certification Office without any type of lamination.
- ii. The Certification Office has the right the right to deny certification if there is evidence to support that the transcript(s) and/or parchment(s) are not authentic.

# FOREIGN TRANSCRIPTS AND DOCUMENTS

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The Alberta Child Care Staff Certification Office completes assessments for individuals with post-secondary training from other countries.

## OFFICIAL DOCUMENTS

Official transcripts, or attested photocopies of marks sheets and graduation certificates, must be issued by the educational institution and sent directly to the Child Care Certification Office for assessment as a Child Development Worker or Child Development Supervisor. If your transcripts or marks sheets do not state that the educational program has been completed, you must provide an original parchment to confirm that the educational credential was granted. ***Original parchments that are laminated or permanently sealed in plastic will not be assessed.*** If the documents are protected, they must be in a removable plastic cover.

## OFFICIAL TRANSLATIONS

If your official transcripts and graduation certificates have been issued in a foreign language, they must be translated into English by a certified translator.

### Procedure:

1. When the Certification Office receives official transcripts issued in a foreign language (other than English and French), the Child Care Certification Office will make a “certified true photocopy” of the official transcripts and mail the photocopy to the applicant.
2. The applicant will then be responsible to have these documents translated into English. The English translation must be completed by a translator who is certified by the Canadian Translators, Terminologists and Interpreters Council of Canada (CTTIC). Canadian certified translators are listed by province at <http://www.cttic.org/member.asp> and certified translators in Alberta are available online at <http://www.atia.ab.ca/index.php/directory>.
  - If you have difficulty finding a certified translator, you may contact Edmonton Immigration Services Association or Immigrant Services Calgary for translation assistance.
3. Once you have obtained a certified English translation, the original translation must be sent to the Certification Office for assessment. The original copy of the translation will be returned to you.

## CANADIAN LANGUAGE BENCHMARK (CLB) Level 7

The Canadian Language Benchmark is the national standard for describing, measuring and recognizing the second language proficiency of adult immigrants and prospective immigrants for living and working in Canada. If your educational training was not completed in English or French or if the certification office is unable to verify that the language of instruction for your post-secondary education is English AND you are interested in being certified as a Child Development Worker or Child Development Supervisor, a language proficiency test at CLB Level 7 must be achieved in each of the areas (reading, writing, listening, speaking).

The language proficiency assessments accepted for certification are:

### **CELP**IP General (Canadian English Language Proficiency Index Program)

This test is aligned with the Canadian Language Benchmarks; level 7 must be achieved in all areas.

Website: [www.celpip.ca](http://www.celpip.ca)

Toll free phone: 1-800-958-5186

### **IELTS** General (International English Language Testing System)

An IELTS score of 6 must be achieved in all areas. This is equivalent to CLB level 7.

Website: [www.ielts.org](http://www.ielts.org)

Canadian information: <https://www.ielts.org/what-is-ielts/ielts-for-migration/canada>

There is a cost for these tests.

Please note that CLBA, CLBPT and LINC assessments will not be accepted to meet this requirement.

# REASSESSMENT

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You may request a reassessment of your certification level if you believe your education qualifies you for a higher level of certification or you have completed coursework that leads to a higher level of certification. You must also include any additional information that might be useful for the reassessment (i.e., course descriptions, updated official transcripts, etc.). Complete an Application for Child Care Staff Certification to request a reassessment. The form is located at <http://www.humanservices.alberta.ca/certification>.

If your reassessment results in a higher level of certification, a new certificate will be mailed to you. The effective date of your re-certification is the date the reassessment decision was made and is printed on the bottom right hand side of the qualification certificate. Reassessments are not backdated.

If your reassessment does not result in any change, a letter will be sent to you outlining your options to obtain a higher level of certification such as:

- You may choose to have your credentials evaluated by an Alberta public college or university to determine equivalency or gap courses needed to obtain an ELCC certificate/diploma/degree that is eligible for certification.
- For training that was taken outside of Canada, you may choose to have credentials evaluated by the International Qualification Assessment Services (IQAS) to verify equivalency towards an approved educational program eligible for certification as per the Equivalencies Chart (listed on page 6). The website for IQAS is <https://www.alberta.ca/iqas.aspx>.

# FREQUENTLY ASKED QUESTIONS

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## **1. Is work experience considered in the certification process?**

No, only credited post-secondary education is considered for certification.

## **2. What if my training is not from Canada?**

The Alberta Child Care Staff Certification Office completes assessments for persons with post-secondary training from other countries. See page 18 for details.

## **3. How can I upgrade my certification to a higher level?**

To be eligible towards a higher level of certification, you will need to have completed coursework that meets a one-year ELCC Certificate or two-year ELCC Diploma program, or have completed any of the educational equivalencies outlined in this guide.

## **4. What if I was already certified as an early childhood educator from another province in Canada?**

If your credentials have been assessed and you received a certificate as an early childhood educator from **British Columbia, Saskatchewan, Manitoba, Ontario, Newfoundland and Labrador, Nova Scotia, Prince Edward Island, or Yukon**, you may apply in Alberta without having to submit your official transcripts for another assessment. Instead, you will need to provide the original certificate from one of the provinces listed above along with a completed Child Care Certification Application form. Your level of certification will be issued at an equivalent level from the issuing province.

