

# Child Care Staff Certification Guide



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# CHILD CARE STAFF CERTIFICATION

Certification is the process used by Alberta Children's 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.

Early learning and child care in Alberta is a regulated occupation. Individuals who work in licensed day care, pre-school and out-of-school care programs must hold a provincial child care staff certificate issued by the Alberta Government. The training standards for certification are legislated under Part 3 of 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.

## Levels of certification

The three levels of certification are:

- Child Development Assistant
- Child Development Worker
- Child Development Supervisor

### Contact information

Alberta Child Care Staff Certification Office  
Call toll-free: 1-800-661-9754 (Alberta only)  
24-hour Automated Information Line  
In Edmonton and outside of Alberta: 780-422-1119  
Email: [cs.staffcertification@gov.ab.ca](mailto:cs.staffcertification@gov.ab.ca)  
Fax: 780-427-1258  
Hours of Operation: 8:15 am to 4:30 pm

# CHILD DEVELOPMENT ASSISTANT

You will be eligible to receive a child development assistant certificate upon completion of one of the following:

- a 45-hour (3 credit) post-secondary course related to child development
- the Child Care Orientation Course (see page 3)
- CCS 3110, 3120, 3130, 3140, and 3150 offered through Career and Technology Studies at Alberta high schools
- 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.

Acceptable 3-credit post-secondary courses related to child development include:

- Introduction to early learning and child care
- Learning through play
- Educational psychology

## Application process

Apply for child development assistant certification by submitting the following:

- a completed Application for Child Care Staff Certification, downloaded online at [childrensservices.alberta.ca](http://childrensservices.alberta.ca) (search for “Child Care Staff Certification”). You will need to print and sign the form; and
- a copy of your personal identification that includes your birth date and signature.

Other documents required:

- a copy of your transcripts that include at least one 45-hour course related to child development (official transcripts are not required for child development assistant certification); or
- a copy of Child Care Orientation Course completion letter.

Once your application has been assessed, the assessment result will be sent to you by mail. The effective date of your certification is printed on the bottom right hand side of the qualification certificate.

**Submit your application by mail or email:**

**Alberta Child Care Staff  
Certification Office  
9940 106 Street NW  
Edmonton, AB T5K 2N2  
Fax: 780-427-1258**

[cs.staffcertification@gov.ab.ca](mailto:cs.staffcertification@gov.ab.ca)

**Walk-in service is not available.**

# ALBERTA CHILD CARE ORIENTATION COURSE

The Child Care Orientation Course is for employed child care staff without formal training in early learning and child care or high school students interested in pursuing a career in early learning and child care.

This non-credit course is available online and meets training requirements for certification as a child development assistant. The curriculum has been developed by Children's Services in partnership with early childhood professionals, stakeholders, and educational institutions in Alberta. The course is funded by the Alberta Government and is offered at no cost to the student.

## Registration requirements

- Students must be a Canadian Citizen or hold a valid Canadian Permanent Resident card.
- Students must be currently working in an Alberta licensed child care program (or attending high school with an interest to pursue a career in early learning and child care).

## Online course registration

Base Corp. Learning Systems

Phone: 1-877-486-2279

[www.childcare.basecorp.com](http://www.childcare.basecorp.com)

## CHILD DEVELOPMENT WORKER

You will be eligible to receive a child development worker certificate upon completion of either:

- a 1-year early learning and child care certificate program offered by an Alberta college or university (see Appendix C); or
- an approved educational equivalency

Approved educational equivalencies recognized for child development worker certification:

- Disability Studies: 2-year diploma
- Educational Assistant: 2-year diploma
- Bachelor of Science in human ecology: 4-year degree with a major in family ecology
- Kinesiology: 4-year Bachelor degree (B.Kin. or BA.Kin.) or 2-year Kinesiology diploma
- Community Rehabilitation: 4-year degree or Rehabilitation Assistant 2-year diploma
- Therapeutic Recreation: 2-year diploma or 4-year degree
- Social Work: 2-year diploma

## CHILD DEVELOPMENT SUPERVISOR

You will be eligible to receive a child development supervisor certificate upon completion of either:

- a 2-year early learning and child care diploma program offered by an Alberta college or university (see Appendix C); or
- an approved educational equivalency

Approved educational equivalencies recognized for child development supervisor certification:

- Alberta Teaching Certificate
- Bachelor of Child Studies: 4-year degree
- Bachelor of Education: 4-year degree or 2-year after degree
- Child and Youth care: 4-year degree or 2-year diploma
- Bachelor of Social Work: 4-year degree

A **Coursework Equivalency** is available for individuals who have completed related coursework but have not received an educational credential. Courses are assessed against the content and hours from Alberta ELCC certificate and diploma programs for child development worker or supervisor certification. See Appendix B for the chart.

# APPLICATION PROCESS

Apply for child development worker or supervisor certification by submitting the following:

- a completed Application for Child Care Staff Certification, downloaded online at [childrensservices.alberta.ca](http://childrensservices.alberta.ca) (search for “Child Care Staff Certification”). You will need to print and sign the form; and
- a copy of your personal identification that includes your birth date and signature.

Other documents required:

- **You must arrange for your official transcripts to be sent directly from your educational institution to the certification office.** Please do not submit your original documents. See Appendix D for the policy on official transcripts.
- If your education was completed outside of Canada, please refer to page 6 to determine if a language proficiency test and/or other documents are required for certification as a child development worker or supervisor.

Once your application has been assessed, the assessment result will be sent to you by mail. The effective date of your certification is printed on the bottom right hand side of the qualification certificate.

**Submit your application by mail or email:**

**Alberta Child Care Staff Certification Office**  
9940 106 Street NW  
Edmonton, AB T5K 2N2  
Fax: 780-427-1258  
[cs.staffcertification@gov.ab.ca](mailto:cs.staffcertification@gov.ab.ca)

## Request for Reassessment

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 is eligible for a higher level of certification.

**To request a reassessment:**

- Submit a completed Application for Child Care Staff Certification.
- If you have completed additional education, arrange for updated official transcripts to be sent directly from the educational institution to the certification office.
- Provide any information that might be useful for the reassessment, such as course descriptions or number of practicum hours.

If your reassessment results in a higher level of certification, a new certificate will be mailed to you. The effective date of your updated certification is printed on the bottom right hand side of the qualification certificate.

# EDUCATION FROM OUTSIDE CANADA

Education that has been completed outside of Canada may be recognized for certification; however, additional documents may be required.

**It is recommended that first time applicants apply for certification by submitting the following:**

- a completed Application for Child Care Staff Certification, downloaded online at [humanservices.alberta.ca/certification](http://humanservices.alberta.ca/certification). You will need to print and sign the form; and
- a copy of your personal identification that includes your birth date and signature.
- a copy of your post-secondary transcripts or marks sheets, including a copy of your graduation certificate. **Please do not submit original documents.**

Once your application has been assessed, a letter will be sent to you by mail. The letter will explain what certification level you could be eligible for and what documents to provide to be assessed at that level.

**If you are eligible for child development worker or supervisor certification, you may be asked to provide one or more of the following documents:**

- **Official post-secondary (higher education) transcripts**, or verified copies of marks sheets and graduation certificates, sent directly from the college or university where you completed your education to the Alberta Certification Office.
  - **These documents must be sent from the school to the Alberta Child Care Staff Certification Office in an envelope sealed by the school.** The envelope must not be opened, and it cannot be sent by a relative or friend.
- **English language proficiency assessment.** Information about the assessments accepted for certification can be found on page 7.
- **English translation of transcripts.** If your official transcripts and/or graduation certificates have been issued in a language other than English or French, they must be translated into English by a certified translator. Please note that the official transcripts must first be sent to the Alberta Certification Office directly from the educational institution. The Alberta Certification Office will then send you a photocopy of these transcripts for translation. Appendix E outlines the process for obtaining an official translation.
- **International Qualifications Assessment Service (IQAS) basic credential assessment.** If the Alberta Certification Office is not familiar with your education, they may request that you provide an IQAS assessment to determine the equivalent Canadian education. The process to obtain an IQAS assessment can be found at [iqas.alberta.ca](http://iqas.alberta.ca).

# LANGUAGE PROFICIENCY REQUIREMENTS FOR CHILD DEVELOPMENT WORKER AND SUPERVISOR

An approved language proficiency assessment is required for certification as child development worker or supervisor unless an individual's education was completed in a country where English or French is the primary language of instruction throughout all levels of schooling.

The countries below have been identified as providing instruction in English throughout all levels of schooling

**If the education was completed in a country NOT LISTED below, a language proficiency assessment IS REQUIRED.**

Australia	Bahamas	Barbados	Belize	British Virgin Islands
Canada	Cayman Islands	Dominica	Gibraltar	Grenada
Guyana	Ireland	Jamaica	New Zealand	St. Kitts and Nevis
St. Lucia	Trinidad and Tobago	United Kingdom	United States of America	

## Language proficiency assessments accepted for certification

- **CELP** **General** (Canadian English Language Proficiency Index Program).  
Level 7 must be achieved in all areas (reading, writing, listening, speaking)  
Website: [www.celpip.ca](http://www.celpip.ca)  
Toll free phone: 1-800-958-5186
- **IELTS General** (International English Language Testing System)  
A score of 6 must be achieved in all areas (reading, writing, listening, speaking) .  
Website: [www.ielts.org](http://www.ielts.org)

# CERTIFICATION EQUIVALENCIES UNDER THE CANADIAN FREE TRADE AGREEMENT

Early childhood professionals certified in another province are eligible for certification in Alberta without another formal assessment of the person's educational credentials. The chart below lists the equivalencies for certification in Alberta.

Alberta	Child Development Assistant	Child Development Worker	Child Development Supervisor
British Columbia	Early Childhood Educator Assistant	Early Childhood Educator	Early Childhood Educator with Special Needs or Infant/Toddler
Manitoba	None	None	Early Childhood Educator II or III
Newfoundland/Labrador	None	Level 1	Level 2, 3 or 4
Nova Scotia	Entry Level or Level 1	None	Level 2, 3 or School Age Approval
Ontario	None	None	Early Childhood Educator
Prince Edward Island	None	Early Childhood Program Staff	Early Childhood Supervisor
Saskatchewan	Early Childhood Educator I	Early Childhood Educator II	Early Childhood Educator III
Yukon Territory	Child Care Worker 1 or 1a	Child Care Worker 2 or 2a	Child Care Worker 3

**To apply for Alberta certification under this equivalency, submit the following:**

- A completed Application for Child Care Staff Certification
- A copy of personal identification that includes your birth date and signature
- Your original provincial certificate (B.C. and Ontario applicants may provide copies)

Please note: You may be required to demonstrate language proficiency (CELP/IP general assessment at level 7 or IELTS general assessment score of 6) if you have not done so under your previous certification

# APPENDIX A

## Education recognized for Alberta Child Care Staff Certification

Child Development Assistant	Child Development Worker	Child Development Supervisor
<ul style="list-style-type: none"> <li>• 45-hour (3 credit) college-level course in early learning and child care</li> <li>• Child Care Orientation Course (Alberta government sponsored course)</li> <li>• CCS 3110-3150 offered through Career and Technology Studies at Alberta high schools</li> <li>• The Step Ahead Family Day Home Training or Family Child Care Training Program</li> </ul>	<ul style="list-style-type: none"> <li>• Early Learning and Child Care Certificate</li> <li>• Disability Studies diploma</li> <li>• Educational Assistant diploma</li> <li>• Bachelor of Science in Human Ecology - family ecology major</li> <li>• Bachelor of Kinesiology (B.Kin. or BA.Kin.) or Kinesiology diploma</li> <li>• Community Rehabilitation degree or Rehabilitation Assistant diploma</li> <li>• Therapeutic Recreation diploma or degree</li> <li>• Social Work diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Early Learning and Child Care Diploma</li> <li>• Alberta Teaching Certificate</li> <li>• Bachelor of Child Studies degree</li> <li>• Bachelor of Education: 4-year degree or 2-year after-degree</li> <li>• Child and Youth Care degree or diploma</li> <li>• Bachelor of Social Work degree</li> </ul>
<p>Type of Educational Credential</p> <p><b>Certificate:</b> 1-year full-time (30 credits) post-secondary credential</p> <p><b>Diploma:</b> 2-year full-time (60 credits) post-secondary credential</p> <p><b>Bachelor degree:</b> 4-year full-time (120 credits) post-secondary credential</p>		

# APPENDIX B

## Coursework equivalency

Individuals who have completed some related coursework but have not received an educational credential may be assessed against the content and hours from Alberta Early Learning and Child Care certificate and diploma programs.

Subject area	Child Development Worker	Child Development Supervisor
Child development	120 hours	165 hours
ELCC programming	145 hours	295 hours
Relationships	60 hours	180 hours
ELCC field placement	400 hours	800 hours
Related courses	45 hours	105 hours
<b>Total hours</b>	<b>770 hours</b>	<b>1,545 hours</b>

The chart below provides examples of approved courses related to ELCC.

Child development	Programming	Relationships	Related courses
Theories of child development	Introduction to early childhood	Interpersonal relationships	English/French
Infant/toddler development	Learning through play	Child guidance	General arts (e.g. psychology, sociology)
Health, safety & nutrition	Preschool play experiences	Issues in ELCC	Administration/management
Observing & recording	ELCC curriculum	Family & community relations	Electives
Language development	Creative arts programming	Professionalism & ethics	
Social development	Literature/storytelling	Foundations of ELCC	
Emotional development	Music & movement programming		
Cognitive development	Science & nature programming		
Physical development	School-age programming		
Exceptional development	Infant/toddler programming		

# APPENDIX C

## Alberta post-secondary early learning and child care (ELCC) programs

### Calgary

Bow Valley College  
[www.bowvalleycollege.ca](http://www.bowvalleycollege.ca)  
ELCC certificate and diploma

Mount Royal University  
[www.mtroyal.ab.ca](http://www.mtroyal.ab.ca)  
Bachelor of Child Studies -  
ELCC concentration

### Edmonton

Grant MacEwan University  
[www.macewan.ca/earlylearning](http://www.macewan.ca/earlylearning)  
ELCC diploma only

NorQuest College  
[www.norquest.ca](http://www.norquest.ca)  
ELCC certificate and diploma

### Fort McMurray

Keyano College  
[www.keyano.ca](http://www.keyano.ca)  
ELCC certificate only

### Grande Prairie

Grande Prairie Regional College  
[www.gprc.ab.ca](http://www.gprc.ab.ca)  
ELCC certificate and diploma

### Lac La Biche

Portage College  
[www.portagecollege.ca](http://www.portagecollege.ca)  
ELCC certificate and diploma

### Lethbridge

Lethbridge College  
[www.lethbridgecollege.ab.ca](http://www.lethbridgecollege.ab.ca)  
ELCC certificate and diploma

### Medicine Hat

Medicine Hat College  
[www.mhc.ab.ca](http://www.mhc.ab.ca)  
ELCC certificate and diploma

### Red Deer

Red Deer College  
[www.rdc.ab.ca](http://www.rdc.ab.ca)  
ELCC certificate and diploma

### Slave Lake

Northern Lakes College  
[www.northernlakescollege.ca](http://www.northernlakescollege.ca)  
ELCC certificate and diploma

### Vermilion

Lakeland College  
[www.lakelandcollege.ca](http://www.lakelandcollege.ca)  
ELCC certificate and diploma -  
English and French

### Private institutions with ELCC programs recognized for certification

#### Edmonton

CDI College  
[www.cdicollege.ca](http://www.cdicollege.ca)  
ELCC certificate and diploma

#### Maskwacis

Maskwacis Cultural College  
[www.mccedu.ca](http://www.mccedu.ca)  
ELCC certificate and diploma

#### St. Paul

University Blue Quills  
[www.bluequills.ca](http://www.bluequills.ca)  
ELCC certificate and diploma

# APPENDIX D

## Policy on official transcripts

As part of the eligibility requirements for child development worker and child development supervisor certification, official transcripts must be sent directly from the educational institution to the Alberta Child Care Staff Certification Office.

The following are exceptions to this requirement:

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

The applicant is required to submit a notarized 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
- the 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 Alberta Child Care Staff Certification Office without any type of lamination.

The Alberta Child Care Staff Certification Office has 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.**

The applicant is required to submit a notarized 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; 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. These documents must be submitted to the Certification Office without any type of lamination.

The Alberta Child Care Staff 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.

# APPENDIX E

## Official translations of educational credentials

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

### Procedure:

1. When the Alberta Child Care Staff Certification Office receives official transcripts issued in a language other than English or French, a “certified true photocopy” of the official transcripts is created and this photocopy is mailed to the applicant.
2. The applicant is then 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 an immigrant-serving organization for assistance such as Edmonton Immigration Services Association or Immigrant Services Calgary.
3. Once you have obtained a certified English translation, the original translation must be sent to the Alberta Child Care Staff Certification Office for assessment. The original translation will be returned to you.