

To: Child Care Programs

From: Child Development Branch

**Child Care Staff Certification**

Please be advised that the following guide and forms have been updated and are located online at [www.child.alberta.ca/certification](http://www.child.alberta.ca/certification):

- Child Care Staff Certification Guide
- Application for Child Care Staff Certification Form
- Change of Personal Information Form
- Request for Reassessment for Child Care Staff Certification Form

The highlights of the changes include:

- Information regarding the Trade, Investment and Labour Mobility Agreement (TILMA) and the Agreement on Internal Trade (AIT).
- Information about how to apply for certification under the Life Experience Equivalency Process (LEEP).
- New form for certified staff requesting a reassessment of their qualifications.
- Requirement to provide a photocopy of identification when requesting a name change (along with a Change of Personal Information Form).

Reminder:

Please remind staff not to send criminal record checks with their application for certification, as they are no longer required for certification purposes as of November 1, 2008. Under the Child Care Licensing Regulation, criminal record checks are still required by the licence holder on each adult care provider and will be monitored by Child and Family Services Authority licensing staff.

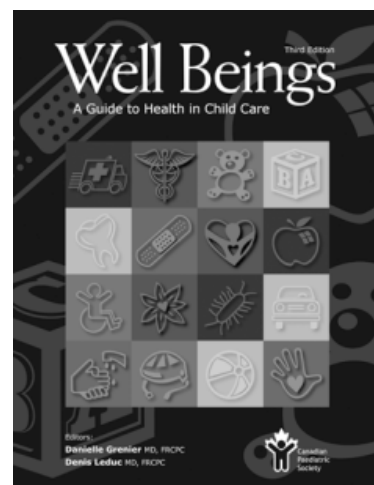
For additional information on the updated Guide and forms, contact:

Phone: Toll free (in Alberta): 1(800)661-9754; In Edmonton: 780-422-1119

**Important Resource for Child Care Programs**

The Canadian Paediatric Society has launched a new edition of *Well Beings: A Guide to Health in Child Care*.

This book supports the fundamental principles that the health and safety of children are paramount and that all children in a child care setting have the right to the advantages of a nurturing and stimulating child care environment. *Well Beings* has been revised and updated with the latest information, evidence and best practices in child care, and has a new companion website. Useful forms, checklists, tools and resources can be downloaded at no cost at [www.caringforkids.cps.ca](http://www.caringforkids.cps.ca).



*Well Beings* can be purchased by ordering it online at [www.cps.ca](http://www.cps.ca) and is an eligible expense under the Accreditation Quality Funding Grant.