



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.

Instructions

- Use this form to update your name and/or contact information on file with the Early Childhood Educator (ECE) Registry. This includes individuals who currently hold certification with the ECE Registry and/or have applied for certification.
• Complete pages 1-2 of this form.
• Submit a copy of valid government-issued photo identification.
• If you are updating your legal name, you must also submit proof of name change (for example: government-issued marriage certificate, divorce certificate or papers, or change of name document).
• Mail this form with your identification document(s) enclosed to the ECE Registry per the submission information on page 2.

Current Information at the ECE Registry

Form with fields: Legal Last Name, Legal First Name, Legal Middle Name (optional), Registration (Certificate) Number (if applicable), Residential Mailing Address, City/Town, Province, Postal Code, Country, Primary Contact Phone Number (999-999-9999), Alternate Contact Phone Number (if applicable), Email Address.

New Information to Add to File

Select all type(s) of information that needs to be updated.

Name Change

Form with fields: New Legal last Name, New Legal First Name, New Legal Middle Name, New Preferred Name (optional).

Residential Mailing Address Change

Form with fields: New Address Effective Date (yyyy-mmm-dd), New Residential Mailing Address, New City/Town, New Province/State, New Postal Code, New Country.

Phone Number Change

New Phone Number Effective Date (yyyy-mmm-dd)	New Primary Phone Number (999-999-9999)	New Alternate Phone Number (999-999-9999)
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Email Address Change

New Email Effective Date (yyyy-mmm-dd)	Email Address
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Declaration

<input type="checkbox"/> I confirm the information provided on this form is complete and accurate. I understand if incomplete or inaccurate information is submitted it may result in the denial of certification.	
<input type="checkbox"/> I understand that information in this form 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.	
Applicant's Full Name	
Applicant's Signature	Date Signed (yyyy-mmm-dd)

Submission Information

Mail Completed Form 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