



Is this application for you?

This application is for individuals who:

- Are applying for a new or different type of Early Childhood Educator (ECE) Certificate including ECE Assistant, ECE One Year, ECE Five Year, Infant and Toddler Educator (ITE), or Special Needs Educator (SNE), and
- Have completed some or all of their education at an early childhood education training program that is not recognized by the ECE Registry. This includes:
 - education completed at an educational institution in B.C. at a program that is not recognized by the ECE Registry
 - education completed outside of B.C. (In another Canadian province or territory)
 - education completed outside of Canada

If you are applying for an ITE Certificate and/or a SNE Certificate, you must already hold an ECE Five Year Certificate or also be applying for an ECE Five Year Certificate.

You are encouraged to visit our website at www.gov.bc.ca/earlychildhoodeducators to learn more about becoming an Early Childhood Educator in B.C. before you start the application process.

Instructions

Document Translation Requirement

All documents submitted with your application must be in English. If any documents are in a different language, they must be professionally translated at your own expense and sent directly to the ECE Registry by the translator. All translated documents must be authenticated by the translator. A translation subsidy may be available to assist you with the costs associated with professional translation. To apply, complete a [Translation Subsidy Application](#) form.

Gather Your Education Documents

- Contact your educational institution(s) for detailed course outlines or syllabi. You may submit your course outlines or syllabi directly to the ECE Registry at the contact information below or request that they are sent to the ECE Registry by your educational institution(s). If your course outlines or syllabi are not in English, you must have them professionally translated and sent directly to the ECE Registry by the translator. Your course outlines or syllabi must:
 - include detailed descriptions of course content, learning goals, outcomes and expectations
 - be from the year you completed the course(s)
- Complete Section 1 of the Program Confirmation form and provide the form to your educational institution(s). Ask your educational institution(s) to send the form directly to the ECE Registry. If your educational institution does not complete the form in English, you must have the form professionally translated and sent directly to the ECE Registry by the translator.
 - A Program Confirmation form is not required if you are applying for an ECE Assistant Certificate.
- Contact your educational institution(s) and ask them to send your official transcript directly to the ECE Registry. If your transcript is not in English, have it professionally translated and submitted to the ECE Registry directly by the translator.
- If you completed your education outside of Canada, visit the BC Institute of Technology (BCIT) website and apply for an International Credential Evaluation Service Comprehensive Report. This service has its own process and requirements, including an application fee. You may be eligible for a fee waiver from the ECE Registry to cover the cost of one credential assessment of your Comprehensive Report. Waivers are dependent on available funding. Contact the ECE Registry before you submit your application to find out if you are eligible.

Prepare your Application Package

- 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 identification is not in English, it must be professionally translated. A copy of the original identification and a translated copy must be authenticated by the translator and submitted directly to the ECE Registry.
- 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).
- If you are applying for an ECE Five Year Certificate, complete page 1 of the 500 Hour Work Experience form and provide both pages of the form to your 500 hour work experience reference. Ask your reference to complete the rest of the form and send it directly to the ECE Registry.
- Complete pages 3-5 of this Early Childhood Educator Certification Application – Equivalency form. Complete every section of this form unless it is stated that it is optional. Incomplete applications will result in delays in processing.
- If you are a minor (under the age of 19) and are applying for certification with the ECE Registry your parent/legal guardian will need to give consent on your application form (section 5).
- Mail this application with your identification and supporting documents enclosed to the ECE Registry at the contact information below.

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 [Find your ECE application pathway](#)

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
Website: 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.

Section 1 Applicant Information

What certificate type(s) are you applying for?

Form with checkboxes for Early Childhood Educator (ECE) Assistant, Infant and Toddler Educator (ITE), ECE One Year, Special Needs Educator (SNE), and ECE Five Year.

Contact Information

Form for contact information including fields for Legal Last Name, Legal First Name, Legal Middle Name, Preferred Name, Date of Birth, Residential Mailing Address, City/Town, Province, Postal Code, Country, Primary Contact Phone Number, Alternate Contact Phone Number, Email Address, and Preferred Contact Method.

Current B.C. Registration Information (if you currently hold a certificate with the ECE Registry)

Form for current registration information with fields for Current Certification (Registration) Number and Current Certificate Expiry Date.

Section 2 Education Information

Submit information about each institution you attended to gain education relevant to providing care and learning for children birth to 5 years old. If you attended more than one institution, submit a copy of this page for each institution.

Educational Institution Information

Full Name of Educational Institution	Name of Program/Course (as it appears on your official transcript)
Student Name (as it appears on your official transcript)	Student Number/ID (as it appears on your official transcript)
Language of Instruction	Country of Education Institution
Start Date of Program/Course (mmm-yyyy):	End Date of Program/Course (mmm-yyyy):

Education Documentation

To ensure your application is complete, select one option from each section that applies to you:

Course Outlines/Syllabi:

- I have obtained my course outlines/syllabi and will enclose them with this application.
- I have requested course outlines/syllabi from my educational institution, and they will submit my course outlines/syllabi directly to the ECE Registry.
- I have provided my course outlines/syllabi to a professional translator who will submit my course outlines/syllabi directly to the ECE Registry.
- The ECE Registry already has my course outlines/syllabi on file for the courses/program relevant to this application and certificate type.

Program Confirmation Form: (Not required if you are applying for an ECE Assistant certificate)

- I have requested that my educational institution submit my Program Confirmation form directly to the ECE Registry.
- I have provided my Program Confirmation form to a professional translator who will submit my Program Confirmation form directly to the ECE Registry.
- The ECE Registry already has my Program Confirmation form on file for the courses/program relevant to this application and certificate type.

Official Transcripts:

- I have requested my official transcript from my educational institution, and they will submit my official transcript directly to the ECE Registry.
- I have provided my transcript to a professional translator who will submit my transcript directly to the ECE Registry.
- The ECE Registry already has my official transcript on file for the courses/program relevant to this application and certificate type.

Comprehensive Evaluation Report: (Required if your education was completed outside of Canada)

- I have contacted the ECE Registry and stated that I am applying for a fee waiver.
- I have submitted an application to [BCIT's International Credential Evaluation Service](#) for a Comprehensive Evaluation Report.
- The ECE Registry already has my Comprehensive Evaluation Report on file for the courses/program relevant to this application and certificate type.

Translation Services: (Required if your documentation is in a language other than English)

- I have provided the above documents to a professional translator who will submit my documents directly to the ECE Registry.
- I have completed an application for a translation subsidy and will enclose it with this application.

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 provided a 500 Hour Work Experience Reference form to my reference (ECE Five Year Applicants only).
- 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.

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)	