



Early Childhood Educator Certification Application Transferring Certification

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**
- Hold certification (registration) as an ECE in another Canadian province or territory and would like to transfer their certification to B.C. (Labour Mobility).

If you are applying for an ITE Certificate and/or a SNE Certificate, you must already be certified in B.C. with an ECE Five Year Certificate or also be applying for an ECE Five Year Certificate.

- If you do not have 500 hours of supervised work experience, you may apply for an ECE One 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

- If applicable, include your certification (registration) number from the Canadian province or territory you are transferring from to complete this application. The ECE Registry will contact the province or territory where you are certified to verify your certification status.
- 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 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 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 2-3 of the Early Childhood Educator Certification Application – Transferring Certification 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 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 complete 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.
- 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 [Transfer your certification \(Labour Mobility\)](#)

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

Contact information form with fields for Legal Last Name, Legal First Name, Legal Middle Name, Preferred Name, Previous 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 with fields for Current Certification (Registration) Number and Current Certificate Expiry Date.

Section 2 Certification (Registration) Information from other Province or Territory

Form with fields for Your Name on Your Certification (Registration), Your Certification (Registration) Number (if applicable), Certification (Registration) Type, and Province or Territory.

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)