



Important Notice

Notification of Change in AECEO Equivalency Process as posted on website March 17, 2010:

As per legislation governing the newly established College of Early Childhood Educators the AECEO will hand over responsibility for the delivery of equivalency services in Ontario effective April 1, 2010 (Canadian Trained) and July 31, 2010 (Internationally Trained).

CANADIAN TRAINED

March 31, 2010 Last date of acceptance of Canadian trained applicants into the AECEO Equivalency process. Applications must be received in our office(s) no later than Wednesday, March 31, 2010, 5:00pm to be accepted. All applications received after this date/time will be returned to the applicant and the AECEO Equivalency Process for Canadian Trained applicants will be closed.

As of April 1, 2010, the College of Early Childhood Educators will directly handle applications from Canadian trained applicants who require an individual assessment of their educational credentials. Please contact the College of Early Childhood Educators (www.collegeofece.on.ca) for more information regarding this process.

INTERNATIONALLY TRAINED

July 30, 2010 Last date of acceptance of Internationally trained applicants into the AECEO Equivalency process. Applications must be received in our office(s) no later than Friday, July 30, 2010 5:00pm. All applications received after this date/time will be returned to the applicant and the AECEO Equivalency Process for Internationally Trained applicants will be closed.

As of July 31, 2010, the College of Early Childhood Educators will directly handle all applications from internationally trained applicants who require an individual assessment of their educational credentials. Please contact the College of Early Childhood Educators (www.collegeofece.on.ca) for more information regarding this process.

The AECEO conducts only English language assessments. For French language applicants, please contact the College of Early Childhood Educators for more information.

Please Note: AECEO Letter of Equivalency certificates or Recognition of Equivalency certificates issued prior to February 23, 2014 will continue to be accepted by the College of Early Childhood Educators as meeting the educational qualification component of the application process for membership in the College of Early Childhood Educators.



AECEO EQUIVALENCY INFORMATION AND APPLICATION GUIDE

(March 2010)

The Association of Early Childhood Educators Ontario (AECEO) has administered an Equivalency process for early childhood educators since 1984. This process reviews applicants' prior education and practical experience as a means to gain an AECEO Equivalency Certificate for the purpose of working as an early childhood educator in Ontario.

On February 2009, the College of Early Childhood Educators, the governing professional regulatory body for Early Childhood Educators in Ontario was established. As a result, all individuals working within the scope of practice or using the professional title "Early Childhood Educator" or "Registered Early Childhood Educator", as defined by the Early Childhood Educators Act, 2007, must now be a registered member of the College of Early Childhood Educators (www.collegeofece.on.ca).

Letter of Equivalency Certificates issued by the AECEO prior to **February 23, 2014**, will be recognized by the College of Early Childhood Educators as meeting the educational qualification component of the application process for membership in the College of Early Childhood Educators.

What are the criteria for assessment?

The AECEO Equivalency process uses the Ministry of Training Colleges and Universities' Early Childhood Education Program Standards as one of the benchmarks for assessing an applicant's credentials.

You must have:

- ✓ Post secondary credentials related to the field of early childhood education from an accredited institution
- ✓ Work experience or practicum experience related to the field of early childhood education
- ✓ Demonstrated knowledge of current practice of early childhood education in Ontario
- ✓ Demonstrated English language fluency

Applicants who are determined to have gaps in their training and knowledge will be assigned a course prescription to be taken at an Ontario College of Applied Arts and Technology (OCAAT) ECE diploma program. Upon successful completion of the course prescription, applicants will be issued a certificate that is recognized as meeting the educational qualification component of the application process for membership in the College of Early Childhood Educators.

Applicants must complete their course prescription within a time-limited period up to a maximum of two years. Applicants who do not have a post secondary credential related to the field of early childhood education from an accredited institution will be redirected to apply to an OCAAT ECE diploma program for Prior Learning Assessment.

Please refer to the information posted on our website regarding steps for applying or attend a scheduled information session. See our website www.aeceo.ca for schedules and information session power point presentation notes. AECEO Office contact information provided on Page 5 of this guide.

Submission of Documents

Incomplete applications, missing documentation, application fee, or un-notarized copies of diplomas and transcripts will cause delays in processing and may result in possible closure and return of your file.

Please ensure that you have included:

- Completed & Signed Application Form**
- Assessment and Exam Fee**
- Proof of English language fluency** See section below on “Proof of Language Fluency”
- Notarized copies of educational credentials.** The applicant is required to submit notarized copies * of her/his original and translated diploma/degree and notarized copies of original and translated official transcripts to the AECEO. Whenever possible, the submission of course outlines/syllabus is also recommended. See section below regarding “Translation”.

*(*What is Notarized/Certified copy? A notarized copy is a photocopy of an original document that has been certified by a **notary public** to be a true and accurate copy of the original document. A notarized copy is sometimes referred to as a certified copy.)*

- Verification of work experience.** The applicant should demonstrate significant, current and relevant fieldwork and/or employment experience in licensed or regulated early learning and child care settings. Resumes, Job descriptions and Employer reference letters must be submitted on official company letterhead. Documentation should validate job title, job duties and responsibilities, qualifications required for position, length of time of employment, age of children served and employer contact information. If working as an early childhood educator in a licensed child care setting, a copy of Director’s Otherwise Approved letter from Municipal Children’s Services (if applicable) should also be submitted.

Note: Demonstration of the level of the applicant’s vocational learning. Applicants must take a mandatory Knowledge of the ECE field Assessment Exam. This exam will be scheduled after pre-screening of an applicant’s file has been completed.

Access to the ECE Field in Ontario Bridging Program

Funded by the Government of Ontario, the Access to the Early Childhood Education Field in Ontario Bridging Program provides additional supports for Internationally Trained applicants to the AECEO Equivalency Process who meet the program benchmarks. All International Trained applicants to the AECEO Equivalency Process will be assessed for eligibility for this program. Eligible applicants to the program will be prescribed a pre-determined upgrading pathway consisting of:

- Specially developed bridging course to upgrade ECE skills in the Canadian context
- Community College ECE courses covering legislation and curriculum
- Field Practicum experience in a licensed non-profit setting
- Support and referral services for mentoring, professional development, networking, job search, employment

Register and attend an Information Session by contacting one of the AECEO offices on page 5 of this guide.

TRANSLATION

The AECEO conducts only English language assessments. For French language applicants, please contact the College of Early Childhood Educators for more information.

All documentation must be translated into English. Original translations bearing seal and contact information of agency will be accepted from:

- The consulate, high commission or embassy to Canada of the country that issued the documents
- A Canadian embassy, consulate, high commission in the country from which you emigrated
- A translator accredited by a professional association of translators in Canada. (Contact the Association of Translators and Interpreters of Ontario (ATIO) at 1-800-234-5030 or 613-241-2846
- Agencies registered with Ontario Council of Agencies Serving Immigrants (OCASI) www.ocasi.org Tel 416-322-4950

PROOF OF LANGUAGE FLUENCY

Meeting an acceptable English proficiency language level benchmark. AECEO Equivalency process requires the applicant to submit proof of language fluency with their application forms. Training Institutions require students entering and exiting their program to meet a language benchmark that is needed to be successful in their program. The College of Early Childhood Educators also requires proof of language fluency for membership registration.

Internationally trained applicants must submit proof of having met the required language fluency of Canadian Language Benchmark (CLB) 7/8 by submitting assessment results from an approved CLB Assessment centre (http://www.language.ca/display_page.asp?page_id=631)

Canadian trained applicants must submit a notarized or original transcript showing successful completion of a post-secondary level academic English course in an accredited post secondary institution.

Applicants not meeting language fluency level may be subject to additional language assessment or referred to additional language training as deemed necessary.



AECEO EQUIVALENCY OFFICES

General Information

Information session schedule for Toronto area is posted on the website at www.aeceo.ca. For sessions in the Ottawa or Hamilton areas, contact the offices listed below. For applicants outside of these areas, please contact the offices for more information or download information session notes from the AECEO website.

AECEO Provincial Office

40 Orchard View Blvd. Ste. 211
Toronto, ON M4R 1B9
Tel (416) 487-3157, ext. 21
Fax (416) 487-3758
Ontario Toll Free 1-866-932-3236
Email: intake@aeceo.ca

AECEO Hamilton Office

Access to the ECE field in Ontario Bridging Program

c/o Mohawk College
135 Fennell Ave West, Suite E06A,
Hamilton, ON L8N 3T2
Phone: 905-575-1212 ex.4469
Fax: 905-575-2414
Email: amohammed@aeceo.ca

AECEO Ottawa Office

Access to the ECE field in Ontario Bridging Program

c/o Algonquin College
1385 Woodroffe Avenue, Block K, Room 117
Ottawa, Ontario, K2G 1V8
Phone: 613-727-4723 ext. 2248
Fax: 613-727-7169
Email: vnevrencan@aeceo.ca



ORGANIZATIONS

Association of Early Childhood Educators Ontario (AECEO)

The AECEO, established 1950, is a voluntary professional association that represents the interests of Early Childhood Educators across the province. The AECEO organizes and administers important developments in Early Childhood Education (ECE) in the areas of training, public awareness, certification, equivalency, networking, professional development and recognition for the profession. AECEO Letter of Equivalency certificates are recognized by the College of Early Childhood Educators and the Ministry of Children and Youth Services as meeting the educational qualification component of the application process for membership in the College.

www.aeceo.ca

40 Orchard View Blvd, Suite 211, Toronto, ON, M4R 1B9
Ph: 416-487-3157 ext. 21 Ontario toll free 1-866-932-3236
Fax: 416-487-3758 Email: info@aeceo.ca

College of Early Childhood Educators Ontario (CECE)

The College of Early Childhood Educators is a professional self-regulatory organization for early childhood educators formed to protect the public interest and focused on quality and standards in the practice of early childhood education.

www.collegeofece.on.ca

Phone: 416-961-8558 Ontario toll free: 1-888-961-8558
Email: info@collegeofece.on.ca

Ministry of Training, Colleges and Universities (MTCU)

This Ministry has the responsibility for determining the ECE diploma Program Standards within the Ontario Colleges of Applied Arts and Technology (OCAAT) group. The web site offers information about post-secondary education in Ontario, ECE Apprenticeship training programs as well as the detailed listing of all the contact information for each of the 25 OCAAT colleges.

<http://www.edu.gov.on.ca/eng/tcu/>

MTCU ECE Program Standards: www.edu.gov.on.ca/eng/general/posted/college.html.

ECE Apprenticeship Training <http://www.edu.gov.on.ca/eng/tcu/employmentontario/training/>

Ministry of Children and Youth Services (MCYS)

This Ministry has responsibility for a wide range of programs for children and families including the licensing of early learning and child care programs in Ontario. The web site offers information about the structure and functions of the ministry along with its authority concerning child care.

www.children.gov.on.ca

MCYS Regional Offices http://www.gov.on.ca/children/english/ministry/regoffice4region/STEL01_136493.html

ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY (OCAAT)

Algonquin College of Applied Arts and Technology

1385 Woodroffe Avenue
Nepean, Ontario K2G 1V8
Telephone: (613) 727-4723 or
1-800-565-4723

Admissions: (613) 727-0002
Fax: (613) 727-7754

www.algonquincollege.com

Cambrian College of Applied Arts and Technology

1400 Barrydowne Road
Sudbury, Ontario P3A 3V8
Telephone: (705) 566-8101 or
1-800-461-7145

Admissions: (705) 566-8101 ext. 7503
Fax: (705) 524-7334

www.cambrianc.on.ca

Canadore College of Applied Arts and Technology

100 College Drive
PO Box 5001
North Bay, Ontario P1B 8K9
Telephone: (705) 474-7600
Admissions: (705) 474-7600 ext. 5123
Fax: (705) 474-2384

www.canadorec.on.ca

Centennial College of Applied Arts and Technology

PO Box 631, Station A
Scarborough, Ontario M1K 5E9
Telephone: (416) 289-5000 or
1-800-268-4419

Admissions: (416) 289-5300
Fax: (416) 694-2664

www.centennialcollege.ca/

Collège Boréal

21, boulevard LaSalle
Sudbury, Ontario P3A 6B1
Telephone: (705) 560-6673 or
1-800-361-6673

Admissions: (705) 560-6673 ext. 1090
Fax: (705) 560-7641

www.borealc.on.ca

Conestoga College Institute of Technology and Advanced Learning

299 Doon Valley Drive
Kitchener, Ontario N2G 4M4
Telephone: (519) 748-5220

Admissions: (519) 748-5220 ext. 3656
Fax: (519) 895-1097

www.conestogac.on.ca

Confederation College of Applied Arts and Technology

1450 Nakina Drive
PO Box 398, Station F
Thunder Bay, Ontario P7C 4W1
Telephone: (807) 475-6110

Admissions: (807) 475-6213
Fax: (807) 623-4512

www.confederationc.on.ca

Durham College of Applied Arts and Technology

PO Box 385, 2000 Simcoe Street North
Oshawa, Ontario L1H 7K4
Telephone: (905) 721-2000

Admissions: (905) 721-3088
Fax: (905) 721-3113

www.durhamcollege.ca



Fanshawe College of Applied Arts and Technology

1001 Fanshawe College Blvd.
PO Box 7005
London, Ontario N5Y 5R6
Telephone: (416) 452-4430
Fax: (519) 452-4420
www.fanshawec.on.ca

George Brown College of Applied Arts and Technology

PO Box 1015, Station B
Toronto, Ontario M5T 2T9
Telephone: (416) 415-2000 or
1-800-265-2002
Fax: (416) 415-4993
www.gbrownc.on.ca

Georgian College of Applied Arts and Technology

One Georgian Drive
Barrie, Ontario L4M 3X9
Telephone: (705) 728-1968
Admissions: (705) 728-1951 ext. 1698
Fax: (705) 722-5123
www.georgianc.on.ca

Humber College Institute of Technology and Advanced Learning

205 Humber College Boulevard
Toronto, Ontario M9W 5L7
Telephone: (416) 675-6622
Admissions: (416) 675-6622
Fax: (416) 675-6386
www.humberc.on.ca

La Cité Collégiale

801, promenade de l'Aviation
Ottawa, Ontario K1K 4R3
Telephone: (613) 742-2483 or
1-800-267-2483
Fax: (613) 742-2481
www.lacitecollegiale.com

Lambton College of Applied Arts and Technology

1457 London Road
Sarnia, Ontario N7S 6K4
Telephone: (519) 542-7751
Admissions: (519) 542-7751 ext. 490
Fax: (519) 541-2446
www.lambton.on.ca

Loyalist College of Applied Arts and Technology

PO Box 4200 Wallbridge/Loyalist Road
Belleville, Ontario K8N 5B9
Telephone: (613) 969-1913 or
1-888-569-2547
Admissions: (613) 969-1913 ext. 2204
Fax: (613) 962-0937
www.loyalistc.on.ca

Mohawk College of Applied Arts and Technology

PO Box 2034, Fennell Avenue & West 5th
Hamilton, Ontario L8N 3T2
Telephone: (905) 575-1212
Admissions: (905) 575-2000
Fax: (905) 575-2392
www.mohawkcollege.ca



Niagara College of Applied Arts and Technology

300 Woodlawn Road
Welland, Ontario L3C 7L3
Telephone: (905) 735-2211
Admissions: (905) 735-2211 ext. 7618
Fax: (905) 736-6000
www.niagarac.on.ca

Northern College of Applied Arts and Technology

PO Box 3211
Timmins, Ontario P4N 8R6
Telephone: (705) 235-3211
Admissions: (705) 235-3211 ext. 134
Fax: (705) 235-7279
www.northern.on.ca

St. Clair College of Applied Arts and Technology

2000 Talbot Road West
Windsor, Ontario N9A 6S4
Telephone: (519) 966-1656
Admissions: (519) 972-2759
Fax: (519) 972-3811
www.stclaircollege.ca

St. Lawrence College of Applied Arts and Technology

100 Portsmouth Avenue
Kingston, Ontario K7L 5A6
Telephone: (613) 544-5400
Admission and Recruitment: 1-800-463-0752
Fax: (613) 545-3923
www.sl.on.ca

Sault College of Applied Arts and Technology

PO Box 60, 443 Northern Avenue
Sault Ste. Marie, Ontario P6A 5L3
Telephone: (705) 759-6700
Admissions: 1-800-461-2260
Fax: (705) 759-3273
www.saultc.on.ca

Seneca College of Applied Arts and Technology

1750 Finch Avenue East
North York, Ontario M2J 2X5
Telephone: (416) 491-5050
Admissions: (416) 491-5050 ext. 2800
Fax: (416) 493-3958
www.senecac.on.ca

Sheridan College Institute of Technology and Advanced Learning

1430 Trafalgar Road
Oakville, Ontario L6H 2L1
Telephone: (905) 845-9430
Admissions: (905) 849-2800
Fax: (905) 815-4048
www.sheridanc.on.ca

Sir Sandford Fleming College of Applied Arts and Technology

599 Brealey Drive
Peterborough, Ontario K9J 7B1
Telephone: (705) 749-5530
Fax: (705) 749-5507
www.flemingc.on.ca