



# ACCESS TO THE EARLY CHILDHOOD EDUCATION IN ONTARIO

## **Application Form**





---

## ACCESS TO THE EARLY CHILDHOOD EDUCATION IN ONTARIO

---

### SECTION A: APPLICANT INFORMATION

**Date:** \_\_\_\_\_

**First Application**

**Repeat Application**

**Applicant's Name:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Given Name (if applicable): \_\_\_\_\_

Documentation included verifying name change:

Male

Female

Date of Birth: \_\_\_\_\_  
month/day/year

**Mailing Address:**

Street Number and Name: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

PO Box: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Contact Information:**

Home Telephone Number: (     )

Cell Phone: (     )

Fax Number: (     )

Email Address: \_\_\_\_\_

Work Telephone Number: (     )



**Length of time in Canada**

- 1 year or less
- 1 -3 years
- 3 – 5 years
- More than 5 years

**Occupation**

Total Years of Experience in Occupation \_\_\_\_\_

Years in Canada practicing occupation \_\_\_\_\_

Years in Canada **not** practicing occupation \_\_\_\_\_

**Immigration Class**

- Independent – Professional/ Skilled Trades (Landed immigrants)
- Family Sponsored
- Independent – Business
- Convention Refugee
- Other

**SECTION B: EDUCATION AND TRAINING**

**Educational Information:**

(For Out of Province, Out of Country)

Are you an Internationally Trained ECE or a kindergarten/elementary school teacher wanting to work as an ECE in Ontario?

Yes  No

If yes please complete the following:





### **Other Relevant Training**

Have you completed any extension or continuing education credits either in your home country or in Ontario?

**Name of College/University:** \_\_\_\_\_

Name of course: \_\_\_\_\_

Date of Course: \_\_\_\_\_ (month/year)

Proof of Completion: (copy of transcript attached)

**Name of College/University:** \_\_\_\_\_

Name of course: \_\_\_\_\_

Date of Course: \_\_\_\_\_ (month/year)

Proof of Completion: (copy of transcript attached)

## **SECTION C: LANGUAGE FLUENCY**

### **Language Proficiency**

1. Is English the language of instruction of your College and University level degree/diploma?

Yes  No

2. Have you successfully completed a comparable level Canadian College or University English course?

Yes  No  (If Yes, attach copy of transcript)

3. None of the above applies to me.

Yes

If you said Yes to (d), you will be asked to complete an English proficiency testing at a Community College or an accepted language assessment centre prior to your course prescription being assigned. Other proof of language fluency may qualify applicant for an exemption. Language Testing/Assessment fees will be the responsibility of the applicant. Should test/assessment results show that applicant does not meet Community College English level benchmark, the applicant will be prescribed additional English or foundational level language courses as deemed necessary. Contact AECEO Intake Coordinator for more information.





2. Place of Employment:

Location (City, Province):

Position Title:

Duration: from \_\_\_\_\_ to \_\_\_\_\_ #hrs/week: \_\_\_\_\_  
month/ year month/ year

Age Group:  Infant  Toddler  Preschool  School Age  
 Other \_\_\_\_\_

Documentation attached:  job description  reference letters

**Related Volunteer Experience**

Location Name: \_\_\_\_\_

Position: \_\_\_\_\_

Duration: \_\_\_\_\_ months

Location Name: \_\_\_\_\_

Position: \_\_\_\_\_

Duration: \_\_\_\_\_ months

**Professional Development (e.g. conferences, workshops, courses)**

Date: \_\_\_\_\_

Course: \_\_\_\_\_

Length of course: \_\_\_\_\_ (hours)

Date: \_\_\_\_\_

Course: \_\_\_\_\_

Length of course: \_\_\_\_\_ (hours)



## SECTION E: COMMUNITY COLLEGE INFORMATION

Any gaps identified in an applicant's learning will result in course upgrading recommendations. Depending upon the gaps identified, majority of applicants will be required to take at least a number of Ontario specific content courses dealing with legislation, health and safety, and supervised placement in a licensed early childhood setting. Applicants whose gaps in training may be too wide to bridge within the equivalency process will be directed to other programs by which they can enter the field of early childhood education and obtain a valid credential.

Applicants must successfully complete courses within a specified time frame to achieve their Letter of Equivalency Certificate. Course delivery method, availability, pre-requisites, course content and course titles may differ between Community College ECE programs. It is the applicant's responsibility to review the different ECE diploma programs offered by the recognized training institutions. A list of recognized training institutions can be found in the Equivalency Handbook.

In order for AECEO to prescribe specific courses, the applicant must indicate which training institution she/he will be attending to complete any prescribed courses. The number of courses and course codes prescribed by the AECEO may differ according to the training institution. Changes in training institutions after courses have been prescribed will require the applicant to submit a written request for re-assignment of course codes.

My Choice of Community College: \_\_\_\_\_

## SECTION F: APPLICANT'S STATEMENT

**I understand that my application must be completed as outlined in the Equivalency Handbook. Without all the requirements the Equivalency Assessment will not take place.**

- Applicants must meet the requirements in effect at the time of application
- The Association of Early Childhood Educators Ontario will not process any application or documents submitted without the payment of the non-refundable Equivalency Application fee.

### PLEASE INITIAL AT THE END OF EACH STATEMENT:

I have read and understand the contents of this application and Equivalency Handbook. \_\_\_\_\_

I understand that additional fees may be levied in accordance with the Equivalency Handbook. \_\_\_\_\_

I understand that, unless exempted, an ECE Knowledge Assessment Exam and Language Fluency Testing is a mandatory part of the assessment and additional fee charges will be my responsibility \_\_\_\_\_

I understand that AECEO may request for additional documentation to validate or to support submitted documents \_\_\_\_\_

I declare that the statements made in this application are complete and correct. \_\_\_\_\_

April 2009



## SECTION G: CHECKLIST

### DOCUMENTATION ATTACHED:

I have included the following documentation for the purposes of evaluating my credentials  
(Please refer to Equivalency Handbook for guidelines on documentation):

- Equivalency Application Fee - \$100      **(This fee is non-refundable.)**
- ECE Knowledge Assessment Exam Form & Fee - \$50
- Proof of Language Fluency or Language Test Results
- Proof of name change (if applicable)
- Copies of official diplomas/degrees
- Copies of official transcripts
- Additional documentation of relevant training (if applicable)
- Documentation of relevant work experience:
  - Resume
  - Job descriptions (responsibilities, duties, qualifications required, supervisor)
  - Reference Letters
- Completed and signed application form

Other \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## SECTION H: EQUIVALENCY PAYMENT

### APPLICANT INFORMATION

Date: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

### PAYMENT AMOUNT

Equivalency Application Fee  \$100

ECE Knowledge Exam  \$ 50

Total Payment Enclosed: \$\_\_\_\_\_

### PAYMENT METHOD

Money Order or Personal Cheque Payable to AECEO Provincial Office

Visa  MasterCard

Card Number: \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

*Please keep a copy of this application for your records. Applicant must inform the AECEO of any changes to information submitted as soon as possible. Failure to do so may cause delay in processing.)*