



THE ASSOCIATION OF EARLY CHILDHOOD EDUCATORS ONTARIO
EQUIVALENCY APPLICATION
(FOR CANADIAN TRAINED APPLICANTS ONLY)

Please **PRINT** clearly in blue or black ink and submit to:

AECEO Provincial Office
40 Orchard View Blvd. Ste. 211,
Toronto, ON, M4R 1B9

SECTION A : APPLICANT INFORMATION

APPLICANT'S NAME:

Current First Name:

Current Last Name:

Given Name (if different from first name):

Former Last Name (if different from current):

Proof of Name Change attached: (copy of marriage license or name change certificate)

Male Female

Date of Birth: _____
month/day/year

MAILING ADDRESS:

Street Number and Name:

Apartment Number:

PO Box:

City:

Province:

Postal Code:

CONTACT INFORMATION:

Home Telephone Number: ()

Cell Phone: ()

Fax Number: ()

Email Address:

Work Telephone Number: ()

SECTION B: EDUCATION AND TRAINING

EARLY CHILDHOOD EDUCATION OR RELATED STUDIES QUALIFICATIONS:

1. Location of Training/Preparation (City, Province):

Name of Training Institution:

Program Name of Diploma or Degree:

Graduating Year:

- Documentation attached: (copy of transcript & copy of diploma/degree)

ADDITIONAL EDUCATION INFORMATION:

Have you completed any additional College/University extension or continuing education credits?

1. Location of Training/Preparation (City, Province):

Name of College/University:

Name of course:

Date of Course:

2. Location of Training/Preparation (City, Province):

Name of College/University:

Name of course:

Date of Course:

- Documentation attached: (copy of transcript(s))

3. Location of Training/Preparation (City, Province):

Name of College/University:

Name of course:

Date of Course:

- Documentation attached: (copy of transcript(s))



OTHER RELEVANT TRAINING

Have you completed any additional training relevant to the field of early learning and care?

Yes____ No____

If Yes, please list (attach additional pages as needed):

Name of Training Program	Length of Training	Location	Training Provider

Documentation attached: (copy of certificates, Letter from employer)

SECTION C: WORK EXPERIENCE

(List only information relevant to primary education, early learning and child care, from most current)

CURRENT EMPLOYMENT INFORMATION:

Employer (Organization):

Type of Program:

Position Title:

Age Group: Infant Toddler Preschool School Age Other _____

Director/Supervisor:

Street Address:

City:

Postal Code:

Telephone:

Email Address:

Start Date:

End date:

hrs/week: _____

Documentation attached:

resume job description reference letters

ADDITIONAL RELEVANT EXPERIENCE:

1. Place of Employment:

Location (City, Province):

Position Title:

Duration: from _____ to _____
month/ year month/ year

#hrs/week: _____

Age Group: Infant Toddler Preschool School Age Other _____

Documentation attached:

job description reference letters

2. Place of Employment:

Location (City, Province):

Position Title:

Duration: from _____ to _____
month/ year month/ year

#hrs/week: _____

Age Group: Infant Toddler Preschool School Age Other _____

Documentation attached:

job description reference letters

SECTION D: LANGUAGE FLUENCY

You must speak and write English* with reasonable fluency to be exempt from language testing:

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

Yes No

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

Yes No (If Yes, attach copy of transcript)



c. None of the above applies to me.

Yes

If you said Yes to (c), 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.

* If French is the language of instruction of your degree/diploma, contact AFESFO for ECE Equivalency in French at www.afeseo.ca 1-800-391-5595.

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. _____

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.)