



EQUIVALENCY HANDBOOK

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GENERAL INFORMATION

The [College of Early Childhood Educators](http://www.collegeofECE.on.ca) (CECE) is the newly mandated professional regulatory body for Early Childhood Educators in Ontario. As of February 14, 2009, all individuals working within the scope of practice or using the professional title of “Early Childhood Educator” or “Registered Early Childhood Educator”, as defined by the Early Childhood Educators Act, 2007, must be a registered member of the College of Early Childhood Educators. (Visit www.collegeofECE.on.ca for more info)

To qualify for membership with the College of Early Childhood Educators the applicant must have satisfied one of their educational and training requirements as listed in their registration regulations. The Letter of Equivalency Certificate issued by the AECEO is recognized by the College of Early Childhood Educators as meeting the educational qualification component of the application process for membership in the College.

EQUIVALENCY PROCESS

What is Equivalency?

The AECEO Equivalency process reviews an applicant’s prior education and practical experience towards gaining an AECEO Letter of Equivalency Certificate.

Every applicant brings a different skill set and background knowledge to the Equivalency Process. Coming to the Equivalency Process with different credentials and various work experience relevant to the field of early childhood education, applicants may be prescribed to complete additional courses and submit additional documentation to satisfy the Equivalency requirements.

As per the regulations of the College of Early Childhood Educators, fluency in English or French is essential for working with children in Ontario, and this is reflected in the Equivalency assessment. At this time, the AECEO provides services only in English. Translation of documents will be required if they are in languages other than English. Those wishing to have their French language credentials assessed in French towards a Letter of Equivalency may contact L’AFESÉO at www.afeseo.ca

Equivalency Requirements

The College of Early Childhood Educators regulations stipulate that members must meet the minimum educational and training requirements of a diploma program in early childhood education offered by an Ontario College of Applied Arts and Technology (OCAAT) or its equivalent. The AECEO equivalency process measures the applicant's credentials using, among its benchmarks, the Ministry of Training, Colleges, and Universities Program Standards for OCAAT early childhood education diploma programs (See page 10 for web link). The applicant must provide the AECEO with all necessary documentation that demonstrates her/his satisfactory achievement of these outcomes. This means:

- ❑ **Meeting an acceptable English proficiency language level benchmark.** Training Institutions require students entering and exiting their program to meet a language benchmark that is needed to be successful in their program and in their employment. The College of Early Childhood Educators also requires proof of language fluency for membership registration.
- ❑ **Evaluation of the applicant's educational credentials.** The applicant is required to submit copies of her/his diploma/degree and official transcripts to the AECEO. Whenever possible, the submission of course outlines/syllabus is also recommended.
- ❑ **Consideration of the applicant's 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.
- ❑ **Demonstration of the level of the applicant's vocational learning.** Applicants must take a mandatory Knowledge of the ECE field Assessment Exam. Submission of additional documentation, such as professional portfolios, attestations, self evaluation handbook may also be recommended.

STEPS TO THE EQUIVALENCY PROCESS

Step 1: Obtain an equivalency application and handbook

Download and review these documents from the AECEO website at www.aeceo.ca or contact the AECEO office at (Tel) 416-487-3157 or 1-800-936-3236.

Step 2: Information Session or Intake Interview Registration

Information sessions are held throughout the year in the AECEO Provincial Office in Toronto. Pre-registration for these sessions is required. For those residing outside of the Toronto area, phone interviews with the Intake Coordinator can be arranged. Contact the AECEO Intake Coordinator to register.

Step 3: Preparation for Submission

- Begin gathering documents for your submission. See page 6 for a list of required and recommended documentation.
- Attend AECEO information session/interview session with Intake Coordinator
- All applicants must meet College English language level fluency to qualify. Applicants unable to provide accepted proof of language fluency will be required to undergo language assessment and testing.
- Submit completed application forms, documentation and prescribed fee. Register to write the Knowledge of Early Childhood Education Field Assessment Exam.

Step 4: Knowledge of Early Childhood Education Field Assessment Exam

It is mandatory for all applicants to write the Knowledge of ECE field Assessment Exam. Exemptions may be granted on a case by case basis. Examinations are held in the AECEO Provincial Office, Toronto, three to four times a year. For applicants outside the Greater Toronto area, alternate locations and proctors will be secured as needed. Results from this examination are not a pass/fail grade but assist the AECEO in validating submitted documents and assessing current knowledge strengths and gaps in the applicant's profile.

Step 5: Evaluation

Your file will be reviewed, validated and assessed by AECEO Assessors. Additional documentation or validation may be required as determined by the Assessors. Allow 6-8 weeks for processing. Upon completion of the evaluation, a letter detailing the outcomes will be sent to you.

Step 6: Fulfill Requirements

Upon receipt of your evaluation results, you may be required to complete additional gap training to obtain your letter of equivalency. Applicants wishing to appeal the evaluation results must submit a request to appeal within 30 days. Applicants must complete gap training courses in an approved training institution. Applicants are given two years to complete all requirements. Applicants are responsible for registering with the recognized training institution and any fees charged by the institution to complete their requirements.

Step 7: Letter of Equivalency Certificate

Upon successful completion of the requirements prescribed in the evaluation results, applicants will be issued their Letter of Equivalency Certificate within two - three weeks.

DOCUMENTATION

You must submit official documentation of your diploma(s), transcript(s), course outline(s), and teaching hours/work experience. *Retain a copy of all documents sent to the AECEO for your own records. All documents (originals or copies) submitted with the application become the property of the AECEO and will not be returned.*

(1) Copies of Official Diplomas

Copies of official documents will be accepted. A clear photocopy of the applicant's diploma(s) is required for the evaluation of the application. The institution seal must be clearly visible.

(2) Copies of Official Transcripts

A clear copy of the applicant's transcript(s) is required for the evaluation of the application. The transcript(s) is the official document you received from the learning institution upon completion of the courses. It lists the names of the courses and the grades that you achieved. Original transcripts directly from the institution or in a sealed envelope may be requested as deemed necessary.

(3) Official Course Outlines

In most college and university programs, the official course outline consists of a brief description of the areas of study in each course. It is highly recommended that, if available, this document be forwarded with the application as it is an additional tool used for evaluation purposes. Only those courses relevant to the field of early childhood education need to be submitted. If this piece of documentation is not available, please indicate on your application form the reason for your inability to provide it.

(4) Documentation of Teaching Hours/Work Experience

Applicants are required to attach documentation of early childhood work experiences acquired during and/or since completion of formal education. Examples of documentation include but are not limited to resumes, reference letters, copies of the job description, description of program.

(5) Demonstration of meeting outcomes and benchmarks

Applicants may submit additional documentation to substantiate their knowledge and practice. Examples of documentation include but are not limited to professional portfolios, self-assessment vocational handbook submission (See page 8).

Translation

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

FULFILLING REQUIREMENTS (HOW AND WHERE)

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.

Important: Equivalency applicants should be aware that various non-OCAAT institutions might offer ECE diploma courses. It is recommended that applicants verify the recognition or acceptance of these programs by contacting the AECEO or the College of Early Childhood Educators before enrolling.

Ontario Colleges of Applied Arts and Technology (OCAAT)

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 Appendix 3 of this Handbook. In order for AECEO to prescribe specific courses, the applicant must indicate which training institution he/she 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. If an applicant wishes to change training institutions after courses have been prescribed, the applicant will be required to submit a written request for re-assignment of course codes.

Course Requirements and Distance Education

Distance education might be another option for some applicants. The AECEO does not differentiate between courses taken in regular classrooms and those taken through distance education as long as they are issued by AECEO recognized training institutions. At present the AECEO only recognizes those distance programs delivered by OCAAT colleges.

Prior Learning Assessment and Prior Learning Assessment and Recognition

Prior Learning Assessment (PLA) and Prior Learning Assessment and Recognition (PLAR) are terms to describe the process of measuring both formal and informal learning (learned through experience) in order to determine its level and significance. Typically PLA/PLAR leads to offering college credit for learning that was gained through firsthand experience and exempts an applicant from having to attend a course. It values experiential as well as formal learning. PLA/PLAR includes both theoretical and practical aspects of learning.

Please note that the AECEO accepts PLA/PLAR credits offered by recognized training institutions such as the OCAAT group. Not all courses are available for PLA/PLAR. Applicants should contact the ECE department or coordinator of the college of their choice to inquire about availability, policy and guidelines. Applicants to the AECEO Equivalency Process may include PLA/PLAR credits in their original documentation or as part of the course requirements that are

indicated by the AECEO. The AECEO does not differentiate between courses taken traditionally and those course credits gained through PLA/PLAR.

Currency of Credentials

How recently the applicant has earned their course credentials is important. Similarly, how recently the applicant has worked directly with young children is significant. The AECEO assessors look for a combination of the currency of the applicant's credentials and the currency of his/her work experience. If an applicant's credentials were gained ten years or more prior to the Equivalency Process, and her/his work and educational experience has not kept her/him current in the field of early childhood education, there may be additional course requirements prescribed.

Professional Portfolio/Self Assessment Vocational Outcome

Applicants may be asked to submit copies of their Professional Portfolios or to prepare a professional portfolio for submission as part of their application to validate their knowledge. The AECEO Self Assessment Vocational Outcome Handbook guides the applicant in her/his submission and is available. Alternatively, the submission of a comprehensive portfolio may also result in the exemption of the applicant from the mandatory Knowledge of the ECE field Assessment Exam. Contact AECEO Intake Coordinator for details.

AECEO KNOWLEDGE OF ECE FIELD ASSESSMENT

This assessment is used to determine the applicant's current knowledge in early learning and child care. The examination is mandatory for all applicants. Exemptions may be made on a case by case basis. Contact the AECEO Intake Coordinator for details.

The examination is a timed three hour test and consists of multiple-choice and short answer questions. The questions are based on the Ontario ECE Program Standards for ECE diploma programs delivered by Ontario Community Colleges. Applicants are provided a preparation guide upon registration. Extensive preparation prior to the examination is not recommended as the results are not a pass/fail grade but used to evaluate the applicant's current knowledge. The information package provides further details on the Knowledge of ECE Field Assessment.

The exam is held three to four times a year, or as deemed necessary. Examinations for applicants are held at the AECEO Provincial Office. Special arrangements are made throughout the province of Ontario in alternate locations as required.

SPECIAL CASES

Appeal Process

Applicants can appeal evaluation results made by the AECEO. Appeals are sent to the Registration and Certification Committee. The following is an outline of a typical appeal process.

1. Applicant submits the appeal to the AECEO in writing and postmarked no later than 30 days after the receipt of the decision. Appeals must include the following information: name, address, specific reasons and other pertinent information to support the appeal. The prescribed administration fee must accompany the appeal to be valid.
2. Registration and Certification Committee reviews the appeal.
3. Registration and Certification Committee sends a response letter to the applicant within 90 days. In entering the Appeal Process the applicant agrees to abide by the final decision of the Registration and Certification Committee. It is understood that the applicant has the right to fair and equitable treatment. No other appeal will be accepted after the final decision of the committee is delivered.

Extension of the Completion Date

If requirements cannot be completed within the two-year time frame, an application for extension of completion date is available. Please contact the AECEO at least 60 days prior to the deadline in order to apply.

The application form must be accompanied by the prescribed extension fee, which will be reimbursed if the extension is not approved.

Successful applications may be granted an extension of up to two years and will receive notification of their new completion date from the AECEO.

Important: Current College of Early Childhood Educators registration regulations stipulate that AECEO and L'AFESCO Letter of Equivalency Certificates must be issued prior to Feb. 23, 2014 to qualify for its membership. Completion dates for all applicants will not be extended beyond Feb. 22, 2014 unless the regulations of College of Early Childhood Educators are amended to accept certificates issued after this date.

File Closure

Applicants must complete the prescribed requirements within the time frame given. Unless an extension has been requested and approved, files will be closed on the completion date assigned. Applicants may also request in writing at any time during the equivalency process to close their files. Closed files will not be re-opened. Applicants will be required to re-apply as a new applicant to re-enter the equivalency process.

Confidentiality

AECEO uses the information it has collected about applicants only:

- for the purpose for which the information was collected, or
- for a use consistent with that purpose, or
- with the written authorization of the individual

No Information will be disclosed or confirmed to a Third Party without the Individual's consent except to validate for employment purposes whether an individual was granted a Letter of Equivalency or are in the process.

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

Equivalency Services Staff:

Director of Programs: Leah Yuyitung, ECE.C
Program Manager: Luciana Gongea
Intake Coordinator: Karina Guerra

Association Francophone à l'Éducation des Services à l'Enfance de l'Ontario (AFÉSEO)

The AFÉSEO is the voluntary professional association for francophone early childhood educators in Ontario. Its role is to support individuals interested in the field of early learning and child care with their needs and their practice. AFÉSEO administers an Equivalency process for French language trained early childhood educators. L'AFÉSEO Letter of Equivalency certificates are recognized by the College of Early Childhood Educators and the Ministry of Children and Youth Services.

<http://www.afeseo.ca/>

140, rue Genest, Ottawa, ON, K1L 7Y9
Phone: 613-741-5107 or 1-800-391-5595
Fax: 613-746-6140

Equivalency Services Staff:

Coordinator: Gaetane Huot gaetanehuot@afeseo.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.

<http://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)

www.edu.gov.on.ca

This Ministry has the responsibility for determining the ECE diploma Program Standards within the OCAAT group. The web site offers information about post-secondary education in Ontario as well as the detailed listing of all the contact information for each of the 25 OCAAT colleges.

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

Ministry of Children and Youth Services (MCYS)

www.children.gov.on.ca

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.

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

APPENDIX 1: EQUIVALENCY FEES

Application Fee **\$100.00**

Applicants are required to forward the fee along with a completed application form and all documentation.

Appeal **\$50.00**

Additional documents to support the appeal and prescribed fee must be submitted within 30 days of requesting an appeal.

Exam **\$50.00**

Applicants must forward the fee along with the exam registration form.

Additional Course Information

Requests for changes to course codes and titles for a college other than the one indicated on the initial application form must be submitted in writing to the AECEO.

No charge

Extension Fee

Maximum two-year extension from completion date. Must be pre-approved.

\$50.00

Replacement of Certificates

Requests for a copy of the original Equivalency Certificate with proof of identification must be submitted in writing with the prescribed fee.

\$25.00

The applicant is responsible for all fees incurred from the learning institution she/he attends for any required upgrading and any service charges incurred in the gathering of documents for submission.

APPENDIX 2: EQUIVALENCY TERMINOLOGY

OCAAT- Ontario Colleges of Applied Arts and Technology (25 colleges operating within the Ontario publicly funded post-secondary system)

ECE - Early Childhood Education or Early Childhood Educator

MTCU - Ontario Ministry of Training, Colleges and Universities

PLA/ PLAR - Prior Learning Assessment / Prior Learning Assessment and Recognition
This is an assessment of both formal and informal (experiential) learning that leads to recognition of its level and significance

Transcript - The official document from a college or university that indicates courses and grades

Course Outlines -The description of a course that includes its objectives and outcomes. It usually contains topics, teaching method and assessment approach

Outcomes/Standards - The learning achieved at the end of a course of study [knowledge, skills and dispositions (attitudes)]. The level of learning expressed as a benchmark.

APPENDIX 3: 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/default.htm

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

**AECEO Accredited Diploma Program
Mothercraft**

ECE Diploma Program
646 St. Clair Ave. West,
Toronto, Ontario M6C 1A9
Telephone: (416) 483-0511
Fax: (416) 483-0119
www.mothercraft.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.northernnc.on.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

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

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

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

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

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

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.1sheridaninstitute.ca