



CERTIFICATION GUIDE

FOR CHILD CARE STAFF

Revised January 2009

Alberta

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DEFINITION OF TERMS

The Alberta Child Care Staff Certification Office – The provincial government office responsible for assessing and certifying child care staff in Alberta.

Early Childhood Education (ECE)

Early Childhood Development (ECD)

Early Childhood Education and Development (ECED)

Early Learning and Child Care (ELCC)

All four terms refer to the field of study that focuses on pre-school children (generally up to six years of age). The terms may be used interchangeably by colleges and universities.

Official (Original) Transcript – A document issued by an educational institution that lists the names of the courses, credit value and grades. The document must show the original seal and/or signature of the registrar.

Post-secondary Education – Education completed after primary and secondary schooling.

Primary Staff Member – A staff member of a child care program whose primary duty is child care and who is actively engaged in the supervision of children.

Program Supervisor – A staff member of a child care program whose duty is to provide, at the program premises, supervision of the daily provision of the child care program.

Qualification Certificate – The official document issued by the Alberta Child Care Staff Certification Office under the Child Care Licensing Regulation.

WHAT IS CERTIFICATION?

Certification is the process used by Alberta Children and Youth Services to review educational training and determine eligibility towards one of the three types of certification in accordance with the Alberta Child Care Licensing Regulation.

WHY IS TRAINING IMPORTANT?

Children's experiences during their first years are critical to their lifelong learning. Parents and other caregivers play a key role in children's early years. With knowledge of childhood development, they can maximize each child's social, physical, intellectual, creative and emotional growth.

Through training in the field of Early Learning and Child Care and related human service areas, professional caregivers play a vital role in the quality of care children receive. They are also a valuable asset to the families and child care programs they serve.



CERTIFICATION REQUIREMENTS

Under the Alberta Child Care Licensing Regulation, staff working in licensed day care programs, pre-school programs, and out-of-school care programs are required to be certified.

Day Care Program (Schedule 1 of the Regulation):

- The Program Supervisor must hold a Child Development Supervisor certificate. In the extended absence of the Program Supervisor, a person with certification as at least a Child Development Worker must be designated to assume the responsibilities of the Program Supervisor.
- At least one in every four primary staff working directly with children between the hours of 8:30 a.m. and 4:30 p.m. must hold at least a Child Development Worker certificate.
- All other primary staff working directly with children at any time of day must hold at least a Child Development Assistant certificate. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however the staff person must not have unsupervised access to children.

Out-of-School Program (Schedule 4 of the Regulation):

- All staff working directly with children at any time of day must hold at least a Child Development Assistant certificate. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however the staff person must not have unsupervised access to children.

Pre-school Program (Schedule 5 of the Regulation):

- All staff working directly with children at any time of day must hold at least a Child Development Assistant certificate. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however the staff person must not have unsupervised access to children.

Please refer to the *Child Care Licensing Act* and Child Care Licensing Regulation for additional information. These documents can be found at licensed child care centres, your regional Child and Family Services Authority, the Government of Alberta (www.child.alberta.ca/childcare) or the Queen's Printer bookstore (www.qp.gov.ab.ca).

TRAINING STANDARDS FOR CERTIFICATION

Training standards for certification are legislated under Part 3 of the Alberta Child Care Licensing Regulation.

LEVELS OF CHILD CARE CERTIFICATION

1. A Child Development Assistant (formerly Level 1) certificate is issued when a person has:

- completed the Child Care Orientation Course (Alberta Government sponsored course); or
- completed CMH 2050 and CMH 3050 offered through Alberta high schools; or
- completed a 45-hour (3 credit) college-level course in child development.

2. A Child Development Worker (formerly Level 2) Certificate is issued when a person has:

- Completed a one-year Early Learning and Child Care certificate program offered by an Alberta public college, or has completed an equivalent level of training (refer to the Educational Equivalencies Charts on the following pages or on the website at www.child.alberta.ca/childcare); and
- College-level English/French course (eg., communication, composition, etc.).

3. A Child Development Supervisor (formerly Level 3) Certificate is issued when a person has:

- completed a two-year Early Learning and Child Care diploma program offered by an Alberta public college, or has completed an equivalent level of training (refer to the Educational Equivalencies Charts on the following pages or on the website at www.child.alberta.ca/childcare); and
- College-level English/French course (eg., communication, composition, etc.).

EDUCATIONAL EQUIVALENCIES FOR ALBERTA CHILD CARE STAFF CERTIFICATION

Completed Educational Training Programs	Previous Certification Level	New Certification Level
CHILD DEVELOPMENT SUPERVISOR (Level 3)		CHILD DEVELOPMENT SUPERVISOR
Alberta Permanent Teaching Certificate (designation)	1, 2, 3	Child Development Supervisor (formerly Level 3)
Education (Early Childhood Education, Elementary Education, Secondary Education, General or After Degree) – Degree	1, 2, 3	
Child and Youth Care – Diploma or Degree	3	
Class A – Out-of-School Certification from the City of Edmonton or City of Calgary	1,2,3	
Class C – Out-of-School Certification from the City of Edmonton only	1,2,3	
Early Learning and Child Care Diploma	3	
Home Science (Child Development) – Degree	1	
Science (Education) – Degree	1, 2	
Social Work – Degree	1	
1,545 hours of education in child care (includes child development courses and 800 hours of practicum)	3	
CHILD DEVELOPMENT WORKER (Level 2)		CHILD DEVELOPMENT WORKER
Arts (Psychology or Sociology) – Degree	1	Child Development Worker (formerly Level 2)
Class B – Out-of-School Care Certification from the City of Edmonton or City of Calgary	1,2	
Class C – Out-of-School Care Certification from the City of Calgary only	1,2	
Early Learning and Child Care Certificate	2	
Educational Assistant – Diploma	1, 2	
Fine Arts (with Early Childhood Education coursework) – Degree	1	
Human Services – Diploma or Degree	1	
Licensed Practical Nurse (designation)	1	
Medicine - Degree	1	
Pediatrics - Degree	1	
Physical Education – Degree	1	
Recreation Therapy – Diploma or Degree	1	
Rehabilitation – Diploma or Degree	1	
School-Age Care – Certificate	1	
Science (Nursing) – Degree	1	
Social Work – Diploma	1	
Teaching – Diploma	1	
770 hours of education in child care (includes child development courses and 400 hours of practicum)	2	
CHILD DEVELOPMENT ASSISTANT (Level 1)		CHILD DEVELOPMENT ASSISTANT
Child Care Orientation Course (Alberta Government sponsored course)	1	Child Development Assistant (formerly Level 1)
CMH 2050 and 3050 (offered through high schools)		
ELCC 1, 2, and 3 (to replace CMH 2050 and 3050 in 2009)		
45-hour (3 credit) college-level course in Early Learning and Child Care		
NOTE: A college-level English or French course (e.g. communication, composition, etc.) is required for certification and re-certification towards Child Development Worker and Child Development Supervisor.		

*Under Sections 15 and 16 of the Child Care Licensing Regulation, the director considers completion of the course work listed above to be equivalent for Child Development Supervisor and Child Development Worker certification. The term “certificate” refers to one year of post-secondary training and a “diploma” refers to two years of post-secondary training.

COURSE HOURS EQUIVALENCY CHART

(for persons without completed educational programs or
for educational programs not included as part of the Educational Equivalencies)

Child Development Courses	Programming Courses	Relationships Courses	Related	Practicum Courses
Social development	Introduction to early childhood	Child guidance	Field placement in an early childhood setting	Field placement in an early childhood setting
Physical development	Planning pre-school programs	Interpersonal communication		Liberal arts (e.g., introductory psychology/ sociology)
Intellectual development	Learning through play	Child abuse/neglect		Specialized study (e.g., administration, management)
Creative development	Pre-school play experiences	Child/family/ community relations		Out-of-school care
Emotional development	Art	Issues in early childhood education		Elementary education
Language development	Drama	Early childhood professionalism and ethics		
Healthy, safety and nutrition	Literature/storytelling			
Observing and recording	Math			
Theories of child development	Social studies			
Infant/toddler development	Music/movement			
Exceptional development	Science/nature			
Minimum number of hours for each subject are as follows:				
Child Development Worker				
120 hours	145 hours	60 hours	400 hours	45 hours*
Child Development Supervisor				
165 hours	295 hours	180 hours	800 hours	105 hours*
TOTAL HOURS:				
Child Development Worker			770 hours	
Child Development Supervisor			1,545 hours	

NOTE: *Must complete at least one college-level English/French course (e.g. communication, composition, etc.)

EARLY CHILDHOOD TRAINING PROGRAMS IN ALBERTA

In Alberta, public colleges and licensed private vocational schools offer courses in Early Learning and Child Care (ELCC). These one and two year programs offer coursework that qualifies persons towards certification as a Child Development Assistant, Child Development Worker and Child Development Supervisor. Early Learning and Child Care certificate and diploma programs are available via teleconferencing, classroom study, online, and distance delivery. A 45-hour ELCC course taken at a public college will lead to Child Development Assistant certification. Please refer to the list of Alberta Public Colleges and Private Vocational Schools in this guide for contact information regarding ELCC programs.

IMPORTANT NOTES:

Before taking any coursework/training programs not listed in this guide (with the intention of obtaining certification), it is recommended that you contact the Child Care Staff Certification Office to verify whether the training program is recognized towards certification.

International Correspondence School (ICS), Stratford Institute, and Thompson Direct Learning offer ELCC programs through distance learning that lead to certification as a Child Development Assistant only.

CHILD CARE ORIENTATION COURSE

(leading to Child Development Assistant certification)

The Child Care Orientation Course was developed by Alberta Children and Youth Services in partnership with early childhood professionals and educators. This course is copyrighted by the Government of Alberta. Alberta Children and Youth Services partners with Alberta public colleges and private early childhood educators to deliver this course in-person at various locations throughout Alberta at no cost to the student. A self-study (distance learning) and online version are also available at no cost for individuals currently employed in a licensed or approved child care program in Alberta.

Please contact the Alberta Child Care Staff Certification Office (toll-free at 1-800-661-9754) or visit the Alberta Children and Youth Services website at www.child.alberta.ca/home/704.cfm for further information about the Child Care Orientation Course nearest to you.

The online course is available at <http://childcare.basecorp.com>

Note: Certification as a Child Development Assistant may also be obtained by completing 45-hours of ELCC coursework at a recognized post-secondary educational institution.

ALBERTA PUBLIC COLLEGES OFFERING ELCC PROGRAMS

These programs and courses may be offered through classroom, distance and online delivery.

Bow Valley College
332 - 6th Avenue SE
Calgary AB T2G 4S6
Phone: 403-410-1496 / 403-297-2027 / 403-410-3462
www.bowvalleycollege.ca

Lethbridge Community College
3000 College Drive South
Lethbridge AB T1K 1L6
Phone: 403-329-7256 / 403-317-3542
www.lethbridgecollege.ab.ca

Grande Prairie Regional College
10726 – 106 Avenue
Grande Prairie AB T8V 4C4
Phone: 780-539-2787
www.gprc.ab.ca

Medicine Hat College
299 College Drive SE
Medicine Hat AB T1A 3Y6
Phone: 403-504-3506 / 403-504-3520
www.mhc.ab.ca

Grant MacEwan College
City Centre Campus
10700 104 Avenue
Edmonton AB T5J 4S2
Phone: 780-497-5193 / 780-497-5848
www.macewan.ca

Mount Royal College
4825 Richard Road S.W.
Calgary AB T3E 6K6
Phone: 403-440-6439 / 403-440-6461
www.mtroyal.ab.ca

Keyano College
8115 Franklin Avenue
Fort McMurray AB T9H 2H7
Phone: 780-791-4840 / 780-791-4991
www.keyano.ca

Portage College
Lac LaBiche
Box 417
Lac La Biche AB T0A 2C0
Phone: 780-623-5561 / 780-623-5682 /
780-639-0030 ext 132
www.portagecollege.ca

Lakeland College
Vermilion Campus
5707 – 47 Avenue West
Vermilion, AB T9X 1K5
Phone: 1-800-661-6490
www.lakelandcollege.ca

Red Deer College
Box 5005
Red Deer AB T4N 5H5
Phone: 403-342-3291 / 403-357-3618
www.rdc.ab.ca

PRIVATE VOCATIONAL SCHOOLS*

Licensed ECE Programs leading to Child Development Assistant, Child Development Worker and/or Child Development Supervisor certification in Alberta

Blue Quills First Nations College
(St. Paul)
P.O. Box 279
St. Paul, AB TOA 3A0
Phone: 780-645-4455
Toll-free: 1-888-645-4455
www.bluequills.ca

Gardner College
(Camrose)
4707-56 Street
Camrose, AB T4V 2C4
Phone: 780-672-5755
Toll-free: 1-800-672-5755
www.gardnercollege.org/

Maskwachees Cultural College
(Hobbema)
Box 360
Hobbema, AB T0C 1N0
Phone: 780-585-3925
<http://www.maskwachees.ca/>

CDI College (Edmonton)
9939 Jasper Avenue
Edmonton, AB T5J 2W8
Phone: 780-424-6650
Toll-free: 1-800-282-9917
www.cdicollege.ca/

*Note: These programs are licensed under the *Private Vocational Schools Act* and Private Vocational Training Regulation from Alberta Advanced Education and Technology. Graduates are recognized for certification by the Alberta Child Care Certification Office.

Alberta public colleges may not recognize coursework from Private Vocational Schools as transferable credit courses. If this is important to you, please contact the college directly to determine if the coursework is transferable prior to enrolment.

NOTE:

If you are interested in pursuing training from other private educational programs, it is recommended to contact the Child Care Staff Certification Office to verify whether or not the private educational program is recognized towards an advanced level of certification.

APPLYING FOR CERTIFICATION

The first step is to complete the Application for Child Care Certification located on the Alberta Children and Youth Services website (www.child.alberta.ca/home/757.cfm).

Official/original transcripts are also required to be submitted to the Child Care Staff Certification Office. Official transcripts may be sent directly from the educational institution or attached to the application form. Photocopies or faxed copies of transcripts will not be accepted towards certification as a Child Development Worker or Child Development Supervisor.

A signed application and official transcripts are required before any certificate is issued. Applications will not be assessed until all information is received.

When your application is received, the Alberta Child Care Staff Certification Office will assign you a registration number. This number is unique to you and remains the same, even if your name or certification level changes.

To receive Child Development Assistant certification, a photocopy of transcripts or course completion is required verifying 45 hours of ECE coursework or completion of the Child Care Orientation Course.

To receive Child Development Worker or Child Development Supervisor certification, original and official transcripts must be submitted indicating all coursework and completion of any certificate, diploma or degree program in ECE or approved educational equivalencies (see pages 6-7 in this guide).



If the official transcript is sent directly from the educational institution, instead of attached to your application, please indicate this on your application and your application will be kept on file at the Alberta Child Care Staff Certification Office until the document arrives.

The Alberta Child Care Staff Certification Office will contact you if more information is needed to complete the assessment.

COMPLETING THE APPLICATION FORM

All information must be provided in order to process your application.

APPLICANT INFORMATION

- Please be sure to include your date of birth. It is used to distinguish between applicants who have the same name. As well, your birth date will be used as a personal identifier, so that you will be able to access information about your assessment over the telephone.
- Please notify the Alberta Child Care Staff Certification Office in writing if you move or change your name in order to keep files current. A Change of Personal Information form may be obtained at www.child.alberta.ca/home/757.cfm. This completed form can then be mailed or faxed to the Child Care Certification Office.

EDUCATION AND COURSEWORK COMPLETED

- List all completed educational training, including post-secondary courses, certificates, diplomas and/or degrees.
- Provide the name and location (city/town, province and country, if outside Canada) of each of the educational institutions you attended. Also include the number of years that you attended each educational institution.

OFFICIAL TRANSCRIPTS

- Send an official transcript (not a fax or photocopy) for all completed course and programs. A photocopy or faxed copy of transcripts or statement of grades is sufficient to process Child Development Assistant certification only.
- Transcripts may be attached to the application form or sent directly by the institution. Please indicate this on your application form.
- It is highly recommended that you send any important documentation through registered mail or Xpresspost™ (via Canada Post) checking off the “signature required” box. Your official documents will be returned to you via Xpresspost™ to minimize the risk of the documents being lost in the mail.

CONSENT TO SHARE YOUR ASSESSMENT INFORMATION (optional)

- You may provide the names and birthdates of persons who you wish the Child Care Staff Certification Office to share information about your certification assessment.

DECLARATION

- You must sign (in ink) and date your application form.
- By signing the application form, you are stating that the information you submit is true and accurate and any attached documents are authentic. The declaration also authorizes the Child Care Staff Certification Office to verify any information contained in the application.

CANCELLATION OF CERTIFICATION

Your child care staff certificate will be cancelled if it was issued based on false or inaccurate information. Your signature authorizes the Alberta Child Care Staff Certification Office to contact the educational institutions you attended to verify your credentials.



REASSESSMENT

At any time, you may request a reassessment of your certification level. This request must be in writing and provide a reason why you believe your coursework is eligible for a higher level of certification, along with any additional information that might be useful for the reassessment (i.e., course descriptions, updated official transcript, etc.).

If you have been certified prior to May 2008, and you determine that your educational credentials now meet the Educational Equivalencies as listed in this guide, please submit an Educational Equivalency Request Form (located at www.child.alberta.ca/home/757.cfm) to have your certification reassessed.

If your reassessment results in a higher level of certification, a new certificate will be mailed to you. If your reassessment does not result in any change, a letter will be sent to you.

If your reassessment does not result in a higher level of certification, other options are available to you.

- You may choose to have your credentials evaluated by an Alberta public college or university to determine equivalency to an approved certificate/diploma/degree program eligible for certification.
- You may choose to have credentials evaluated by the International Qualification Assessment Services (IQAS) to verify equivalency towards an approved educational program eligible for certification. The website for IQAS is www.immigration.alberta.ca/iqas.
- You may inquire about “challenge exams” or “prior learning assessments” with Alberta public colleges offering ECE programs.

COMMON QUESTIONS

1. Is work experience used in the certification process?

No. However, some Alberta public colleges do offer prior learning assessments that award credit for related work experience (referred to as prior learning assessment). Contact your local public college for further information regarding prior learning assessments.

2. What if my training is not from Canada?

The Alberta Child Care Staff Certification Office completes assessments for persons with post secondary training from other countries. Official transcripts must be translated into English and notarized for authenticity. A college-level English or French course is required for certification and re-certification toward Child Development Worker and Child Development Supervisor. Assessments that were completed by the provincial government's International Qualification Assessment Service (IQAS) will be recognized.

The website for IQAS is www.immigration.alberta.ca/iqas.

3. How can I upgrade my certification to a higher level?

To be eligible towards a higher level of certification, you will need to have completed coursework that meets a one-year ELCC Certificate or two-year ELCC Diploma program or have completed any of the educational equivalencies outlined in this guide.



CONTACT INFORMATION

MAIL, FAX AND WALK IN:

ALBERTA CHILDREN AND YOUTH SERVICES

CHILD DEVELOPMENT BRANCH

CHILD CARE CERTIFICATION OFFICE

6TH FLOOR, 9940-106 STREET

EDMONTON, AB

T5K 2N2

PHONE: 1-800-661-9754 (in Alberta)

780-422-1119 (in Edmonton or outside of
Alberta)

FAX: 780-427-1258

WEBSITE: WWW.CHILD.ALBERTA.CA/CHILDCARE

The information collected on this form will be used for the certification of child care staff under the Alberta Child Care Licensing Regulation. The information is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. Your registration number and certification outcome may be shared with your employer for claim purposes.

Surname (last name)		Previous Surname (if applicable)	
First Name	Middle Name		Birthdate (yyyy-mm-dd)
Mailing Address (include apt. #, street, RR#)			
City/Town		Province/Territory/Country	Postal Code
Home Phone (include area code)	Daytime Phone (include area code)	Place of Employment	

Please check the position in which you are currently working:

DC Program Supervisor
 DC Staff
 DC Support Staff
 DC Relief Staff
 Volunteer
 FDH Consultant
 FDH Provider
 School-age Prog. Sup.
 School-age Staff
 Exclusive School-age FDH Provider
 Preschool Staff
 Not Working in Child Care

Please check <input checked="" type="checkbox"/> all that apply	Name of Certificate / Diploma / Degree	Date Attended		# of Years	School Name	Country
		From (year)	To (year)			
<input type="checkbox"/> Certificate						
<input type="checkbox"/> Diploma						
<input type="checkbox"/> Degree						
<input type="checkbox"/> Course(s)						

Attach separate page if necessary

Official transcripts are issued by an educational institution and list the courses completed by a student. Official transcripts show the college seal and/or signature of the registrar. **Please note only official transcripts will be accepted for Child Development Worker (Level 2) and Child Development Supervisor (Level 3) certification.** (No photocopies No faxes)

Attached (official transcripts will be returned to applicant)
 Will be forwarded directly by educational institution (official transcripts will not be returned to applicant)

I give consent for the Child Care Staff Certification Office to release information concerning my assessment and my registration number to the following person(s)

Name 1. _____ Birthdate (yyyy-mm-dd) _____

Name 2. _____ Birthdate (yyyy-mm-dd) _____

I hereby declare that the information in this application is true, correct and complete in every respect. I authorize the Alberta Child Care Staff Certification Office to verify any information contained in this application.

Signature

Date (yyyy-mm-dd)

Please attach all necessary information. **Errors, omissions, or incomplete applications will delay assessment.**

Send completed application to: Child Care Staff Certification Office
 Alberta Children and Youth Services
 Sterling Place, 9940 - 106 Street
 Edmonton AB T5K 2N2
 Fax: 780-427-1258

For more information call the Staff Certification Office
 Toll-free in Alberta at 1-800-661-9754
 In Edmonton or outside Alberta call 780-422-1119
 Our website is www.child.alberta.ca/childcare

For Office Use Only

Transcript Received <input type="checkbox"/> in person <input type="checkbox"/> from client-mail <input type="checkbox"/> original <input type="checkbox"/> copy <input type="checkbox"/> letter sent	Date Received
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