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# Certification guide for early childhood educators



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Certification Guide for Early Childhood Educators | Children's Services (v1.4)

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## Overview

In Alberta, the *Early Learning and Child Care Act* requires people who work in licensed child care programs to have provincial certification. This applies to both facility-based programs (daycare, out-of-school-care and preschool), and home-based programs (family day home providers) operating under a licensed agency. Certification is how the provincial government reviews the education and abilities of child care staff.

This guide will help you understand the educational requirements you need and the steps you need to take to become a certified early childhood educator. Staff working in licensed child care programs must be certified within six months of being hired. Staff who have not yet received certification cannot be left alone to supervise children.

### Levels of certification

The three levels of certification are:

- Level 1 Early Childhood Educator
  - Minimum of one post-secondary 3-credit course in early learning and child care (ELCC) or equivalent
- Level 2 Early Childhood Educator
  - Minimum of 1-year ELCC Certificate or equivalent
- Level 3 Early Childhood Educator
  - Minimum of 2-year ELCC Diploma or equivalent

The Alberta government has legislative authority to certify child care staff under the *Early Learning and Child Care Act* (Standards and certification, section 24.1) and Early Learning and Child Care Regulation (Part 3 – Child Care Certification).

### Contact the Alberta Child Care Staff Certification Office:

Hours of operation: 8:15 am to 4:30 pm  
Phone: Toll-free (Alberta only) at 1-800-661-9754  
Outside Alberta at 1-780-422-1119  
24-hour automated information line: 1-800-661-9754

Email: [cs.staffcertification@gov.ab.ca](mailto:cs.staffcertification@gov.ab.ca)

Mailing Address (no walk-in or drop-off service available):

Child Care Staff Certification Office  
Alberta Children's Services  
Forestry Building  
3rd floor, 9920 – 108 Street, NW  
Edmonton, AB T5K 2M4  
Email: [cs.staffcertification@gov.ab.ca](mailto:cs.staffcertification@gov.ab.ca)

## Conduct Requirements

Provincial certification as an Early Childhood Educator (ECE) comes with the responsibility to adhere to the following Conduct Requirements set by the Minister of Children's Services.

The Conduct Requirements are based on the Act, section 5 (1.1)(a)-(c) "Principles of the Act" and section 5 (1.2)(a)-(f) "Matters to be considered by providers of child care programs" as well as industry best practices to support the safety and well-being of children.

### A. Convictions, Orders or Prohibitions

1. An ECE applicant and a certified ECE must not have any convictions for any of the offences listed in [Appendix A](#), or been issued any order or prohibition listed in [Appendix A](#):
  - a. in the case of an ECE applicant, within the 10 years preceding their application, and
  - b. in the case of a certified ECE, at any time during the period of their certification.

### B. Reporting to Statutory Director (Alberta Child Care Staff Certification Office)

2. An ECE applicant and a certified ECE must report to the Alberta Child Care Staff Certification Office:
  - a. in the case of an ECE applicant, at the time of applying for certification,
  - b. in the case of a certified ECE, immediately,
  - any current or ongoing investigation (of which the ECE applicant or certified ECE is aware), charge, court hearing or trial, and
  - any conviction of the ECE applicant that has occurred within the 10 years preceding their application, or of the certified ECE that has occurred at any time during their certification period, related to any of the offences, orders or prohibitions listed in [Appendix A](#).

## Self-Reporting conduct requirements

### For new applicants:

The application process requires reporting of [Conduct Requirements](#). If an applicant has a reportable occurrence (investigation, charge, court hearing, trial, or conviction) related to the offences, orders and prohibitions listed in [Appendix A](#), the applicant will be notified by letter and asked to submit a completed [Self-Disclosure Form](#) to the Certification Office.

The Certification Office will complete a fulsome review to determine the impact on the applicant's eligibility for certification and notify the individual accordingly.

### Certified ECEs

If a certified ECE has a reportable occurrence (investigation, charge, court hearing, trial, or conviction) related to the offences, orders and prohibitions listed in [Appendix A](#), the ECE is required to immediately submit a [Self-Disclosure Form](#) to the Certification Office.

The Certification Office will complete a review to determine the impact on the ECE's certification status and notify the individual accordingly.

Refer to section [Change of Certification Status](#) in this guide for additional information.

## How to apply for certification

Complete your online application using Google Chrome, Apple Safari, or Mozilla Firefox (do not use Internet Explorer) by clicking the link below:

<https://applychildcarecertification.alberta.ca>

The following documents must be submitted to the Alberta Child Care Staff Certification Office:

- Official transcripts must be mailed from the educational institution directly to the Certification Office for Level 2 and Level 3 ECE certification; and
- Original official language proficiency scores must be mailed to the Certification Office.
  - This is a requirement for persons who completed their post-secondary studies in a country other than those listed in the [Language Proficiency Requirements](#) section in this guide.

## Levels of certification

### Level 1 Early Childhood Educator

You will be eligible to receive a Level 1 certificate by completing one of the following:

- a 45-hour (three-credit) post-secondary course related to child development ([Appendix C](#));
- Alberta Child Care Orientation Course;
- CCS 3110, 3120, 3130, 3140, and 3150 (offered through Career and Technology Studies at Alberta high schools).

#### Alberta child care orientation course

The child care orientation course is for child care staff who do not have post-secondary educational studies in early learning and child care, or high school students interested in a career in early learning and child care.

This non-credit course is available online and meets the requirements for certification as Level 1 ECE. It is updated continually with the help of early childhood professionals, stakeholders, and educational institutions in Alberta. The course is funded by the Alberta government and is offered at no cost to the student. The course is available in both French and English.

To register for the course, applicants must be employed at a licensed child care program in Alberta or actively attending an Alberta high school. Applicants must also be at least 16 years of age, be a Canadian citizen, a Permanent Resident Card Holder or a Work/Student Visa holder, legally residing in Alberta.

#### Online course registration

Base Corp. Learning Systems

Phone: 1-877-486-2279

Website: <https://childcare.basecorp.com/home>

## Level 2 Early Childhood Educator

You will be eligible to receive a Level 2 ECE certificate upon completion of either:

- a one-year early learning and child care certificate program offered by an Alberta college or university (see [Appendix D](#)); or
- an approved educational equivalency (see [Appendix B](#)).

Transcripts must be sent directly from the educational institution and show that the credential has been awarded. A photocopy of the transcript sent by the applicant will allow for certification as Level 1 ECE.

If your education was obtained outside of Canada, a language proficiency test may be required. Please refer to the [Language Proficiency Requirements](#) section in this guide.

## Level 3 Early Childhood Educator

You will be eligible to receive a Level 3 ECE certificate upon completion of either:

- a two-year early learning and child care diploma program offered by an Alberta college or university (see [Appendix D](#)); or
- an approved educational equivalency (see [Appendix B](#)).

Transcripts must be sent directly from the educational institution to the Alberta Child Care Staff Certification Office and show that the credential has been awarded.

You may send a copy of your transcript to the Alberta Child Care Staff Certification Office to be temporarily certified as a Level 1 Early Childhood Educator, if eligible. The certification level will be changed once the official transcripts have been received directly from the institution and have been assessed as meeting the educational training requirements for Level 2 or Level 3 certification.

If your education was obtained outside of Canada, a language proficiency test may be required. Please refer to the [Language Proficiency Requirements](#) section in this guide.



## Education from outside Canada

Education received outside of Canada can make you eligible for certification. If you are eligible for Level 2 ECE or Level 3 ECE, you are required to provide:

- **Official post-secondary (higher education) transcripts**, or verified copies of mark sheets and graduation certificates, must be sent directly from the college or university where you completed your education to the Alberta Child Care Staff Certification Office.
  - **These documents must be sent in an envelope sealed by the school and sent directly from the school to the Alberta Child Care Staff Certification Office;** the envelope must remain unopened until it is received by the certification office. Transcripts sent by a relative or friend will not be accepted.
- **English language proficiency assessment** as noted on the following page.
- **English translation of transcripts.** For official transcripts issued in languages other than English or French, once the transcripts are sent from the educational institution you attended to the certification office, the office will send you a photocopy for translating into English by a certificated translator.
  - [Appendix F](#) outlines the process for obtaining an official translation.

Out of date

# Language proficiency requirements

## For Level 2 ECE and Level 3 ECE

An approved language proficiency assessment is required for certification as Level 2 ECE or Level 3 ECE unless an individual's education was completed in a country where English or French is the primary language of instruction throughout all levels of schooling.

The following countries have been identified as providing instruction in English throughout all levels of schooling. If your education was completed in a country **NOT LISTED** below, a language proficiency assessment **IS REQUIRED**.

- Australia
- Bahamas
- Barbados
- Belgium
- Belize
- Benin
- British Virgin Islands
- Burkina Faso
- Canada Cayman Islands
- Congo
- Cote d'Ivoire
- Dominica
- France
- Gibraltar
- Grenada
- Guadeloupe
- Guyana
- Haiti
- Ireland
- Jamaica
- Mali
- Martinique
- New Zealand
- Niger
- Senegal
- St. Kitts and Nevis
- St. Lucia
- Switzerland
- Trinidad and Tobago
- United Kingdom
- United States of America

### Language proficiency assessments accepted for certification:

- Original CELPIP General (Canadian English Language Proficiency Index Program). Level 7 must be achieved in all areas (reading, writing, listening, speaking) within the same exam results.
  - Website: [www.celpip.ca](http://www.celpip.ca)
- IELTS General (International English Language Testing System). A score of 6 must be achieved in all areas (reading, writing, listening, speaking) within the same exam results.
  - Website: [www.ielts.org](http://www.ielts.org)

## Certification under labour mobility agreements

Early childhood professionals certified in another province are eligible for certification in Alberta. They do not require another formal assessment of educational credentials. The following table lists the equivalencies for certification in Alberta.

Alberta	Early Childhood Educator Level 1	Early Childhood Educator Level 2	Early Childhood Educator Level 3
British Columbia	Early Childhood Educator Assistant	Early Childhood Educator	Early Childhood Educator with Special Needs or Infant/Toddler
Manitoba	None	None	Early Childhood Educator II or III
Newfoundland/ Labrador	None	Level 1	Level 2, 3 or 4
Nova Scotia	Entry Level or Level 1 or School-Age Approval	None	Level 2 or 3
Ontario	None	None	Early Childhood Educator
Prince Edward Island	None	Early Childhood Program Staff	Early Childhood Supervisor
Saskatchewan	Early Childhood Educator I	Early Childhood Educator II	Early Childhood Educator III
Yukon Territory	Child Care Worker 1/1a	Child Care Worker 2/2a	Child Care Worker 3

**To apply for Alberta certification under a Canadian Labour Mobility Agreement, the applicant must submit the following:**

- Your original provincial certificate/licensure/registration (B.C. and Ontario applicants may provide copies).
  - Please note: You may be required to demonstrate language proficiency (CELP/IP general assessment at level 7 or IELTS general assessment score of 6) if you have not done so under your previous certification.

## Request for reassessment

You may request a reassessment of your certification level if you have reason to demonstrate that your educational credentials meet certification requirements (if you were assessed as being not eligible for certification) or warrant a higher level than the level issued.

### To request a reassessment:

- Complete and submit the [Request for Reassessment](#) form.
- If you have completed additional education, arrange for updated official transcripts to be sent directly from the educational institution to the certification office.
- Provide any information that might be useful for the reassessment, such as course descriptions or number of practicum hours.

If your reassessment results in a higher level of certification, a new certificate will be mailed to you. The effective date of your updated certification is printed on the bottom right hand side of the qualification certificate.

## Request a replacement certificate

If you require another copy of your Staff Qualification Certificate, please complete the [Request for Replacement Certificate](#) form.

## Change of certification status

In accordance with the Conduct Requirements, when the ECE discloses to the Certification Office a reportable occurrence (investigation, charge, court hearing or trial, conviction), order and/or prohibition listed in [Appendix A](#) of the Conduct Requirements, a comprehensive review will be completed to determine the impact on the ECE's certification status.

The outcome of the review may result in the ECE's certification status being changed to: conditional (imposing terms); suspended; or cancelled.

### 1. Conditional (no immediate risk to a child with imposed terms)

Terms and conditions may be imposed on an ECE's certification if:

- there is a current or ongoing investigation of, charge laid against, or court hearing or trial of the certified ECE for, or
- the certified ECE has been convicted of any of the following offences under the [Criminal Code \(Canada\)](#) or the criminal laws of any other country: operating a vehicle while impaired, injuring or endangering animals, endangering or inflicting psychological damage upon another person, public nudity, indecent exhibition, disturbing religious worship.

## 2. Suspended (potential risk to a child)

A certified ECE may have their certification suspended if there is a current or ongoing investigation of, charge laid against or court hearing or trial of the certified ECE for:

- any of the following offences under the [Criminal Code \(Canada\)](#) or the criminal laws of any other country:
  - committed against a child – child pornography, procuring or considering sexual services from a child, sexual assault, any other sexual offences, infanticide, physical assault, corrupting a child, committing a disorderly conduct, abandoning a child and failing to provide the necessities of life, kidnapping, trafficking in persons, luring a child.
  - committed against any person – homicide, murder, manslaughter, criminal negligence, bodily harm, acts and omissions causing danger to person, kidnapping, trafficking in persons, hostage taking and abduction.
- an offence under section 130(a) of the [Child, Youth and Family Enhancement Act \(Alberta\)](#); causing a child to be in need of intervention and any similar offence under the laws of any other Canadian province or other country.
- an offence related to production or trafficking of substances under the [Controlled Drugs and Substances Act \(Canada\)](#) and regulations made under that Act.
- a probation order or any type of prohibition forbidding the individual to have contact with a child under 16 years of age.

## 3. Cancelled (imminent risk to a child)

A certified ECE may have their certification cancelled if the ECE has been convicted of:

- any of the following offences under the [Criminal Code \(Canada\)](#) or the criminal laws of any other country:
  - committed against a child – child pornography, procuring or considering sexual services from a child, sexual assault, any other sexual offences, infanticide, physical assault, corrupting a child, committing a disorderly conduct, abandoning a child and failing to provide the necessities of life, kidnapping, trafficking in persons, luring a child.
  - committed against any person – homicide, murder, manslaughter, criminal negligence, bodily harm, acts and omissions causing danger to person, kidnapping, trafficking in persons, hostage taking and abduction.
- an offence under section 130(a) of the [Child, Youth and Family Enhancement Act \(Alberta\)](#); causing a child to be in need of intervention) and any similar offence under the laws of any other Canadian province or other country.
- an offence related to production or trafficking of substances under the [Controlled Drugs and Substances Act \(Canada\)](#) and regulations under that Act.
- a probation order or any type of prohibition forbidding the individual to have contact with a child under 16 years of age.
- any other offence that poses a high risk to the health, safety or well-being of children or adults.

### Next Steps

If your certification status is changed to “conditional”, “suspended”, or “cancelled”, you will be sent a letter advising you of this change and the reason for the change as well as the name and contact information of the Certification Office manager should you have any questions or wish to discuss further.

If you disagree with the change to your certification status, you can request a formal appeal to the Appeals Secretariat within 30 days after the day on which you were notified of the decision. See section below.

## Appeal Process

If a certified ECE was informed of a decision by Children's Services to change their certification status to "conditional", "suspended" or "cancelled", they have the option to appeal this decision.

In accordance with the ELCC Act and the ELCC Regulation, the panel hears appeals and makes decisions that confirm, change or reverse the decision of the ministry to change the ECE certification status to conditional, suspended or cancelled. The panel ensures all parties have an equal opportunity to present their case and provides a written decision that includes their findings and reasons. Decisions of the appeal panel are final.

The appeal panel:

- ✓ is made up of private citizens who are not employed by the Alberta government;
- ✓ has the authority and training to hear your appeal; and
- ✓ may agree with, change or cancel Children's Services' decision.

Note: The appeal process is not applicable to individuals who disagree with the "level" of certification issued or were assessed as not eligible for certification. Please refer to the Request for reassessment section in this guide.

### Time Limits

A Notice of Appeal must be submitted in writing within 30 calendar days after the day on which the certified individual was notified in writing of the Alberta Child Care Staff Certification Office's decision to suspend, cancel or apply conditions to their certification.

### Steps to file an appeal

#### Step 1. Complete a notice of appeal form

Fill out an appeal form. You can:

- ✓ download the form: open the Notice of Appeal to the Appeal Panel Form, read the instructions, fill it in, save it and print it. Alternatively, print a copy and fill it in.
- ✓ obtain a paper copy of the form: contact the Appeals Secretariat to pick up a form or have it sent to you by email, fax or mail. When you get it, read the instructions and fill it in.

You should:

- ✓ make sure the completed form is signed;
- ✓ include an Authorization form if someone will be acting on your behalf throughout the appeal process;
- ✓ keep a copy for your files.

## Step 2. File your notice of appeal

Make sure to:

- ✓ include your signed Notice of Appeal form and the Authorization form if someone will be acting on your behalf;
- ✓ include a copy of the letter with Children's Services' decision, if you received one;
- ✓ keep copies of all documents for your own files;
- ✓ submit your documents by:
  - scanning and emailing them to [css.appealssec-cyfe-ccl@gov.ab.ca](mailto:css.appealssec-cyfe-ccl@gov.ab.ca), or
  - mailing, faxing or taking them to the Appeals Secretariat office or your local Children's Services office.

### After you file an appeal

You will receive a letter from the Appeals Secretariat notifying you that they have received your appeal. The Appeals Secretariat will organize your appeal hearing.

You must contact the Appeals Secretariat if you:

- ✓ need an interpreter as all hearings are in English;
- ✓ want to get information about organizations that may be able to help you with your appeal;
- ✓ are waiting for any new information related to the appeal;
- ✓ want to withdraw your appeal; or
- ✓ have moved or changed your phone number or email so they can reach you to give you the hearing date (if you do not take part when the hearing is scheduled, it may happen without you and your right to appeal will end).

### Withdrawing an appeal

You can withdraw your appeal at any time. This means the appeal process is stopped and you no longer want to appeal the Alberta Child Care Staff Certification Office's decision. Tell the Appeals Secretariat as soon as you choose to withdraw your appeal.

### Contact

The Appeals Secretariat is a neutral government office that runs separately from Children's Services.

Connect with the Appeals Secretariat:

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed 12pm to 1 pm and statutory holidays)

Phone: 780-427-2709

Toll free: 310-0000 before the phone number (in Alberta)

Fax: 780-422-1088

Email: [css.appealssec-cyfe-ccl@gov.ab.ca](mailto:css.appealssec-cyfe-ccl@gov.ab.ca)

### Address:

2nd floor, Agronomy Centre  
6903 116 Street NW  
Edmonton, Alberta T6H 5Z2

# APPENDIX A

## List of offences and occurrences related to Conduct Requirements

For the purpose of this Appendix A “child” or “children” means a person or persons under 18 years of age, except where otherwise stated.

1. The following offences under the [Criminal Code \(Canada\)](#) or the criminal laws of any other country:
  - a. any offence related to a child, including but not limited to:
    - i. child pornography;
    - ii. procuring or considering sexual services from a child;
    - iii. corrupting a child;
    - iv. abandoning a child and failing to provide the necessities of life;
    - v. luring a child; and/or
    - vi. infanticide.
  - b. the following offences, whether committed against a child or an adult:
    - i. homicide;
    - ii. murder;
    - iii. manslaughter;
    - iv. bodily harm;
    - v. physical assault;
    - vi. sexual assault;
    - vii. kidnapping;
    - viii. trafficking in persons;
    - ix. hostage taking and abduction;
    - x. criminal negligence;
    - xi. committing a disorderly conduct;
    - xii. endangering or inflicting psychological damage upon another person; and/or
    - xiii. acts and omissions causing danger to a person.
  - c. the following other offences:
    - i. operating a vehicle while impaired;
    - ii. injuring or endangering animals;
    - iii. public nudity or indecent exhibition; and/or
    - iv. disturbing religious worship.
2. An offence under section 130(a) of the [Child, Youth and Family Enhancement Act \(Alberta\)](#); causing a child to be in need of intervention and any similar offence under the laws of any other Canadian province or other country.
3. An offence related to production or trafficking of substances under the [Controlled Drugs and Substances Act \(Canada\)](#) and regulations made under that Act.
4. Any other offence related to the health, safety or well-being of children or adults.
5. A probation order or any type of prohibition forbidding the individual to have contact with a child under 16 years of age.



## APPENDIX B

### Education credentials recognized for certification

Level 1 Early Childhood Educator	Level 2 Early Childhood Educator	Level 3 Early Childhood Educator
<ul style="list-style-type: none"> <li>• 45-hour (3-credit) college-level course in early learning and child care</li> <li>• Child Care Orientation Course (Alberta government sponsored course)</li> <li>• CCS 3110-3150 offered through Career and Technology Studies at Alberta high schools</li> </ul>	<ul style="list-style-type: none"> <li>• Early Learning and Child Care Certificate</li> <li>• Disability Studies diploma</li> <li>• 2-year Educational Assistant diploma</li> <li>• Bachelor of Science in Human Ecology - family science major</li> <li>• Bachelor of Kinesiology or Kinesiology diploma</li> <li>• Community Rehabilitation degree or Rehabilitation Assistant diploma</li> <li>• Therapeutic Recreation diploma or degree</li> <li>• Social Work diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Early Learning and Child Care Diploma</li> <li>• Bachelor of Child Studies degree</li> <li>• Bachelor of Early Childhood Curriculum Studies</li> <li>• Bachelor of Education: 4-year degree or 2-year after-degree</li> <li>• Alberta Teaching Certificate</li> <li>• Child and Youth Care degree or diploma</li> <li>• Bachelor of Social Work degree</li> </ul>
<p>Educational credential definitions:</p> <p><b>Certificate:</b> 1-year full-time (30 credits) post-secondary credential</p> <p><b>Diploma:</b> 2-year full-time (60 credits) post-secondary credential</p> <p><b>Bachelor degree:</b> 4-year full-time (120 credits) post-secondary credential</p>		

Only educational credentials presented in Appendix B are eligible for certification

# APPENDIX C

## Coursework equivalency

Individuals who have completed related coursework but have not received an educational credential may be assessed relative to the content and hours from Alberta Early Learning and Child Care (ELCC) certificate and diploma programs.

Subject area	Level 2 Early Childhood Educator	Level 3 Early Childhood Educator
Child development	120 hours	165 hours
ELCC programming	145 hours	295 hours
Relationships	60 hours	180 hours
ELCC field placement	350 hours	700 hours
Related courses	45 hours	105 hours
<b>Total hours</b>	<b>720 hours</b>	<b>1,445 hours</b>

This chart lists approved coursework related to early learning and child care

Child development	Programming	Relationships	Related courses
Theories of child development	Introduction to early childhood	Interpersonal relationships	English/French
Infant/toddler development	Learning through play	Child guidance	General arts (e.g. psychology, sociology)
Health, safety & nutrition	Preschool play experiences	Issues in ELCC	Administration/management
Observing & recording	ELCC curriculum	Family & community relations	Electives
Language development	Creative arts programming	Professionalism & ethics	Indigenous Perspectives
Social development	Literature/storytelling	Foundations of ELCC	
Emotional development	Music & movement programming		
Cognitive development	Science & nature programming		
Physical development	School-age programming		
Exceptional development	Infant/toddler programming		

## APPENDIX D

### Alberta public post-secondary institutions offering early learning and child care (ELCC) programs:

- Bow Valley College
- Centre collégial de l'Alberta (French)
- Keyano College
- Lakeland College (English and French)
- Lethbridge College
- MacEwan University
- Medicine Hat College
- Mount Royal University
- NorQuest College
- Northern Lakes College
- Northwestern Polytechnic
- Portage College
- Red Deer Polytechnic

### Private career colleges offering approved ELCC programs recognized for certification:

- Bredin College, Edmonton,
- CDI College, Edmonton/Calgary
- Maskwacis Cultural College
- MCG Careers, Red Deer
- Robertson College, Edmonton/Calgary
- University Blue Quills, St. Paul

Out of date

# APPENDIX E

## Official Transcripts

As part of the eligibility requirements for Level 2 ECE and Level 3 ECE certification, official transcripts must be sent directly from the educational institution to the Alberta Child Care Staff Certification Office.

The following are exceptions to this requirement:

### 1. The educational institution no longer exists.

The applicant is required to submit a notarized statutory declaration, which includes the following information:

- the name, address (including town/city and country) of the educational institution and the reason why the applicant knows/believes that the institution no longer exists);
- the name of the program and the number of years studied; and
- the original transcript(s) and parchment(s) issued to the applicant by the institution with a statement indicating that they have not been altered, tampered, or changed in any way.

The Alberta Child Care Staff Certification Office has the right to deny certification if there is evidence to support that the transcript(s) and/or parchment(s) are not authentic.

### 2. The educational institution's policy only issues one set of transcripts to the student.

The applicant is required to submit a notarized statutory declaration, which includes the following information:

- the name, address (including town/city and country) of the educational institution;
- written evidence from the educational institution which identifies such a policy/practice whereby it only issues one set of transcripts (e.g. website, university calendar, etc.);
- the name of the program and the number of years studied; and
- original transcript(s) and parchment(s) issued to the applicant by the institution with a statement indicating that they have not been altered, tampered, or changed in any way.

The Alberta Child Care Staff Certification Office has the right to deny certification if there is evidence to support that the transcript(s) and/or parchment(s) are not authentic.

Please note that no original documents received from the institution will be returned to the client.

# APPENDIX F

## Official translations of educational credentials

If your official transcripts and/or graduation certificates have been issued in a language other than English or French, a certified translator must translate them into English.

### Procedure:

1. When the Alberta Child Care Staff Certification Office receives official transcripts issued in a language other than English or French, a “certified true photocopy” of the official transcripts is created and this photocopy is mailed to the applicant.
2. The applicant is then responsible to have these documents translated into English.
  - A translator who is certified by the Canadian Translators, Terminologists and Interpreters Council of Canada (CTTIC) must complete the English translation; Canadian certified translators are listed by province at <http://www.cttic.org/member.asp> and certified translators in Alberta are available online at <http://www.atia.ab.ca/index.php/directory>.
  - If you have difficulty finding a certified translator, you may contact an immigrant-serving organization for assistance such as Edmonton Immigration Services Association or Immigrant Services Calgary.
3. Once you have obtained a certified English translation, the original translation must be sent to the Alberta Child Care Staff Certification Office for assessment.
  - The original translation will be returned to you.