

Information on the Classification of Early Childhood Educators and Child Care Assistants



Spring 2014

Introduction

The Community Child Care Standards Act and Manitoba Regulation 62/86 outline comprehensive standards governing licensing child care centres and family child care homes; the early learning and care of children in licensed facilities; and the training of child care employees. These standards ensure children's health and safety, and recognize the need for qualified early childhood educators to care for young children.

<http://web2.gov.mb.ca/laws/statutes/ccsm/c158e.php>

Classification

Early Learning and Child Care is a regulated profession in most Canadian provinces and territories. Each province and territory has its own regulator and classification requirements. Anyone seeking paid employment or volunteer work in a child care centre may apply for classification. Classification levels are based on completed education. There are three levels in Manitoba: Child Care Assistant (CCA), Early Childhood Educator II (ECE II) and Early Childhood Educator III (ECE III).

The process of classification **must** be completed before beginning employment at a licensed child care centre. Licensed family child care providers do not require classification.

There is no charge for this service.

1. Application Process

How to Apply

There are four options on the application. Select the correct option to ensure accurate assessment of your application.

- Child Care Assistant (CCA):** Applicants do not need a completed post-secondary education specific to the early childhood educator field to apply for this classification.
- Early Childhood Educator (ECE II or ECE III):** This classification level requires a minimum of two years post-secondary education specific to early childhood education at an approved institution. Applicants must submit **original transcripts** along with a completed application.
- Upgrade Classification:** Those already classified as a CCA or ECE II may apply for higher classification if they have completed further education in early childhood education.
- Reissue Classification Certificate:** Applicants requiring a replacement certificate may request a reissue. Applicants requiring a replacement certificate because of a name change must provide a copy of a proof of name change with the application.

A. Complete the application form

Apply online through the Manitoba Early Learning and Child Care (MELCC) website: www.manitoba.ca/childcare.

Select the option applicable to your situation under **Apply for Classification as a Child Care Worker**. If you do not already have one, you will need to register a user ID (userid) and password to log on. This application is not accessible with a facility user ID.

Classification levels are only available to residents of Canada.

If you prefer a paper application, you may obtain it from any of the offices listed in section 9 of this guide.

B. Attach the correct documentation

- CCA applications** – No documentation is required.
- ECE II or ECE III or Upgrade** – Applicants must enclose the following:
 - **Signed declaration** – Online applicants must print this page or request one from any Manitoba Early Learning and Child Care office.
 - **Original transcripts** required for all relevant education. Photocopies **are not** accepted. Please see section 2 for educational programs recognized in Manitoba.
 - **Certified translations** required for all documents not originally in English or French.
 - **Proof of name change** required if any document shows other than your current legal name. Photocopies are accepted. Acceptable proof of name change includes:
 - marriage certificate or registration
 - divorce certificate
 - legal name change certificate
 - birth certificate **plus** current identification, such as a driver's licence

Reissue – Applicants must enclose the following:

- **Signed declaration** – Online applicants must print this page or request one from our office.
- **Proof of name change** – See previous examples.

Applications missing information or documentation will be returned.

C. Send your application and any required documentation

Online:

www.manitoba.ca/childcare

Mail:

Manitoba Early Learning and Child Care
Qualifications Services
219 - 114 Garry Street
Winnipeg, Manitoba
R3C 4V6

In person:

We can photocopy and certify your original documents while you wait. Please go to room 102 - 114 Garry Street, Winnipeg, Monday to Friday, between 8:30 a.m. and 4:30 p.m.

Fax:

Attn: Qualifications Services
Fax: 204-948-2625

- Applicants who wish to meet with a qualifications specialist **must make an appointment** by calling 204-945-0776 in Winnipeg or toll free 1-888-213-4754.
- Applicants may choose to receive notification of their classification level by mail or email.
- Child care employees are responsible for advising their employers of their classification level. Provide your employer with a photocopy and retain your original documents.

2. Recognized Education Programs in Manitoba

The Manitoba Education and Advanced Learning Child Care Education Program Approval Committee (CCEPAC) reviews and approves training programs for child care workers. It also monitors the quality and standards of early childhood education in Manitoba.

Early Childhood Educator II

Classification as an ECE II is currently based upon successful completion of one of the following **two-year**, Early Childhood Education diploma programs approved by CCEPAC*:

- **Diploma in Early Childhood Education**
Assiniboine Community College
- **Diploma in Early Childhood Education**
University College of the North
- **Diploma in Early Childhood Education**
Red River College
- **Éducation de la jeune enfance (Diplôme)**
Université de Saint-Boniface.

**Please note that a variety of delivery models may be available including the Workplace Program, Recognition of Prior Learning (RPL), or Continuing and Distance Education (online courses). Contact each college or university for specific information.*

OR

Successful completion of an assessment program offered by Manitoba Early Learning and Child Care. Contact Child Care Information Services (see section 9) for more information.

OR

Successful completion of a two-year diploma program in Early Childhood Education from a recognized college outside of Manitoba (see sections 3 and 4).

Early Childhood Educator III

ECE III classification requires:

- A. ECE II classification** (based on post-October 31, 1991 requirements) and successful completion of one of the following specialization or degree programs recognized by CCEPAC:
- **Advanced Diploma in Leadership in Early Childhood Care and Education**
Professional, Applied and Continuing Education, University of Winnipeg
 - **The Child Care Centre Administration Certificate Program**
Assiniboine Community College
 - **Early Learning and Child Care Certificate in Administration**
University College of the North
 - **The Infant Care Certificate Program**
Red River College
 - **Studies in Aboriginal Child Care Certificate Program**
Red River College
 - **Studies in Special Needs Child Care Certificate Program**
Red River College
 - **Diplôme avancé en éducation de la jeune enfance**
Université de Saint-Boniface.

OR

- B. Bachelor of Arts, Major in Developmental Studies: Stream C – Child Development and Child Care**
University of Winnipeg

If you received your ECE II on or before October 31, 1991 and wish to upgrade your classification to an ECE III, please contact Child Care Information Services (see section 9) to discuss current educational requirements.

Education that is not specific to Early Childhood Education (such as a Bachelor of Education, a Bachelor of Human Ecology, Diploma in Child and Youth Care, etc), or a Montessori diploma is not currently recognized for classification as an ECE II or ECE III in Manitoba. This type of education does not meet Manitoba standards and is therefore not considered in the assessment of your application. The child care system in Manitoba is separate from the education system. If you are a teacher looking for certification to teach in a school, please contact Manitoba Education.

3. Equivalency Assessment for Out of Province Education

If you have certification as an early childhood educator in Alberta, Saskatchewan, Ontario, Newfoundland/Labrador, British Columbia, Yukon or Prince Edward Island, you may apply for classification in Manitoba under the Agreement on Internal Trade (AIT). Please contact Information Services for an application under AIT.

If you do not have provincial certification and you are applying with completed early childhood education from outside Manitoba, an educational equivalency assessment may be conducted by Manitoba Early Learning and Child Care in consultation with Manitoba Education and Advanced Learning, or a provincial community college or university. Please allow a minimum of six weeks for assessment.

4. Equivalency Assessment for Out of Country Education

If you completed early childhood specific education outside Canada, Manitoba Early Learning and Child Care may conduct an educational equivalency assessment in consultation with Manitoba Education and Advanced Learning, Manitoba Labour and Immigration, or a provincial college or university. You may also be required to submit a credential assessment report. For more information on internationally educated applicants, see our website: www.manitoba.ca/fs/childcare/ece/index.html.

5. Appealing Your Classification

We strongly recommend making an appointment with a qualifications specialist to discuss your file prior to submitting a request for an appeal, by contacting Information Services.

If Manitoba Early Learning and Child Care has assessed your transcripts and you wish to appeal your classification level, you must do so within **90 days** of receiving your classification by submitting written notification to:

CHILD CARE STAFF QUALIFICATIONS REVIEW COMMITTEE

400 – 326 Broadway Avenue
Winnipeg, MB R3C 0S5

The Community Child Care Standards Act authorizes this committee to hear all differences of opinion related to the classification of child care workers and determine whether proper procedures were carried out in the classification process.

6. Educational Institution Contacts

For more information about post-secondary education options for early childhood education or for an independent credit transfer assessment, please contact:

ASSINIBOINE COMMUNITY COLLEGE

1430 Victoria Avenue East
Brandon, MB R7A 1B6
Phone: 204-725-8700, ext. 6699
Toll free: 1-800-862-6307, ext. 6699
www.assiniboine.net

ECE - Distance

Phone: 204-725-8700, ext. 6699

ÉCOLE TECHNIQUE ET PROFESSIONNELLE, UNIVERSITÉ DE SAINT-BONIFACE

200, av. de la Cathédrale
Winnipeg (Manitoba) R2H 0H7
Sans frais 1-888-233-5112
www.ustboniface.mb.ca

Programme régulier (diplôme)

Téléphone: 204-233-0210, poste 736

Programme accéléré (diplôme)

Téléphone: 204-233-0210, poste 735

Diplôme avancé en éducation de la jeune enfance

Téléphone: 204-233-0210, poste 739

RED RIVER COLLEGE

Early Childhood Education Program
A109 – 2055 Notre Dame Avenue
Winnipeg, MB R3H 0J9
Admissions office: phone 204-632-2328
Toll free: 1-800-903-7707

Full Time Program Co-ordinator

Phone: 204-632-2554
www.rrc.mb.ca

ECE – Prior Learning Assessment

Phone: 204-632-2353
www.rrc.mb.ca/prior/

Workplace Program Co-ordinator

Phone: 204-632-3070

School of Continuing Education

Phone: 204-694-1789
Toll free: 1-866-242-7073

UNIVERSITY COLLEGE OF THE NORTH

P.O. Box 3000
436 – 7th Street
The Pas, MB R9A 1M7
Phone toll free: 1-866-627-8500
www.ucn.ca

Thompson Campus

504 Princeton Drive
Thompson, MB R8N 0A5
Phone toll free: 1-866-677-6450

ECE Program Co-ordinator

Phone: 204-677-6673

UNIVERSITY OF WINNIPEG

515 Portage Avenue
Winnipeg, MB R3B 2E9

Developmental Studies Program (Faculty of Arts)

Phone: 204-786-9491
<http://developmentalstudies.uwinnipeg.ca/>

Advanced Diploma in Leadership in Early Childhood Care and Education (Division of Professional, Applied and Continuing Education)

Phone: 204-982-1143
<http://pace.uwinnipegcourses.ca/>

7. Qualifications of Child Care Centre Staff

The requirement for the classification of child care staff and their qualifications are outlined in *The Community Child Care Standards Act* and Manitoba Regulation 62/86. Licensed child care centres and nursery schools must employ a specific proportion of trained staff who are classified as either ECE II or ECE III, as follows:

INFANT AND PRESCHOOL AGE CHILD CARE CENTRES

At least **two thirds** of the staff are required to be classified at the ECE II or III level. **Directors must be classified at the ECE III level at the time of licensing.**

SCHOOL AGE CHILD CARE CENTRES

At least **half** of the staff are required to be classified at the ECE II or III level. **Directors must be classified at the ECE II or III level at the time of licensing.**

NURSERY SCHOOLS

Operating four or more part days per week: At least **half** of the staff are required to be classified as ECE II or ECE III. **Directors must be classified at the ECE II or III level at the time of licensing.** Operating three or fewer part days per week: **One staff person for every 30 licensed spaces** is required to be an ECE II or III. This person is not required to be the director of the nursery school.

Careers in Child Care:

Visit www.manitoba.ca/childcare for more information about working in Early Childhood Education in Manitoba.

8. Freedom of Information and Protection of Privacy

Your personal information for an application for classification is collected under the authority of *The Community Child Care Standards Act* and will be used to establish your classification as Child Care Assistant (CCA), Early Childhood Educator II (ECE II) or Early Childhood Educator III (ECE III). It is protected under *The Freedom of Information and Protection of Privacy Act* (FIPPA). For more information about FIPPA please contact:

Information and Privacy Policy Secretariat

130 – 200 Vaughan Street

Winnipeg, MB R3C 1T5

Phone: 204-945-1252 in Winnipeg

Toll free: 1-800-617-3588

Email: fippa@gov.mb.ca

www.manitoba.ca/chc/fippa/help/contactus.html

9. For more information contact:

CHILD CARE INFORMATION SERVICES

114 Garry Street
Winnipeg, MB R3C 4V6
Phone: 204-945-0776 in Winnipeg
Toll free: 1-888-213-4754
Email: cdcinfo@gov.mb.ca

or one of the following provincial offices:

INTERLAKE

3rd Floor Administration Bldg
Selkirk Mental Health Centre
Box 9600
825 Manitoba Avenue
Selkirk, MB R1A 2B5
Phone: 204-785-5279 or
204-785-5107

NORTHERN

Flin Flon and The Pas

102 – 143 Main Street
Flin Flon, MB R8A 1K2
Phone: 204-687-1723 (Flin Flon)
204-627-8208 (The Pas)

Thompson

Box 5
59 Elizabeth Drive
Thompson, MB R8N 1X4
Phone: 204-677-7275

CENTRAL

Portage la Prairie Provincial Bldg
25 Tupper Street N
Portage la Prairie, MB R1N 3K1
Phone: 204-239-3121

PARKLANDS

3rd Floor
Dauphin Provincial Bldg
27 – 2nd Avenue SW
Dauphin, MB R7N 3E5
Phone: 204-622-2344

WESTMAN

Brandon Provincial Bldg
340 – 9th Street
Brandon, MB R7A 6C2
Phone: 204-726-6336
Toll free 1-800-230-1885

SOUTH CENTRAL

63 B Stephen Street
Morden, MB R6M 1Z6
Phone: 204-822-2868

EASTMAN

Bilingual Service Centre
427 rue Sabourin Box 209
St. Pierre, MB RoA 1Vo
Phone: 204-433-2576