

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



# Introduction

*The Community Child Care Standards Act* and Manitoba Regulation 62/86 outline comprehensive standards governing the licensing of 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.

## 1. Qualifications of Staff of Child Care Centres

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 Early Childhood Educator (ECE) IIs or IIIs, as follows:

### INFANT AND PRESCHOOL AGE CHILD CARE CENTRES

At least **two thirds** of 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 **one-half** of 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 **one-half** of staff are required to be classified as ECE IIs or ECE IIIs.

**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.

## 2. Application Process

### Who Can Apply?

Anyone presently seeking paid employment or volunteer work in a child care centre may apply for classification.

Depending on your level of recognized early childhood education, you will receive classification as a Child Care Assistant (CCA), ECE II or ECE III.

The process of classification **must** be completed before beginning employment at a licensed child care centre. Family child care providers may apply for classification; although, classification is *not* a requirement for becoming a licensed family child care provider.

**There is no charge for this service.**

## How to Apply

### A. Complete the application form

Application forms may be obtained from any **Manitoba Child Care Program** office or may be accessed through our web site: [www.manitoba.ca/childcare](http://www.manitoba.ca/childcare). (If you choose to apply on-line, navigate to “Apply for Classification as a Child Care Worker”. You will then be required to self-register to receive a User ID and Password. This step is necessary even if you have a facility user ID.)

There are four options on the application. Be sure to select the correct one to ensure that we can assess your application correctly. If you are completing the paper application, please ensure that you check the correct box on the form. If you are using the on-line application, you may select the specialized form from the navigation bar on the left-hand side of the screen.

- Child Care Assistant (CCA):** applicants eligible for this classification level have not completed post-secondary education in the early childhood educator field. **This classification level is only available to residents of Canada.**
- Early Childhood Educator (ECE II or ECE III):** applicants eligible for this classification level have completed a minimum of two years post-secondary education in early childhood education at an approved institution. These applicants must submit **original transcripts** along with their completed application. **These classification levels are only available to residents of Canada.**
- Upgrade Classification:** applicants use this option if they are already classified as a CCA or ECE II and have now completed further education in early childhood education and wish to see if they can receive a higher classification.

- Re-issue Classification Certificate:** a re-issue of your classification document can be requested if you lose your original and/or your name changes. You will be required to submit proof of your name change to our office with your application.

### B. Attach the correct documentation

- CCA applications** - no documentation is required
- ECE II or ECE III or Upgrade** - You must enclose the following:
  - **Signed Declaration** (If you applied online you must print this page or request one from our office. If you are completing a paper application, the declaration is part of the application.)
  - **Original transcripts** of all relevant education (photocopies will NOT be accepted). Please see section 3 for recognized educational programs within Manitoba.
  - **Certified translations** of all documents in English or French (if originals are NOT English or French).
  - **Proof of name change** if any document is in a different name than your current legal name.

The following are examples of acceptable proof of name change documents; photocopies will be accepted:

- marriage certificate or registration
- divorce certificate
- legal name change certificate
- birth certificate PLUS current ID, such as a driver's licence.

- ☐ **Reissue** - you must enclose the following:
  - **Signed Declaration** (If you applied online you must print this page or request one from our office. If you are completing a paper application, the declaration is part of the application.)
  - **Proof of name change** (See ECE II or ECE III or upgrade for examples.)

**Applications that are missing information will be returned.**

**C. Send in the application and, if necessary, the required documentation**

**On-line:**

[www.manitoba.ca/childcare](http://www.manitoba.ca/childcare)

**Mail:**

Manitoba Child Care Program  
Qualifications Services  
219 - 114 Garry Street  
Winnipeg Manitoba  
R3C 4V6

**Drop off:**

We can photocopy and certify your original documents while you wait. Please inquire at room 102, 114 Garry Street anytime, Monday - Friday, between 8:30 and 4:30. An appointment is not necessary.

**Fax:**

Attn: Qualifications Services  
(204) 948-2625

*Applicants who wish to meet with a Qualifications Co-ordinator regarding their credentials, **must make an appointment** by calling (204) 945-0497 or 1-888-213-4754.*

Applicants will be notified in writing by mail or by email (if an address is supplied) of their classification level. Child care employees are responsible for advising their employers of the classification received.

It is recommended that you keep your original classification document and provide your employer with a photocopy.

### 3. Recognized Education Programs in Manitoba

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

#### Early Childhood Educator II

Classification as an ECE II is based upon successful completion of one of the following programs of study:

One of the following assessment programs offered by the Manitoba Child Care Program:

- Competency Based Assessment (CBA)
- Family Child Care/Competency Based Assessment (FCC/CBA)
- Competency Based Assessment/Prior Learning Assessment (CBA/PLA)
- Modified Competency Based Assessment/Prior Learning Assessment (M:CBA/PLA)
- Early Childhood Educator: Internationally Educated Qualifications (ECE:IEQ)

*Please contact Qualification Services for more information about these programs.*

**OR**

One of the following two-year 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)** Collège Universitaire de Saint-Boniface

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

OR

A two-year diploma program in Early Childhood Education from a recognized college outside of Manitoba (Please see Part 4.)

### Early Childhood Educator III

Classification as an ECE III is granted upon successful completion of:

- a) A currently approved ECE II program (see previous page) based on post-October 31, 1991 requirements

AND

One of the following specialization or degree programs recognized by CCEPAC:

- **Advanced Leadership Diploma Program,**  
Continuing Education, University of Winnipeg
- **The Child Care Centre Administration Certificate Program,**  
Assiniboine Community College
- **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
- **Advanced Diploma in Leadership for Early Childhood Education,**  
Collège Universitaire 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 prior to October 31, 1991 and wish to upgrade your classification to an ECE III, please contact us to discuss current educational requirements.

## 4. Equivalency Assessment for Out of Province Education

If you completed your education outside Manitoba or Canada, an educational equivalency assessment may be conducted by the Manitoba Child Care Program in consultation with the Manitoba Department of Advanced Education and Literacy, the Department of Labour and Immigration, the community colleges and/or universities.

## 5. Agreement on Internal Trade (AIT)

If you have been classified as an early childhood educator in one of the specified provinces/territories (i.e. 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:

[cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca)

or call toll free: 1-888-213-4754

## 6. What To Do After You Are Classified

- Advise your director of your new classification. It is recommended that you supply your centre with a copy and keep the original for your records.
- Advise us of any changes to your address, email or phone number. (Please see the end of this document for contact information, including Winnipeg and regional Manitoba Child Care offices.)
- Advise us of any name changes. A new document will be re-issued in your current legal name free of charge. (See Re-issue in part 2.)

- If you have completed additional courses and you feel that your classification may change, you can request an upgrade assessment of your documents. (See Upgrade in part 2.)  
**Do not re-apply as an ECE.**
- Request a copy of your classification document if your copy becomes lost or damaged. (See re-issue in part 2.)

## 7. Appealing Your Classification

If you have had your transcripts assessed by the Manitoba Child Care Program and wish to appeal your classification level, written notification must be submitted within **90 days** of receipt of your classification certificate to:

CHILD CARE STAFF QUALIFICATIONS  
REVIEW COMMITTEE  
400 – 326 Broadway Avenue  
Winnipeg MB R3C 0S5

This Committee is authorized under *The Community Child Care Standards Act* to ascertain whether proper procedures were carried out in the classification process. The Committee is authorized to hear all differences of opinion related to the classification of child care workers. The Committee's decision regarding a child care worker's classification level is final and not subject to further appeal.

## 8. Educational Institution Contacts

For more information about post-secondary educational options for early childhood educators (ECEs) or for an independent assessment of credentials for a transfer credit for ECEs, please contact:

### ASSINIBOINE COMMUNITY COLLEGE

1430 Victoria Avenue E  
Brandon MB R7A 1B6  
(204) 725-8700, ext. 6699  
Toll Free 1-800-862-6307, ext. 6699  
www.assiniboine.net

#### **ECE - Distance**

(204) 725-8700, ext. 6699

### ÉCOLE TECHNIQUE ET PROFESSIONNELLE, COLLÈGE UNIVERSITAIRE DE SAINT-BONIFACE

200 Ave de la Cathédrale  
Winnipeg MB R2H 0H7  
(204) 233-0210, ext. 478  
Toll Free 1-888-233-5112  
www.ustboniface.mb.ca

### UNIVERSITY COLLEGE OF THE NORTH

PO Box 3000  
436 7th Street  
The Pas MB R9A 1M7  
(204) 627-8655  
Toll Free 1-866-627-8500  
www.ucn.ca

**OR**

### THOMPSON CAMPUS

504 Princeton Drive  
Thompson, MB R8N 0A5  
(204) 677-6450  
Toll Free: 1-866-677-6450  
www.ucn.ca

## **RED RIVER COLLEGE**

Department of Early Childhood Education  
2055 Notre Dame Avenue  
Winnipeg MB R3H 0J9  
Toll Free 1-800-903-7707

### ***Full Time Day Program***

(204) 632-2554  
www.rrc.mb.ca  
Admissions office: (204) 632-2328

### ***ECE – Prior Learning Assessment***

(204) 632-2353  
www.rrc.mb.ca/prior/

### ***Workplace Program***

(204) 632-3070

### ***Continuing – Distance Education***

(204) 694-1789  
Toll Free 1-866-242-7073

## **UNIVERSITY OF WINNIPEG**

515 Portage Avenue  
Winnipeg MB R3B 2E9  
www.uwinnipeg.ca

### ***Developmental Studies Program (Faculty of Arts)***

(204) 786-9491

### ***Advanced Leadership Diploma (Division of Continuing Education)***

(204) 982-1179 or 1705

## **Careers in Child Care:**

Visit [www.manitoba.ca/childcare](http://www.manitoba.ca/childcare) for more information about working in Early Childhood Education in Manitoba.

## 9. 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* (Manitoba) 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

(204) 945-1252

Toll Free: 1-800-617-3588 (Manitoba)

fippa@gov.mb.ca

[www.manitoba.ca/chc/fippa/help/contactus.html](http://www.manitoba.ca/chc/fippa/help/contactus.html)

## 10. For more information contact:

### QUALIFICATION SERVICES

219 - 114 Garry Street  
Winnipeg MB R3C 4V6  
(204) 945-6730  
Toll Free 1-888-213-4754  
[cdcinfo@gov.mb.ca](mailto: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  
(204) 785-5279  
or  
(204) 785-5107

#### NORTHERN

Flin Flon  
102 – 143 Main Street  
Flin Flon MB R8A 1K2  
(204) 687-1723 (Flin Flon)

#### NORTHERN THOMPSON

Box 5  
59 Elizabeth Drive  
Thompson MB R8N 1X4  
(204) 677-7275

#### CENTRAL

Portage la Prairie Provincial Bldg  
25 Tupper Street N  
Portage la Prairie MB R1N 3K1  
(204) 239-3121

#### PARKLANDS

3rd Floor  
Dauphin Provincial Bldg  
27 2nd Avenue SW  
Dauphin MB R7N 3E5  
(204) 622-2344

#### WESTMAN

Brandon Provincial Bldg  
340 9th Street  
Brandon MB R7A 6C2  
(204) 726-6336  
Toll Free 1-800-230-1885

#### SOUTH CENTRAL

63 B Stephen Street  
Morden MB R6M 1Z6  
(204) 822-2868

#### EASTMAN

Bilingual Service Centre  
427 rue Sabourin Box 209  
St. Pierre MB RoA 1Vo  
(204) 433-2576  
  
Box 50  
20 First Street South  
Beausejour MB RoE oCo  
(204) 268-6762