

CLASSIFICATION AS A CHILD CARE WORKER APPLICATION

Early Learning & Child Care Program
 210 - 114 Garry Street, Winnipeg, MB Canada R3C 4V4
 T 204-945-0776 F 204-948-2625
 Toll Free: 1-888-213-4754
www.manitoba.ca/childcare

Early Learning and Child Care (ELCC) Program will respond to your application within 4 – 6 weeks

For accuracy and efficient processing time, it is preferred that the centre/licensee apply online at www.manitoba.ca/childcare. Please record the online submission number on copies of all supporting documentation.

Personal information

Disclaimer: Please be aware that any changes/additions to your personal information (names & addresses) made on this application will update any and all other files in your name at the ELCC Program office (e.g. qualifications, subsidy, licensing, etc).

The Freedom of Information and Protection of Privacy Act

Your personal information is collected under the authority of **The Community Child Care Standards Act** and will be used to establish your eligibility as an Early Childhood Educator/Child Care Assistant. This information is protected under **The Freedom of Information and Protection of Privacy Act**. If you have any questions about the collection of personal information, please contact ELCC Program.

Full legal name

Last name

First name

Middle name

Previous name(s)

Last name

First name

Middle name

Last name

First name

Middle name

Date of birth (YYYY/MM/DD)

Mailing address

PO/Box # and Group #; building name; civic or municipal address; etc.

City/town/municipality

Province

Postal code

Phone

Email (The outcome of your assessment will be emailed to you)

I do not have access to email

Voluntary information

The following information you provide is **voluntary**. Your responses will support government policies and initiatives that build the Manitoba early learning and child care workforce and promote equitable opportunities.

Are you an Indigenous person? (select one) Yes No Not Declared

If you answered "Yes" select all that apply: First Nations Métis Inuit

Are you a visible minority*? (select one) Yes No Not Declared

*Persons other than Indigenous people, who because of their race or colour, are a visible minority.

Are you a person with a disability? (select one) Yes No Not Declared

What is your highest level of education?

No High School Diploma College Diploma Undergraduate Degree Doctorate or Ph.D.
 High School Diploma Post Diploma Certificate Masters Degree Not Declared

What is your gender? (select one) Female Male Other Not Declared

What languages do you speak?

Classification information

Reason for Application (Please select the appropriate box and provide the necessary documentation with this application.)

- Child Care Assistant (CCA):** Apply for this category if you do not have ECE specific education.
- **Photocopies of two pieces of government issued identification** are required to verify your full legal name and current address.
 - If you are under the age of 18, please enclose a letter of employment from your child care centre.
- Early Childhood Educator (ECE):** Apply for this category if you do not hold a current classification in Manitoba and you have ECE related education*.
- **Original transcript(s)** of ECE related education. Transcripts must indicate that you have graduated. **Photocopied transcripts will not be accepted.** If your transcript is in a language other than English or French, you must provide a notarized translation.
 - **Photocopy of name change certification**, if the name on your transcript is different from your current name.

*Education that is not specific to Early Childhood Education, such as a Bachelor of Education, a Bachelor of Human Ecology, or a Montessori diploma, is not 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.

- Upgrade Classification:** Apply for this category if you currently hold a CCA or ECE II and wish to submit proof of ECE education to apply for a higher level of classification.
- **Original transcript(s)** of ECE post secondary education. **Photocopies will not be accepted.** If your transcript is in a language other than English or French, you must provide a notarized translation.
 - **Photocopy of name change certification**, if the name on your transcript is different from your current name.
- Reissue Certificate** (please indicate reason for reissue below)

What is your current classification in Manitoba? CCA ECE II ECE III

- Name change: Photocopy of name change certification**, if the name on your transcript is different from your current name.
- Lost: Photocopy of one piece of government issued identification** clearly reporting your current full name and address. For example, valid Manitoba driver's licence or Manitoba Health card.

What was the format of your ECE education/training? (select all that apply)

- Full Time / Day Time Online / Distance Learning / Continuing Education Workplace Program
- Competency Based Assessment Program / Prior Learning Assessment Program Internationally Educated Qualifications Program Part Time (day or evening)

Country of education _____

Graduation date _____

Declaration

I declare that the statements made and the information submitted on this application for classification are true. I understand that a certificate indicating my level of classification may be cancelled or suspended if I have made false statements or submitted false information.

Signature

Date

Submit completed applications and supporting documents to:

Qualifications Services
ELCC Program
210-114 Garry Street
Winnipeg MB R3C 4V4
cdccertificate@gov.mb.ca

For additional information contact:

Child Care Information Services
Phone: 204-945-0776 Toll free: 1-888-213-4754
Fax: 204-948-2625
Website: www.manitoba.ca/childcare
Email: cdcinfo@gov.mb.ca