

Classification / School Age Approval is the process for reviewing training and determining eligibility toward one of five designations for employment in a licensed child care facility or family home day care agency. Complete this form if you wish to work with children in a licensed child care facility in Nova Scotia as outlined in Section 37 of the Day Care Regulations. Errors, omissions, or incomplete applications will delay assessment.

1 Give your details

Last name: _____

First name: _____ Middle initial: _____

Former last names if any: _____

Address: _____

Postal code: _____

Phone numbers: Home _____ Work _____

Email address: _____

Are you currently certified to work in childcare in another Canadian jurisdiction? Yes No

2 Check the level or approval that you are applying for

- Entry Level Level 2 School-Age Training Approval
 Level 1 Level 3

3 Describe your education

List all completed relevant training, certificates, diplomas and degrees, including the Orientation for Staff Working in Licensed Child Care Facilities, Level 1 Training (refer to the Classification Guide for a description of this training).

Check all that apply	Certificate / Diploma / Degree name	Length of program	Training Institution name	Location
<input type="checkbox"/> Certificate				
<input type="checkbox"/> Diploma				
<input type="checkbox"/> Degree				
<input type="checkbox"/> Course				
<input type="checkbox"/> Course				
<input type="checkbox"/> Course				

4 Sign the declaration and consent

I declare that the information on this form is true and complete in every respect. I give consent to Child Care Staff Classification Services to verify the information contained in this form, for the purpose of classification and school-age training approval.

Signature: _____ Date: _____

5 Have you attached all supporting documents?

Attach all necessary information:

- Certificate to work in childcare in another Canadian jurisdiction (if applies to you)
- Official transcripts

They are issued by an approved educational institution and list the courses taken by the student. Official transcripts show the college seal and/or signature of the registrar. Only Official transcripts are acceptable and must be received by Child Care Staff Classification Services prior to any assessment. (No fax or photocopies).

- Attached
- Will be forwarded directly by educational institution

6 Send the application to

Child Care Staff Classification Services
Early Years Branch
Department of Education & ECD
PO Box 578
Halifax, Nova Scotia
B3J 2S9

You will receive documentation related to your classification by mail.

For office use only

Date received (dd/mm/yyyy): _____

Registration number: _____

Date issued (dd/mm/yyyy): _____

Classification level: _____

School age approval: Yes No Requires orientation: Yes No

Trigger date for PD (dd/mm/yyyy): _____