

Child Care Staff Classification Services: A Guide to Classification and School Age Approval



December 2016

CONTENTS

Contents.....2

Introduction.....3

Applying for a Classification or School Age Approval.....3

Qualifications for Classification / School Age Approval.....3 & 4

Experience in Child Care.....5

Orientation for Staff Working in Licensed Child Care Facilities.....5

Early Childhood Education Training in Nova Scotia.....5

Early Childhood Education Training Institutions.....6

Application Process for those who have completed training in Nova Scotia.....7

Agreement on Internal Trade (AIT) with Jurisdictions Certifying Child Care Staff..... 8

Applicants with International Credentials..... 8

Application Process for those who have completed training outside Nova Scotia..... 9

Submitting the Application.....10

Processing the Application.....10

When You Disagree.....11

Reporting a Change in Personal Information.....11

Request for Classification Upgrade.....12

Maintaining your Classification / School Age Approval.....12

Professional Development.....13

Contact Information.....13

Child Care Staff Classification Services is a program administered by Early Childhood Development Services, Early Years Branch, Department of Education & ECD.

Introduction

Classification is the process for reviewing training and determining eligibility towards one of four designations for employment in a licensed child care facility or family home day care agency. School-Age Training Approval is the process for reviewing training and determining eligibility for employment in a licensed school age program. Classification or School-Age Approval is an official recognition of staff qualifications that meet the training requirements of Regulation 37 of the *Day Care Act and Regulations*.

Applying for a Classification or School-Age Approval

Under the *Day Care Act and Regulations*, staff working directly with children in a licensed child care facility must have a Classification or School-Age Approval. Recognition is obtained through Child Care Staff Classification Services. Individuals apply for recognition of training by completing an application form and submitting proof of a relevant qualification according to the criteria listed below.

Qualifications for Classification / School-Age Approval

Please note: In the context of the *Day Care Regulations*, reference to early childhood programming includes infant, toddler, preschool and school age children.

To be eligible for a *Classification Level* the applicant must meet one or more of the following training requirements:

- *Entry Level Classification* - completion of the Orientation for Staff Working in Licensed Child Care Facilities. The orientation is for child care staff working directly with children and who do not meet the qualification for any of the following Classification Levels.
- *Level 1 Classification* - has completed partial training in early childhood education defined as:
 - a) completion of the Orientation for Staff Working in Licensed Child Care Facilities, and

- Completion of coursework and workplace training as specified in standards set by the Minister
http://www.ednet.ns.ca/earlyyears/documents/pd/Standards_Trng_Level_1.pdf
- b) completion of a one year certificate in early childhood education from a recognized training program, or
- c) has been granted equivalency status, as per former Day Care Regulations (N.S. Reg.1989).
- *Level 2 Classification* - completion of a 2-year diploma at an approved post-secondary program in
 - a) early childhood education, or
 - b) an area of study that qualifies a person to plan and deliver early childhood education programming for children, or
 - c) a one year early childhood education certificate obtained before May 31, 2000 from a training program in early childhood education, as defined in former Day Care Regulations (N.S. Reg.1989).
- *Level 3 Classification* - completed the following at an approved post-secondary training institution
 - a) a bachelor's degree in early childhood education or an area of study that qualifies a person to plan and deliver early childhood programming for children, or
 - b) the qualifications for a *Level 2 Classification* and completion of a bachelor's degree program.

To be eligible for *School-Age Training Approval* the applicant must meet one or more of the following training requirements:

- *School-Age Training Approval* - has completed the Orientation for Staff Working in Licensed Child Care Facilities and the following at an approved post-secondary training institution
 - a) a bachelor's degree in early or elementary education, or
 - b) a post-secondary credential that qualifies a person to plan and deliver developmentally appropriate programming for school age children.

Experience in Child Care

Child Care Staff Classification and School-Age Training Approval are reviewed based on academic qualifications only. Experience in child care is valuable and can be assessed for post-secondary credit through an academic institution. Request for credit based on what has been learned from experience is called *Prior Learning Assessment & Recognition (PLAR)*. Some training institutions may offer *PLAR*. To inquire about *PLAR* contact a post-secondary institution approved to deliver the early childhood education program.

Orientation for Staff Working in Licensed Child Care Facilities

(required for Entry Level Classification, Level 1 Classification and School Age Approval)

The Orientation for Staff Working in Licensed Child Care Facilities is a series of informational modules and activities. According to Reg 37(6), staff working directly with children who do not meet the regulated training requirements must complete the orientation within one year of their date of employment. The orientation is also required as a pre-requisite to Level 1 training and for School-Age Training Approval.

The delivery of the Orientation is administered by Nova Scotia Community College. Online sessions are available in both French and English. For registration and delivery details visit <http://www.ecdsc.nsc.ca/orientation/home.htm>

Early Childhood Education Training in Nova Scotia

Training that qualifies a person for each level of classification is offered in Nova Scotia. Professional development, degree and diploma programs are available via classroom study, online, and distance delivery. Refer to the list of Nova Scotia post-secondary institutions on the following page for contact information regarding approved early childhood education programs.

Important Note: Before taking any coursework/training programs not listed in this Guide (with the intention of obtaining classification/school-age approval), it is recommended that you contact Child Care Staff Classification Services to verify whether the training program will be recognized towards classification.

Early Childhood Education Training Institutions

For training leading to a Level 1, 2 or 3 Classification, or for an assessment of a credential for a transfer of credit, contact any of the following approved training institutions:

Mount Saint Vincent University
166 Bedford Highway
Halifax, NS B3M 2J6
(902) 457-6255
www.msvu.ca

Nova Scotia College of ECE
6208 Quinpool Road, 2nd Floor
Halifax, NS B3L 1A3
(902) 423-7114
www.nscece.ca

Jane Norman College
Suite #1 60 Lorne Street
Truro, NS B2N 3K3
(902) 893-3342
www.janenorman.ca/

Nova Scotia Community College- Kingstec
236 Belcher Street
Kentville, NS B4N 0A6
(902) 491-4911 (in metro)
1-866-679-6722 (toll-free)
www.nsccl.ca

Island Career Academy
721 Alexandra Street
Sydney, NS B1S 2H4
(902) 564-6112
www.islandcareeracademy.ns.ca

Nova Scotia Community College- Burrige
372 Pleasant Street
Yarmouth, NS B5A 2L2
(902) 491-4911 (in metro)
1-866-679-6722 (toll-free)
www.nsccl.ca

Universite Sainte-Anne
1695, Route 1
Church Point, NS B0W 1M0
(902) 648-2048
www.usainteanne.ca/

Nova Scotia Community College- Marconi
1240 Grand Lake Road
Sydney, NS B1P 6J7
(902) 563-2450
1-866-679-6722 (toll-free)
www.nsccl.ca

Nova Scotia Community College-
Cumberland
1 Main Street
Springhill, NS B0M 1X0
(902) 491-4911 (in metro)
1-866-679-6722 (toll-free)
www.nsccl.ca

Application Process for those who have completed training in Nova Scotia

If you have graduated from a Nova Scotia training program, have completed the Orientation for Staff Working in Licensed Child Care Facilities, completed training for a Level 1 Classification or have completed training for School Age Approval, use the [Training Completed in Nova Scotia](#) form.

Section 1 - Give your details

- Complete all information including your name, previous name(s), full permanent mailing address (including city and postal code) and other contact information. Please print clearly.

Section 2 – Check the level for which you are applying

- Mark with a check the classification level for which you are applying.
- If you are applying for Entry Level, attach a copy of your Orientation for Staff Working in Licensed Child Care Facilities completion certificate.
- If you are applying for Level 1, attach a copy of your most recent transcript and a copy of your Orientation for Staff Working in Licensed Child Care Facilities completion certificate.
- If you are applying for a Level 2, 3, or School-Age Approval attach a copy of your credential or final transcript.

Section 3 - Sign the declaration and consent

- Sign your name and date the declaration. By signing the application form, you are stating that the information you are providing is true and complete to the best of your knowledge. Your signature authorizes Child Care Staff Classification Services to review your qualifications, enter your information in the Classification database, and issue a Classification certificate.

Agreement on Internal Trade (AIT) with Jurisdictions Certifying Child Care Staff

The Agreement on Internal Trade (AIT) was approved by the Federal, Provincial and Territorial governments intending to remove barriers on the movement of workers, goods, services and capital within Canada.

If your educational credentials have been reviewed and you have been issued certification to work in licensed child care in another Canadian jurisdiction (*Yukon, British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Prince Edward Island, Newfoundland*), you may apply for classification in Nova Scotia without having to submit official transcripts for review. Use the [Training Completed Outside Nova Scotia](#) application form.

Applicants with international credentials:

If you have a relevant international credential, it is advised that an international credential assessment accompany the application. For a list of international credential assessment agencies visit www.cicic.ca/415/credential-assessment-services.canada

Apply to Child Care Staff Classification Services using the [Training Completed Outside Nova Scotia](#) application form.

- Include the result of your international credential assessment
- Apply with program and course descriptions as well as instructional hours. Translation required.
- Translation is required for any language other than French or English. Translations must be completed by a translator who is certified by the Canadian Translators, Terminologists and Interpreters Council of Canada (CTTIC). A directory of Canadian certified translators can be found at www.atins.org/
- If your first language is not English or French, a Canadian Language Benchmark (CLBA) at a Level 7 must be achieved in each of the areas (reading, writing, listening/speaking). The original CLBA must be submitted with the application. For more information on CLBA visit www.language.ca

- When all documentation has been received program information will be reviewed in comparison to the Nova Scotia Standards for Early Childhood Education Training Programs.
- Upon review, applicants may be required to complete the *Orientation for Staff Working in Licensed Child Care Facilities* as an introduction to regulated child care in Nova Scotia. (See page 5)

Please note:

- Must be a resident of NS to register for the Provincial Orientation
- Proof of CLBA at a level 7 must be submitted to Classification Services before registering for the Provincial Orientation

As an alternative to this process applicants may choose to have their credential evaluated by a Nova Scotia training institution approved to deliver an early child education program, as listed in this Guide.

Application Process for those who have completed training outside Nova Scotia

Applicants seeking Classification complete the [Training Completed Outside Nova Scotia](#) application form.

Section 1 - Give your details

- Complete all information including your name, previous name(s), full permanent mailing address (including city and postal code) and other contact information. Please print clearly.

Section 2 - Check the level or approval for which you are applying

- Mark with a check the classification level or school age approval for which you are applying. Descriptions of the training qualifications for each level are included in this Guide.

Section 3 - Child Care Certification in Other Canadian Jurisdictions (if applicable)

- Indicate if you are certified to work in childcare in another Canadian jurisdiction
- On the table, indicate the level, certifying agency and province/territory in which you have received certification
- Include a copy of your certification document with this application

Section 4 – Language

- Identify your first language

If other, indicate which language you speak

Section 5 - Describe your education

- Identify the name of your program of study, date attended, name of your post-secondary institution and location.

Section 6 - Sign the declaration and consent

- Sign your name and date the declaration. By signing the application form, you are stating that the information you are providing is true and complete to the best of your knowledge. Your signature authorizes Child Care Staff Classification Services to review your qualifications, enter your information in the Classification database, and issue a Classification or School-Age Approval.

Section 7 - Have you attached all supporting documents?

- Mark with a check the documents you will be attaching to the application form.
- Documentation to verify the information identified in section 3 and 5 must be attached to the application, along with the CLBA result, if required. Official transcripts may be sent directly from the educational institution or attached to the application form. Photocopies or faxed copies of transcripts will not be accepted. You may be asked to supply official course descriptions with transcripts at the request of Child Care Staff Classification Services.

Submitting the Application

Application forms and accompanying documentation are to be forwarded to Child Care Staff Classification Services by mail or hand-delivered to the address provided in this Guide. Faxed/emailed applications are not acceptable. An application with an original signature must be provided before a review can take place.

Processing the Application

- Upon receipt of your application package, it will be reviewed to ensure that the application is complete and that all required documentation is included. If the submission is incomplete, an attempt will be made to notify you, using the contact information provided.
- If your application is complete, your documentation is reviewed.
- If the review determines that you are eligible for a classification or school age approval, you will be assigned a registration number. This number is unique to you and remains the same even if your name or classification change. A certificate indicating your Classification Level or School-Age Training Approval will be sent to you by mail.

- If the review determines that your application is insufficient to meet any of the qualifications for a Classification or School Age Approval, this will be communicated to you in a status letter.
- The review process **may require four to six weeks** to complete.

When you disagree

Applicants for Classification or School-Age Training Approval may disagree with the decision made by Child Care Staff Classification Services. When this happens, the concern may be addressed through an internal review process.

1. The applicant should contact the Coordinator, Child Care Staff Classification Services to seek resolution to the matter of concern.
2. A request for review may be made in writing to Child Care Staff Classification Services Review Committee, clearly identifying the matter of concern and including any documentation to support the request.
3. A written request for review must be received by the Review Committee no later than 180 days after the date on the classification decision letter.
4. The Review Committee will consider the file and request to ensure that decisions are consistent with legislation, regulations and policy. Recommendations based on this review will be made.
5. The applicant will receive a response in writing, signed by the Director, Early Childhood Development Services.

Reporting a Change in Personal Information

Changes that should be reported to Child Care Staff Classification Services include the following:

- Official name
- Contact information (address, phone, email)
- Complete the [Change in Personal Information](#) form
 1. Provide your name, registration number and issue date of your classification.
 2. Check the appropriate box for the change you are reporting.
 3. Sign your verification of the change.
 4. Attach supporting documentation to verify a name change (eg. photocopy of your birth certificate, marriage certificate, passport or driver's license).
 5. Mail your report to the address on the form.

Please note: a new certificate will only be issued if there is a name change and we are provided with an updated mailing address

Request for a Classification Upgrade

If you wish to apply for an upgrade to your level of classification according to qualifications as outlined in section 37 of the Day Care Regulations, complete the [Classification Upgrade](#) form

1. Give your details: name, registration number, address, phone numbers, email and current level of classification.
2. Check the level or approval that you wish to be considered for upgrade.
3. Attach supporting documentation in the form of a transcript, a copy of your complete credential or transcript showing the graduation award for levels 2, 3 or School-Age Approval.
4. Sign the declaration and consent.
5. Mail your form to the address on the form.

Maintaining Your Classification / School Age Approval:

According to Regulation 38, staff with a Classification or School Age Approval must provide proof of completion of at least thirty hours of *professional development to enhance skills and knowledge specific to early childhood care and education*, every three years from issuance of the Classification or School-Age Training Approval. The process takes place as follows:

- Submission of PD is due 3 years from the date on your certificate
- Complete the [Record of Professional Development](#) form
- List courses, seminars, conferences and workshops attended in the past 3 years and totaling a minimum of 30 hours. Sign the declaration and consent
- Submit the form to Child Care Staff Classification Services, as indicated
- Keep letters or certificates of participation for your records as you may be asked to provide proof of your PD submission
- The [Record of Professional Development](#) form will be returned to you after processing.
- The next PD due date will be shown in the letter that is sent to you via mail.
- Copy the letter when received and keep the original in a safe place.
- Give a copy of the letter to your facility director for your personnel file as it will be reviewed to ensure licensing requirements have been met.

Child Care Staff Classification Services will maintain a record of professional development hours for each classified/approved staff member in the classification database.

Professional Development

Why is professional development important?

Professional development (PD) helps early childhood professionals in all roles progress along diverse career pathways that build and reward increasing knowledge and skills. PD is based on a person's individual development plan and is intended to build upon existing competencies, interests and knowledge. PD helps to ensure that individuals stay in touch with current information and best practices in the field of early childhood education.

What is professional development?

- In-service training including conferences and workshops; education both formal and continuing; seminars including formalized mentoring and coaching.
- Learning opportunities that enhance skills and knowledge that reflect the individual's plan for work with and on behalf of young children and their families.
- Learning opportunities related to professional work in one of the general areas of child development, family support, programming, guiding behavior, health, safety, nutrition, special needs, communication, administration.

For more information and links to professional development opportunities throughout Nova Scotia visit: <http://www.ednet.ns.ca/earlyyears/pd/ProfessionalDevelopment.shtml>

Contact Information

Child Care Staff Classification Services
Early Years Branch
Department of Education & ECD
PO Box 578
2021 Brunswick Street
Halifax, NS
B3J 2S9

Email: classification@novascotia.ca

<http://www.ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml>