



Early Childhood Development Services

Continuing Education Program

Terms and Conditions

2018/2019

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Terms and Conditions Overview

The objective of the Continuing Education Program is to enhance the ability of regulated child care programs to recruit and retain their staff by:

- Increasing the affordability of training to child care staff working in a licensed child care facilities;
- Encouraging child care staff to pursue training by addressing cost barriers;
- Providing opportunities for child care staff who do not have their Early Childhood Education (ECE) training to work towards a credential.

Program Description

The Continuing Education Program is available to child care staff working in licensed child care who wish to pursue further education in the field of early childhood education.

The Program is available to applicants taking courses part-time towards an early childhood education credential.

Each applicant can qualify for:

- up to a maximum of \$1000.00 per year if employed part-time or
- up to \$5000.00 per year if employed full-time.

Applicants will be required to accumulate 750 or 1500 hours of work in licensed child care after receiving the reimbursement within a 6 month or 12 month period depending on the cost of the course.

Eligibility Criteria – Current Applicants Approved for Reimbursement Prior to June 30, 2016

In order to receive Continuing Education Program funding for 2018/2019, the following criteria must be met:

- The applicant must be currently working with children or families in a licensed child care facility;
- Eligible child care staff includes teachers, directors and assistant directors. Family home day care providers are not eligible;
- Applicants must complete Continuing Education Program Pre-registration forms by March 15, 2018, August 15, 2018, November 15, 2018 and March 15, 2019 (refer to Process for Pre-Registration on page 6);
- The courses must be taken towards obtaining Level 2 (ECE diploma), Level 3 classification (Child & Youth Study, Mount St. Vincent University, undergraduate degree), Level 1 classification, the Early Childhood Administrator Continuing Education Certificate Course from Mount St. Vincent University and the Inclusion and Intervention Diploma from Jane Norman College;
- Professional Development Courses are not eligible for the reimbursement;
- Courses must be successfully completed with verification provided by the institution;
- All courses must be taken from the following Early Childhood Education programs:
 - Jane Norman College, Early Childhood Education
 - Mount Saint Vincent University, Child & Youth Study
 - Nova Scotia Community College, Early Childhood Studies
 - Nova Scotia College of Early Childhood Education
 - Island Career Academy
 - Université Sainte-Anne
- Reimbursement will be subject to the applicant fulfilling the commitment to work in a Nova Scotia licensed child care facility or FHDC agency as outlined in the Reimbursement Process on page 12;
- Applicants must submit the Continuing Education Program Application for the Course Reimbursement form within 60 days of the completion of the course (refer to Application Process on page 7).

Eligibility Criteria – New Applicants Applying for Reimbursement after June 30, 2016

Funding for the new applicants who have not received reimbursement under this program before will be subject to budget availability and the priority for the reimbursements will be as follows:

1. Centre directors taking courses towards Level 2.
2. Untrained and Entry Level staff who are working towards Level 2 Classification.
3. Untrained and Entry Level staff who are working towards Level 1 Classification
4. Other child care centre staff who are taking courses towards Level 3 classification (Child & Youth Study, Mount St. Vincent University, undergraduate degree), the Early Childhood Administrator Continuing Education Certificate Course from Mount St. Vincent University and the Inclusion and Intervention Diploma from Jane Norman College;

To be eligible to receive Continuing Education Program funding for 2018/2019, the following criteria must be met:

- The applicant must be currently working with children or families in a licensed child care facility for at least six months prior to the start date of the course;
- Eligible child care staff includes teachers, directors and assistant directors. Family home day care providers are not eligible;
- Applicants must complete Continuing Education Program Pre-Registration forms by March 15, 2018 August 15, 2018, November 15, 2018 and March 15, 2019 (refer to Process for Pre-Registration found in this document page 6);
- Professional Development Courses are not eligible for the reimbursement;
- Courses must be successfully completed with verification provided by the institution;
- All courses must be taken from the following Early Childhood Education programs:
 - Jane Norman College, Early Childhood Education
 - Nova Scotia Community College, Early Childhood Studies
 - Nova Scotia College of Early Childhood Education
 - Island Career Academy
 - Université Sainte-Anne
 - Mount St. Vincent University

- Reimbursement will be subject to the applicant fulfilling the commitment to work in a Nova Scotia licensed child care facility as outlined in the Reimbursement Process page 12.
- Applicants must submit the Continuing Education Program Application for the Course Reimbursement form within 60 days of the completion of the course (refer to Application Process page 7).

2018/2019 Funding Availability

Continuing Education funding allocations are subject to Departmental budget availability and priority will be given to all applicants as follows:

1. Current applicants approved for reimbursements prior to June 30, 2016
2. Centre directors taking courses towards Level 2 classification and the Early Childhood Administrator Continuing Education Certificate Course from Mount St. Vincent University
3. Untrained and Entry Level staff who are working towards Level 2 Classification.
4. Untrained and Entry Level staff who are working towards Level 1 Classification.
5. Other child care centre staff who are taking courses towards Level 2.
6. Other child care centre staff who are taking courses towards Level 3 Classification and Inclusion and Intervention Diploma from Jane Norman College

Applicants will be notified if funding is NOT available once their Continuing Education Program Pre-Registration Form is reviewed.

Program Timelines

Eligible applicants will be able to apply for reimbursement through to June 30, 2019, subject to Departmental budget availability.

The information on the program for 2018/19 will be posted on our website by April 1, 2018 at: <http://www.ednet.ns.ca/earlyyears/pd/ContinuingEducation.shtml>

Process for Pre-Registration

To manage the Department's funding, each applicant must Pre-Register for the Continuing Education Program before enrolling for courses to be eligible for the course reimbursement.

Individuals interested in taking approved courses in 2018/19 must Pre-Register by **March 15, 2018 for the 2018 spring semester, August 15, 2018 for the courses taken in the 2018 fall semester; by November 15, 2018 for the 2019 winter; and by March 15, 2019 for the 2019 spring semester.**

If the applicant takes the courses without submitting Pre-Registration forms, the courses will not be reimbursed.

Please note that submission of a pre-registration form does not pre-approve reimbursement for the course but is used to confirm that the applicant is enrolled in the Continuing Education Program.

All interested applicants are required to complete a Continuing Education Program Pre-Registration form available on our website at:

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

Applicants will be advised within 2 weeks of the submission deadline of whether or not they are approved.

The applicant must submit an Application for Course Reimbursement and a review will determine eligibility for reimbursement.

Applicants requiring additional information about the Pre-Registration process may contact the Coordinator, Family Home Day Care and Early Childhood Education, Department of Education and Early Childhood Development by email at: Kristina.creamer@novascotia.ca.

Submission of the Pre-Registration Form

Completed Continuing Education Program Pre-Registration forms should be mailed to:

Coordinator, Family Home Day Care & Early Childhood Education
Early Childhood Development Services
Early Years Branch
Department of Education and Early Childhood Development
PO Box 578
Halifax, NS B3J 2S9

Application Process for Course Reimbursement

Required Documentation

Applicants must complete a Continuing Education Program Application for Course Reimbursement form (each course requires one application) and attach the following supporting documents:

- Evidence from the training institution that the course was successfully completed. This must be in a form of a letter or official transcript issued by the training institution.
- Receipts for the cost of the course tuition, text books, and mandatory materials specifically required for the course.

The cost of the tuition cannot be carried over from one eligible year to another.

Application Deadline

Applications for Continuing Education Program Course Reimbursement must be submitted within 60 days of the completion of the course. Each course requires a separate application.

Contact Information and Assistance with the Application

The Early Childhood Education Application for Course Reimbursement form may be obtained from the Department of Education and Early Childhood Development website at:

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

Applicants requiring additional information about the Continuing Education Program are requested to send their questions to Coordinator, Family Home Day Care & Early Childhood Education, Early Years Branch Kristina.creamer@novascotia.ca

Submission of the Application Package

Completed applications and supporting documents must be mailed to:

Coordinator, Family Home Day Care & Early Childhood Education
Early Childhood Development Services
Early Years Branch
Department of Education and Early Childhood Development
PO Box 578
Halifax, NS B3J 2S9

Application Review and Approval Process

Applications checked for completeness

After the application form and supporting documents are received by the Department, they will be reviewed to ensure that the application form has been properly completed and supporting documents contain all required information.

If the applicant' has not submitted a Continuing Education Program Pre-Registration form, the application may be denied.

If the application form or supporting documents are incomplete, the applicant will be contacted by telephone or letter to request the missing information.

It will be the responsibility of the applicant to provide the missing information in order for the application to be reviewed.

Eligible Expenses

The following expenses are eligible to be reimbursed for the course:

Course Tuition and Materials

- The cost of the course tuition and registration,
- Text books,
- Mandatory course materials for the course.

If course books and/or materials are not included in the course tuition, original receipts must be provided for reimbursement.

Travel Allowance

If an applicant is taking a course at a location that is further than 100 km one way from their home and the course is not available at a closer facility, a fixed travel allowance of \$250 will be provided per course.

Payment for Substitutes

If the applicant is required to attend classes during work hours, an allowance will be provided to the child care facility for the hours required for a substitute. The facility will be eligible to receive \$ 13.00 per hour to pay for the time that the applicant was attending a course. This will only cover time taken for the course and not for any practicum or study time.

The facility will be reimbursed on a quarterly basis.

The Annual Eligible Amount

The annual eligible maximum amount is \$1000.00 for part-time employees and \$5000.00 for full-time employees for course tuition and materials and travel within the fiscal year (1 April – 31 March).

If the applicant reaches the maximum amount of the reimbursement, they can not apply for further reimbursement until the beginning of the new fiscal year. The courses must be completed within the fiscal year.

Funding allocations are subject to Departmental budget availability.

Notification of Approval/Denial

Following the review of the application, the applicant will be notified by letter if their Continuing Education Program Application for Course Reimbursement is approved.

Payment for the course reimbursement will follow under separate cover.

Reimbursement Process

The applicant will be reimbursed once the Application for the Course Reimbursement is approved.

Applicants who are reimbursed for eligible courses must commit to continue working in a licensed child care facility or FHDC agency in Nova Scotia for the required period of time immediately following the reimbursement.

Accumulated Hours Requirement

Full Time Employment

The applicant must be working more than 120 hours per month to be considered full-time.

If the applicant is working full-time at the time of application, the following will apply:

- The annual eligible maximum amount is \$5000.00 within the fiscal year (1 April – 31 March).
- If this is the applicant's first course and the reimbursement is less than \$1000.00, the applicant will be required to work 750 hours. This should be completed in approximately six months from the date of reimbursement. (Working full time at 37.5 hours per week it would be 20 weeks or 5 months).
- If this is the applicant's first course and the reimbursement is between \$1000.00 and \$5000.00, the applicant will be required to work 1500 hours which must be completed in one year from the date of reimbursement. (Working full time at 37.5 hours per week would be 40 weeks or 10 months)
- If the applicant applies for subsequent courses after she/he has accumulated required work hours for the previous reimbursement, the same rules apply as for the first course reimbursement requirements.
- The applicant may also apply for subsequent courses even though they did not accumulate the required hours. However the accumulation will restart from the latest reimbursement date. The required work hours will be determined by the total of the previous reimbursement and the current amount for that fiscal year. If the total reimbursement is less than \$1000.00, the applicant will be required to work 750 hours. If the total reimbursement is more than \$1000.00, the applicant will be required to work 1500 hours.

- If the applicant applies for the first course reimbursement in the new fiscal year but did not accumulate the required number of hours for the previous year, the current required accumulation of hours will be whichever is the higher number of required hours. The accumulation of hours will restart from the date of new reimbursement.

Part-Time Employment

The applicant must be working between 70 and 120 hours per month to be considered part-time.

If the applicant is working part-time at the time of application the following will apply:

- The annual eligible maximum amount is \$1000.00 within the fiscal year (1 April – 31 March).
- If this is the applicant's first course, she/he will be reimbursed up to \$1000.00 per year. The applicant will be required to work 750 hours which should be completed in approximately 12 months from the date of the last reimbursement. The 750 hours will apply to the subsequent courses as long as the total amount of the reimbursement is less than \$1000.00 per fiscal year.
- If the applicant applies for subsequent courses after she/he has accumulated required work hours for the previous reimbursement, the same rules apply as for the first course reimbursement requirements.
- The applicant may also apply for the subsequent courses even though they did not accumulate the required hours. However the accumulation will restart from the current reimbursement date. The required work hours will be determined by the total of the previous reimbursement and the current amount for that fiscal year.

Accountability Process

Continuing Education Program Accumulated Hours Report

When the applicant is reimbursed for a course they are required to report their hours worked in Nova Scotia licensed child care. These hours are reported using the Accumulated Hours Report.

A Continuing Education Program Accumulated Hours Report will be sent to the applicant six months after the last reimbursement for the 750 hours required or after one year for the 1500 hours.

Applicants will not be able to apply again for reimbursement under this program if they have not provided proof of accumulated hours as required within the required time frame.

The applicant is responsible to keep track and obtain confirmation of their hours worked from their new employer should they change employers (use Section 2 of the Continuing Education Program Application for Course Reimbursement form).

It is the responsibility of the applicant to notify the Coordinator, Family Home Day Care & Early Childhood Education of any changes to their address or contact information.

The Accumulated Hours Report **must** be sent when the required hours are accumulated within the required time frame to:

Coordinator, Family Home Day Care & Early Childhood Education
Early Childhood Development Services
Early Years Branch
Department of Education and Early Childhood Development
PO Box 578
Halifax, NS B3J 2S9

Repayment Process

If the applicant fails to work the required number of hours in a licensed child care facility or FHDC agency within the required time frame without reasonable cause as determined by the Department, the applicant must repay the reimbursement.

The amount due and payable to the Department will be based on the total reimbursement received within 6 months from the last reimbursement date.

Thirty (30) days after the Continuing Education Program Accumulated Hours Report is sent, should no response be received, a letter will be sent to notify the applicant of the repayment obligations.

If the applicant is no longer working in a licensed child care facility of family home day care agency prior to have accumulated the required number of hours, written notice must be forwarded to the Coordinator, Family Home Day Care & Early Childhood Education with the arrangements for repayment of the reimbursement.

If the applicant does not repay the reimbursement as required, the applicant cannot apply for reimbursement under this program in the future.

Appendix A – Definitions

For purposes of these Terms and Conditions the following definitions apply:

- “Department”** refers to the Department of Education and Early Childhood Development
- “Fiscal year”** refers to the provincial government business year which runs for the twelve months from April 1st of any given year until March 31st of the following year.
- “Working hours”** refers to week days (Monday to Friday).
- “ECE”** refers to Early Childhood Education.
- “Family Home Day Care Agency”** refers to a business or organization registered with the Registry of Joint Stock Companies that is licensed under the Family Home Day Care Program Regulations to approve and manage family home day care in accordance with its family home day care program.
- “Part-time employee”** refers to employee who is working 70-120 hours per month
- “Full-time employee”** refers to employee who is working more than 120 hours per month
- “ECE credential”** refers to Level 2 or Level 3 classification.