

Use this form to apply for an upgrade to your level of classification according to qualifications as outlined in Section 37 of the Day Care Regulations.

Errors, omissions, or incomplete forms will delay assessment.

1 Give your details

Registration number: _____ Last name: _____

First name: _____ Middle initial(s): _____

Former last names if any: _____

Mailing Address: _____ City: _____

Province/Territory: _____ Postal code: _____

Phone numbers: Home _____ Work _____

Email address: _____

Current level of classification: _____

2 Check the level or approval that you are applying for

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

3 Attach supporting documentation

Attach all necessary information:

- If Level 1, attach copy of your most recent transcript
 If Level 2, 3 or School-Age Training Approval, attach a copy of your transcript.

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 documentation attached to this form, for the purpose of classification and school-age training approval.

Signature: _____ Date: _____

5 Send this form 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 : _____

Registration number: _____

Date issued : _____

Classification level: _____

Upgrade issued: Yes No

Date processed: _____