

## Classification Services

# Application for Classification – International Credentials

Use this form to apply for classification if you have a relevant post-secondary international credential. For details on the qualification and application process visit our website [ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml](http://ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml) and read the Guide to Classification and Professional Development.

Errors, omissions, or incomplete applications will delay assessment.

### 1 Give your details

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: \_\_\_\_\_

*Please be advised your email address may be used to contact you regarding your application for classification.*

Do you give permission for Classification Services to maintain your email address in a database to send you ongoing communications about the early childhood education sector?  YES  NO

### 2 Check the level or approval that you are applying for

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

### 3 List your first language

What is your first language? \_\_\_\_\_

### 4 Describe your education

List all completed and relevant training, certificates, diplomas and degrees that were achieved outside Canada.

Certificate / Diploma / Degree name	Date Attended	Training Institution name	Location

## 5 Sign the declaration and consent

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## 6 Have you attached all supporting documents?

### Attach all necessary information:

- International credential assessment result – comprehensive course-by-course report - **sent directly from the issuing agency**
  - Language benchmark result if your first language is not English or French
  - Certificate to work in childcare in another Canadian jurisdiction (if applicable)
  - Official transcripts  
They are issued by an approved educational institution and list the courses taken by the student. Official transcripts are in a sealed envelope and show the college seal and/or signature of the registrar. Only Official transcripts are acceptable and must be received by Classification Services prior to any assessment. (No fax or photocopies).
    - Attached to this application (**in an envelope sealed by educational institution**)
    - Will be forwarded directly by educational institution
  - Official Course descriptions (validated by the training institution) with instructional hours. Translation required
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## 7 Send this form to

Early Childhood Educator Classification Services  
Early Years Branch  
Department of Education & ECD  
PO Box 578  
Halifax, Nova Scotia  
B3J 2S9  
Or by email to [classification@novascotia.ca](mailto:classification@novascotia.ca)

### 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