

Child Care Staff Classification Services

Application for Classification- Training Completed Outside Nova Scotia

Use this form if you have completed your training outside Nova Scotia. For details on this process visit our website www.ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml and read the Guide to Classification and School Age Approval. 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: _____

2 Check the level or approval that you are applying for

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

3 Child Care Certification in Other Canadian Jurisdiction (If applicable)

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

<p>Child Care Certification From Other Canadian Jurisdictions</p> <p>If you hold a certification from another province or territory, based on Chapter 7 on Labour Mobility of the Agreement on Internal Trade (AIT) it may be recognized and apply to your application in Nova Scotia. Please list the level, certifying agency and the province/territory in which you've received the certification.</p> <p>Please attach a photocopy of the certification from another Province or Territory with this application form.</p>		
Level of Certification	Certifying Agency	Province/Territory

4 Language

What is your first language? ENGLISH FRENCH OTHER

If 'other' please indicate your first language, _____

5 Describe your Education

List all completed and relevant training: certificates; diplomas; degrees issued **outside Nova Scotia**.

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

6 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: _____

7 Have you attached all supporting documents?

Attach all necessary information:

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

Or

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 to this application

Will be forwarded directly by educational institution

Language Benchmark, if required.

International credentials

Course descriptions with instructional hours. Translation required

8 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

Date reviewed: _____

