

Early Childhood Education (ECE) Trainee Bursary Program

Policy No.: FCD-BUR-002

Effective Date: 2006-2007

Date Revised: May 1, 2015

Policy Cross References: n/a

Legislative References: n/a

PURPOSE:

Well trained early childhood educators are an essential component of quality in regulated child care services. The ultimate goal of this bursary is to increase the qualifications of early childhood educators and family child care providers within the province which will, in turn, enhance the quality of child care services available to children and families in Newfoundland and Labrador.

In 2006, the Entry Level Supplement (now called the ECE Trainee Bursary) was added to the existing Supplement. This bursary supports Entry Level child care practitioners who are taking required ECE courses to upgrade their certification level to Level I. The Department of Education and Early Childhood Development is partnering with the Association of Early Childhood Educators Newfoundland and Labrador to provide the ECE Trainee Bursary to those who qualify.

POLICIES AND PROCEDURES

1. **Definitions:** The following definitions will apply in interpretation of these policies:
 - 1.1. **ECE Trainee** – a person upgrading from Entry Level certification to Level I certification.
 - 1.2. **Fiscal Year** – April 1 to March 31.
 - 1.3. **Regulated child care service:** A licensed child care centre or a licensed family child care home or a family child care home that is approved under the licence of a family child care agency.
2. **Bursary Amount:**
 - 2.1. The Department of Education and Early Childhood Development will provide up to \$500 per year (\$250 per successfully completed ECE course) to Entry Level child care practitioners who are upgrading to Level I certification.

- 3. Eligibility:** To qualify for the ECE Trainee Bursary, eligible candidates must:
 - 3.1. hold valid Entry Level Child Care Services certification.
 - 3.2. be working in regulated child care services (centre or family based).
 - 3.3. have successfully completed at least one required ECE post-secondary course from a provincially recognized educational institution.
 - 3.3.1. Courses can be used once and may be submitted for the current fiscal year or the previous fiscal year only.

- 4. Ineligibility:** The ECE Trainee Bursary is not available to:
 - 4.1. Licensees
 - 4.2. Full-time Early Childhood Education students
 - 4.3. Those who have attained Level I certification or higher.

- 5. Application:**
 - 5.1. Application forms are submitted to AECENL and are available on the AECENL website at <http://www.aecenl.ca>.
 - 5.2. A completed application form is required documenting successful completion of required ECE courses.
 - 5.3. If this is a first time application for funding through the Department of Education and Early Childhood Development, or if banking information has changed, attach a void cheque or a direct deposit form from the bank.
 - 5.4. The Association of Early Childhood Educators Newfoundland and Labrador (AECENL) will initially assess the application to ensure that you have valid certification and that the coursework submitted meets the criteria of working towards upgrading your certification level.
 - 5.5. Following AECENL's initial assessment and recommendation, the Department of Education and Early Childhood Development will make final approval for payment.
 - 5.6. Applications for the ECE Trainee Bursary will be accepted by AECENL four times per year. You may apply on any of June 30, September 30, December 31 or March 31 dates. Up to two applications per fiscal year are permitted.
 - 5.7. The original signed application form and supporting documentation must be submitted to AECENL by mail or hand (faxed or electronically transmitted applications are not acceptable).
 - 5.8. Applicants must provide original transcripts or grade reports to confirm their successful completion of courses; photocopies, e-mails and faxes are not acceptable.

- 6. Decision/Notification:**
 - 6.1. Eligibility for the ECE Trainee Bursary shall be assessed by AECENL based on submission of a completed application form and documentation of successful completion of at least one required ECE course.
 - 6.2. If an applicant has met the requirements of the ECE Trainee Bursary policy, AECENL will forward a recommendation for payment to the Department of Education and Early Childhood Development who will process the payment by direct deposit to the applicant.
 - 6.3. An applicant will be advised in writing by AECENL if ineligible or if the application is incomplete.

7. Questions/Inquiries About:

1. **Eligibility and Where to Send/Drop Off Applications:**

Association of Early Childhood Educators Newfoundland and Labrador (AECENL)

50 Pippy Place
P. O. Box 8657
St. John's, NL A1B 3T1

Phone: (709) 579-3004 (toll-free 1-866-579-3004)
E-mail: aecenl@nfld.net

2. **Payment (no earlier than eight weeks after the *application deadline*):**

ECE Trainee Bursary Program
Department of Education and Early Childhood Development
Family and Child Development Division

3rd Floor, West Block, Confederation Building
P. O. Box 8700
St. John's, NL, A1B 4J6

Phone: (709) 729-5960
Fax: (709) 729-1400
E-mail: ECEBursary@gov.nl.ca

This information is posted at:

- Department of Education and Early Childhood Development—
<http://www.ed.gov.nl.ca/edu/family/childcare/childcareresources.html>; and
- Association of Early Childhood Educators Newfoundland and Labrador—
http://www.aecenl.ca/index.php?option=com_content&task=view&id=15&Itemid=30.