



**Application for ECE Trainee Bursary**  
**Payment for Fiscal Year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018**  
 (see page 2 for a guide for completion of this application)



**Section A – Applicant:**

Last Name	Given Name	Middle Name
Full Mailing Address		
City/Town	Province	Postal Code
Is this a Change of Address? <input type="checkbox"/> YES <input type="checkbox"/> NO		
CCS Certification #	SIN#	Date of Birth (dd/mm/yyyy)
Daytime Phone:		Email:

**Section B – Post-Secondary Early Childhood Education Coursework Completed:**

Name of Post-Secondary Institution	Province	Course Numbers (if applicable) and Name
Same as above <input type="checkbox"/> or		
Same as above <input type="checkbox"/> or		
Same as above <input type="checkbox"/> or		

Attach **original** transcript(s) or grade report(s) indicating date of successful completion of courses. **(One course per line!)** If more than four courses are being submitted attach the above noted information for each course on a separate piece of paper and submit with the application.

**Section C – Verification of Work in the Regulated Child Care Sector – check one**

<input type="checkbox"/> <b>Child Care Centre Employee – have employer sign verification of employment.</b> I verify that as of the date of this application (section D below) the above named applicant works in my employ and I understand that information regarding this individual's employment may be requested at any time for auditing purposes.
Name of Child Care Centre:
Signed: (Administrator or Licensee)
Date:
<input type="checkbox"/> <b>Regulated Family Home Child Care (will be verified)</b>

**Section D – Declaration – to be signed by applicant**

I understand that providing false or misleading information constitutes fraud and may subject me to legal action.	
Signed:	Date:

**FOR OFFICE USE ONLY**

<input type="checkbox"/> New Applicant <input type="checkbox"/> New Bank Form <input type="checkbox"/> Trainee Level (Entry) Certification Held
Courses Approved: <input type="checkbox"/> Yes - # courses _____ <input type="checkbox"/> No
Comments: _____ _____
<input type="checkbox"/> Sent for Payment/ <input type="checkbox"/> Denial Letter Sent: _____ (Date) Initial: _____

## Information for completion of ECE Trainee Bursary Application Form

### Section A – Applicant

This section identifies you to AECENL and to the Department of Education and Early Childhood Development. Be sure to print clearly and complete all sections as required. Include your postal code and a daytime contact phone number.

### Section B - Post-Secondary Early Learning and Child Care Coursework Completed

This section identifies the courses you have **completed** between 1<sup>st</sup> April 2016 and 31<sup>st</sup> March 2018 **that have not been previously approved for the ECE Trainee Bursary payment**. NOTE: A maximum of two courses can be claimed for the 2016-17 fiscal year – no cap on subsequent years. The courses must be from a provincially-recognized post-secondary institution and must be required courses in the Early Childhood Education program. *Orientation courses taken through AECENL and non-credit courses through other groups or organizations are not accepted.*

You need to attach an **original transcript or grade report** – not a photocopy. The transcript or grade report must indicate:

- o The date the course was completed
- o A passing grade from the post-secondary institution

*Please note that an internet transcript, a challenge approval, PLAR form or Individual Education Plan (IEP) are not accepted!*

If the courses you are considering are from outside of Newfoundland and Labrador or you are unsure whether the post-secondary institution is provincially-recognized, check with the Registrar before registering for the courses.

### Section C – Verification of Work in the Regulated Child Care Sector

This section confirms your work in a regulated child care setting and will affect your eligibility for the bursary. Check the box that describes your work status in the regulated child care sector. For persons employed in a regulated child care centre you will need to have your employer verify your employment; Licensees employment status must be verified by the administrator of the centre. For persons providing regulated family home child care your regulated status will be confirmed through other means.

### Section D – Declaration – to be signed by applicant

This section is to declare that the information you have provided and your application is true and complete to the best of your knowledge. *Knowingly submitting incorrect or misleading information is considered fraud and legal action may be taken.* This section must be signed by you in order to process the application.

### Office Use Only

This section is for AECENL's use and is **not to be completed by the applicant**.

### Final Checklist before Submitting – incomplete/late applications will be returned to you.

Before sending in the application **please make sure that:**

- o **all** sections are completed properly
- o Section C is completed and signed by your centre Licensee or Administrator
- o Section D is completed and signed by you – the applicant
- o An **original** transcript or grade report is attached to the application
- o **Attach a completed banking form (& void cheque if required) if this is your first application for the bursary.**
- o **Applications may be submitted on the following dates: June 30<sup>th</sup>, September 30<sup>th</sup>, December 31<sup>st</sup>, March 31<sup>st</sup>. Incomplete/late applications will be returned to you and may delay processing of your application.**

Send the **complete** application package to AECENL **by the dates specified**. As originals are required, applications can be sent to:

#### AECENL, Attention: ECE Trainee Bursary

- o By mail: P. O. Box 8657, St. John's, NL A1B 3T1
- o By courier or by hand: 50 Pippy Pl, Unit 19, St. John's, NL