



Early Learning and Child Care Recognition of Qualifications

Application Guidelines

November 2024

Une version française de ce document est disponible.

Government of
Northwest Territories

K'áhshó got'íne xadā k'é hederí ʔedjhtl'é yeriniwé ní dé dúle.
Dene Kádá

7erihł'is Dēne Sųłiné yatı t'a huts'elkēr xa beyáyatı theṗa ɣat'e, nuwe ts'ēn yółtı.
Dēne Sųłiné

Edi gondi dehghāh got'je zhatié k'éé edat'éh enahddhē nide naxets'é edahlí.
Dene Zhatié

Jii gwandak izhii ginjik vat'atr'ijahch'uu zhit yinothtan ji', diits'at ginohkhii.
Dinjii Zhu' Ginjik

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaq'luta.
Inuvialuktun

Inuktitut

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.
Inuinnaqtun

kīspīn kī nīṭawīhtīn ē nīhīyawīhk ōma ācimōwīn, tipwāsinān.
nēhīyawēwīn

Tɪjɕɔ yati k'èè. Dɪ wegodi newɔ dè, gots'o goneɗe.
Tɪjɕɔ

Indigenous Languages
request_indigenous_languages@gov.nt.ca

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Overview

Early childhood educators are valued professionals who have the knowledge, skills and attributes to provide high-quality early learning and care environments and nurture the development of young children in their care; supporting each child to establish a strong foundation for lifelong learning.

In the Northwest Territories, under the *Early Learning and Child Care Act* and *Early Learning and Child Care Regulations* everyone working with children in licensed centre-based facilities are required to obtain recognition of qualifications or provisional recognition of qualifications before starting work.

To obtain this recognition, or provisional recognition of qualifications you must complete an *Application for Early Learning and Child Care Recognition of Qualifications* form and submit supporting documentation to the Department of Education, Culture and Employment before you start work.

This guide will help you understand the application process and requirements.

It is your responsibility to ensure that you have the proper documentation to work in a licensed centre-based early learning and child care facility and that your recognition of qualifications is up to date.

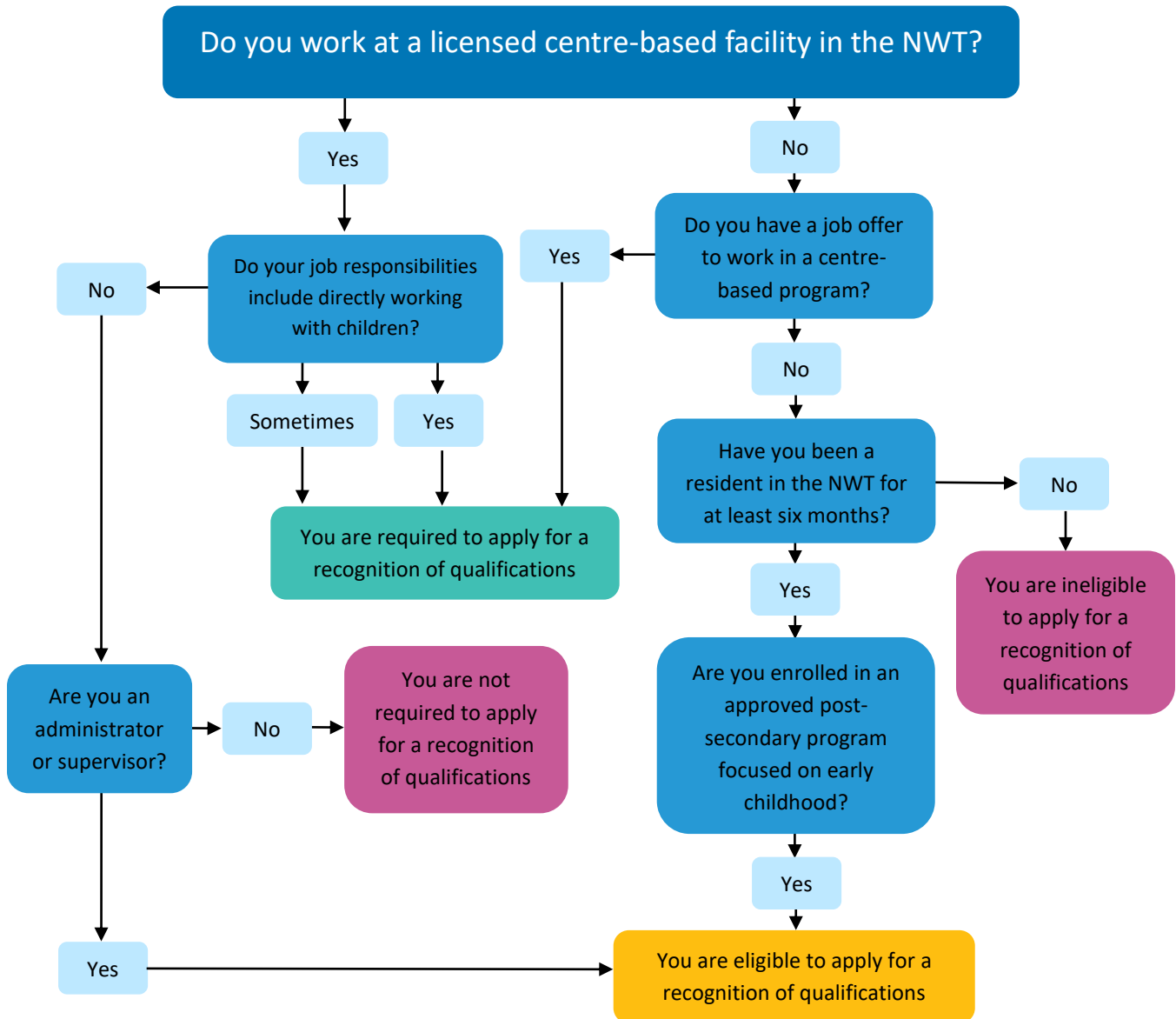
The Government of the Northwest Territories, Department of Education, Culture and Employment issues the following recognition of qualifications (SCHEDULE C):

Item	Qualification	Requirements
1.	Level 4	<ul style="list-style-type: none"> four-year bachelor degree program from an approved institution as defined in subsection 1(1) of the <i>Student Financial Assistance Regulations</i>; and educational materials of degree program primarily deal with issues of early childhood
2.	Level 3	<ul style="list-style-type: none"> two-year diploma program from an approved institution as defined in subsection 1(1) of the <i>Student Financial Assistance Regulations</i>; and educational materials of diploma program primarily deal with issues of early childhood
3.	Level 2	<ul style="list-style-type: none"> one-year certificate in early learning and child care from an approved institution as defined in subsection 1(1) of the <i>Student Financial Assistance Regulations</i>
4.	Level 1	<ul style="list-style-type: none"> NWT Early Childhood Essentials Course and sufficient experience in a licensed early learning and child care facility as determined by the Director; or equivalent combination of relevant professional learning and experience in a licensed NWT early learning and child care facility as determined by the Director
5.	Level A	<ul style="list-style-type: none"> unrecognized experience or education;

Who can apply

Who is required to apply: The *NWT Early Learning and Child Care Regulations*, Section 73(1)¹ outline who is eligible to apply.

The chart below can help you determine if you will need a recognition of qualifications before you start working in an NWT licensed early learning and child care facility.



¹ Section 73. (1) A person is eligible to apply to be recognized as having an early learning and child care qualification where the person (a) is an individual; (b) meets the requirements set out in Schedule C for a specific class of qualification; and (c) meets one of the following requirements: (i) the person (A) has been a resident of the Northwest Territories for at least six months prior to the date of application, (B) is a student of a post-secondary institution in the Northwest Territories recognized by the Director, and (C) is engaged in studies where the educational material primarily deals with issues of early childhood, (ii) the person is currently employed in an early learning and child care facility or has an offer of employment from an early learning and child care facility.

Application process

Complete your application form by printing it off or filling it out on your computer.

If you are a new applicant and have not previously received a recognition of qualification certificate from the Government of the Northwest Territories, use the Application for New Early Childhood Educator Qualification Assessment form.

If you are not a new applicant and require an update to your Northwest Territories recognition of qualification certificate please use the Application for Early Childhood Educator Qualification Renewal or Update to Information form.

You can review the instructions on using fillable PDF forms below or online here:

[instructions for using a fillable pdf form.pdf \(gov.nt.ca\)](https://www.gov.nt.ca/instructions-for-using-a-fillable-pdf-form.pdf)

Required supporting documents

Do not include documents that are not requested – they will not be considered.

New Qualification Assessment

The following documents must be included with new application:

- ☐ Qualification Document(s)
- ☐ Identification Documents
- ☐ Eligibility Document(s)

1. Qualification documents. One of the following:

- Level A – If you have not completed an early childhood related program at an approved post-secondary institution, the NWT Early Childhood Essentials, or have extensive professional learning in early childhood.
 - No supporting documents are needed.
- Level 1 – If you have completed the NWT Early Childhood Essentials or have extensive professional learning and experience in early childhood but have not completed an early childhood related program in an approved post-secondary institution.

Submit one of the following:

- NWT Early Childhood Essentials certification of completion

OR

- Completed [professional learning form](#) and supporting documents for all listed courses.
- Level 2, 3, 4 - If you have completed a certificate in early learning and child care or a diploma or degree where the educational materials deal with issues of early childhood at an approved post-secondary institution.

Submit official transcripts issued from your post-secondary institution.

- To find out if your post-secondary institution is approved, please refer to the [Master List of Designated Educational Institutions](#).
- If your current legal name is different than the name on your transcripts, submit supporting documentation (i.e., government-issued marriage certificate, divorce certificate or papers, birth certificate, court document name change order, or other government issued documents) that verifies your change in name.
- All transcripts submitted with your application must be in English or French. If your transcripts are in a different language, you must provide a notarized translation.

2. Identification documents.

- Two photocopies of government issued identification.
- Acceptable types of identification may include: driver's license or learner's license, general identification card, birth certificate, status card, health care card, court order with court seal and date of birth, Canadian or foreign passport, Canadian permanent residency card, or Government of Canada Citizenship card.

3. Eligibility documents.

Submit one of the following:

- A letter from an NWT licensed centre-based early learning and child care facility confirming your job offer, start date, title, and responsibilities.

OR

- A letter from an NWT approved post-secondary institution confirming your enrollment status in an early childhood related education program.

Change of information

If you have a valid Early Learning and Child Care Recognition of Qualifications, you can apply at any time to update your information if there have been any changes.

For applicants who have had changes in their information, the following documents must be included with the application form:

1. Update to qualification. Submit one of the following:
 - Official transcripts issued from your approved post-secondary institution.

OR

 - Certification of completion for the NWT Early Childhood Essentials.
2. Update to employment. Submit the following:
 - A letter from an NWT licensed centre-based early learning and child care facility confirming your job offer, start date, title and responsibilities.
3. Update to legal name
 - Submit supporting documentation (i.e., government-issued marriage certificate, divorce certificate or papers, birth certificate, court document name change order, or other government issued documents) that verifies the change in name.
4. Update to contact information
 - Email elcc_educator_certification@gov.nt.ca to update your contact information with the Department of Education, Culture and Employment.
 - The subject line should be *"UPDATE: contact information"* please provide your full name, place of work and the contact information you are updating in the body of the email. You may be asked to submit supporting documentation.

Renewal or replacement

You are responsible to make sure your recognition of qualifications is up to date. This includes making sure you are applying for renewal before it expires. It is encouraged to submit a renewal application three months before your recognition of qualifications expires.

If your recognition of qualifications expires, you will not be eligible to work with children in an NWT licensed early learning child care facility until your recognition of qualifications is renewed.

For applicants who are renewing or require another copy of their certification, complete the application form and check the box for renewal or replacement. If there are **no** changes to your information, no supporting documents are required with the application. If there are changes to information, refer to the supporting documents required for [change of information](#) above.

How to apply

If you have questions or need advice in preparing your application, contact us at elcc_educator_certification@gov.nt.ca or phone 867-767-9354 ext. 71277.

- Fill out the relevant form:

- [Application for New Early Childhood Educator Qualification Assessment form](#)
- Application for Early Childhood Educator Qualification Renewal or Update to Information
- Gather the [required supporting documents](#).
- Submit your completed application and supporting documents:
 - Online: [Submit using Filedrop](#) - Before submitting your application and supporting documents please read on [how to submit files using a secure file transfer email](#)
 - In person by appointment: Monday to Friday from 8:30 am to 5 pm – Contact us at the information above to schedule an appointment in Yellowknife
 - Mail: ELCC Educator Certification, Education, Culture and Employment, Government of the Northwest Territories, P.O. Box 1320, Yellowknife, NT X1A 2L9

Deadlines

Applications are accepted throughout the year.

Application processing time and outcomes

Applications are reviewed in the order they are received and can only be assessed once all required documentation is submitted. The Government of the Northwest Territories, Department of Education, Culture and Employment will review to ensure applications are complete before proceeding with the assessment.

If your application is incomplete or if it is determined additional information is required, applicants will be contacted by email from elcc_educator_certification@gov.nt.ca. Once your application is complete, it will be assessed to determine your recognition of qualification.

Applicants will be notified by email with the application decision within four to six weeks after all required documents are submitted:

- If your application is approved, you will receive a letter to sign and return to elcc_educator_certification@gov.nt.ca within 30 days. Once the signed letter is received, your results will be issued by email to the address on your application form. If you disagree with the decision made regarding your approved application, you may request an appeal.
- If your application is denied, you will receive a letter explaining the decision. You may request an appeal if you wish to dispute the decision.

Appeal process

Applicants can appeal a decision on their application as outlined in Section 77 of the *Early Learning and Child Care Regulations*.

1. To request a review, applicants must submit a request by email to elcc_educator_certification@gov.nt.ca **within 30 calendar days** of receiving their notice of assessment. The request should contain the following subject line “*APPEAL ADM LEVEL: Early Learning and Child Care Recognition of Qualifications*” the body of the email must clearly state why you think your application was incorrectly assessed and what Recognition of Qualifications you think you should have received. Please include your full name. You may be asked to resubmit your application and supporting documents.

The request will be shared with the Assistant Deputy Minister who will review the appeal and respond with a letter stating your Recognition of Qualification decision within 15 calendar days after completing the review.

2. Applicants can request a further review by the Deputy Minister. This request must be submitted **within 30 calendar days** of receiving the Assistant Deputy Minister’s decision. This request will once again be submitted by email to elcc_educator_certification@gov.nt.ca and should contain the following subject line “*APPEAL DM LEVEL: Early Learning and Child Care Recognition of Qualifications*”. You must include the letter you received from the Assistant Deputy Minister in addition to why you think your application was incorrectly assessed and what recognition of qualifications you think you should have received. Please include your full name. You may be asked to resubmit your application and supporting documents.

The Deputy Minister’s decision is final and will be communicated within 15 calendar days after completing the review.