

CLASSIFICATION AS A CHILD CARE WORKER APPLICATION



Early Learning and Child Care

IMPORTANT: This form should not be completed in your web browser.

To use all features of the form:

1. Right-click the link and select **"Save link as"** to download it to your computer.
2. Open the file using **Adobe Acrobat Reader**. You can download Adobe Acrobat Reader for free at <https://get.adobe.com/reader/>.

Important Information

The application processing time is four to six weeks.

If you are under 18 years of age, your Application for Classification will not be processed until you have been offered employment in a licensed child care facility. Notification of your employment will be provided to the Early Learning and Child Care Division on your behalf by the child care facility. **All child care workers will be subject to a Criminal Record check and a Child Abuse Registry check upon employment in any child care facility.**

Disclaimer: Please be aware that any changes/additions to your demographic information (names and addresses) made on this application will update any and all other files in your name with the Early Learning and Child Care Division (qualifications, subsidy, licensing, etc.).

This personal information is being collected under the authority of [The Community Child Care Standards Act](#). It will be used by the Department of Education and Early Childhood Learning to determine an applicant's eligibility for classification as a child care worker and for administrative purposes, including contacting you for purposes related to your classification as a child care worker. Your personal information will not be used or disclosed, except as authorized by law. Personal information is protected by [The Freedom of Information and Protection of Privacy Act](#). If you have any questions about the collection, use, and disclosure of this personal information, please contact the Early Learning and Child Care Division at 204-945-0776 or, toll free, at 1-888-213-4754.

Full Legal Name (as it appears on ID)

Last Name First Name(s) Middle Name

Previous Name(s)

Last Name First Name(s) Middle Name

Last Name First Name(s) Middle Name

Date of Birth (YYYY/MM/DD) Please select your gender. In what language would you like us to correspond with you?

Mailing Address

PO Box # and Group # (if applicable) Unit/Apt/Suite # Building/House # How would you like to receive your correspondence?

Street Name Street Type City/Town/Municipality Province/Territory Postal Code

Phone Number Fax Number Email Address (Your assessment will be emailed to you.) I do not have access to email.

Voluntary Information

The following information you provide is **voluntary**. This information may be used by the Early Learning and Child Care Division and the Department of Education and Early Childhood Learning to support program planning and statistical analysis.

Aboriginal Status What official language is spoken most frequently in your home?

If aboriginal status selected is "Status on Reserve" or "Status off Reserve", please enter band name.

Band Name

Declaration of Visible Minority Highest Education Level Achieved

Classification Information

Please select the appropriate box and provide the necessary documentation with this application that is listed below each section.

Child Care Assistant (CCA): Apply for this category if you do not have ECE specific education.

- One piece of Government issued Photo ID with a valid Manitoba address or two pieces of ID to confirm your name and address.
- If you are under the age of 18, please enclose a letter of employment from your child care centre.

Early Childhood Educator (ECE) II OR ECE III: Apply for this category if you have ECE II or III-related education.

- Transcripts of ECE II or III-related education. Pictures are acceptable. Transcripts must indicate that you have graduated.
- One piece of government issued photo ID with a valid Manitoba address or two pieces of ID to confirm your name and address.

Educational Review—Only available to those with Manitoba residency.

- For those with education from Quebec, New Brunswick, Nunavut, or the Northwest Territories or for those applying with education from outside of Canada.
- Two pieces of government ID to verify your full legal name and address.
- Photocopies or pictures of ECE related transcripts. Transcripts must indicate that you have graduated. If your transcript is in a language other than English or French, you must provide a notarized translation. You may require a credential assessment report from IQAS or WES.

Canadian Free Trade Agreement (CFTA)

For those applying from Alberta, British Columbia, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Saskatchewan, or the Yukon, if you do not have a certificate, you will undergo an Educational Review.

- Please attach a copy of your certificate and two pieces of Government ID to verify your full legal name and address.

Upgrade Classification: Apply for this category if you currently hold a CCA or ECE II.

- Transcripts of ECE-related education. Pictures are acceptable. Transcripts must indicate that you have graduated.
- Photocopy of name change certification, if the name on your transcript is different from your current name.

Reissue Certificate: Please indicate a reason for reissue below.

Name change: Photocopy of name change certification or one piece of government issued photo ID.

Lost: Photocopy of one piece of government issued identification with your current full name and address.

Education Level Country of Education If Canada, select province or territory

Educational Institution Type of Program Delivery Course or Training Program Graduation Date

Declaration

I declare that the statements made and the information submitted on this application for classification are true. I understand that a certificate indicating my level of classification may be canceled or suspended if I have made false statements or submitted false information.

Signature

Date

Submit Instructions

Save the completed application. Submit the application and supporting documents by email to cdccertificate@gov.mb.ca. Alternatively, you can print, complete, scan, and then email the form. If you are unable to email your application form, send it by mail to 210-114 Garry Street, Winnipeg, MB R3C 4V4, or by fax at 204-948-2625.

For additional information, contact: Child Care Information Services

Phone: 204-945-0776 Toll free: 1-888-213-4754 Fax: 204-948-2625

Website: www.manitoba.ca/childcare

Email: cdccertificate@gov.mb.ca