



Defining a Profession

2011-2012 Annual Report





“The work you do every day reminds me of a quote by Walt Disney, who said ‘You can design and create, and build the most wonderful place in the world. But it takes people to make the dream a reality.’”

- Message from the Honourable Lauren Broten, Minister of Education (page 15)

Message from the President

I am delighted to present you with this year's Annual Report and its theme, Defining a Profession. The College of Early Childhood Educators is paving the way for professional excellence among early childhood educators. Our membership continues to grow and our profession remains accountable to the public and committed to the highest standards.

We are focused on our continued growth and fostering relationships with members, employers, partners and stakeholders. In April 2012, Council members conducted a strategic planning exercise and produced mission, vision and values statements along with five key priorities for 2012-2015. This process was a productive end to the College's foundational era and will guide our direction in the next few years.

This year the College issued its first Professional Advisory on the use of the protected titles "early childhood educator" and "registered early childhood educator" and the professional designation RECE. The Advisory, available on the College's website, was distributed to members and to over 5,000 employers across the province.

The College also collaborated with the Ministry of Training, Colleges and Universities on updating program standards for the Early Childhood Assistant, Early Childhood Education and Early Childhood Education - Resource Teacher programs offered in the Ontario Colleges of Applied Arts and Technology (OCAATs). When the revised program standards are released, they will reflect, among other things, the establishment of the College and the ethical and professional standards for RECEs.

In June 2012, Council members approved a plan to develop a Continuous Professional Learning (CPL) program to ensure that members remain current in their knowledge, skills and professional values. The eventual implementation of a CPL program will fulfill the College's legislative duty under the *Early Childhood Educators Act, 2007* to provide for the ongoing education of members.

The College continues to remain transparent about its practices and decision-making through the Publication and Disclosure Policy and related amendments to General By-law No. 1.

I would like to thank College Council members and staff for their hard work this year. I also want to express my gratitude to our partners and stakeholders for their support and collaboration. We will continue our efforts to define the profession of early childhood education in Ontario. I look forward to seeing this happen.



Lois Mahon, RECE

Lois Mahon, RECE





Message from the Registrar & CEO

The College was hard at work over the last fiscal year defining the profession of early childhood education in Ontario.

In the winter of 2012, we invited members, employers, parents, partners and stakeholders to provide input as part of a strategic planning exercise. Council identified and considered themes to develop a mission, vision and values for the College along with five key priorities for the next three years. You can find these important pieces of work in this report and on the College's website.

The College aims to remain fair in its registration practices and received an excellent report from the Office of Fairness Commissioner (OFC) in January 2012. We were recognized for implementing the majority of the OFC's recommendations even before its assessment was published. The report is available on the OFC's website.

College staff completed the first phase of a two-year outreach plan, publishing five new pamphlets to address common questions about the College and provide more information about what it means to be an RECE in Ontario. Staff and Council members also reached out to the sector by conducting 69 presentations across the province, engaging over 2,700 members, employers, partners and stakeholders.

The College held its first four disciplinary hearings. To prepare, the Complaints and Discipline Department solidified the Rules of Procedure and trained members of the Complaints Committee, the Discipline Committee and the Fitness to Practise Committee on their roles and responsibilities. The Committees demonstrate to the public how they hold members accountable by ordering the publication of the summary of their decisions and any penalties imposed in the College's publication, *Member Newsletter*. Further transparency is evident when their decisions are published on the College website.

The College ended its year on sound financial footing. As of June 2012, over 38,000 Certificates of Registration were issued and members were renewing their memberships at a rate of 94 per cent.

The 2012-2013 fiscal year looks to be an exciting time, with Council elections in April 2013 in five districts. I hope to meet more of our members as the year progresses to discuss the College's role in protecting the public interest and promoting professionalism.

A handwritten signature in black ink that reads "S.E. Corke".

S.E. Corke

College Council

The College is governed by a Council of 24 members who oversee policy directions and administration of College affairs. Council and its committees make decisions related to entry to practise requirements, ethical and professional standards, professional misconduct, incompetence and incapacity. Of the 24 Council members, 14 are RECEs elected by College members and 10 are publicly appointed by the Lieutenant Governor-in-Council.

New Public Appointees

This year, the College welcomed four new public appointees: Rosemary Fontaine, Bruce Minore, Larry O'Connor, and Ron Wideman. The College would like to thank and express gratitude to Brigitte Berneche, Delora Deravi, Yonglee Ha and Janette Pelletier, who completed their terms on Council as publicly appointed members.

Upcoming Election of Members to Council

In 2013, the College will hold its third election of members to Council. Nominations are open in five of the College's eight electoral districts: Districts 3, 4, 5, 7 and 8. Voting takes place in April 2013 and election results will be available on the College's website in May 2013.

Current Council members have shared their nomination and election experience with potential candidates on video, to build awareness about the process and encourage other members of the College to get involved.

Starting in 2013, elections will be staggered each year so that members from all eight districts are not elected at the same time. For more information about elections, please visit the College's website.



College Council

Back row, left to right: Richard (Dick) Winters RECE; Ron Wideman; Anna Baas-Anderson RECE; Larry O'Connor; Nerene Virgin; Heather Yeo RECE; Bruce Minore; Eugema Ings RECE.

Middle row, left to right: Rosemary Sadlier; Barbara Brown RECE; Vera Niculena (Nici) Cole RECE; Valerie Sterling RECE; Christine Forsyth; Carol Crill-Russell; Roxanne Lambert RECE; Lisa Lamarre RECE.

Front row, left to right: Susan Quaiff RECE; Linda Cottes RECE; Lois Mahon RECE (President); Susan (Darlene) Edgar RECE (Vice-President); Ann Robichaud-Gagné; Rosemary Fontaine.

Absent: Sophia Tate RECE

2011-2012 Committee Reports

Council committees play a vital role in carrying out the work of the College. Elected and appointed Council members and non-Council committee members sit on these committees. Statutory committees are mandatory according to the *Early Childhood Educators Act, 2007* (the ECE Act). Non-statutory committees provide recommendations and are established as needed according to the Committees By-law No. 11.

Statutory Committees

Executive Committee

The Executive Committee held regular meetings and five special meetings to deal with confidential matters.

The Committee engaged in policy discussions. It recommended to Council the Publication and Disclosure Policy and, with the support of the Ministry of Education, the Committee began the design of a continuous professional learning pilot focused on leadership for RECEs, which is scheduled for launch in September 2013. Lastly, it recommended the College's first professional advisory statement on the use of the professional designation RECE and EPEI (in French) and the protected titles "early childhood educator and "registered early childhood educator" (and French equivalents) to Council.

The Executive Committee approved the College's financial statements and recommended a budget for the upcoming fiscal year. It also facilitated the development of the College's mission, vision, values and strategic priorities for the next three years.

Complaints Committee

The Complaints Committee conducted six panel deliberations and reviewed 19 formal complaints issued against members. It took no further action on two cases and after additional investigation of five cases, decided not to take any further action. Four cases resulted in cautions, while eight were referred to the Discipline Committee.

The Complaints Committee also met five times to discuss policy matters and to explore the possibility of creating and adopting a formal Alternative Dispute Resolution process.

Discipline Committee

The Discipline Committee met four times to approve policies on the use of Independent Legal Counsel and the delivery of public reprimands. It also received extensive training on conducting hearings and approved the use of its Rules of Procedure.

In addition to its general meetings, the Discipline Committee conducted its first four disciplinary hearings. As a result of the hearings, one member's Certificate of Registration was revoked, two members were suspended and one member was reprimanded.

Fitness to Practise Committee

The Fitness to Practise Committee met twice to approve policies similar to those approved by the Discipline Committee. The Fitness to Practise Committee did not conduct any hearings.

Registration Appeals Committee

The Registration Appeals Committee met nine times and received 53 requests for review. Of the 49 reviews conducted, 48 resulted in the Committee directing the Registrar to refuse to issue a Certificate of Registration and one was adjourned. Two applicants withdrew their requests for review, which were initially adjourned during the previous fiscal year. One became a member after submitting additional information and the other one accepted the Registrar's refusal of registration.

Non-Statutory Committees

Election Committee

The Election Committee met to receive training. The Committee also reviewed Regulation 222/08, recommendations made by the past Election Committee, Election By-law No. 7 and the Committee's Terms of Reference.

On the recommendation from past Committee members, the Election Committee determined it would utilize the College's website, newsletters and e-blasts to encourage member participation in future elections.

Nominating Committee

The Nominating Committee met once to consider recommendations for four vacancies of appointed members and two chair positions for the College's

statutory and non-statutory committees. As a result of its deliberation, the Nominating Committee made recommendations to Council to appoint a public member to each of the following: the Discipline Committee, the Fitness to Practise Committee, the Election Committee and the Standards of Practice Committee. One member was also to be appointed as Chair of the Fitness of Practise Committee and another member was to be appointed as Chair of the Election Committee.

Registration Committee

The Registration Committee met four times to discuss important policies related to the registration and renewal of members. The Committee considered the legislation that guides the registration process and the possibility of a post secondary pre-service quality assurance program. The Committee also reviewed the Approved Post Secondary Programs List and application forms and guides.

The Committee reviewed the report from the Office of the Fairness Commissioner for its transparency on registration practices. In collaboration with College staff, it created new products and services for College members including customized application forms and guides, Wall Certificates of Registration and a walk-up station at the College's office. Members who recently entered the workforce were also surveyed to give input regarding career transitions.

Standards of Practice Committee

The Standards of Practice Committee met seven times in person and by teleconference throughout the year. The Committee explored how the development and implementation of an ongoing education program would fulfill the College's primary duties outlined in the ECE Act. It reviewed and considered the vision, guiding principles and components for such a program.

The Committee also discussed the development of new resources to assist members, employers and stakeholders in understanding how the Code of Ethics and the Standards of Practice should guide the everyday practice of RECEs.

In June 2012, Council approved the Committee's recommended proposal for the development, consultation and initial implementation of a Continuous Professional Learning (CPL) program for members.



2011-2012 Accomplishments

Administration

- Assisted Council in developing the College's mission, vision and values.
- Hosted roundtable consultations with registered early childhood educators (RECEs) and sector stakeholders across the province to help inform Council as it established its strategic priorities for 2012-2015.
- Conducted a risk assessment exercise with Council and created a Risk Management Plan for the College.
- Participated in the Ministry of Training, Colleges and Universities (MTCU) program standards review.
- Issued the College's first professional advisory for members and the public on the use of the protected titles "early childhood educator" and "registered early childhood educator" and professional designation RECE.
- Improved customer service through enhancements to the College's phone system.
- Created the Publication and Disclosure Policy and related amendments to General By-law No. 1.

Registration and Member Services

- Reached over 38,000 Certificates of Registration issued.
- Issued a Wall Certificate of Registration to new and renewing members beginning in January 2012.
- Created new application forms and guides to reflect the needs of applicants with different educational backgrounds.
- Implemented a walk-up support station for applicants and RECEs at the College's office.
- Received an excellent review from the Ontario Fairness Commissioner for transparent, objective and impartial registration practices and promptly implemented several recommendations for increased service to applicants.
- Surveyed a sample of members to learn about their entry to practise experiences and early career transitions.

Professional Practice

- Held 69 outreach presentations for over 2,700 stakeholders including applicants, members, employers, government representatives, parents and the public.

- Conducted the College's first case study writing workshop with members to develop future educational resources to assist members in reflecting and applying the Code of Ethics and the Standards of Practice.
- Gained approval from Council to begin developing a Continuous Professional Learning (CPL) program and initiated the design of a Leadership Pilot project that will focus on building leadership capacity in the profession.
- Created a support email for members and the public, practice@collegeofece.on.ca.

Communications

- Published three *Member Newsletters* in November 2011, March 2012 and June 2012.
- Published College's third *Annual Report* in December 2011.
- Held the Annual Meeting of Members and posted a video recording of the meeting on the College's website.
- Distributed an Employer Bulletin and informed over 5,000 employers across Ontario about the Professional Advisory on the use of the protected titles "early childhood educator" and "registered early childhood educator" and the professional designation RECE.

- Published five informational pamphlets: *About the College of Early Childhood Educators*, *Becoming an RECE in Ontario*, *Ethical & Professional Standards for Early Childhood Educators*, *How to File a Complaint*, and *Responding to a Complaint*.
- Communicated news and information regularly to members by e-mail and to the public on the website.

Complaints and Discipline

- Helped resolve seven inquiries at intake and investigated 40 formal complaints.
- Organized training for the Complaints Committee, Discipline Committee and Fitness to Practise Committee members on their roles and responsibilities.
- Established a staff role to assist with hearings and decision writing.
- Solidified Rules of Procedure of the Discipline Committee and of the Fitness to Practise Committee.
- Summarized Complaints Committee and Discipline Committee Decisions in the *Member Newsletter* for educative purposes.



Independent Auditors' Report

To the Council of the College of Early Childhood Educators,

We have audited the accompanying financial statements of College of Early Childhood Educators, which comprise the statement of financial position as at June 30, 2012 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether

due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of College of Early Childhood Educators as at June 30, 2012, and its results of operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Crowe Soberman LLP

CROWE SOBERMAN LLP

Chartered Accountants
Licensed Public Accountants
Toronto, Canada
October 11, 2012

Contact the College if you would like a copy of the full report.

Statement of Financial Position

At June 30	2012	2011
ASSETS		
Current		
Cash and cash equivalents	\$ 4,004,451	\$ 2,284,073
Accounts receivable	32,820	91,836
Prepaid expenses and sundry	84,401	73,541
	4,121,672	2,449,450
Equipment and leaseholds	1,128,159	1,367,254
	\$ 5,249,831	\$ 3,816,704
LIABILITIES		
Current		
Accounts payable and accrued charges	\$ 268,668	\$ 248,783
Deferred revenue	3,121,884	2,640,225
	3,390,552	2,889,008
Lease inducement	52,293	59,729
	3,442,845	2,948,737
Commitments		
NET ASSETS		
Net assets invested in equipment & leaseholds	1,128,159	1,367,254
Unrestricted net assets (deficiency)	678,827	(499,287)
	1,806,986	867,967
	\$ 5,249,831	\$ 3,816,704

On behalf of the Board

Member



Member



Statement of Operations

Year ended June 30	2012	2011
Revenue		
Registration and application fees	\$ 5,481,130	\$ 4,934,178
Other income	27,340	-
Interest income	20,980	1,307
	5,529,450	4,935,485
Expenses		
Salaries and benefits	2,242,348	1,808,150
Rent	673,246	625,640
Professional fees	312,359	520,772
Consulting services	191,412	190,046
Projects	161,089	346,502
Courier and postage	141,655	93,970
Committee meetings	109,137	94,835
Credit card fees	87,896	73,810
Computer supplies	82,003	52,315
Council meetings	76,703	62,980
Printing and graphic design	56,897	40,013
Office and general	49,886	33,142
Telephone	37,430	27,833
Communication and marketing	32,022	125,595
Translation	29,004	28,561
Bank charges	16,073	21,383
Insurance	13,123	13,049
Office equipment	12,619	8,762
Repairs and maintenance	8,968	8,234
Council - communication / outreach	-	13,143
Amortization	256,561	206,220
	4,590,431	4,394,955
Excess of revenues over expenses	\$ 939,019	\$ 540,530

College Vision, Mission & Values

In 2011, Council set out an objective to define strategic priorities and create mission, vision and values statements for the College.

In preparation for that work, Council participated in a full-day risk assessment exercise that contributed to their understanding of the current state of the College's resources and possible future challenges. In addition, staff prepared a brief scan of the regulatory and early learning and care sectors.

Council requested that College staff hold a series of stakeholder roundtables on strategic priorities, and engage members in a survey to receive their input. Over 3,500 members participated in the survey.

With research and input from members, employers, parents, partners and stakeholders, Council took part in a 1.5 day facilitated workshop that culminated in strategic priorities for 2012-2015 and the following statements.

Strategic Priorities for 2012-2015

- Strategic Priority One** Implement a comprehensive post secondary pre-service quality assurance mechanism.
- Strategic Priority Two** Implement a continuous professional learning (CPL) requirement that both supports member competency and encourages a culture of life-long learning.
- Strategic Priority Three** Implement a member engagement strategy which will lead towards a shared professional responsibility for practice excellence.
- Strategic Priority Four** Implement an information strategy to strengthen public knowledge and understanding of how the College protects the public interest.
- Strategic Priority Five** Strengthen and build relationships to enhance the reputation of the College.

Vision

The College Council agrees that they see a future in which the College's role is so broadly recognized that:

All members of the profession accept responsibility for practice excellence

Mission

The Mission is clear from the *Early Childhood Educators Act, 2007*, which is unequivocal about the purpose of the College and the functions it must perform:

The College of Early Childhood Educators regulates the profession of early childhood education in the public interest

Values

Council believes in the following values to guide its work:

- Diversity, Inclusiveness and Accessibility
- Fairness
- Forward Thinking
- Governance and Administrative Excellence
- Respect
- Transparency and Accountability

The Year Ahead: 2012-2013

The College anticipates membership growth for 2012-13, with a conservative projection of 43,000 Certificates of Registration issued by June 2013. This places the College among the largest professional self-regulatory colleges in Ontario. Such rapid growth has challenged our administrative infrastructure and 2012-2013 will see some growth in staffing and the appointment of a new Deputy Registrar.

Member surveys tell us our registered early childhood educators (RECEs) work in a variety of professional settings and one of our important challenges is to get to know our members better and to improve two-way communication. Given the membership size, this means improving our electronic communications while still trying to meet as many RECEs as possible face-to-face. We learn a great deal from field visits and member surveys. For instance, we have benefited from valuable insight into how RECEs think the College should focus its energy and resources and our governing Council has taken this information to heart in establishing its 2012-2015 strategic priorities.

Staff of the College's Professional Practice Department will once again be travelling around the province, this time to seek members' input on the development of a Continuous Professional Learning (CPL) program, one of Council's strategic priorities. We are interested in hearing the extent to which RECEs value staying up to date in their field, and the ways in which they currently accomplish their ongoing learning. As part of the CPL program development, the College hopes to make available a Leadership Pilot program in September 2013. More information will be available in future newsletters and on the website.

Other important work in 2012-2013 includes working with the Ministry of Education in their five year review of the ECE Act. We will be interested to see how our stakeholders have viewed the implementation of the ECE Act and the formation

of the College. We will have some suggestions of our own on how to improve our ability to administer the regulatory framework. We have also been very supportive of the Ministry of Education's Modernization Agenda consultation and look forward to the results from the Ministry to inform the policy context for RECEs in Ontario. The College's submission is available on our website.

Our annual review by the Ontario Fairness Commissioner comes up in January 2013 and we expect to demonstrate that we are not only compliant but proactive in our efforts to reduce barriers to enter the profession.

We will continue to deliver presentations and workshops on the *Code of Ethics and Standards of Practice* and will utilise case studies from the field to engage members in considering what it means to be a professional and the judgement required to navigate the ethical dilemmas RECEs face on a daily basis. In this spirit of ethical awareness, College Council is working on a Code of Conduct to govern its decision making. We hope that this Code of Conduct will be completed in the spring of 2013.



2012 - 2013 Fiscal Year Outlook

College of Early Childhood Educators Operating Budget Year ending June 30, 2013

Revenue

Registration and application fees	\$ 5,354,092
Other	60,000
Interest income	25,000

Total Revenue **5,439,092**

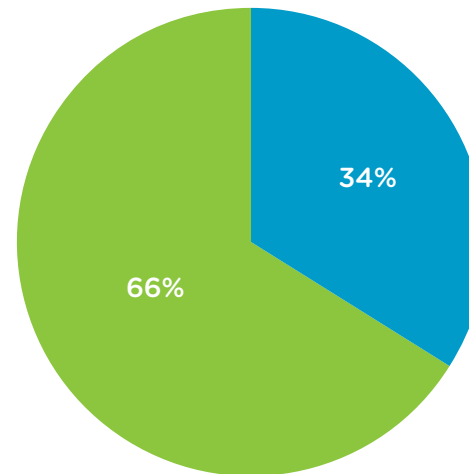
Expenses

Salaries and benefits	2,621,376
Rent	723,110
Professional services	331,570
Legal	400,000
Insurance	15,000
Graphic design and branding	15,423
Printing	101,153
Advertising and promotion	41,350
Translation services	32,774
Conferences and seminars	36,257
Recruitment costs	2,000
Professional development	52,000
Project material	15,510
Travel	172,055
Business meals	6,313
Fees and dues	7,486
Per diem	83,085
Catering	15,531
Postage and courier	89,318
Office expense	9,402
Office equipment	3,357
Equipment lease	9,142
Computer supplies	2,748
Software	80,370
Office supplies	48,697
Internet and telephone	37,510
Repair and maintenance	9,206
Bank and service fees	87,532
Depreciation expense	220,059

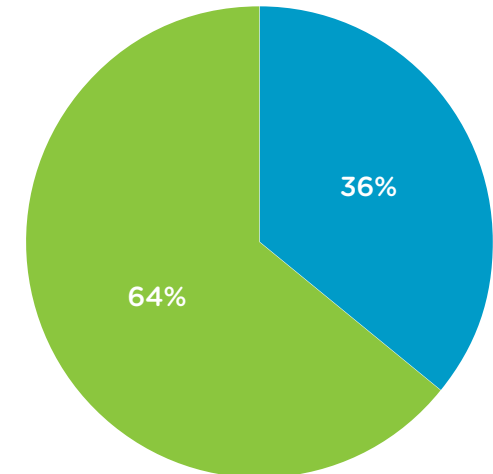
Total Expenses **5,269,336**

Excess (deficit) of revenue over expenses **\$ 169,756**

**Allocation of College Funds
2011/2012, Audited Actual**



**Allocation of College Funds
2012/2013, Budgeted**



- Administration and Management (HR, IT, finance, infrastructure and overhead)
- Services to Members

Message from the Honourable Laurel Broten, Minister of Education

Child care and early learning is truly a family affair. It's the ideal that we strive for in education – we know the value of highly engaged parents, and I believe that early learning can set the stage for that engagement. Early childhood educators make it look easy and natural, but I know that parent engagement is a purposeful part of your practice.

The work you do every day reminds me of a quote by Walt Disney, who said “You can design and create, and build the most wonderful place in the world. But it takes people to make the dream a reality.”

By putting children and their families first every day you are preparing our children for a successful future and turning dreams into reality. That is also what the Ministry of Education strives to do, with the help of our early learning partners, such as the College of Early Childhood Educators and each of the college members.

Now in your fifth year, the College continues to be the only self-regulating organization for early childhood educators in North America. The College's *Code of Ethics and Standards of Practice* illustrates a commitment to high quality education that provides parents and guardians confidence in the professionals that teach their children.

I also want to commend the College for beginning the development of a continuous professional learning program for registered early childhood educators. Ongoing professional learning is the key to keeping early childhood educators up-to-date on current education developments and continues your leadership in raising the status of your profession.

Our government shares your passion and commitment to providing children with the best start to their education. Full-day kindergarten, currently available at 1,700 schools across Ontario, is part of the government's plan to help Ontario's youngest learners get a strong start in kindergarten through Grade 3.

Early childhood educators are key partners in serving and teaching Ontario's children and we greatly value your commitment. Last year, as part of our Premier's Awards for Teaching Excellence, we wanted to publicly recognize the hard work that you do every day. So I was very pleased to present the very first Early Childhood Educator of the Year and Full-Day Kindergarten Team of the Year awards at this year's celebrations.

Our commitment to Ontario's children is ongoing and together as partners we will continue to provide them with a strong start to their education. Investing in our children today will benefit our entire province in the future. Thank you for your contribution and commitment to education excellence.



College of Early Childhood Educators

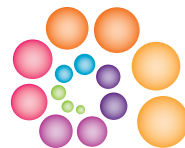
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