

## **COLLEGE OF EARLY CHILDHOOD EDUCATORS**

### **Policy regarding Unavailable Documents**

**(Approved June 15, 2016)**

#### **WHEREAS:**

1. Pursuant to section 7 of Ontario Regulation 221/08 (the “Registration Regulation”), made under the *Early Childhood Educators Act*, it is a registration requirement that an applicant has satisfied one of the educational and training requirements listed in that section;
2. The College requires that applicants demonstrate completion of the educational requirement by submission of original transcripts directly from the educational institution and, depending on the educational requirement, other documentation; and
3. Some applicants may be unable to obtain original documents for reasons beyond their control and the College wishes to provide them with an opportunity to submit suitable alternatives in accordance with this policy in order to have their qualifications assessed.

#### **The following policy is hereby approved by the College:**

1. An applicant who is unable to obtain documents to demonstrate completion of the educational requirement in the form required by the College must apply to the College in writing, setting out:
  - a. The reason that the applicant is unable to obtain the documents, which may include:
    - closure of the educational institution
    - documents have been lost or destroyed by the educational institution
    - the educational institution or government authority has refused to provide documents
    - there is a real risk of harm to the applicant and/or his or her family if the applicant attempts to obtain the documents
  - b. The efforts made by the applicant to obtain the documents. Absent risk of harm to the applicant and/or his or her family, the applicant should have exhausted all reasonable options for obtaining the documents, including contacting the educational institution, any successor to the educational institution, Ministry of Education, or equivalent government or other licensing authority.
2. The Registrar will determine if alternative documents will be accepted, based on the information provided by the applicant and any information in the possession of the College in relation to the educational institution.

3. Acceptable alternatives will depend in part on the circumstances of the applicant, but may include:
  - a. An official confirmation letter mailed directly to the College from the Ministry of Education or equivalent, or the educational institution or licensing authority that is now holding the records, which sets out the following information:
    - o credential obtained,
    - o name of program of study,
    - o graduation year, and
    - o length of the programand provides a photocopy of the transcript if available.
  - b. A sworn affidavit from the applicant and a photocopy of the transcript or diploma.
  - c. Affidavits from reputable third parties (such as professors or colleagues) with personal knowledge or expert knowledge relating to the applicant's circumstances, academic credentials or qualifications.
4. Alternative documentation must allow for a meaningful assessment of the applicant's program of study and satisfy the Registrar that the applicant has demonstrated completion of one of the educational requirements for registration in accordance with the Registration Regulation and the registration policies of the College.