

## Validation of Work Experience Form Guide

*This guide is intended to assist the validator complete the Validation of Work Experience Form.*

*The completed and signed validation form and additional documentation (if applicable) must be submitted directly to the College of Early Childhood Educators (the College) by the Validator. The College will not accept this form from the applicant.*

### General Information

- Complete all sections of the form. Mark N/A if not applicable.
- The College recommends that you keep a copy of the completed form for your records.
- Please be advised that the applicant may have access to this form.
- Incomplete forms will not be reviewed and will delay the processing of applicant's file.

### Definitions

- **Validator** of work experience means a qualified educator in his/her jurisdiction who has obtained his/her educational qualifications in early childhood education and who mentored or supervised the applicant's work in the practice of early childhood education. In Ontario, the Validator must be a member in good standing of the College of Early Childhood Educators. Outside of Ontario, the Validator must be able to practise the profession.
- **Applicant** means the individual who applied to the College for a Certificate of Registration.
- **Children** means all children from birth to age twelve within the context of their individual family, social, economic, cultural, linguistic, spiritual and developmental diversities.
- **Inclusive** – an approach to practice in early learning settings where all children are accepted and served within a program and where each child and family experiences a sense of belonging and no child or family is stigmatized or marginalized. Inclusion means bringing people in rather than excluding them in thought, word or deed. Inclusive practice provides equal learning opportunity and full participation in all aspects of the early learning program by all children.
- **Play-based** – an educational approach which builds upon children's natural inclination to make sense of the world through play, where early childhood practitioners participate in play, guiding children's planning, decision-making and communications, and extending children's explorations with narrative, novelty and challenges.
- **Professional designation** – registration granted by a regulatory or licensing body or equivalent required to practise a certain profession. For example, RECE (Registered Early Childhood Educator) is the professional designation for early childhood educators in Ontario.
- **Registration number or licence number** – unique member number issued to an individual who obtained membership with the College or another regulatory (licensing) body.

### Section 1 – Validator information

Provide your contact information, your employment information (job title, professional designation, registration number or licence number, if applicable), and your educational qualifications (name of your credentials, including major, and the name of the awarding post-secondary institution(s)).

*The College may contact you to verify or confirm the information contained in this form and related documents.*

## Section 2 – Validation of applicant’s work experience in the practice of early childhood education

This section has three parts:

1. Job title, duties and responsibilities, length of employment
2. Practice of early childhood education
3. Essential employability skills

You must complete all parts of this section. You may include additional relevant information such as: job description, performance appraisal form/ staff evaluation form, printed on company’s letterhead and signed by the applicant (the employee) and the director or equivalent.

### 1. Job title, duties and responsibilities, length of employment

**Full-time** means the applicant’s official status with her/his employer is full time or equivalent or the hours of work are equal to or greater than 30 hours per week.

**Part-time** means the applicant’s official status with her/his employer is part-time or the hours of work are less than 30 hours per week.

**Casual** means the applicant’s official status with her/his employer is on an as-needed basis, without a guaranteed fixed number of hours per week.

### 2. Practice of early childhood education

Practice of early childhood education means the planning and delivery of inclusive play-based learning and care programs for children to promote the well-being and holistic development of children.

The age groupings infant/toddler (0-30 months), preschool (30 months-6 years) and school age (44 months-13 years) are defined in the Ministry’s of Education *Child Care and Early Years Act, 2014*.

### 3. Essential employability skills

Essential employability skills, as defined in the most recent [Early Childhood Education Program Standard](#) approved by the Ministry of Advanced Education and Skills Development (formerly Ministry of Training, Colleges and Universities), are skills that are critical for success in the workplace, in day-to-day living, and for lifelong learning.

The chart below will help you answer the questions listed in Section 2 of the form - *Validation of applicant’s work experience in the practice of early childhood education*. If you answer “Yes” to the six questions listed in the form, provide examples about how and where the applicant has demonstrated each employability skill.

Skill category	Skill area observed by the validator	The applicant has reliably demonstrated the ability to:
Communication	<ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Speaking</li> <li>• Listening</li> <li>• Presenting</li> <li>• Visual literacy</li> </ul>	<ol style="list-style-type: none"> <li>1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</li> <li>2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.</li> </ol>
Numeracy	<ul style="list-style-type: none"> <li>• Understanding and applying mathematical concepts and reasoning</li> <li>• Analyzing and using numerical data</li> <li>• Conceptualizing</li> </ul>	<ol style="list-style-type: none"> <li>3. Execute mathematical operations accurately.</li> </ol>
Critical thinking and problem solving	<ul style="list-style-type: none"> <li>• Analysing</li> <li>• Synthesizing</li> <li>• Evaluating</li> <li>• Decision making</li> <li>• Creative and innovative thinking</li> </ul>	<ol style="list-style-type: none"> <li>4. Apply a systematic approach to solve problems.</li> <li>5. Use a variety of thinking skills to anticipate and solve problems.</li> </ol>
Information management	<ul style="list-style-type: none"> <li>• Gathering and managing information</li> <li>• Selecting and using appropriate tools and technology for a task or a project</li> <li>• Computer literacy</li> <li>• Internet skills</li> </ul>	<ol style="list-style-type: none"> <li>6. Locate, select, organize, and document information using appropriate technology and information systems.</li> <li>7. Analyze, evaluate, and apply relevant information from a variety of sources.</li> </ol>
Interpersonal	<ul style="list-style-type: none"> <li>• Team work</li> <li>• Relationship management</li> <li>• Conflict resolution</li> <li>• Leadership</li> <li>• Networking</li> </ul>	<ol style="list-style-type: none"> <li>8. Show respect for the diverse opinions, values, belief systems, and contributions of others.</li> <li>9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.</li> </ol>

**Section 4 – Validator’s signed confirmation**

You must submit the completed and signed form directly to the College within 30 days of receipt of this form.

The form and any additional relevant documentation, if applicable (job description, performance appraisal form), must be sent to the following e-mail address: [registration@college-ece.ca](mailto:registration@college-ece.ca).