

Reinstatement Guide

The College's Reinstatement Guide only applies to former members who are seeking to reinstate their Certificate of Registration in the following circumstances:

- It has been **less than three years** since the date on which the former member's Certificate of Registration was **suspended for failure to pay a fee or failure to provide information**.
- It has been **less than three years** since the date on which the former member **resigned** as a member of the College.

Important: *If you are a former member whose circumstances are not described above, see [the main reinstatement page](#) for information about next steps.*

What are the requirements for the reinstatement process?

Depending on a former member's circumstances, all of the following requirements must be met by a former member who wishes to reinstate their Certificate of Registration.

1. Complete and submit the [Reinstatement Form](#), with supporting documents as applicable
2. Be eligible to work in Canada
3. Submit payment of the applicable fees for reinstatement
4. Submit payment of the late penalty fee for not having paid the annual membership fee by the renewal due date
5. Satisfy considerations about issues potentially affecting practice

The Reinstatement Guide includes information about what these requirements are and how they are applied.

Reinstatement Guide

The guide is organized into the following sections. You are encouraged to read the entire guide in order. However, you may also click on any one of the links below to go to a specific section.

Requirement 1: Completing the Reinstatement Form.....	3
Section 1: Confirmation of Former Member’s Understanding.....	4
Section 2: Former Member Information	5
Section 3: Reinstatement Fees.....	8
Section 4: Eligibility to Work in Canada	9
Section 5: Issues Potentially Affecting Practice	11
Section 6: Acknowledgment	18
Requirement 2: Gathering Supporting Documents	20
Requirement 3: Paying the Reinstatement Fees	22
Submitting the Reinstatement Package	25
What Happens After You Submit Your Reinstatement Package.....	26
What Happens If You Do Not Submit Required Documents In A Timely Manner	28
What To Do If You Have More Questions	29

This Reinstatement Guide is for the Reinstatement Form that is valid until June 30, 2018. (Check the bottom of your Reinstatement Form for the validity date). This guide does not align with any other version of the Reinstatement Form.

Requirement 1: Completing the Reinstatement Form

The first requirement for the reinstatement process is to complete and submit the Reinstatement Form, along with supporting documentation as applicable.

Are you completing the correct version of the Reinstatement Form?

- **The correct version of the form is the version that is currently posted on the College's website.**
- Do **not** use any other version of the Reinstatement Form that you may have. The College does **not** accept versions of forms that are submitted after their expiry date.

Why does the College revise its forms?

- The College revises its forms in order to keep them up-to-date.
 - Changes in the field of regulation emerge that the College considers important to address in its operations. For example, in recent years, there has been a growing expectation for regulators to enhance clarity in their communications.
 - Changes are made to the College's regulatory activities and programs. For example, certain forms need to be updated now that the Continuous Professional Learning (CPL) program is mandatory for all members.
 - Issues emerge in the field related to professional conduct that the College has determined are important to monitor to help serve and protect children and families.
 - Stakeholders, including members, provide the College with feedback on its forms. The College appreciates the feedback and strives to incorporate the feedback wherever possible.

There are seven sections of the Reinstatement Form. This guide will provide information about each section, including instructions about what supporting documentation needs to be submitted along with your completed Reinstatement Form.

You can complete the Reinstatement Form electronically or in writing.

- **How to complete the form electronically**
 - Save a blank copy of the form to your computer.
 - Open the saved blank copy and enter your information in each section.
 - Save the completed copy.
 - Submit the completed copy to the College (instructions for how to submit your completed form are provided in the 'Submitting the reinstatement package' section of this guide).

- **How to complete the form in writing**
 - Print a blank copy of the form.
 - Write your responses in each section. Please use pen and write clearly and neatly.
 - Submit the completed form to the College (instructions for how to submit your completed form are provided in the 'Submitting the reinstatement package' section of this guide).

Important: You must complete each section in full. If any section is not completed fully, the reinstatement process will be delayed until you provide the completed form with supporting documents as applicable.

Section 1: Confirmation of Former Member's Understanding

The purpose of Section 1 of the *Reinstatement Form* is to confirm that you understand that:

- You are to provide truthful information in your Reinstatement Form and any supporting documents.

- There may be consequences for providing false or misleading information in your Reinstatement Form or in relation to your Reinstatement Form.

There are three statements. To confirm your understanding of the statements and agree to the terms of the Reinstatement Form, check the box for each statement. Also type/print your name and indicate the date. The College treats this entry as your signature.

Section 2: Former Member Information

In the first part of Section 2 of the Reinstatement Form, you must provide general information about yourself. The sections below provide information about how to complete each item in this section, as well as information about supporting documents that you may need to submit depending on your circumstances.

- **Last name, First name, Middle name(s)** – Provide your full last, first, and middle names.

Has your name changed since you last provided this information to the College?

- If your last or first name has changed, **you must submit both** of the following additional documents with your completed Reinstatement Form:
 - Sections 1, 2, and 6, completed in full, of the *Change of Information Form*, **and**
 - A copy of **one** of the following documents as proof of your name change:*
 - Marriage certificate
 - Change of name certificate that legally changed your name
 - Court order that legally changed your name

*The document you provide must include your previous name(s) **and** new name(s).

- **Common first name** – Provide your preferred first name. This is the name that you plan to commonly use as an RECE. The information is included on the [College's public register](#).
- **Registration number** – This is the unique, five-digit number assigned to your Certificate of Registration. It is also sometimes referred to as the College of Early Childhood Educators number (CECE#), or membership number. The number can be found on the College's public register.
- **Home address** – Provide your complete address including city, province/state, country, and postal code. Submission of an incomplete address may result in a failure to receive important information from the College.
- **Home telephone number** – Provide your complete and correct home telephone number, including area code.

- **Mobile telephone number** – Provide your complete and correct mobile (cell phone) number, including area code.
- Preferred e-mail address - Provide the current and correct e-mail address that you plan to most frequently use to receive communications from the College. Since the College may send you e-mails that contain your personal information, the e-mail address must be one that only you can access.
-

The purpose of the following part of Section 2 is to provide the College with some general information about your current employment.

Below is information about how to complete each item in this section of the Reinstatement Form.

- **Current employment status** – Select the nature of your job position.
 - If you select “unemployed”, leave the remaining questions in Section 2A blank.
 - If you select “employed”, you must answer all of the remaining questions in Section 2a.
- **Place of employment** – Provide your complete business name and address.
- **Business telephone number** – Provide your complete and correct business telephone number, including area code and extension (if applicable).
- **Business fax number** – Provide your complete and correct business fax number, including area code.

Section 2 also asks you to provide your preferences for your communications from the College. The College communicates with former members in different ways. Former members must provide information about their preferences related to communications from the College.

- **Preferred mailing address** - Indicate whether your preferred mailing address is your home or business address.
- **Preferred language of communication** - Select English or French according to your preference. You will receive documents and communication from the College in your selected language.

The last part of Section 2 asks you to provide certain information that the College collects for statistical purposes to enhance its understanding of the diversity of the College's membership and of other issues related to the profession (e.g., workforce composition). The College may share aggregate information with third parties. The College will not share individual information unless required by law.

- **Gender** – Check the box that best corresponds to your gender. The College's by-laws require that former members provide this information to the College.
- **Indigenous heritage** – Check this box if you self-identify with Indigenous heritage. It is optional for former members to provide this information to the College.
- **Francophone** – Check this box if you consider yourself to be Francophone. It is optional for former members to provide this information to the College.
 - The College does **not** use this information to determine your preferred language of communication with the College. You must indicate your preferences in the questions above related to communications from the College.

Section 3: Reinstatement Fees

In Section 3 of the Reinstatement Form, you must provide information about how you will be paying the reinstatement fees. Fees for reinstatement vary depending on the reasons for why a former member no longer holds their Certificate of Registration with the College.*

**What are the reinstatement fees in my circumstances?*

- For a list of the reinstatement fees, see [Appendix A](#).

The *Reinstatement Form* categorizes payment methods into three groups. Check the box that indicates how you will pay your reinstatement fees and provide the additional details required for that payment option.

1. Cheque / money order / bank draft made out to the College of Early Childhood Educators

- Select this option if you will be paying by cheque, money order or bank draft.
- On the *Reinstatement Form*, indicate the:
 - cheque, money order, or bank draft number, **and**
 - amount paid in Canadian dollars
- Instructions and requirements for paying by cheque, money order, or bank draft are provided in [‘Requirement 3: Paying the Reinstatement Fees’](#).

2. Online banking through your financial institution (this option also applies to you if you are paying in-person at your financial institution)

- Select this option if you will be paying online through your financial institution or paying at your financial institution in-person.
- On the *Reinstatement Form*, indicate the:
 - date on which you made the payment, **and**
 - bank confirmation/reference number (which you receive upon transaction completion), **and**
 - amount paid in Canadian dollars
- Information about how to pay through online banking or how to pay at a financial institution in-person is provided in the [‘Requirement 3: Paying the Reinstatement Fees’](#) section of the Reinstatement Guide.

3. Visa, Visa Debit, or MasterCard

- If you will be paying by Visa, Visa Debit, or MasterCard, select the box that corresponds to your credit or debit card.

*American Express and pre-paid credit cards are **not** accepted. Debit cards, other than Visa Debit, are not accepted.*

- In order for the College to charge your Visa or MasterCard credit card or Visa Debit card, you must authorize the College to do so. On the Reinstatement Form check the box beside the authorization statement and enter the amount, in Canadian dollars, to be charged to your Visa or MasterCard credit card or Visa Debit card.
- On the *Reinstatement Form*, indicate:
 - your authorization of the College to charge your Visa or MasterCard credit card or Visa Debit card as described above, **and**
 - the cardholder's name as it appears on the actual card,* **and**
 - the full card number, **and**
 - the card's CVV (card verification value)

**What if there is no name on the front of the Visa Debit card?*

- If you are making payment by a Visa Debit card that does not have a name on the front of it, enter the card owner's name.

*If you are paying by Visa or MasterCard credit card or Visa Debit card, make sure that all of the above authorization and card information is provided. If any information is missing, the College will not process your fees until you provide all of the required information. This will cause delays in the reinstatement process. (For information about what happens if there are lengthy delays, see the ['What happens if you do not submit required documents in a timely manner'](#) section of the *Reinstatement Guide*).*

- This statement only applies to former members who are paying by Visa or MasterCard credit card or Visa Debit card. You do **not** have to provide credit or debit card information if you are paying by another method.

Section 4: Eligibility to Work in Canada

It is a requirement for reinstatement that former members are eligible to work in Canada. The College considers you eligible to work in Canada if you:

- *are a Canadian citizen, **or***
- *are a permanent resident of Canada, **or***
- *hold current and valid authorization (i.e., a work permit) under the [Immigration and Refugee Protection Act](#) (Canada) to engage in employment within the practice of the profession*

In order to assess whether you meet this requirement, the College requires certain information and supporting documentation from you.

- In Section 4 of the Reinstatement Form, you must confirm whether you are eligible to work in Canada.*
- You must also include in your reinstatement package, a copy of **one** of the following documents as proof of your eligibility to work in Canada:
 - Canadian birth certificate
 - Certificate of Canadian Citizenship
 - Canadian citizenship card
 - Certificate of Indian Status card
 - Valid Canadian passport
 - Confirmation of permanent residence in Canada
 - Permanent resident card for Canada
 - Record of landing
 - Valid work permit under the Immigration and Refugee Protection Act (Canada) that authorizes you to engage in employment within the practice of the profession*

**Are you providing a copy of a work permit as evidence of eligibility to work in Canada?*

- If so, be sure to complete the consent portion of Section 4 of the Reinstatement Form. That section asks for your consent to impose terms, conditions, or limitations (TCLs) on your Certificate of Registration that relate to your work permit.
- If you do not provide consent on the Reinstatement Form, the reinstatement process will be delayed and additional paperwork will be required with respect to the requirement to be eligible to work in Canada.

Section 5: Issues Potentially Affecting Practice

The purpose of Section 5 of the Reinstatement Form is for former members to self-report on circumstances that may potentially affect their practice of the profession. The College has a duty to govern members' conduct and asks the questions in Section 6 to help serve and protect children and families.

You must answer all questions in this section. When answering the questions, think about what has happened in the time period since you were last a member of the College.

Additional information about each question in Section 5 can be found [below](#).

If you answer “yes” to any one or more of the questions in Section 5, you must submit the following documentation with your completed Reinstatement Form.

- On a separate piece(s) of paper, type (or write in legible print) a detailed explanation about the matter. Include your name and registration number on each page.
 - Place this explanation in a separate envelope, label the envelope “Reinstatement – Section 5 Information”, and seal it. Include this sealed envelope in your package with your completed Reinstatement Form and submit it all to the College.
 - For information about the kinds of details to include in your explanation, see this [page](#).
- If you answer “yes” to more than one question in this section, you are required to provide a detailed explanation for each matter.
- If you do not submit the detailed explanation(s) with your completed Reinstatement Form, the reinstatement process will not continue until you have provided the College with the detailed explanation(s). (For information about this, see the [‘What happens if you do not submit required documents in a timely manner’ section of the Reinstatement Guide](#)).
- The College may ask you and/or third parties to provide additional documentation. This will depend on the circumstances. If you have supporting documentation that is relevant to the matter(s) you declare, you are strongly encouraged to submit the documents with your completed Reinstatement Form and detailed explanation(s). Submitting the additional information with your reinstatement package helps to minimize delays in the reinstatement process.

Will answering “yes” negatively affect my application for reinstatement?

- The College reviews and considers a former member’s circumstances on an individual basis.
- You are required to submit the additional information, as described above, with your completed Reinstatement Form. If you do not submit the required materials in a timely manner the reinstatement process will be delayed. (For information about this, see the [‘What happens if you do not submit required documents in a timely manner’ section of the Reinstatement Guide](#)).

Section 5: Additional Information

Section 5 of the *Reinstatement Form* asks 10 questions about issues that may potentially affect a former member’s practice of the profession.

Here is background information about each question.

Remember:

- You are to answer the questions thinking of the time period “since you were last a member of the College”.
- If you answer “yes” to a question, you must prepare a detailed written explanation, place it in an envelope labelled “Reinstatement – Section 6 Information” and submit it with your completed Reinstatement Form. Information is included below about the kind of details you must include in your written explanation.

1. Resignation from any regulatory/licensing organization while being the subject of a complaint, investigation, or proceeding with respect to professional misconduct, incompetence, or incapacity

A former member may be registered with another regulatory/licensing organization, either in Ontario or another jurisdiction. Such registration may or may not be related to the practice of early childhood education.

- Answer “yes” if, since the time you were last a member of the College, you resigned registration with any other regulatory/licensing body while being a subject of the circumstances described above.
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The name of the regulatory/licensing organization and the jurisdiction in which it is located

- The type of registration/licensure you held with the organization and for what period of time
- The reason(s) for your resignation
- The details of the complaint, investigation, or proceeding (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)
- The status of the complaint, investigation, or proceeding when you resigned

2. Findings of guilt for professional misconduct, incompetence, or incapacity in the practice of early childhood education or any other profession

A former member may be practising, or have practised, early childhood education in a jurisdiction outside of Ontario. A former member may be practising, or have practised, another profession either in Ontario or in a jurisdiction outside of Ontario.

- Answer “yes” if, since the time you were last a member of the College, you were found guilty of professional misconduct, incompetence, or incapacity in the practice of early childhood education or any other profession in any jurisdiction.
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The name of the regulatory/licensing organization and the jurisdiction in which it is located
 - The type of registration/licensure you held (or currently hold) with the organization and for what period of time
 - The specifics of the finding of guilt for professional misconduct, incompetence, or incapacity
 - The details of the matter (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)

3. Current investigations for professional misconduct, incompetence, or incapacity in the practice of early childhood education or any other profession

A former member may be practising early childhood education in a jurisdiction outside of Ontario. A former member may be practising another profession either in Ontario or in a jurisdiction outside of Ontario.

- Answer “yes” if you are currently being investigated for professional misconduct, incompetence, or incapacity in the practice of early childhood education or any other profession in any jurisdiction.
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The name of the regulatory/licensing organization and the jurisdiction in which it is located

- The type of registration/licensure you held (or currently hold) with the organization and for what period of time
- The specifics of the allegations made against you with respect to professional misconduct, incompetence, or incapacity
- The details of the matter (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)
- The current status of the complaint, investigation, or proceeding

4. Changes and/or findings of guilt for an offence under certain legislation

- Answer “yes” if, since the time you were last a member of the College, you were charged with and/or found guilty of an offence(s) under the [Controlled Drugs and Substances Act](#) (Canada), or the [Food and Drugs Act](#) (Canada).
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The offence(s) for which you were found guilty
 - The jurisdiction in which the offence(s) occurred
 - The details of the matter (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)
 - The sentence you received for the offence(s)
- **Examples** of offences under the *Controlled Drugs and Substances Act* (Canada) include possession or trafficking of cannabis.

5. Charges and/or findings of guilt for a criminal offence

- Answer “yes” if, since the time you were last a member of the College, you were charged with, and/or found guilty of, a criminal offence(s) in Canada or any other jurisdiction outside of Canada.
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The offence(s) for which you were charged and/or found guilty
 - The jurisdiction in which the offence(s) occurred
 - The details of the matter (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)
 - The current status of the matter (if you were charged)
 - The sentence you received for the offence(s) (if you were found guilty)

6. Physical or mental conditions or disorders that may affect ability to practise the profession

Not all physical or mental conditions or disorders necessarily affect a former member's ability to practise the profession. The same condition or disorder may not affect former members' practice in the same way. It depends on a number of factors, such as the type and nature of condition or disorder, how the condition or disorder has manifested itself in the individual's own circumstances and the individual's history with respect to the condition or disorder.

- Answer "yes" if you have a physical or mental condition or disorder that may affect your ability to practise the profession safely.
 - Your written explanation must provide additional information, including but not limited to, the following details:
 - The nature of the physical or mental condition or disorder
 - How it may affect your ability to practise the profession

7. Charges of misconduct while attending a post-secondary institution

A former member may undertake individual courses or programs of study, in any discipline, at a post-secondary institution. Members of a regulated profession have a duty to act with honesty and integrity at all times. Conduct issues that arise while a being a student may raise concerns about a former member's ability to maintain the high standards of the profession.

- Answer "yes" if, since the time you were last a member of the College, a post-secondary institution charged you with misconduct.
 - Misconduct includes academic misconduct that resulted in disciplinary actions by the Dean's office (or any equivalent or higher administrative office).
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The name of the post-secondary institution and the jurisdiction in which it is located
 - The faculty, department, program, or other office that brought the charge(s) forward
 - The charge(s) made
 - The details of the matter (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)
 - The current status of the matter (e.g., whether the matter has been resolved, and if so, what the outcome was)
- **Examples** of sanctions include, but are not limited to, formal reprimands, suspension from a course or program of study, notation of the sanction imposed on the student's academic transcript or record, etc.

8. Allegations or concerns verified by a Children’s Aid Society or equivalent authority

Allegations about the conduct of a former member of the College may be made to a Children’s Aid Society (or equivalent authority in another jurisdiction outside of Ontario). Allegations about a former member’s conduct need to be considered seriously in terms of the potential for risk of harm to children.

- Answer “yes” if, since the time you were last a member of the College, a Children’s Aid Society (or equivalent authority) verified, or substantiated, an allegation(s) or concern(s) made against you.
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The name of the Children’s Aid Society (or equivalent authority) and the jurisdiction in which it is located
 - The allegation(s) that the organization verified against you
 - The jurisdiction in which the offence occurred
 - The details of the matter (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)
 - The current status of the matter (e.g., whether the matter has been resolved, and if so, what the outcome was)

9. Removal of a Director’s Approval to work in an ECE setting

A former member may hold, or have held, a Director’s Approval to work in an ECE setting in Ontario.

- Answer “yes” if, since the time you were last a member of the College, you had such a Director’s Approval removed.
 - Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The name of the organization for which you had the Director’s Approval
 - The period of time for which you held the Director’s Approval
 - The reason(s) for the removal of the Director’s Approval
 - The details of the circumstances that led to the removal of the Director’s Approval (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)

10. Licence to operate a child care program under the *Child Care and Early Years Act*

A former member may currently hold, or have held, a licence to operate a child care program under the *Child Care and Early Years Act*. Indicate on the *Reinstatement Form* whether or not you have ever held such a licence.

- If you select “yes” (because you currently are, or were, an operator or licensee of a child care program under the *Child Care and Early Years Act*), **you must answer questions 10(a) and (b)** in Section 5.
- If you select “no” (because you have never been an operator or licensee of a child care program under the *Child Care and Early Years Act*) leave questions 10(a) and (b) blank.

11. With respect to question 10(a), answer “yes” if:

- since the time you were last a member of the College, you were found guilty of an offence(s) under the *Child Care and Early Years Act*, **or**
- you are currently being investigated under the *Child Care and Early Years Act*
- Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The offence(s) for which you were found guilty (or are currently being investigated)
 - The details of the matter (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)
 - The sentence you received for the offence(s) (if you were found guilty)
 - The current status of the investigation (if it is in progress)

12. With respect to question 10(b), answer “yes” if, since the time you were last a member of the College, a Director appointed under the *Child Care and Early Years Act* revoked or refused to renew your child care centre licence.

- Your written explanation must provide information about the matter, including but not limited to, the following details:
 - The name of the child care centre for which you held a licence
 - The period of time for which you held the licence
 - The reason(s) for the revocation of, or refusal to renew, your licence
 - The details of the circumstances that led to the revocation or refusal to renew (e.g., parties involved, circumstances, location and timing of the incident, your actions in follow-up to the incident, etc.)

Section 6: Acknowledgement

The purpose of Section 6 of the Reinstatement Form is to confirm that you understand certain obligations you have as a former member of the College.

- a) **Holding a Certificate of Registration** – Only members of the College who hold a Certificate of Registration in good standing can practise the profession in Ontario. It is against the law for any person to practise, or to hold themselves out, as an ECE in Ontario without holding a Certificate of Registration in good standing with the College. Individuals who are convicted of this offence can face significant fines and court orders.
- b) **Using protected titles** – Only members of the College who hold a Certificate of Registration in good standing can use the protected titles and designations “early childhood educator” (ECE) or “registered early childhood educator” (RECE), or their French equivalents. It is against the law for any person to use any of these protected titles and designations, without holding a Certificate of Registration in good standing with the College.

For more information on this topic, see the College’s [Professional Advisory on the Use of Titles 2017](#).

- c) **Providing additional information** – When the College reviews your Reinstatement Form and any supporting documents that you submit with the form, the College will determine whether additional information is needed. If additional information is needed, the College will contact you by e-mail or letter (depending on the nature of the circumstances) with a request for that additional information and supporting documents.
- d) **Providing updates to the College when there is a change in information** – Your circumstances may change at any time, which may result in a change to the information you provide to the College. If any changes arise to the information you provide on your Reinstatement Form (such as changes to your name, contact information, or eligibility to work in Canada), you are required to notify the College within 30 days of that change of information. To notify the College of any changes to your information, complete and submit the [Change of Information Form](#).

This section also asks you to confirm that you:

- have read and agreed with all of the above conditions, **and**
- verify that all information in your Reinstatement Form is authentic and true

Requirement 2: Gathering Supporting Documents

The second requirement for the reinstatement process is to gather the supporting documents that must be included in your reinstatement package.

Some documents are required from all former members applying for reinstatement, while other documents are only needed depending on the former member's circumstances.

Review the information in this section of the guide to ensure that you include all of the supporting documents in your reinstatement package that are applicable for your circumstances.

Supporting documents that must be submitted in all reinstatement packages

You must include the following documents in your reinstatement package.

- Proof of eligibility to work in Canada
 - The College uses this documentation to assess whether you meet the requirement of eligibility to work in Canada.
 - Instructions and requirements for the supporting documents that you need to submit are provided in the ['Section 4: Eligibility to Work in Canada'](#) section of this guide.

Supporting documents that must be submitted as applicable

You must include the following supporting documents in your reinstatement package if they apply to your circumstances.

- A detailed explanation for each matter you report under section 6 of the Reinstatement Form
 - If you answered "yes" to any question under section 6 of the Reinstatement Form, you must prepare and submit a detailed explanation for the matter you are reporting.
 - Instructions and requirements for preparing the detailed explanation are provided in the ['Section 5: Issues Potentially Affecting Practice'](#) section of this guide.
 - The College uses this information in the consideration of issues that potentially affect a former member's practice of the profession.

- Supporting documents related to any matter(s) you report under section 5 of the *Reinstatement Form*
 - If you answered “yes” to any question under section 5 of the Reinstatement Form, you are strongly encouraged to submit any other documents that are relevant to the matter(s) you report. These supporting documents **are in addition to the detailed explanation you must prepare and submit.** *Including the additional documents in your reinstatement package can minimize delays in the reinstatement process.
 - The College uses this information in the consideration of issues that potentially affect a former member’s practice of the profession.

**Note: It is also possible that when the College reviews your reinstatement package, the College may also ask you and/or third parties to provide additional documentation. This will depend on the circumstances.*

- Proof of change in name
 - If either your first or last names have changed since you last provided this information to the College, you must complete the Change of Information Form and submit it along with proof of your change in name.
 - Instructions and requirements for the supporting documents you need to submit are provided in the [‘Section 2: Former Member Information’ section](#) of this guide.

- Payment of the reinstatement fees
 - If you are paying the reinstatement fees by cheque, money order, or bank draft, you must include the cheque, money order, or bank draft in your reinstatement package.
 - Instructions and requirements for paying the reinstatement fees are provided in the [‘Requirement 3: Paying the reinstatement fees’ section](#) of this guide.
 - If you are paying by another method, you do not have to submit additional documentation related to the payment. However, you must ensure that all required details are provided in section 3 of the Reinstatement Form. (Instructions for completing that section of the form are provided in the [‘Section 3: Reinstatement Fees’ section](#) of this guide).

Requirement 3: Paying the Reinstatement Fees

The third requirement for the reinstatement process is to submit payment of the reinstatement fees.

Important: You must pay the reinstatement fees in full. If the fees are not paid in full, or if the College is not able to successfully process your payment (e.g., insufficient funds, credit card expiry, etc.), the reinstatement process will not continue until payment is made.

- Fees for reinstatement vary depending on the reasons for why a former member no longer holds their Certificate of Registration with the College. For a list of the reinstatement fees, see this page.

The Reinstatement Form categorizes payment methods into three groups. Review '[Section 3: Reinstatement Fees](#)' of the *Reinstatement Form* to determine which method you would like to use to pay the fees.

Below is a list of payment options available along with instructions for how to make the payment. The College does **not** accept payment by cash.

1. Cheque / money order / bank draft made out to the College of Early Childhood Educators

- Make the cheque, money order, or bank draft payable to the College of Early Childhood Educators.

Are you paying by cheque?

If so, note that:

- an additional process fee of \$35 (in Canadian dollars) will be charged for any cheque that is not honoured (i.e., not sufficient fund (NSF))
- post-dated cheques are **not** accepted

Are you paying by money order? If so, note that:

- money orders are only accepted if they are in Canadian funds and from a Canadian issuer
- Print your name on the cheque, money order, or bank draft.
- In 'Section 3: Reinstatement Fees' of the *Reinstatement Form*, select the "cheque / money order / bank draft made out to the College of Early Childhood Educators" option and provide the information requested for that option. A description of what information to provide is available in the '[Section 3: Reinstatement Fees](#)' section of this guide.

- **Mail** your cheque, money order, or bank draft to the College. Photocopied, scanned, or faxed cheques, money orders, or bank drafts are **not** accepted.
 - You should mail your cheque, money order, or bank draft **together** with your completed Reinstatement Form (and supporting documents). Submitting everything as one package makes it easier for the College to cross-reference your payment with your Reinstatement Form.

The College's mailing address is provided in the next section of this guide – [‘Submitting the reinstatement package’](#).

2. Online banking through your financial institution (this option also applies to you if you are paying in-person at your financial institution)

Paying online

- Log into your online banking account.
 - The reinstatement fees can be paid online through most major financial institutions, including TD Canada Trust, CIBC/PC Financial, RBC, BMO, National Bank, Desjardins, HSBC, Laurentian, TelPay, Credit Union Central1, and Scotiabank.
- Select ‘Bill Payments / Pay Bills’.
- Select ‘Add a payee’.
- Search for “College of Early Childhood Educators”.
 - *Are you paying through CIBC online banking?* If yes, note that the College's name appears as "College of Early Childhood Edu”.
- In the account field, enter your registration number with the College.
- In the payment field, enter the amount that you are paying.
- Submit the payment and record the bank confirmation/reference number.
- In ‘Section 3: Reinstatement Fees’ of the Reinstatement Form, select the “online banking through your financial institution” option and provide the information (including the bank confirmation/reference number) requested for that option. A description of what information to provide is available in the [‘Section 3: Reinstatement Fees’](#) section of this guide.

Paying in-person

- Inform a bank teller that you would like to pay a bill for the College of Early Childhood Educators.
- Specify the account you will pay from and amount that you are paying.
- Provide the bank teller with your registration number with the College.
- Ask for a record of the bank confirmation/reference number for the transaction.
- In 'Section 3: Reinstatement Fees' of the Reinstatement Form, select the "online banking through your financial institution" option and provide the information (including the bank confirmation/reference number) requested for that option. A description of what information to provide is available in the '[Section 3: Reinstatement Fees](#)' section of this guide.

3. Visa, Visa Debit, or MasterCard

- If you will be paying by Visa or MasterCard credit card or Visa Debit card, you must provide all required information on the Reinstatement Form. If any of the information is not provided on the Reinstatement Form, the College will not process your fee and your reinstatement will not continue to be processed until you provide the required information.
- In 'Section 3: Reinstatement Fees' of the *Reinstatement Form*:
 - Select the "Visa", "Visa Debit", or "MasterCard" box **that corresponds to your credit or debit card.**
 - Review the authorization statement, check the box beside the authorization statement, and enter the amount to be charged to your Visa or MasterCard credit card or Visa Debit card.
 - Provide the other required details about your Visa or MasterCard credit card or Visa Debit card (e.g., cardholder name, card number, etc.). Information about these details is described in the '[Section 3: Reinstatement Fees](#)' section of this guide.

Submitting the Reinstatement Package

Former members who are seeking reinstatement are encouraged to take the following steps to submit their reinstatement package.

- 1. Review your Reinstatement Form to ensure that it is complete and accurate.**
- 2. Gather supporting documents as applicable for your circumstances.**
 - See the '[Requirement 2: Gathering supporting documents](#)' section of this guide for instructions and requirements about what supporting documents must be included in your reinstatement package.
- 3. Ensure that all steps related to paying the reinstatement fees are complete.**
 - These steps will vary depending on the payment method you choose.
 - The amount to be paid will depend on your circumstances. Be sure to check that you are paying the correct amount.
- 4. Send your completed Reinstatement Form, along with supporting documents and payment as applicable, to the College by e-mail or mail.**
 - **E-mail:** reinstatements@college-ece.ca
 - **Mail:** College of Early Childhood Educators,
438 University Avenue, Suite 1900,
Toronto, ON M5G 2K8

Are you submitting your reinstatement package by e-mail?

If yes, note that:

- You will receive an automatic reply to your e-mail. If you receive the automatic reply, it means that the College received your e-mail. If you do not receive the automatic reply within 24 hours, check your "junk mail" folder. If the automatic reply is not in your "junk mail" folder, re-send your e-mail or contact the College.

Are you submitting your reinstatement package by mail?

If yes, note that:

- Postal and courier delivery times vary. Give yourself sufficient time.

What Happens After You Submit Your Reinstatement Package

When the College receives your Reinstatement Form, supporting documents, and payment, the College will:

1. Review your Reinstatement Form to verify that it is complete.

- If any one or more parts of the form are not completed in full, the College will follow-up with you with the expectation that you are to provide the missing information. The College will **not** continue with processing your reinstatement until the Reinstatement Form is complete.

2. Determine what supporting documents are required from you and verify that they have also been submitted.

- If you do not submit the supporting documents that are required in your circumstances, or you submit them but they are missing information, the College will follow-up with you to request that the supporting documents be provided. The College will **not** continue with processing your reinstatement until it receives all of the necessary supporting documents.

3. Verify payment of the reinstatement fees.

- If you are paying by cheque, money order, or bank draft, or through your financial institution (whether online or in-person), the College will check to see if the payment has been received.
- If you are paying by Visa or MasterCard credit card or Visa Debit card, the College will process the payment according to the information you provide on the Reinstatement Form.
- If the College does not have your payment in full, or cannot process the payment, the College will **not** continue with the reinstatement process until payment is received and processed.

4. Review the information provided in your Reinstatement Form and supporting documents to assess whether you meet all of the applicable requirements for reinstatement.

- The requirements for reinstatement vary depending on the reasons for why a former member no longer holds their Certificate of Registration with the College.

The final steps in the process will depend on whether you meet all of the applicable requirements for reinstatement.

- If you meet all of the applicable requirements for reinstatement, the College will reinstate your Certificate of Registration and update your status in the College's files and on the [public register](#). An e-mail will be sent to you confirming reinstatement. A receipt will be sent to you.
- For former members applying for reinstatement because their Certificate of Registration was suspended for failure to pay a fee or failure to provide information:
 - If, at the date that is three years from the date on which you were suspended, your reinstatement package is missing information, payment, and/or supporting documents, the College will initiate a process to revoke your Certificate of Registration. (See information about time limits in the [‘What happens if you do not submit required documents in a timely manner’](#) section of this guide).*
- If you do **not** meet all of the applicable requirements for reinstatement, the College will notify you in writing.*

**I did not complete the reinstatement process in the required timeframes, or I was refused reinstatement. Is there another way I can apply to have my Certificate of Registration re-issued?*

- You can re-apply for your Certificate of Registration following the application process [here](#).

How long is the processing time for reinstatement?

- Processing times will vary depending on the former member's circumstances and which reinstatement requirements apply to them.
- Generally, processing can take approximately three to six weeks from the time the College receives your reinstatement package.
- The timeframe may be longer at certain periods of the year when the College has high volumes of new applications and renewals to process.
- If you pay reinstatement fees by cheque, fees are subject to a two-week hold.

What Happens If You Do Not Submit Required Documents In A Timely Manner

There are two timeframes discussed in this section.

- Time limit for making an application for reinstatement
- Time limit for completing the reinstatement process

Time limit for making an application for reinstatement

Former members are **not** eligible for the reinstatement process if three or more years have passed since the date on which they resigned from the College or had their Certificate of Registration suspended for non-payment of fees or failure to provide information.

If you are interested in reinstating your Certificate of Registration, you must ensure that you do all of the following **before the three-year time limit expires**.

- Complete and submit the Reinstatement Form, along with supporting documents as applicable, **and**
- Submit payment of the reinstatement fees applicable for your circumstances

If you do **not** complete both of the above by the end of the three-year time limit, you are **not** eligible to proceed with the reinstatement process. Your only option for re-obtaining your Certificate of Registration is to re-apply to the College according to the application process [here](#).

Time limit for completing the reinstatement process

Former members who make an application for reinstatement by meeting the two requirements noted above (i.e., completing and submitting the Reinstatement Form with supporting documents as applicable **and** submitting payment of the applicable reinstatement fees), **will have six months to complete the reinstatement process**.

This means that the College aims to issue a reinstatement decision within six months from the date on which the former member applies for reinstatement.

During the process, the College may require the former member and/or third parties to provide additional information or supporting documents related to the application for reinstatement. Where such a request is made, the information and supporting documents must be submitted in a timely manner.

If the College does **not** receive the information and supporting documents and the six-month timeframe passes, the College will take steps to close the former member's application for reinstatement. In these circumstances, the former member will need to either:

- make a new application for reinstatement (if the three-year time limit described above has not passed), **or**
- re-apply to the College following the application process [here](#)

What To Do If You Have More Questions

Thank you for reading through the College's Reinstatement Guide.

If you have questions about reinstatement that were not answered in the Reinstatement Guide, contact the College by telephone or e-mail.

- Telephone: 416 961-8558 – select the option for “Registration”
- Toll-free: 1 888 961-8558 – select the option for “Registration”
- E-mail: reinstatements@college-ece.ca

APPENDIX A: REINSTATEMENT FEES

Section 3 of the *Reinstatement Form* asks former members to provide information about how they will be paying the reinstatement fees.

Fees for reinstatement vary depending on the reasons for why a former member no longer holds their Certificate of Registration with the College.

Below is a table that lists the fees for each type of reinstatement that is addressed in the *Reinstatement Guide*.

I am seeking reinstatement following...	The reinstatement fees are (<i>in Canadian dollars</i>):		Therefore, the total amount I need to pay is (<i>in Canadian dollars</i>):
<ul style="list-style-type: none"> ...resignation or suspension 	<ul style="list-style-type: none"> Reinstatement fee 	C\$90	C\$250
	<ul style="list-style-type: none"> Annual membership fee 	C\$160	