



## **Policy Regarding the Consideration of Alternative Documents**

**(Approved June 15, 2016, and amended April 6, 2022)**

### **1. Introduction**

The College of Early Childhood Educators (the “College”) has the authority to issue a certificate of registration to an applicant who satisfies the registration requirements of Ontario Regulation 221/08 made under the Early Childhood Educators Act, 2007.

To issue the certificate the College requires documents to assess. Some of these documents the applicant must arrange to be sent directly from the issuing institution or authority, and some the applicant may submit themselves.

Some applicants may be unable to obtain 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 to have their qualifications assessed.

#### **1.1 Roles and Responsibilities**

The College’s:

- Council is responsible for approving this policy, including any revisions to it.
- Registration Committee is responsible for reviewing this policy and making recommendations to Council on proposed revisions.
- Registration Appeals Committee is responsible for conducting reviews at the request of applicants once the Registrar has proposed to refuse to issue a Certificate of Registration or proposed to issue a Certificate of Registration with terms, conditions or limitations.
- Registrar is responsible for:
  - Making decisions with respect to:
    - reviewing requests for consideration of alternative documentation
  - Overseeing the:
    - implementation of this policy by management and staff as designated within the College’s organizational structure

## 2. Guiding Principles

The following principles guide this policy and its implementation:

- **Public interest and protection** – all actions are made in a manner that upholds the College's mandate to serve and protect the public interest.
- **Transparency** – this policy is made publicly available, communication with applicants provides clarity about assessment requirements. Throughout the entire application and assessment process, applicants are made aware of actions taken, documents required, and assessment decisions, and the reasons for those decisions.
- **Objectivity** – all actions are guided by this policy to ensure consistency in outcomes. Processes are developed and implemented in a manner that supports consistency in procedural matters.
- **Impartiality** – all groups and individuals who are involved in any aspect of developing, reviewing, revising, or implementing this policy remain alert for any actual or potential conflicts of interest (whether real or perceived, direct or indirect). They also take immediate and appropriate action to mitigate risk of bias and to ensure that the integrity of this policy is upheld.
- **Fairness** – due process is followed. Procedural fairness is applied to all applications under this policy.
- **Confidentiality** – College policy and procedures are applied to ensure the preservation of confidentiality, unless disclosure is required by law.
- **Diversity, inclusion and equity** – all actions are made in a manner that upholds the College's mandate to establish and enforce standards that demonstrate a respect for diversity and culture and is consistent with the College's Statement of Commitment to Anti-Racism.

## 3. Alternative Documentation

**3.1** An applicant who is unable to obtain required documents may apply to the College, completing the form provided by the College, setting out:

- a. the reason that the applicant is unable to obtain the documents, and
- b. the efforts made by the applicant to obtain the documents.

**3.2** Acceptable documents will depend in part on the circumstances but may include:

- a. an official confirmation letter mailed directly to the College from the Ministry of Education or equivalent, or the issuing or licensing authority that is now holding the records,
- b. a sworn statement from the applicant and a photocopy of the document,
- c. sworn statements from reputable third parties (such as professors, employers or colleagues) with personal knowledge or expert knowledge relating to the applicant's circumstances, academic credentials or qualifications, and/or experience.

**3.3** The Registrar will determine if alternative documents will be accepted, based on the information provided by the applicant regarding the unavailability of the documents, the efforts to try to obtain the documents, and the nature and content of the documents proposed to be submitted as an alternative. In addition, the Registrar may consider any information in the possession of the College in relation to the issuing institution or authority.

**3.4** Alternative documentation must include sufficient information to allow for a meaningful assessment of the application in accordance with the Registration Regulation and the registration policies and procedures of the College.