

Individual Assessment of Educational Qualifications Policy

(Approved May 25, 2010 as amended March 1, 2011,
June 16, 2016, and 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 meets the education requirement for registration and so demonstrates by the successful completion of an assessment process approved by the College or a committee of the College.

1.1 Purpose

The purpose of this policy is to set out the criteria and assessment process, approved by the College, to be used by the College in order to determine whether an applicant meets the requirements of section 7.1.iv of the Registration Regulation (O.Reg 221/08) of the Early Childhood Educators Act. To meet the education requirement for registration, an applicant must possess a diploma or degree from a post secondary institution or a combination of a diploma or degree and experience, which is considered equivalent to the diploma from a program in early childhood education offered by an Ontario College of Applied Arts and Technology (OCAAT). Programs in early childhood education offered by an OCAAT meet the current approved program standard for four-semester Early Childhood Education Programs approved by the Ontario Ministry of Training, Colleges and Universities.

1.2 Definitions

The following terms and definitions are applicable to this policy:

Term	Definition
age groupings	Infant/toddler (0 – 30 months) Preschool (30 months – 6 years) School Age (44 months – 13 years)
assessment	The review of an applicant’s educational qualifications and experience to determine whether their education and experience are equivalent to a diploma in early childhood education offered by an OCAAT. Assessment occurs at both the initial stage of an application, and at the secondary stage of an application.
children	Refers to all persons from birth to twelve years.

decision	The Registrar's decision made under this policy with respect to the educational qualifications and experience of the applicant. A decision may be rendered at the initial stage or at the secondary stage of an application.
equivalent	Considered to provide the same level of theoretical and practical preparation for the practice of the profession, which includes but may not be limited to: program duration, breadth and depth of content, scope of practice, institutional recognition and the level of study.
practice of early childhood education	The planning and delivery of inclusive play-based learning and care programs for children in order to promote the well-being and holistic development of children, and includes, <ul style="list-style-type: none"> a) the delivery of program to children 12 years or younger; b) the assessment of the programs and of the progress of children in the programs; c) communication with the parents or persons with legal custody of the children in the programs in order to improve the development of the children; and d) such other services or activities as may be prescribed by the regulations made under the Act.¹
work experience	Any experience gained while engaged in the scope of practice of early childhood education, under supervision.

1.3 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 reviewing registration applications at the request of applicants once the Registrar has proposed to refuse to issue a Certificate of Registration.
- Registrar is responsible for:

¹ Section 2 of the *Early Childhood Educators Act, 2007*

- Making decisions with respect to:
 - applicants who are issued a Certificate of Registration, applicants who are issued a Proposal to Refuse a Certificate of Registration, and applicants who are issued a Proposal to Issue Certificate of Registration with Terms, Conditions or Limitations.
- Overseeing the:
 - implementation of this policy by management and staff as designated within the College's organizational structure
 - development, review, and implementation of associated procedures

1.4 Guiding Principles

The following principles guide this policy and its implementation:

- **Public interest and protection** – all actions taken are 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, with 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. All applications are subject to the same procedures and are held to the same requirements and expectations.
- **Confidentiality** – College policy and procedures with respect to confidentiality and privacy of information are applied to information collected and created under this policy.
- **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.

2. Assessment Requirements

Applicants applying to the College under section 7.1.iv of the Registration Regulation must be able to demonstrate, by way of an individual assessment of their educational qualifications, that their diploma or degree from a post secondary institution, or the combination of a diploma or degree and experience, is equivalent to a diploma in early childhood education offered by an OCAAT.

The College assesses educational qualifications against requirements, as described below.

2.1 Initial Assessment

The focus of the initial assessment is to determine whether the applicant possesses a degree or diploma granted by a post secondary institution of sufficient relevance to proceed to the second stage of assessment.

An applicant's diploma or degree granted by a post secondary institution must:

- a. be granted by a post secondary institution recognized and authorized to grant diplomas and degrees in its own jurisdiction and, for institutions outside Canada, evaluated by a credential assessment agency as listed in Schedule A of this policy, as recognized,
- b. relate to the practice of early childhood education, and
- c. be from a program of at least four semesters in length².

If an applicant does not possess a diploma or degree that meets the initial assessment requirement, the Registrar may issue a Proposal to Refuse a Certificate of Registration.

2.2 Secondary Assessment

Where an applicant satisfies the initial assessment requirements, the College will direct the applicant to arrange for the submission of additional documents. These additional documents will be used to determine whether the applicant's education and training are equivalent to a diploma in early childhood education offered by an OCAAT.

2.2.1 Theoretical Component

The theoretical component of the academic program completed by the applicant, together with any courses from post secondary institutions submitted by the applicant, or any additional education and training accepted by the Registrar must be equivalent to the requirements of an OCAAT program, as determined by comparison to the Vocational Learning Outcomes in the current Early Childhood Education Program Standard approved by the Ontario Ministry of Training, Colleges and Universities.

² Program duration may be reported in different units. Other units that may be considered equivalent to four-semesters include: two years of full-time study, or 1200 hours of study, or 60 semester hours.

2.2.2 Practice Experience

Applicants must have direct experience of practicing the profession, which may be acquired through practicum placement, internship, or work experience, or a combination thereof. The nature, content, and length of an applicant's experience in the practice of early childhood education must be consistent with the practicum requirements described in the College's Policy Statement regarding Practicum.³

3. Additional Education and Training Needs

In the event an applicant's educational qualifications demonstrate achievement in most of the secondary assessment requirements, the Registrar has the discretion to allow the applicant time to address any gaps in their education and training before issuing a final decision.

4. Documentation of Education and Training

The following documentation is required in support of an application, in a form acceptable to the College:

- a. an official transcript of the applicant's academic program and any other courses from post secondary institutions submitted.
 - i. transcripts from post secondary institutions in Canada must be submitted directly to the College by the educational institution. The official transcript must indicate the courses studied, the grades earned, and the hours of study for each course.
 - ii. transcripts from post secondary institutions outside Canada must be verified by a credential assessment agency as listed in Schedule A of this policy, and submitted directly to the College by that agency, accompanied by the prescribed credential evaluation report. Transcripts must indicate the courses studied, the grades earned, and the hours of study for each course. The credential evaluation report (and any opinion expressed by the credential assessment agency) will be taken into account by the College but it is not binding on the College.
- b. an official course outline, course description or syllabus of the applicant's academic program and of any other courses from post secondary institutions submitted by an applicant. The official course outline, course description or syllabus must describe both the academic courses and practicum or internship, where applicable.
- c. evidence of practicum experience, internship experience or work experience:
 - i. in the case of practicum or internship experience, the practicum or internship must be indicated on the official transcript or the credential evaluation report.

³ At the time of developing this policy, the policy statement regarding practicum was available at https://www.college-ece.ca/wp-content/uploads/2021/10/Policy_Statement_regarding_Practicum.pdf

Additionally, an applicant must submit confirmation of the details of the practicum or internship by way of evaluation reports or letters from faculty indicating:

- a) the total number of hours of the practicum or internship;
 - b) the age groupings the applicant worked with (infant/toddler, preschool, school age);
 - c) the number of hours the applicant worked with each age grouping; and
 - d) that the practicum or internship was successfully completed.
- ii. in the case of work experience, the College requires confirmation in writing from the organization, using the validation form provided by the College.
- d. such other documentation as may be requested by the College.

5. Translation

All documents submitted by an applicant to the College must be in English or French or translated into English or French. The College will accept documents translated into English or French provided that the translation is an original, has been done by an organization or person acceptable to the College, and bears the seal and contact information of the organization or person who has done the translation. The applicant is responsible for paying any fees associated with translation of documents.

6. Authorization

Applicants are responsible for providing any necessary authorizations to allow post secondary institutions, credential assessment agencies, employers and any other persons to provide documentation and information to the College.

7. Fees

Applicants are responsible for paying any fees required in order to obtain transcript, credential evaluation reports, confirmation of work, internship or practicum experience, any other documentation requested by the College, or any additional education and/or training directed by the College.

8. Alternative Documents

If an applicant cannot obtain the required documentation for reasons beyond their control, alternatives to the required documentation may be accepted by the College in accordance with the College's Consideration of Alternative Documents Policy.

9. Decisions

Possible decisions, following the initial or secondary assessment of an applicant's educational qualifications and experience, are:

- issuance of a Certificate of Registration (providing all other registration requirements are met)
- issuance of a Proposal to Issue a Certificate of Registration with Terms, Conditions or Limitations
- issuance of a Proposal to Refuse a Certificate of Registration

If the documentation or assessment requirements at any stage of an application are not met, the Registrar may propose to refuse an application or request additional information.

10. Registrar's Discretion

The Registrar has discretion, in the appropriate circumstances, to vary from these criteria in the assessment of an applicant's educational qualifications and experience.



Schedule A

World Education Services (WES), International Credential Advantage Package (ICAP)