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## Membership Renewal Form

**To complete this form, you must download and save a blank copy to your computer. Close your Internet browser and open the saved copy from your computer files. Now you may print off a hard copy or enter your information electronically.**

Complete all sections of this Membership Renewal Form and submit it to the College of Early Childhood Educators, along with any supporting documents and the membership fee. Please note that this completed form, supporting documents and fees must be received by your renewal due date or your Certificate of Registration may be suspended. For instructions, see [college-ece.ca/renewal\\_guide](http://college-ece.ca/renewal_guide) for details.

### Section 1: Confirmation of Member's Understanding

Confirm your member understanding by putting a check mark ✓ by each of the 3 statements below.

- I confirm that all the information contained in this Membership Renewal Form and related documents is true.
- I acknowledge that any false or misleading statement, representation or declaration in or in connection with this Membership Renewal Form may be cause for disciplinary action.
- By checking this box and typing/printing my name I confirm my understanding and agreement to the terms of this Membership Renewal Form.

Member's full name

Date (dd/mm/yy)

### Section 2: Member Information

Last name

First name

Middle name(s)

Common first name (as it will appear on the College's public register)

Registration number

Renewal due date (dd/mm/yy)

Home address: Street name & number

Unit #

R.R.

P.O. Box

City

Province/Territory/State

Postal Code

Country

Home telephone number (include area code)

Mobile telephone number (include area code)

Preferred e-mail address (please include an e-mail address that is accessed only by you in order to receive communications from the College):

## Section 2: Member Information cont'd

### *Communications from the College*

Preferred mailing address for communications from the College

Home address     Business address

Preferred language of communication from the College:  English     French

### *For statistical purposes only*

I identify my gender as:  Female     Male

If neither term above applies to you, please check this box.

Optional: I choose to self-identify with any of the following:

Indigenous heritage     Francophone

## Section 3: Membership Fees

**Annual membership fee is \$160.**

If payment is not received by the due date, you will be required to pay a \$50 late fee and your Certificate of Registration may be suspended for non-payment of fees.

If you are paying by credit card or through your bank, you may renew online through the College website and select ['My College Account'](#). An email reminder will be sent to you two months before your renewal is due.

For cheque/money order/bank draft made out to the College of Early Childhood Educators, please provide the following:

Cheque / money order / bank draft #:

Amount C\$

## Section 4: Employment Information

### Communications from the College

#### a) Current employment status

- Not currently employed     Casual     Self-employed  
 Part-time     Full-time     Retired  
 Other

#### b) Job title

#### c) Type of employment

- Licensed Child Care (centre-based, home-based child care)  
 Unlicensed Child Care (unlicensed home-based child care, nanny, Care for Newcomer Children)  
 Family Support Programs (child and family resource centres)  
 Children's Services (special needs resourcing, developmental services, children's mental health, children's treatment centre, child welfare)  
 Education (public or private school, school board)  
 Pre-service or In-service (post-secondary institution, professional resource centre, professional training, consultant)  
 Government (First Nation, federal, provincial or municipal government, policy, licensing, administration)  
 Advocacy (professional association, union, network)  
 Other

#### d) Place of employment: Business name

#### Business address:

##### Street name & number

##### Unit #

##### R.R.

##### P.O. Box

##### City

##### Province/Territory/State

##### Postal Code

##### Country

##### Telephone number (include area code)

##### Fax number (include area code)

## Section 5: Continuous Professional Learning (CPL)

Continuous Professional Learning (CPL) is mandatory.

I confirm that I have complied with the CPL program requirements for this past membership year, as outlined in the [Notice of CPL Program Requirements](#).

Yes  No

## Section 6: Issues Potentially Affecting Practice

You must answer ALL of the questions in this section.

1. Since your last membership renewal with the College, have you resigned your membership or registration with a regulatory/ licensing organization while you were the subject of a complaint, investigation or proceeding with respect to professional misconduct, incompetence or incapacity in the practice of early childhood education or any other profession (in any jurisdiction)?  
 Yes  No
2. Since your last membership renewal with the College, have you been found guilty of professional misconduct, incompetence or incapacity in the practice of early childhood education or any other profession (in any jurisdiction)? Please only answer "Yes" if you were found guilty by an organization that is NOT the College of ECE.  
 Yes  No
3. Since your last membership renewal with the College, to your knowledge, are you being investigated for professional misconduct, incompetence or incapacity, in the practice of early childhood education or any other profession (in any jurisdiction)? Please only answer "Yes" if you are being investigated by an organization that is NOT the College of ECE.  
 Yes  No
4. Since your last membership renewal with the College, have you been charged and/or found guilty of an offence under the [Controlled Drugs and Substances Act](#) (Canada) or the [Food and Drugs Act](#) (Canada)?  
 Yes  No
5. Since your last membership renewal with the College, have you been charged and/or found guilty of a criminal offence in Canada or in any jurisdiction outside of Canada?  
 Yes  No

## Section 6: Issues Potentially Affecting Practice cont'd

You must answer ALL of the questions in this section.

6. Do you have a physical or mental condition or disorder that affects your ability to practise the profession safely? Please only answer "Yes" if you have never disclosed this information to the College, or if you have already disclosed it and this information has substantially changed since you did so.

Yes  No

7. Since your last membership renewal with the College, have you been charged with misconduct, including academic misconduct that resulted in disciplinary actions by the Dean's office (or any equivalent or higher administrative office) while you attended a post-secondary institution?

Yes  No

8. Since your last membership renewal with the College, has a Children's Aid Society or equivalent authority in any jurisdiction **verified allegations or concerns** made against you?

Yes  No

9. Since your last membership renewal with the College, have you had a Director's approval for you to work as a supervisor in an ECE setting **removed**?

Yes  No

10. Since your last membership renewal with the College, have you held a licence to operate a childcare centre under the [Child Care and Early Years Act](#)?

Yes  No

If you answered "Yes" to question 10, answer the following:

- a. Have you been found guilty of an offence under the [Child Care and Early Years Act](#) or are you currently being investigated for an offence under that Act?

Yes  No

- b. Has a Director appointed under the [Child Care and Early Years Act](#) revoked or refused to renew your child care centre licence?

Yes  No

If you answered "Yes" to any of the questions in Section 6, see [college-ece.ca/renewal\\_guide](http://college-ece.ca/renewal_guide) for instructions on providing more detailed information and attach additional documents.

## Section 7: Acknowledgement

Please acknowledge by putting a check mark ✓ beside each of the 5 statements below.

a) I understand that I must hold a Certificate of Registration in good standing with the College of Early Childhood Educators (the College) in order to practise as an early childhood educator in Ontario.

Yes

b) I understand that I cannot use the protected titles or designations “early childhood educator” (ECE) or “registered early childhood educator” (RECE) or their French equivalents unless I hold a Certificate of Registration in good standing with the College.

Yes

c) I understand that the College may require additional information (including supporting documents) in connection with this renewal.

Yes

d) I understand that if there are any changes to the information provided on this Membership Renewal Form, including to my contact information, I am required to notify the College within 30 days of that change using the [Change of Information Form](#).

Yes

I confirm that I have read and agreed with all of the above conditions and verify all information in this Membership Renewal Form is authentic and true.

Yes

## Review and Finalize Your Membership Renewal Form

Please review this form and ensure it is complete and true before submitting it with supporting documents (if appropriate). See instructions in [college-ece.ca/renewal\\_guide](https://college-ece.ca/renewal_guide).