

Validation of Work Experience 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 their jurisdiction who has obtained their 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/inclusion** – An approach to policies and practice in early years settings where all children, families and colleagues are accepted and celebrated within a program and where each child and family experiences a sense of belonging and is supported to actively contribute to and participate fully in all aspects of the program or service. Inclusive practice includes being attentive to the capabilities, learning styles, vulnerabilities, personalities and circumstances of all children and families and understanding the diversity of children's development. Inclusion also encompasses inclusive attitudes and beliefs, policies, resources and supports (adapted from College of Early Childhood Educators, CECE.2017 *Code of Ethics and Standards of Practice*, p. 24).
- **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's 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

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 and the director or equivalent.

1. Job title, duties and responsibilities, duration

Full-time means the applicant's official status 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 is part-time or the hours of work are less than 30 hours per week.

Casual means the applicant's official status 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-12 years) are defined in the Ministry's of Education *Child Care and Early Years Act, 2014*.

Section 3: 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 (e.g., job description, performance appraisal form), must be sent to the following e-mail address: registration@college-ece.ca.