



In addition to meeting the academic entrance requirements to the program of Early Childhood Education, applicants must submit the following documentation as outlined below:

Please Note: Applicants are to submit copies of documents to Student Services **and** ensure copies are on file at the approved child care service when attending field placements as scheduled during the program.

1. Record of Immunization

There are two acceptable records of immunization:

- A) A current record of immunization, obtained from a local Public Health provider in the area where the person resides. The record can consist of a photocopy of the immunization card and must have dates of the immunization and the signature of the nurse or physician. Records of immunization that show no updates in immunization in the past ten years are not considered up-to-date.

or

- B) **STATEMENT OF IMMUNIZATION** completed by an applicant that does not have an up-to-date immunization; is unable to locate their immunization record; or is not immunized.

Please Note:

- The completion of a statement of immunization also acknowledges awareness that the applicant may be asked to leave a child care service at the request of a public health official in the event of a communicable disease outbreak and maybe unable to return for the duration of that outbreak.

Contact information for applicants to obtain their immunization record can be found at:

<https://www.gov.nl.ca/hcs/publichealth/cdc/immunizations/>

2. Certified criminal records check (issued by RCMP) or criminal records screening certificate (issued by RNC).

Please Note:

- The certified criminal records check/criminal records screening certificate must be dated **no more than three months** prior to the first scheduled day of classes.
 - For applicants this would be no earlier than:
 - the second week of June for **Fall** start
 - the second week of October for **Winter** start
 - the second week of February for **Intersession** start
- The certified criminal records check/criminal records screening certificate is valid for a period of three years from the date of issue for all students unless the student is absent from the program for six months or more.
- A new certified criminal records check, or criminal records screening certificate must be submitted if:
 - there is a gap in attendance of six months or more
 - the expiry date comes into effect prior to the student's end date in the program.

3. Certified vulnerable sector records check (issued by RCMP/RNC).

Please note:

- The certified vulnerable sector records check must be dated **no more than three months** prior to the first scheduled day of classes for the program.
 - For applicants this would be no earlier than:
 - the second week of June for **Fall** start
 - the second week of October for **Winter** start
 - the second week of February for **Intersession** start
- The certified vulnerable sector records check is valid for a period of three years from the date of issue for all students unless the student is absent from the program for six months or more.
- A new certified vulnerable sector records check must be submitted if:
 - there is a gap in attendance of six months or more
 - the expiry date will come into effect prior to the student's end date in the program.