



## Early Childhood Education (Online) Asynchronous Program: Additional Documentation for Admission

In addition to meeting the academic entrance requirements for the Early Childhood Education (ECE) (online) asynchronous program, applicants must submit the following documentation as outlined below:

**Please Note:** Applicants are to submit copies of documents to Student Services **and** provide copies to 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 and up-to-date 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 do not show updates in immunization in the past ten years are not considered up-to-date and it is strongly recommended that the person update their immunizations as recommended by the Public Health Agency of Canada.

**or**

- B) **STATEMENT OF IMMUNIZATION** completed by the applicant, indicating that they are not immunized; does not have a current and up-to-date record of immunization; or they are awaiting a copy of the current and up-to-date record of immunization. Click [HERE](#) to download a copy of the STATEMENT OF IMMUNIZATION for completion.

#### **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 may be unable to return for the duration of that outbreak.

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

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).

- 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 the program for those applicants **NOT** working in a licensed child care service.
  - For online 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 for all learners unless the learner is absent from the program for six months or more.
- A new certified Criminal Records Check/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.

**Please Note:** If an applicant is currently working in a licensed child care setting, they may submit copies of their **current** certified Criminal Records Check/Criminal Records Screening Certificate to Student Services.

### 3. Certified Vulnerable Sector Records Check (issued by RCMP/RNC).

- The RNC Vulnerable Sector Records Check is indicated on the same page as the certified Criminal Records Check; The RCMP Vulnerable Sector Records Check is often indicated as a separate page from the Criminal Records Screening Certificate.
- The Vulnerable Sector Records Check must be dated **no more than three months** prior to the first scheduled day of classes for the program for those applicants **NOT** working in a licensed child care service.
  - For online 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 Vulnerable Sector Records Check is valid for a period of three years for all learners unless the learner is absent from the program for six months or more.
- A new 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.

**Please Note:** If an applicant is currently working in a licensed child care service, they may submit copies of their **current** vulnerable sector records check to Student Services.

### 4. Diploma/Certificate in First Aid and CPR

- A diploma/certificate in first aid and CPR is NOT a requirement for **admissions**. However, Prior to the start of a field placement, students must submit to Student Services, a current copy of at least an emergency level (one day) diploma/certificate in first aid and CPR dealing with children. A list of approved first aid training providers can be found on the [Workplace NL website](#).
- Students must possess at least an emergency level (one day) diploma/certificate in first aid and CPR dealing with children to be eligible for a Diploma or Certificate of Applied Arts in the Early Childhood Education Program