

Early Childhood Education (ECE) Recruitment and Retention Grant

Policy No.: ELCD-GRANT-001

Effective Date: September 1, 2023

Date Revised: July 1, 2025

Policy Cross References: N/A

Legislative References: N/A

PURPOSE:

The purpose of the Early Childhood Education (ECE) Recruitment and Retention Grant is to improve recruitment and retention of qualified early childhood educators working in regulated child care services within the Province. Well-trained early childhood educators are an essential component of quality in regulated child care services. Increasing qualified early childhood educators will, in turn, enhance the quality of child care services available to children and families in Newfoundland and Labrador.

The intent of the ECE Recruitment and Retention Grant is to provide funding to recruit and retain Level I to Level IV early childhood educators. The grant includes a commitment for recipients to work in a regulated child care service in Newfoundland and Labrador. The Association of Early Childhood Educators Newfoundland and Labrador (AECENL) will provide the ECE Recruitment and Retention Grant to those who qualify in conjunction with the child care services certification process as per the policy below.

POLICIES AND PROCEDURES

1. Definitions: The following definitions will apply in interpretation of these policies:

- i. **Child care services certification:** an assessment of academic early childhood education qualifications that results in level(s), and classification(s) for age group(s) in specific facility type.
- ii. **Initial Child Care Services Certification:** First issuance of a Level I to IV AECENL child care services certification.
- iii. **Reissue of Child Care Services Certification:** A change in an individual's certification levels and/or classification.

- iv. **Renewal of Child Care Services Certification:** Renewal of Level I to IV AECENL child care services certification.
- v. **Duplicate of child care services certification:** A reissue of physical certificate due to loss or misplacement of the original.
- vi. **Regulated Child Care Service:** A child care service which has been issued a valid Child Care Licence, or an approval certificate from a licensed family child care agency.
- vii. **Date of Graduation:** The date noted on the parchment issued by the post-secondary institute.
- viii. **One Year Full-Time Equivalent (FTE):** Is working a minimum of 1,440 hours.

2. Grant Amount:

- i. Applicants are eligible to receive a maximum of \$2,500 for initial and each three-year renewal of AECENL Level I to IV child care services certification, up to total amount of \$7, 500.

3. Eligibility:

- i. To qualify for the ECE Recruitment and Retention Grant, eligible candidates must:
 - a. Hold a valid Level I to IV AECENL child care services certification.
 - i. The below outlines circumstances that apply to applicants whose child care certification has lapsed and all other eligibility criteria have been met:
 - a. Applicants will be eligible to receive funding upon renewal if they:
 - i. previously held an AECENL child care services certification;
 - ii. had a lapsed certification for one or more years; and
 - iii. have not worked in regulated child care services for one or more years.
 - b. Applicants who renew certification by completing the refresher course from AECENL during the period of time they are working in a regulated child care services, will not be eligible to receive funding upon that renewal following the lapsed certification, but will be eligible to receive funding for the subsequent renewal.
 - ii. Applicants who request a reissue or duplicate of child care services certification are not eligible for funding; however will be eligible to receive during their renewal – all other eligibility criteria must be met.
 - iii. Applicants who hold Level I (or higher) in combination with Trainee Level, will be eligible with every third renewal - all other eligibility criteria must be met.

- b. Work as an early childhood educator at a regulated child care service in Newfoundland and Labrador at the time of application for initial and renewal of Level I to IV child care services certification.
 - i. For subsequent three-year renewals applicants must have worked in regulated child care as an ECE for a minimum of one-year FTE over the three-year renewal period.
 - ii. The Executive Director of AECENL, in consultation with the Department of Education and Early Childhood Development, may review extenuating circumstances - such as parental leave – that result in an applicant not being employed at the time of application. Each individual circumstance will be reviewed on a case-by-case basis.
 - iii. Graduates from an ECE program, who are not employed when they apply for initial certification, will have 6 months from date of graduation to submit a ECE Recruitment and Retention Grant Application, to receive funding.
 - iv. Individuals who are not a current resident of Newfoundland and Labrador will have 6 months from the date the AECENL child care services certification has been issued to show proof of employment working in regulated child care in Newfoundland and Labrador.
 - v. A ECE Recruitment and Retention Grant Application is required to confirm ECE is working in regulated child care prior to payment being processed.
- c. Submit a completed ECE Recruitment and Retention Grant Application Form
 - i. The application must be submitted with an initial or renewal child care services certification application and no later than 6 months from the initial or renewal certification date.
- d. Meet the contract obligation for return in service under the ECE Graduate Bursary Program (ELCD-BUR-001) – if applicable.
 - i. When an applicant's return in service agreement has been met under the ECE Graduate Bursary, they will be eligible to receive funding during the renewal following the end of their agreement – all other eligibility criteria must be met.

4. Application:

- i. Submit an initial or renewal child care services certification application to AECENL and include:
 - a. ECE Recruitment and Retention Grant Application; and

- b. Direct deposit banking form or void cheque (for first time applicants and when information has changed).
- ii. Applications forms are available on the AECENL website at: <http://www.aecenl.ca/index.php/certification>.
- iii. Applications are only accepted when the applicant is eligible to apply for their initial or renewal of child care services certification.

5. Decision/Notification:

- i. AECENL will assess eligibility for the ECE Recruitment and Retention Grant based on the information submitted.
- ii. Incomplete application will be returned to the applicant within 10 business days of receipt of the application.
- iii. Once determined as eligible, AECENL will process financial payment.
- iv. An applicant will be advised in writing by AECENL within 10 business days of receipt of application of eligibility or ineligible.

6. Application Submission:

i. Initial Application Package:

The application form must be fully completed, hand signed and submitted by email, mail, in person or by courier to AECENL. Electronic signatures are not accepted.

By Email: register@aecenl.ca

By Mail: P.O. Box 8657, St. John's, NL
A1B 3T1

By Courier or by hand: 59 Pippy Place, Suite 2A, St. John's, NL

ii. Renewal Application Package:

The application form must be fully completed, hand signed and submitted by mail, in person or by courier to AECENL (emails are not accepted). Electronic signatures are not accepted.

By Mail: P.O. Box 8657, St. John's, NL
A1B 3T1

By Courier or by hand: 59 Pippy Place, Suite 2A, St. John's, NL

Recruitment and Retention Inquiries: (709) 726-3044 or ecebursary@aecenl.ca

Please Note: In accordance with the Financial Administration Act, payment of any obligation arising from the approval of the ECE Recruitment and Retention Grant is subject to there being available funding in the Government fiscal year in which the payment comes due.