

1 Read first

Classification is the process for reviewing training and determining eligibility toward one of four designations for employment in a licensed child care facility or family home day care agency. Complete this form if you have completed early childhood education training in Nova Scotia.

2 Give your details

Last name: _____
First name: _____ Middle initial: _____
Former last names if any: _____
Address: _____
_____ Postal code: _____
Phone numbers: Home _____ Work _____
Email address: _____

3 Check the classification level you are applying for

Entry Level 1 Level 2 Level 3

If Entry, attach a copy of your completion certificate.

If Level 1, attach a copy of your transcript and workplace experience letter.

If Level 2 or Level 3, attach a copy of your credential.

4 Sign the declaration and consent

I declare that the information on this form is true and complete in every respect. I give consent to Child Care Staff Classification Services to verify the information contained in this form, for the purpose of classification.

Signature: _____ Date: _____

5 Send the application to

Child Care Staff Classification Services
Department of Community Services
PO Box 696
Halifax, Nova Scotia
B3J 2T7

*You will receive documentation related to
your classification by mail.*

For office use only

Date received (dd/mm/yyyy): _____
Registration number: _____
Date issued (dd/mm/yyyy): _____
Classification level: _____
Requires orientation: Yes No
Trigger date for PD (dd/mm/yyyy): _____