

1 Read first

In order to keep your classification file current, this form must be used if you have a change in your information.

2 Give your details

Registration number: _____

Name: _____

3 Select the type of change

Name change Address change Replacement certificate Classification upgrade

4 Record the change

5 Sign the change of personal information

All the information on this form is true and complete. I give permission to Child Care Staff Classification Services to change my Classification file to reflect the new information provided on this form.

Signature: _____ Date: _____

6 Have you attached all supporting documentation?

If you have requested a classification upgrade, documentation must be attached to support the change.

Transcript Diploma Training institution letter

7 Send the form to

Child Care Staff Classification Services
Department of Community Services
PO Box 696
Halifax, Nova Scotia
B3J 2T7
Or
Fax: 902 424 0708

For office use only

Date received (dd/mm/yyyy): _____

Change recorded (dd/mm/yyyy): _____