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Department of Education & Early Childhood  
Development - Early Childhood Educator  
Classification

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Fair Registration Practices Act (FRPA)  
Review Report  
October 27, 2022

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Province of Nova Scotia

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## EXECUTIVE SUMMARY

The Minister of Education and Early Childhood Development is specifically named in the *Fair Registration Practices Act* (FRPA or “the Act”) as a “regulating body” that is subject to the Act. The Minister is responsible for the registration practices of the regulated occupation of Early Childhood Educators (ECEs), which is administered by the Early Childhood Education Training & Classification Services Division (ECE-Classification) of the Department and is the subject of this FRPA review. Section 6 of the Act summarizes the “Duty” of each “regulating body” as follows:

***Duty of regulating body***

**6** *A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.*

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on March 1, 2022, and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA and, in particular, the fulfillment of the above quoted “Duty” of a regulating body”; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action plan containing specific actions and completion dates as well as the requirement of progress reports on that Action plan until compliance is achieved.

The current compliance status was determined based on ECE-Classification’s responses to 10 review questions, as well as corroborating information on their website (<https://www.ednet.ns.ca/earlyyears/>). Upon review of this information, no compliance issues were identified and therefore no Action Plan was required. The review questions, ECE-Classification’s responses, and the assessment of those responses based on compliance criteria are detailed in this report.

As required under Subsections 16(8) of the Act, another review will be conducted on the registration practices for ECEs within 5 years of the date of this report.

The collaboration and cooperation of the Early Childhood Education Training & Classification Services Division throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt  
Review Officer, Fair Registration Practices Act (FRPA)

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# 1. INTRODUCTION

## 1.1. THE FAIR REGISTRATION PRACTICES ACT

[The Fair Registration Practices Act](#) (FRPA; the Act) applies to 49 [regulatory bodies](#) in Nova Scotia, covering over 62 occupations and 21 trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation or trade. Everyone who practices within a regulated occupation or trade must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the regulating body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

## 1.2. OVERVIEW OF THE REGULATING BODY

<b>Name of Regulating Body:</b>	Department of Education & Early Childhood Development - ECE
<b>Review Questions Due:</b>	2022-08-17
<b>Date Submitted:</b>	2022-08-17

Early Childhood Educators and Staff: Entry level, Level 1, Level 2, Level 3, School-Age Training Approval

Early Childhood Classification Services administers the registration of Early Childhood Educators, under the authority of the *Early Learning and Child Care Act and Regulations*:

<https://nslegislature.ca/sites/default/files/legc/statutes/early%20learning%20and%20child%20care.pdf>

<https://www.novascotia.ca/just/regulations/regs/elcc.htm>

Early Childhood Educators (ECEs) are responsible for the health, safety and well-being of children who range in age from birth to 12 years old. Each day they observe, plan and provide experiences that support and promote the development of children's physical health and well-being, social, emotional, language cognitive and communication skills. They develop caring and responsive relationships with each child and maintain open cooperative relationships with families.

ECE's work in regulated child care programs, family home child care agencies, pre-primary programs and many other types of settings where young children and their families are the focus of a program's purpose.

Under the authority of the Day Care Act and Regulations, ECE Classification Services:

- Review applications for classification to determine eligibility for licensure
- Issue classifications
- Review and track submissions of professional development required to maintain a classification

Nova Scotia Classification for Child Care Staff website: <https://www.ednet.ns.ca/earlyyears/pd/ClassificationforStaff.shtml>

## 2. QUANTITATIVE DATA - 2021

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is a copy of the information provided by the Early Childhood Education Training & Classification Services Division (ECE-Classification), covering the year 2021, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA.

<b>Total Practicing Members*:</b>	6,952
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\* As of December 31, 2021

<b>Applications:</b>				
	Decisions Rendered in 2021 <sup>1</sup>		In Progress at end of 2021 <sup>1</sup>	Received in 2021
	Successful	Unsuccessful <sup>2</sup>		
New	538	29	138	918
Interprovincial	68	0	13	79
International	61	9	59	122

1. Regardless of when the applications were received.

2. Excludes withdrawn applications (1 international and 13 New applications were withdrawn in 2021).

<b>Internal Reviews Conducted in 2021*:</b>	0
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\*Reviews of unsuccessful registration decisions conducted at the request of unsuccessful applicants.

<b>Provinces of Origin of Interprovincial Applicants:</b>	
Ontario	22
Saskatchewan	22
Alberta	15
Unknown	13
British Columbia	6
Manitoba	2
Newfoundland and Labrador	1
<b>Total</b>	<b>81</b>

<b>Country of Origin of International Applicants:</b>	
India	22
South Korea	6
France	3
United Kingdom	3
United States of America	2
Egypt	2
Other*	8
Unknown	76
<b>Total</b>	<b>122</b>

\* 8 countries with one applicant from each.

### 3. ANALYSIS OF REGISTRATION PRACTICES

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria and develop an Action Plan to help each organization comply with the Act and improve registration practices, if applicable.

The Early Childhood Education Training & Classification Services Division responses to the FRPA Review questions are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

#### 3.1: INFORMATION AND REGISTRATION PROCEDURES

This section asks questions about all practices and policies your organization may use to provide information to the applicant during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted which will be used to assess the applicant's request for registration. Documentation examples could include transcripts, certificates, job descriptions, articles, letters of support, and evaluations. All communication to and from the applicant should be clear and understandable to all individuals, including those who may have received their qualifications outside of Canada.

##### QUESTION 1 - REGISTRATION PROCESS, REQUIREMENTS AND COMMUNICATIONS

The following question is broken into three parts, one for each of the three application streams, as follows:

**A: "New Applicants"**

- Those who are only including Canadian credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

**B: "International Applicants"**

- Those who are including international credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

**C: “Interprovincial Applicants”**

- Those who are currently licenced to practice elsewhere in Canada (outside of Nova Scotia).

The response to Part A should be fully detailed, while the responses to Parts B and C only detail any differences from Part A.

Alignment with the FRPA: Section 3, 7(c), 9(a), 16(3)(a), (b) and (g)

**QUESTION 1A (REGISTRATION OF “NEW APPLICANTS”)**

Using the table below, explain, in detail, the registration process and requirements for “New Applicants” (see definition above) and how this information is communicated to these applicants. Please answer separately for each license type.

**Instructions:** Subsections A through F below are identical and are only provided to allow for the possibility that multiple license types are issued (practising). If there is only one license type, use only subsection ‘A’, if there are two license types, use subsections ‘A’ and ‘B’ etc.

<b>RESPONDENT ANSWER</b>	<b>A. LICENSE TYPE</b>	Entry Level
	<b>QUALIFICATIONS (LIST ALL)</b>	As required under the Early Learning and Child Care Act and Regulations <b>37(1)</b> A facility staff person who works directly with children must complete 1 of the following and provide proof of completion to the Minister:  (a) the orientation training;  (b) post-secondary courses in early childhood education that, in the opinion of the Minister, are comparable to the orientation training.
	<b>DOCUMENTATION (LIST ALL)</b>	<ul style="list-style-type: none"> <li>• An application form found here <a href="#">ECDS Training Completed in Nova Scotia.pdf (ednet.ns.ca)</a>.</li> <li>• A copy of orientation completion certificate, if applicable, or</li> <li>• An official final transcript to verify your education</li> </ul>



<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<ul style="list-style-type: none"> <li>• Upon receipt of the application package, it is reviewed to ensure that the application is complete and that all required documentation is included. If the submission is incomplete, the applicant is notified, using the contact information provided.</li> <li>• If the application is complete, the review begins.</li> <li>• If the documentation demonstrates eligibility for classification, the applicant is assigned a registration number. This number is unique to the applicant and remains the same even if the name or classification level change. A certificate indicating the classification level is sent to the applicant by email or mail.</li> <li>• If documentation is insufficient to meet any of the qualifications for classification, this is communicated to the applicant in a status letter.</li> <li>• The review process may require four to six weeks to complete.</li> </ul>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<ul style="list-style-type: none"> <li>• Guide to Classification and Professional Development for ECE’s posted here: <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Guide_to_Classification_Professional_Development_EN.pdf">https://www.ednet.ns.ca/earlyyears/documents/pd/Guide_to_Classification_Professional_Development_EN.pdf</a></li> <li>• Qualifications for classification posted here <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> <li>• Overview and registration information for Orientation for Staff Working in Licensed Child Care Facilities found here <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> </ul>
<p><b>B. LICENSE TYPE</b></p>	<p>Level 1 Classification</p>
<p><b>QUALIFICATIONS (LIST ALL)</b></p>	<p>As required under the Early Learning and Child Care Act and Regulations:  <b>Level 1 classification</b></p> <p><b>37C</b> “The Minister may issue a level 1 classification to an applicant who meets 1 of the following qualifications:  (a) they meet the requirements in subsection 37(1) and have completed any course work and workplace training specified in standards set by the Minister;  (b) they hold a 1-year certificate in early childhood development or early childhood education from a training program recognized by the Director.”</p> <p>Based on level 1 standards the following is required:</p> <ul style="list-style-type: none"> <li>• Proof of completion of course work inclusive of three courses in the following subject areas: <ul style="list-style-type: none"> <li>○ Child Development.</li> <li>○ Behaviour Guidance.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Curriculum and Programming for Young</li> </ul>
	<b>DOCUMENTATION (LIST ALL)</b>	<ul style="list-style-type: none"> <li>• And proof of completion of two guided workplace experiences providing opportunities to link course work with practice</li> <li>• An application form found here: <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Guide_to_Classification_Professional_Development_EN.pdf">ECDS Training Completed in Nova Scotia.pdf (ednet.ns.ca)</a></li> <li>• An official final transcript and course descriptions (if applicable) to verify education. Official transcripts may be either sent directly from the educational institution, or attached to the application form in a sealed envelope from the institution.</li> </ul>
	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<ul style="list-style-type: none"> <li>• Upon receipt of the application package, it is reviewed to ensure that the application is complete and that all required documentation is included. If the submission is incomplete, the applicant is notified, using the contact information provided</li> <li>• If the application is complete, the review begins.</li> <li>• If the documentation demonstrates eligibility for classification, the applicant is assigned a registration number. This number is unique to the applicant and remains the same even if the name or classification change. A certificate indicating the classification level is sent to the applicant by mail</li> <li>• If documentation is insufficient to meet any of the qualifications for classification, this is communicated to the applicant in a status letter.</li> <li>• The review process may take four to six weeks to complete.</li> </ul>
	<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	<ul style="list-style-type: none"> <li>• Guide to Classification and Professional Development for ECE’s posted here: <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Guide_to_Classification_Professional_Development_EN.pdf">https://www.ednet.ns.ca/earlyyears/documents/pd/Guide_to_Classification_Professional_Development_EN.pdf</a></li> <li>• Qualifications for classification posted here <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Child_Care_Staff_Classification_Training_Early_Learning_and_Child_Care_ELCC_NS_Dept_of_Education_Early_Childhood_Development_ednet.ns.ca">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> <li>• Level 1 Classification for Child Care Staff found here: <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Child_Care_Staff_Classification_Training_Early_Learning_and_Child_Care_ELCC_NS_Dept_of_Education_Early_Childhood_Development_ednet.ns.ca">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> </ul>
	<b>C. LICENSE TYPE</b>	Level 2 Classification
	<b>QUALIFICATIONS (LIST ALL)</b>	<p>As required under the Early Learning and Child Care Act and Regulations:</p> <p><b>37D</b> “The Minister may issue a level 2 classification to an applicant who meets 1 of the following qualifications:</p> <ul style="list-style-type: none"> <li>(a) they hold a diploma in early childhood education from a program approved by the Director;</li> <li>(b) they hold a 1-year early childhood education certificate obtained before May 31, 2000, on completion of a training</li> </ul>

		<p>program in early childhood education, as defined in the former regulations;</p> <p>(c) they have successfully completed the recognition of prior learning program.”</p>
	<b>DOCUMENTATION (LIST ALL)</b>	<ul style="list-style-type: none"> <li>• An application form found here: <a href="#">ECDS Training Completed in Nova Scotia.pdf (ednet.ns.ca)</a></li> <li>• An official final transcript and course descriptions (if applicable) to verify education. Official transcripts may be either sent directly from the educational institution, or attached to the application form in a sealed envelope.</li> </ul>
	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<ul style="list-style-type: none"> <li>• Upon receipt of the application package, it is reviewed to ensure that the application is complete and that all required documentation is included. If the submission is incomplete, the applicant is notified, using the contact information provided</li> <li>• If the application is complete, the review begins.</li> <li>• If the documentation demonstrates eligibility for classification, the applicant is assigned a registration number. This number is unique to the applicant and remains the same even if the name or classification change. A certificate indicating the classification level is sent to the applicant by mail</li> <li>• If documentation is insufficient to meet any of the qualifications for classification, this is communicated to the applicant in a status letter.</li> <li>• The review process may require four to six weeks to complete.</li> </ul>
	<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	<ul style="list-style-type: none"> <li>• Guide to Classification and Professional Development for ECE’s posted here: <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Guide to Classification Professional Development EN.pdf">https://www.ednet.ns.ca/earlyyears/documents/pd/Guide to Classification Professional Development EN.pdf</a></li> <li>• Qualifications for classification posted here <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> <li>• Early Childhood Education training in Nova Scotia: <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> <li>• Link to the Recognition of Prior Learning and Assessment Program <a href="https://aecens.ca/rpl/">https://aecens.ca/rpl/</a></li> </ul>
	<b>D. LICENSE TYPE</b>	Level 3 Classification
	<b>QUALIFICATIONS (LIST ALL)</b>	<p>As required under the Early Learning and Child Care Act and Regulations</p> <p><b>37E</b> “The Minister may issue a level 3 classification to an applicant who meets 1 of the following qualifications:</p> <p>(a) they hold a bachelor’s degree from a post-secondary institution approved by the Director in any of the following:</p>

	<p>(i) early childhood education,</p> <p>(ii) an area of study that qualifies a person to plan and deliver early childhood education programming for children from birth to 12 years of age;”</p> <p>(b) they meet the qualifications in clause 37D(a) and hold a bachelor’s degree in any discipline from a post-secondary institution recognized by the Director.”</p>
<p><b>DOCUMENTATION (LIST ALL)</b></p>	<ul style="list-style-type: none"> <li>• An application form found here: <a href="#">ECDS Training Completed in Nova Scotia.pdf (ednet.ns.ca)</a></li> <li>• An official final transcript and course descriptions (if applicable) to verify education. Official transcripts may be either sent directly from the educational institution, or attached to the application form in a sealed envelope.</li> </ul>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP- BY-STEP)</b></p>	<ul style="list-style-type: none"> <li>• Upon receipt of the application package, it is reviewed to ensure that the application is complete and that all required documentation is included. If the submission is incomplete, the applicant is notified, using the contact information provided</li> <li>• If the application is complete, the review begins.</li> <li>• If the documentation demonstrates eligibility for classification, the applicant is assigned a registration number. This number is unique to the applicant and remains the same even if the name or classification change. A certificate indicating the classification level is sent to the applicant by mail</li> <li>• If documentation is insufficient to meet any of the qualifications for classification, this is communicated to the applicant in a status letter.</li> </ul>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<ul style="list-style-type: none"> <li>• Guide to Classification and Professional Development for ECE’s posted here: <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Guide to Classification Professional Development EN.pdf">https://www.ednet.ns.ca/earlyyears/documents/pd/Guide to Classification Professional Development EN.pdf</a></li> <li>• Qualifications for classification posted here <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> <li>• Early Childhood Education training in Nova Scotia: <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></li> </ul>
<p><b>E. LICENSE TYPE</b></p>	<p>School-Age Training Approval</p>
<p><b>QUALIFICATIONS (LIST ALL)</b></p>	<p>As required under the Early Learning and Child Care Act and Regulations <b>37F (1)</b> “The Minister may grant approval of school-age training to a person who meets all of the following qualifications:</p>

		<p>(a) they have completed 1 of the following:</p> <ul style="list-style-type: none"> <li>(i) a bachelor’s degree in early [childhood] elementary education from a post-secondary institution recognized by the Director,</li> <li>(ii) a program at a post-secondary institution recognized by the Director, that qualifies a person to plan and deliver developmentally appropriate programming for school-age children;</li> </ul> <p>(b) they meet the requirements in subsection 37(1).</p> <p>(2) Despite subsection (1) the Minister may grant a 6-month conditional approval of school-age training to a person if the Minister determines that the person meets the requirements in clause (1)(a), on the condition that they meet the requirements in clause (1)(b) no later than 6 months after the date the conditional approval is granted.</p> <p>(3) A conditional approval granted under subsection (2) expires the earlier of the following dates:</p> <ul style="list-style-type: none"> <li>(a) 6 months after the date the conditional approval is granted;</li> <li>(b) the date the person is granted approval of school-age training, having met the qualifications in clause (1)(b).</li> </ul> <p>(4) A person granted a conditional approval under subsection (2) may reapply to the Minister for a further 6-month conditional approval if they are not able to meet the qualifications in clause (1)(b) within 6 months from the date the conditional approval was granted.</p> <p>(5) The Minister may, at the Minister’s sole discretion, grant a further 6-month conditional approval to a person who reapplies under subsection (4).</p> <p>(6) For the purposes of the facility staffing requirement in clause 36(4)(b), a person granted a conditional approval under this Section is deemed to hold school-age training approval for the duration of their conditional approval.”</p>
	<p><b>DOCUMENTATION (LIST ALL)</b></p>	<ul style="list-style-type: none"> <li>• An application form found here: <a href="https://ednet.ns.ca/ECDS_Training_Completed_in_Nova_Scotia.pdf">ECDS_Training_Completed_in_Nova_Scotia.pdf (ednet.ns.ca)</a></li> <li>• An official final transcript and course descriptions (if applicable) to verify education. Official transcripts may be either sent</li> </ul>

		directly from the educational institution, or attached to the application form in a sealed envelope.
	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<ul style="list-style-type: none"> <li>• Upon receipt of the application package, it is reviewed to ensure that the application is complete and that all required documentation is included. If the submission is incomplete, the applicant is notified, using the contact information provided</li> <li>• If the application is complete, the review begins.</li> <li>• If the documentation demonstrates eligibility for classification, the applicant is assigned a registration number. This number is unique to the applicant and remains the same even if the name or classification change. A certificate indicating the classification level is sent to the applicant by mail</li> <li>• If documentation is insufficient to meet any of the qualifications for classification, this is communicated to the applicant in a status letter.</li> </ul>
	<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	<ul style="list-style-type: none"> <li>• Guide to Classification and Professional Development for ECE’s posted here: <a href="https://www.ednet.ns.ca/earlyyears/documents/pd/Guide%20to%20Classification%20Professional%20Development%20EN.pdf">https://www.ednet.ns.ca/earlyyears/documents/pd/Guide to Classification Professional Development EN.pdf</a></li> <li>• Qualifications for classification posted here <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca )</a></li> </ul>

**QUESTION 1B (REGISTRATION OF “INTERNATIONAL APPLICANTS”)**

Does the registration process and requirements for “International applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

**RESPONDENT ANSWER**

- Yes  
 No

If yes, describe the differences (include any relevant web links, if any):

When applying for classification, applicants with international credentials must:

- A. Obtain an international credential assessment - A comprehensive course-by-course report is required.

[https://www.cicic.ca/927/identify\\_the\\_organization\\_responsible\\_for\\_recognition.canada](https://www.cicic.ca/927/identify_the_organization_responsible_for_recognition.canada)

	<p>B. Be proficient in the use of either English or French. If their first language is not English or French, include the result of a language proficiency test. Acceptable language proficiency test is a Canadian Language Benchmark (CLB) at a level 7, or equivalent.</p> <p>C. Provide official transcripts, program and course descriptions, and proof of instructional and practicum hours in a translated format. Acceptable translation sources are:</p> <ul style="list-style-type: none"> <li>○ A Canadian consulate, high commission, or embassy in the country from which the applicant is immigrating</li> <li>○ A certified member of the Association of Translators and Interpreters of Nova Scotia</li> <li>○ A translator accredited by a professional association of translators in Canada</li> <li>○ A translator accredited by the Canadian government</li> <li>○ A translator accredited by a provincial or municipal government in Canada</li> </ul> <p>D. Use the Application for Classification – International Credentials <a href="#">ECDS Training Completed Outside of Nova Scotia.pdf (ednet.ns.ca)</a></p> <p>Classification website: <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a></p> <p><a href="#">Guide to Classification Professional Development EN.pdf (ednet.ns.ca)</a></p>
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**QUESTION 1C (REGISTRATION OF “INTERPROVINCIAL APPLICANTS”)**

Does the registration process and requirements for “Interprovincial applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)?

For example, are the process and requirements somehow “streamlined” to comply with the [Canadian Free Trade Agreement](#) (Chapter Seven - Labour Mobility, pages 83-88), as required under Nova Scotia’s [Canadian Free Trade Agreement Implementation Act](#)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If yes, describe the differences (include any relevant web links, if any):
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	<p>For applicants who are not certified/registered/licensed to work as an ECE in another Canadian jurisdiction, we would assess their application as described above.</p> <p>Applicants who are certified to work in another Canadian jurisdiction, use the same application form as new applicants, but are required only to submit proof of certification from the province/territory in which they are currently certified. Refer to page 5 section 3 <a href="#">Guide to Classification Professional Development_EN.pdf (ednet.ns.ca)</a></p>
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**QUESTION 1 (Parts A, B AND C) REVIEW FINDINGS (To be completed by the FRPA Review Officer):**

REVIEW FINDINGS	Compliance Criteria:	Compliant? (YES/NO)
(To be completed by the FRPA Review Officer)	Requirement that the regulating body:	
	<ul style="list-style-type: none"> <li>provides information about its registration practices in a clear and understandable form, including descriptions of any differences for applicants with international qualifications and for those who are licenced in other Canadian jurisdictions;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains the qualifications required for registration;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>identifies documentation of qualifications that must accompany an application;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains the registration process and how requirements for registration are to be met;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains how information is communicated; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information in a publicly accessible manner.</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on the Early Learning and Child Care (ELCC) website ([www.ednet.ns.ca/earlyyears/](http://www.ednet.ns.ca/earlyyears/)) on September 9, 2022.

**QUESTION 2 (REGISTRATION PROCESS FEES)**

Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.

Alignment with the FRPA: *Section 7(f) and 16(3)(d)*



<b>RESPONDENT ANSWER</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Describe and explain: Click or tap here to enter text.	
<b>REVIEW FINDINGS</b>	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• provides information setting out any fees for registration in a clear and understandable form;	YES
	• provides information about fees in a publicly accessible manner.	YES
<p><b>Comments, to be completed by the FRPA Review Officer:</b>  Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above.</p> <p>As noted in an e-mail, dated Oct 27, 2022, from the regulating body: “Application and processing fees are funded by the Department of Education and Early Childhood Development.”</p>		

### QUESTION 3 (ALLOWANCE FOR ALTERNATIVE DOCUMENTATION)

Are there any situations, where the standard required documentation cannot be reasonably obtained by an applicant, that alternative documentation may be acceptable to the regulating body?

If yes, please detail what alternative documentation may be accepted in what situations and in place of what standard documentation. How is this information communicated to applicants? If available, please provide a link to where this information is published in the public domain.

Alignment with the FRPA: *Sections 7, 9 and 16(3)(c)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:  There may be situations where an individual is unable to obtain the official documents required for the assessment of their Classification application. While every effort to obtain the required documentation is expected, applicants may request to provide alternative evidence of academic standing, or other required
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	<p>documents. Individuals must make the request in writing to the Director, Early Childhood Development and Pre-Primary who is responsible for the classification program.</p> <p>Individuals requesting the use of alternative documentation must include:</p> <ul style="list-style-type: none"> <li>• The reasons why the documents are not available</li> <li>• The efforts made to obtain the official documents</li> <li>• Method provided to prove the authenticity of the documents</li> </ul> <p><b>An Official Document</b> is a document that states/provides required information in writing especially of official nature which grants authenticity to that information.</p> <p><b>An Alternate Document</b> includes documents which demonstrate the completion of the program and coursework when official documents are not available.</p> <p>Decisions to accept alternate documents are made on an individualized basis, and decisions will consider the circumstances of the applicant, and type of document requested to replace the official document.</p> <p>Applicants will be notified of the decision of their request within 4-6 weeks.</p>	
<p><b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)</p>	<p><b>Compliance Criteria:</b> Requirement that the regulating body:</p>	<p><b>Compliant?</b> <b>(YES/NO/ N/A)</b></p>
	<ul style="list-style-type: none"> <li>• provides clear and understandable information with respect to acceptable alternative documentation;</li> </ul>	<p>YES</p>
	<ul style="list-style-type: none"> <li>• advises applicants on what alternative information may be supplied when they cannot reasonably obtain the standard documentation; and</li> </ul>	<p>YES</p>
<p><b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above.</p>		

**QUESTION 4 (SUPPORT PROVIDED TO APPLICANTS DURING THE REGISTRATION PROCESS)**

Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link(s) to information published in the public domain.

Alignment with the FRPA: *Sections 7(e) and 16(3)(k)*

<p><b>RESPONDENT ANSWER</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, describe:</b></p> <ul style="list-style-type: none"> <li>• Guide <a href="#">Guide to Classification Professional Development EN.pdf (ednet.ns.ca)</a></li> <li>• Applicant inquiries can be sent to <a href="mailto:classification@novascotia.ca">classification@novascotia.ca</a> and staff respond within 3 – 5 days. Applicants can also call and leave a voicemail.</li> <li>• In person meetings can be provided on a case-by-case basis, if required.</li> </ul>	
<p><b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)</p>	<p><b>Compliance Criteria:</b> Requirement that the regulating body:</p> <ul style="list-style-type: none"> <li>• provides support to the applicant during the registration process;</li> <li>• describes the type of support provided to the applicant during the registration process; and</li> <li>• provides information about the type of support provided to applicants during the registration process in a publicly accessible manner.</li> </ul>	<p><b>Compliant? (YES/NO)</b></p> <p>YES</p> <p>YES</p> <p>YES</p>
<p><b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on the Early Learning and Child Care (ELCC) website (<a href="http://www.ednet.ns.ca/earlyyears/">www.ednet.ns.ca/earlyyears/</a>) on September 9, 2022.</p>		

**QUESTION 5 (ACCOMMODATION POLICIES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY)**

Do you have a description of existing accommodation policies for applicants with a physical or mental disability? If so, describe how an applicant would request an accommodation and how requests are considered. How do you make this process available to applicants in a transparent, objective, impartial and procedurally fair manner? Include a link(s) to information published in the public domain.

Alignment with the FRPA: *Section 6, 16(3)(h)*

Reference: [Human Rights Act \(nslegislature.ca\)](http://www.nslegislature.ca)

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, describe:</b> Classification Services aims to provide appropriate and respectful communication to individuals and will provide additional supports for individuals who may require accommodations in completing forms, obtaining documents, or may require alternative methods of communication, alternate times/locations for in-person meetings or consultations as deemed reasonable and appropriate. Reasonable accommodation include requests that do not conflict with the Classification Services Policy Manual, the NS Early Learning Child Care Act and Regulations, and employee rights within the public services of Nova Scotia.
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<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>has a description of existing accommodation policies for applicants with a physical or mental disability;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>has a clear process for applicants to request an accommodation and understand how requests will be considered; and</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**  
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above.

**QUESTION 6 (ACCESS TO REGISTRATION RECORDS)**

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link(s) to any published information, if available.

Alignment with the FRPA: *Sections 12(1) through (5) and 16(3)(j)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, describe:</b> All individuals applying for or holding a Classification can have access to their information upon request. Personal information about an individual file will not be withheld from the applicant. Applicants can request access to their records via email, phone, or mail. Our website will be revised by end of August 2022 to reflect this information.
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<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>has an established process by which an applicant can make a request in writing for access to their registration records; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes how an applicant can make a request, any exclusions to information that can be provided, and any fees that may apply.</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**  
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above.

On October 27, 2022, it was verified that the Early Learning and Child Care (ELCC) website ([www.ednet.ns.ca/earlyyears/](http://www.ednet.ns.ca/earlyyears/)) was updated to make it clear that applicants can request access to their records via email, phone, or mail as noted in the response above.

## 3.2: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section will explore assessment practices and how these practices are communicated to an applicant. An assessment measures an applicant’s skills, knowledge, qualifications, and credentials against the standard that must be met by your regulating body to be granted a licence/certification. Information on the criteria (Examples: exam material, competency information, work experience, requirements, etc.) used for assessment, how that information is communicated to the applicant, and how final registration/application decisions are provided will be requested in this section.

### QUESTION 7 (ASSESSMENT CRITERIA)

Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.

If there is a third-party assessor involved in the process, describe their role in the space provided.

Alignment with the FRPA: *Section 7(d), 16(3)(b) and (i)*

<b>RESPONDENT ANSWER</b>	<p>Explain the criteria used for assessment and how the information is communicated:</p> <ul style="list-style-type: none"> <li>• Applications for classification are assessed through a review of an applicant’s educational credentials against the <i>ELCC Act and Regulations</i> and Nova Scotia’s <a href="#">Standards for Early Childhood Education Post-Secondary Programs</a>, or school age program. <a href="#">Child Care Staff Classification &amp; Training   Early Learning and Child Care (ELCC)   NS Dept of Education &amp; Early Childhood Development (ednet.ns.ca)</a>.</li> <li>• The classification team uses a standard template to guide each assessment to ensure fair and consistent reviews.</li> <li>• Assessment can take 4 – 6 weeks.</li> <li>• Upon completion of the review a status email is sent to the applicant with one of the following responses             <ul style="list-style-type: none"> <li>➤ Approval</li> <li>➤ Pre-approval for a level of classification (if living outside of Canada)</li> <li>➤ Pre-approval with the condition that the applicant completes the provincial orientation training</li> <li>➤ Denial with reasons provided</li> </ul> </li> </ul> <p>Is a third party involved in the assessment process?</p> <p><input checked="" type="checkbox"/> Yes</p>
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	<input type="checkbox"/> No  If yes, name the third-party(s) and describe their role: For international assessments, a course-by-course credential evaluation is required by an <a href="#">approved agency</a> such as World Education Services. A link to accepted agencies is provided in our Guide to Classification and Professional Development. The credential assessment agencies are responsible for providing classification services with a course-by-course evaluation of the applicants' education credentials	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>describes all criteria used to assess whether the requirements for registration have been met;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains how information is communicated;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information in a publicly accessible manner; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes the role of third-party assessors (if applicable).</li> </ul>	YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on the Early Learning and Child Care (ELCC) website ( <a href="http://www.ednet.ns.ca/earlyyears/">www.ednet.ns.ca/earlyyears/</a> ) on September 9, 2022.		

### QUESTION 8 (COMMUNICATING REGISTRATION DECISIONS)

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include the approximate length of time required to issue a registration decision, who makes the decision, and what information is provided with each type of decision.

Alignment with the FRPA: *Sections 8(b), (c), (d), 16(3)(l) and (m)*

<b>RESPONDENT ANSWER</b>	<b>Explain the registration decision communication process:</b>  a) Successful applicants: Upon completion of the review a status email is sent to the applicant with one of the following responses: Approval, Pre-approval for a level of classification (if living outside of Canada),	
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	b) Applicants not granted registration: Upon completion of the review a status email is sent to the applicant with one of the following response: Denied with reasons provided. Applicants are also provided with information on how to appeal a decision, which is also outlined in our Guide to Classification and Professional Development.	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• explains the process they use to communicate registration decisions, and the timeframe;	YES
	• provides written decisions to all applicants;	YES
	• provides applicants with reasons when registration has not been granted;	YES
	• provides information on programs/services available to support the future success of applicants, if applicable; and	YES
	• provides a description of the internal review process to applicants who are not granted registration.	YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on the Early Learning and Child Care (ELCC) website ( <a href="http://www.ednet.ns.ca/earlyyears/">www.ednet.ns.ca/earlyyears/</a> ) on September 9, 2022.		



### 3.3: INTERNAL REVIEW/APPEAL PROCESS

Section 10 of the Act states “Where a regulating body does not provide registration to an applicant, the regulating body shall provide an internal review process within a reasonable time and shall inform the applicant of the internal review process and of the procedures and time frames for the internal review.” This section focuses on the internal review/appeal process, including opportunities for an applicant to provide new information for a decision and details surrounding the decision-makers involved in the internal review/appeal process. Additionally, information on the training provided to individuals who make internal review/appeal decisions will be required.

#### QUESTION 9 (INTERNAL REVIEW PROCESS)

Do you have a documented internal review process for applicants who disagree with the registration decision?

If yes, describe the process including:

- time frames throughout the process; and
- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal review decisions are communicated to applicants and what information is included with the decision; and
- a statement that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review of that decision; and
- if available, provide a link to this information published in the public domain.

Alignment with the FRPA: *section 7(a) and 10, 16(3)(m) and (n)*

**Internal review:** a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.

RESPONDENT  
ANSWER

- Yes  
 No

**If yes, explain:**

If applicants disagree with the decision made regarding their application for classification, they can

1. Contact Classification Services to resolve the matter of concern.
2. If the matter cannot be resolved by contacting the coordinator, they may choose to pursue the matter through an internal review process as described in Appendix B, page 14 [Guide to Classification Professional Development EN.pdf \(ednet.ns.ca\)](#)

	<b>If no, explain why not:</b>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b>	<b>Compliant? (YES/NO)</b>
	Requirement that the regulating body:	
	• has a documented internal review process;	YES
	• describes time frames associated with the internal review process;	YES
	• describes opportunities the applicant has to provide new information and make submissions with respect to their internal review;	YES
	• describes how internal review decisions are communicated to applicants and what information is included with the decision;	YES
• ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and	YES	
• provides information on the internal review process in a publicly accessible manner.	YES	
<b>Comments, to be completed by the FRPA Review Officer:</b>		
Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from:		
<ol style="list-style-type: none"> <li>1) the information provided above;</li> <li>2) the information found on the Early Learning and Child Care (ELCC) website (<a href="http://www.ednet.ns.ca/earlyyears/">www.ednet.ns.ca/earlyyears/</a>) on September 9, 2022; and</li> <li>3) the following statement provided by the regulating body (via e-mail dated September 13, 2022):</li> </ol>		
<i>Please accept this e-mail as confirmation that no one who acted as a decision-maker in respect of a registration decision may act as a decision-maker in an internal review in respect of that registration decision. We will ensure this is clarified on our website and in our Guide to Classification.</i>		

**QUESTION 10 (INTERNAL REVIEW TRAINING)**

Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.

Alignment with the FRPA: *Sections 11 and 16(3)(p)*

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <p><b>If yes, please describe:</b>                  The Manager, Workforce Development, is responsible for training members of the Review Committee (of at least 3 members) in preparation for a review. During an initial meeting, committee members are provided with a copy of the relevant regulations, Standards for Early Childhood Education Post-Secondary Programs, assessment template (Intake and Assessment form), procedures and guidelines for assessments, and the applicant’s supporting documentation (with personal information removed). The Manager uses the documents to walk committee members through how to conduct an assessment.</p> <p>Each committee member then conducts an independent review and makes a recommendation for a classification level or denial. This usually takes a week. The Committee re-convenes to discuss the results of the independent reviews and come to a decision based on majority ruling. Timelines for the review process are outlined in the Guide to Classification and Professional Development, pp. 14 – 15.</p>
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<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria:</b> Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>ensures that internal review decision-makers have received training on conducting an internal review; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes the training.</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**  
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, could be verified from the information provided above and from information found on the Early Learning and Child Care (ELCC) website ([www.ednet.ns.ca/earlyyears/](http://www.ednet.ns.ca/earlyyears/)) on September 9, 2022.

#### 4. ACKNOWLEDGEMENTS:

The *Early Childhood Education Training & Classification Services Division* hereby declares that the information contained in this report is a true and accurate representation of the current registration practices for Early Childhood Educators.

**SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:**



**Name (print): Hoa Truong-White, Manager, Workforce Development**

**DATE: 2022-11-07**