

500 Hours of Work Experience

Q: Who can write my 500 hour work experience letter?

A: The individual who writes your 500 hour work experience letter must hold a current Early Childhood Educator (ECE) Licence to Practice (or equivalent, if hours were done in another province/territory in Canada) and must be the ECE who supervised your work experience

Q: Why has the requirement for who can write the 500 hour work experience letter changed?

A: The requirement that an ECE supervise and write the 500 hour work experience letter has been put in place as a quality assurance step. This is to ensure that individuals supervising the 500 hours of work experience have the competency and experience to provide adequate supervision and feedback to new ECEs applying for their Licence to Practice.

Q: Can I complete my 500 hours in more than one location?

A: Yes. The 500 hours of work experience can be completed in any number of facilities. You must be supervised at each location by an ECE, and that ECE must provide a written reference to confirm the hours you completed at that location, as well as to attest to your competence as an ECE.

Q: If I complete my hours in more than one location, why do I need to submit more than one letter?

A: Requiring one letter from an ECE at every location where you have completed work experience hours is a quality assurance step that ensures the ECE Registry has a full picture of your entire 500 hours of work experience.

Q: Who can write my 500 hour work experience letter if I completed my work experience hours outside of British Columbia?

A: If you have completed work experience within another jurisdiction in Canada, the work experience reference letter must be written by the individual who supervised your work experience and who is equivalent to an ECE in British Columbia. The Registry will need verification of the certification of the individual who writes the letter.

Q: What do I need to provide to prove that the ECE who wrote my 500 hour work experience letter is equivalent to an ECE in British Columbia?

A: If your 500 hour work experience letter is written by an ECE in another Canadian province or territory, please include either the certification/registration number of the person who wrote the letter, or a certified-as-true copy of their certificate/registration card.

ECE Assistant Requirements

Q: I am applying for my ECE Assistant Licence to Practice. What kind of training do I need to have?

A: To qualify for an ECE Assistant Licence to Practice, individuals must complete at least one for-credit, post-secondary course in an approved ECE training program in one of the following areas:

- Child development;
- Child guidance; or
- Health, safety and nutrition.

Equivalent coursework may be considered; please contact the ECE Registry directly for more information on how to submit equivalent training.

Q: How recent does my training need to be?

A: Training must have been completed within five years of the date of application to be accepted for certification.

Good Character Requirements

Q: I already provided proof of good character when I applied for my basic ECE Licence to Practice — why do I have to provide proof again when I apply for my SN and/or IT licence?

A: This is a quality assurance step to ensure that circumstances haven't changed for an applicant, and is required for each new application or renewal of an ECE or ECE Assistant Licence to Practice.

Q: How do I provide proof of good character?

A: Proof of good character is currently provided through a character reference letter from someone who is familiar with your work with children. Examples of someone who could write a character reference include a supervisor, co-worker, or the parent of a child you have cared for.

Renewal of an Expired Licence to Practice

Q: Can I renew my Licence to Practice after the expiry date?

A: Yes. Depending on the length of time your Licence to Practice has been expired, the documentation you will be required to submit as part of your renewal application will be different.

If your Licence to Practice has been expired less than five years, you will be required to submit the following:

- an application form;
- a good character reference;
- a letter indicating the reason for your late renewal;
- proof of 400 hours of work experience completed within the five years preceding your application; and
- proof of 40 hours of professional development completed within the five years preceding your application.

If your Licence to Practice has been expired for five years or more, you will be required to submit the following:

- an application form;
- a reference letter written by an ECE (or ECEs, if your hours were completed in more than one location) who holds a valid five-year Licence to Practice, who has supervised and can verify completion of 500 hours of work experience within the five years preceding your application, and can attest to your competency as an ECE;
- a good character reference; and
- proof of 40 hours of professional development completed within the five years preceding your application.

Q: Why do I need to complete my 500 hours of work experience if my Licence to Practice has been expired for five years or longer?

A: This is another quality assurance step to ensure that after an absence from the ECE field, an individual's training and work experience are reflective of current practices in early childhood education and care, and that sufficient work experience has been completed in the previous five years to support the applicant's competency as an ECE.

Q: My Licence to Practice has been expired for more than five years and I do not meet the renewal requirements. What are my options?

A: If you do not currently meet the renewal requirements, you can:

- continue to work towards meeting the requirements and apply once you have completed them; or
- apply for an ECE One-Year Licence to Practice. If you choose this option, please be advised of two important items:
 - Depending on the length of time since you completed your ECE training, you will likely be required to complete additional post-secondary training to upgrade your knowledge and skills.
 - You will still be required to complete the 500 hours of work experience under the supervision of an ECE within one year of receiving a One-Year Licence to Practice.

Q: Are there changes to the renewal requirements for ECE Assistants?

A: Yes. If your ECE Assistant Licence to Practice expires, you will still need to submit proof of completion of one ECE course and 400 hours of work experience, completed within the five years preceding your application.

Q: Why do work experience and professional development need to be completed within the five years preceding my application?

A: The changes to these requirements are a quality assurance measure to ensure that individuals working in the ECE field have current training and work experience, particularly if they have been working away from the ECE field for a number of years.