

# Early Childhood Educator **Guide to certification**



Certification Guide for Early Childhood Educators  
Department of Education  
Government of Yukon  
June 2024

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## Introduction

The Government of Yukon is committed to high-quality early learning and child care that is affordable, accessible and inclusive.

Children need high-quality, varied and nurturing learning experiences that help them develop and grow. Research in early childhood education has clearly linked healthy child development with high-quality early learning opportunities.

At the centre of high-quality programs are well-educated, qualified and supported early childhood educators. There is specific knowledge and skills that early childhood educators must have to effectively promote the development, learning, and wellbeing of young children. This includes knowledge of child development, providing responsive care, supporting inclusion and diversity, designing inclusive environments, planning and delivering culturally responsive programming, developing relationships with families, observation and documentation techniques, health and safety requirements, and professionalism.

In the Yukon, educators who work in licensed early learning and child care programs are required to apply for Yukon early childhood educator (ECE) certification. Yukon government Early Learning and Child Care Branch is responsible for determining the certification levels for early childhood educators in the Yukon. Early childhood educator certification demonstrates that educators have completed education that prepares them with knowledge and skills needed to work with young children.

This guide will provide you with information about the certification process and the requirements for obtaining Yukon early childhood educator certification.



## ECE certification levels in the Yukon

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### **Early childhood educator 1**

- Sixty hours of post-secondary coursework in early childhood development; or
  - Yukon First Nation Education Directorate Understanding the Early Years course; or
  - equivalent.
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### **Early childhood educator 1a**

- Completion of fifteen credits or five post-secondary courses in early childhood development offered by a recognized college or university; or
  - An approved educational equivalency (refer to Appendix A for course requirements).
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### **Early childhood educator 2**

- Completion of one year of post-secondary coursework in early childhood development offered by a recognized college or university; or
  - An approved educational equivalency (refer to Appendix A for course requirements).
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### **Early childhood educator 2a**

- Completion of forty-five credits or fifteen post-secondary courses in early childhood development offered by a recognized college or university; or
  - An approved educational equivalency (refer to Appendix A for course requirements).
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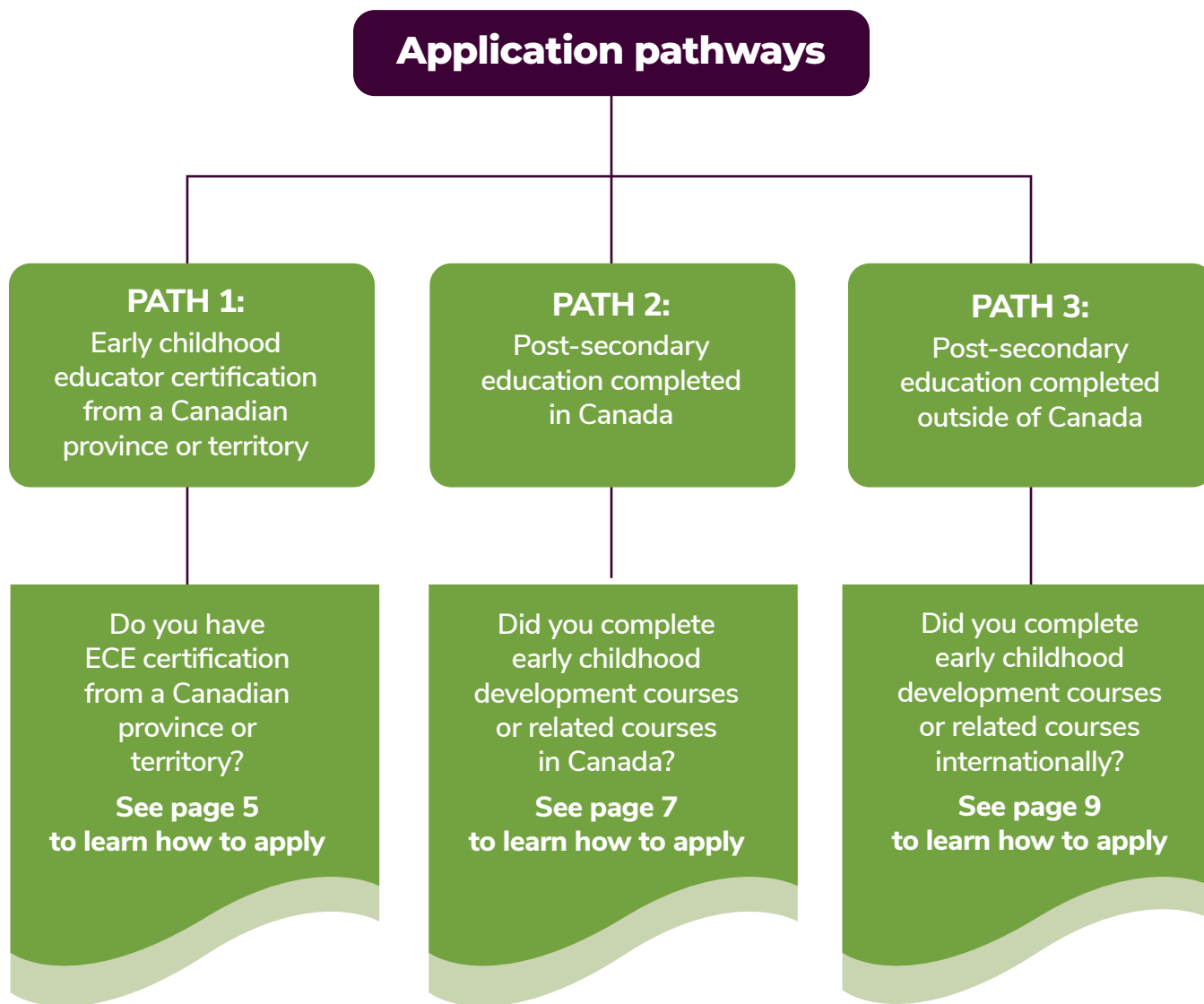
### **Early childhood educator 3**

- Completion of two years of post-secondary coursework in early childhood development offered by a recognized college or university; or
  - An approved educational equivalency (refer to Appendix A for course requirements).
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Refer to Appendix A on page 15 of this document for guidance on course requirements for each level of certification.

## How do I apply for early childhood educator certification?

If you are currently living in the Yukon or intend to relocate to the Yukon to work as an early childhood educator, you are welcome to apply for ECE certification. There is no application fee. In the Yukon, there are three application pathways.



**Note:** Post-secondary coursework in early childhood development is required for certification. If you are not certain what coursework is eligible for obtaining early childhood educator certification refer to Appendix A on page 15 of this document.

**Note:** Proof of Yukon residency is required to receive an ECE certificate. If you are residing outside of the Yukon, you will receive the outcome of your assessment through email or standard letter. A certificate will be issued when proof of Yukon residency is submitted. For more information about processing of applications go to page 11.



## **PATH 1:**

### **Applicant with ECE certification from a Canadian province or territory**

If you currently have a certification as an early childhood educator from another Canadian province or territory, you may apply for certification in the Yukon under the Canadian Free Trade Agreement (CFTA).

This option only applies to new applicants that have not previously received certification in the Yukon.



#### **Step 1. Download and complete an application form.**

The application can be found at [www.yukon.ca](http://www.yukon.ca)

Refer to the [early childhood educator certification page](#)

#### **Step 2. Attach supporting documentation.**

##### **Proof of identity**

- All applicants are required to submit proof of identity to receive a certificate.
- See Appendix B for documents that are accepted to confirm identity.

##### **Proof of Yukon residency**

- All applicants are required to submit proof of Yukon residency to receive a certificate.
- See Appendix B for documents that are accepted to confirm residency.
- If you are not currently a Yukon resident, and you qualify for a certificate, your certificate will be issued when you arrive in the Yukon and submit proof of Yukon residency.

##### **Proof of name change**

If the name on supporting documents is different from your current legal name, you must provide proof of name change. Photocopies accepted. Acceptable proof of name change includes:

- Marriage certificate or registration;
- Divorce certificate;
- Legal name change certificate; or
- Birth certificate plus current identification, such as a valid driver's license.

**Step 3. Attach a copy of your ECE certification issued by the Canadian province or territory.**

The Early Learning and Child Care Branch will verify with the applicable authority that your certificate is valid and in good standing.

**Step 4. Completed applications and supporting documentation can be emailed to [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca), in person at 1000 Lewes Boulevard Whitehorse, or sent by mail.**

Early Learning and Child Care Branch (E-23)  
Department of Education  
Government of Yukon  
P.O. Box 2703  
Whitehorse, Yukon Y1A 2C6



## **PATH 2:**

### **Applicant with Canadian education**

If you completed post-secondary coursework in early childhood development from a recognized college or university in Canada, follow these steps to apply for ECE certification:



#### **Step 1. Download and complete an application form.**

The application can be found at [www.yukon.ca](http://www.yukon.ca)  
Refer to the [early childhood educator certification page](#).

#### **Step 2. Attach supporting documentation.**

##### **Proof of identity**

- All applicants are required to submit proof of identity to receive a certificate.
- See Appendix B for documents that are accepted to confirm identity.

##### **Proof of Yukon residency**

- All applicants are required to submit proof of Yukon residency to receive a certificate.
- See Appendix B for documents that are accepted to confirm residency.
- If you are not currently a Yukon resident, and you qualify for a certificate, your certificate will be issued when you arrive in the Yukon and submit proof of Yukon residency.

##### **Proof of name change**

If the name on supporting documents is different from your current legal name, you must provide proof of name change. Photocopies accepted. Acceptable proof of name change includes:

- Marriage certificate or registration;
- Divorce certificate;
- Legal name change certificate; or
- Birth certificate plus current identification, such as a valid driver's license.

**Step 3. Provide evidence of post-secondary education.**

Request your official transcript(s) from each educational institution where you completed related coursework. Have transcript(s) sent directly to Early Learning and Child Care Branch at [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca)

Course descriptions for all relevant courses may be requested to help determine if courses meet the criteria for level certification.

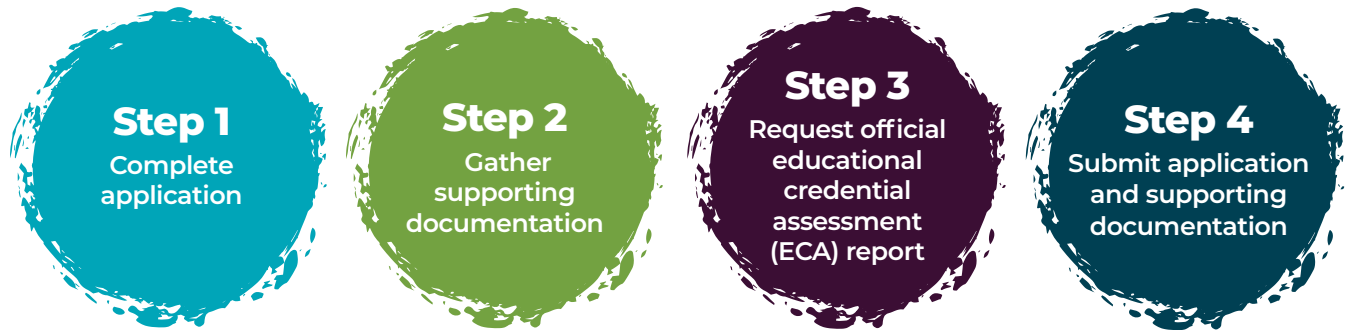
**Step 4. Submit application and supporting documents to [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca), in person at 1000 Lewes Boulevard Whitehorse, or by mail.**

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Whitehorse, Yukon Y1A 2C6

## **PATH 3:**

### **Applicant with international education**

If you completed post-secondary coursework in early childhood development from a recognized college or university in a country other than Canada, follow these steps to apply for ECE certification:



#### **Step 1. Download and complete an application form.**

The application can be found at [www.Yukon.ca](http://www.Yukon.ca)  
Refer to the [early childhood educator certification page](#)

#### **Step 2. Attach supporting documentation.**

##### **Language proficiency**

If your post-secondary program of study was not completed in English or French, evidence of English or French language proficiency is required.

Language proficiency assessments accepted for certification:

- **Canadian English Language Proficiency Index Program (CELPIP).**  
Learn more: [www.celpip.ca](http://www.celpip.ca)
- **International English Language Testing System (IELTS)**  
Learn more: [www.ielts.org](http://www.ielts.org)
- **Test de connaissance fu francais (TCF Canada)**  
Learn more: [www.france-education-international.fr](http://www.france-education-international.fr)
- **Test d'évaluation de francais (TEF Canada)**  
Learn more: [www.lefrancaisdesaffaires.fr](http://www.lefrancaisdesaffaires.fr)

Minimum test scores as determined by the Early Learning and Child Care Branch must be achieved in all areas (reading, writing, listening, and speaking) within the same exam results. If you completed a language proficiency test from an organization that is not one of the accepted organizations noted above, you are welcome to contact [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca) and present alternate documentation for review.

We accept language proficiency results that were approved as part of the immigration process for the Yukon Nominee Program.

##### **Proof of identity**

- All applicants are required to submit proof of identity to receive a certificate.
- See Appendix B for documents that are accepted to confirm identity.

### **Proof of Yukon residency**

- All applicants are required to submit proof of Yukon residency to receive a certificate.
- See Appendix B for documents that are accepted to confirm residency.
- If you are not currently a Yukon resident, and you qualify for a certificate, your certificate will be issued when you arrive in the Yukon and submit proof of Yukon residency.

### **Proof of name change**

If the name on supporting documents is different from your current legal name, you must provide proof of name change. Photocopies accepted. Acceptable proof of name change includes:

- Marriage certificate or registration
- Divorce certificate
- Legal name change certificate
- Birth certificate plus current identification, such as a driver's license

### **Step 3. Provide evidence of post-secondary education.**

Post-secondary education completed outside of Canada requires a comprehensive course-by-course educational credential assessment (ECA). The comprehensive ECA evaluation includes program of study, course titles and their converted credit value.

The comprehensive ECA document must be from one of the following recognized Canadian credentialing agencies:

- International Credential Evaluation Service (ICES)
- World Education Services (WES) (French services available)
- International Credential Assessment Service of Canada (French services available)
- International Qualifications Assessment Service (IQAS) (French services available)

Request the credentialing agency email your official comprehensive ECA document directly to Early Learning and Child Care Branch at [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca) or by mail to the address provided in Step 4.

### **Course descriptions**

Course descriptions for all relevant courses are required to help determine if courses meet criteria for level certification.

### **Step 4. Submit application and supporting documents to [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca), in person at 1000 Lewes Boulevard Whitehorse, or by mail.**

Early Learning and Child Care Branch (E-23)  
Department of Education  
Government of Yukon  
P.O. Box 2703  
Whitehorse, Yukon Y1A 2C6

## Processing of applications

### What happens after I submit my application?

Once all required documentation has been received, the Early Learning and Child Care Branch will review your application and evaluate supporting documentation to determine if you meet the criteria for early childhood educator certification.

### How will I be notified about the results of my application assessment?

If you live in the Yukon and qualify for ECE certification, your ECE certificate will be mailed to the address you provided on your application form. You also have the option to pick up your certificate.

If you are an international or Canadian applicant residing outside of the Yukon, you will receive the outcome of your assessment through email or standard letter. A certificate will be issued when proof of Yukon residency is submitted.

### When will I receive the results of my application assessment?

We typically provide results of application assessment within 20 business days.

### Incomplete applications will result in delays in processing.

If your application is incomplete or if it is determined additional information is required, you will be contacted by the Early Learning and Child Care Branch within one to two weeks.

- For efficient response, be sure to add your email address to your application and add [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca) to your email contact list to make sure you receive emails.

You will be notified of the outcome of your assessment by email or regular mail.

If you live in the Yukon and qualify for ECE certification, your ECE certificate will be mailed to the address you provided on your application form. You also have the option to pick up your certificate.

If you are an international or Canadian applicant residing outside of the Yukon, you will receive the outcome of your assessment through email or regular mail. A certificate will be issued when proof of Yukon residency is submitted.

### What if I disagree with the results of my application assessment?

If you disagree with the results of your application assessment, you are welcome to submit a request for reconsideration within 30 days of receiving your results. Send request explaining reasons for reconsideration to [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca)

## Frequently asked questions

### What does it cost to get my ECE certification?

There is no fee to apply for Yukon ECE certification.

There may be a cost for official transcripts from Canadian post-secondary educational institutions. Applicants are responsible for these costs, and there is no guarantee that you will be eligible for a Yukon ECE certificate.

There is a cost for individuals who completed their education outside of Canada to have a comprehensive educational credential assessment (ECA) report completed by a credentialing agency. Applicants are responsible for these costs, and there is no guarantee that you will be eligible for a Yukon ECE certificate.

### Are there requirements for maintaining my level certification?

If you meet requirements for a Yukon ECE certificate, no additional course work is required at this time to maintain the level of certification received.

It is recommended that you continue to enroll in workshops, courses, conferences, and participate in communities of practice and/or learning networks as part of ongoing professional learning and development.

Learn more about professional development opportunities for Yukon early childhood educators, [www.yukon-early-learning-educators.ca/en](http://www.yukon-early-learning-educators.ca/en)

### I currently have a valid level 3 equivalent certificate. How do I renew my certificate?

If you currently have a valid early childhood educator level 3 equivalent certificate and would like to maintain your certification the following is required:

- Completion of at least one post-secondary course (3 credit) related to early childhood development from a recognized college or university or completion of the Yukon First Nation Education Directorate Understanding the Early Years course. The course must be completed in the one year time frame indicated on your certificate; and
- Receipt of application form prior to the expiration of certificate; and
- Receipt of official original educational transcript directly from educational institution to [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca)

The accredited course must show advancement towards meeting the requirements of level 3 certification. Refer to appendix A on page 15.

If requirements are not met prior to the expiration date on your level 3 equivalent certificate, your level 3 equivalent certification will no longer be valid and will not be renewed.

If you currently have a valid level 3 equivalent certificate, you are welcome to contact the Early Learning and Child Care Branch to receive support in determining an individualized pathway to full certification.

### **How is equivalent education assessed?**

The Early Learning and Child Care Branch assesses each course you completed to determine if courses fit with required learning streams. Course descriptions or course outlines from post-secondary institutions are used to assess the suitability of courses.

### **I have completed a degree from a recognized accredited post-secondary institution. Does this automatically lead to an ECE certification level?**

Completion of a degree does not automatically lead to an ECE certification level. However, you may consider applying for ECE certification if you have completed coursework in early childhood development as part of your degree. Refer to Appendix A for examples of early childhood development courses eligible for ECE certification.

### **I'm an applicant with international education. What is the process for submitting course descriptions?**

In cases where there is limited information about courses you completed available in English or French on the post-secondary institution's website, we may request course descriptions or course outlines from you to support assessment of courses. These course descriptions or course outlines must be translated into English by a certified translator. Refer to the Canadian Translators, Terminologists and Interpreters Council for further information about translation services [www.cttic.org/translation/](http://www.cttic.org/translation/)

We do not accept course descriptions or course outlines that have been translated by the applicant. Applicants are responsible for translation costs, and there is no guarantee that you will be eligible for an ECE certification.

### **I received a Yukon ECE certificate, but my name has changed. What do I need to do to be issued a certificate in my new name?**

If your name has changed, complete and submit an application form requesting an updated certificate. Include proof of name change document with your application. The Early Learning and Child Care Branch will issue a certificate in your new name.

### **Do I need an ECE certification to work in a licensed child care centre or licensed school age program?**

Yes, Yukon ECE certification is required to work in a licensed child care centre or licensed school age program in the Yukon.

### **Do I need an ECE certification to operate a licensed family dayhome?**

Yes, Yukon ECE certification is required to operate a licensed family day home in the Yukon.





## Appendix A

### Coursework equivalency

Coursework considered for equivalency must be from a recognized accredited college or university and concentrate on early childhood (birth to eight years of age). Coursework considered includes early learning and child care or a related field with a human services or education focus.

Equivalent coursework is assessed based on course descriptions and learning outcomes to determine fit with each learning stream.

Learning streams include health and social sciences, child development, professional practice, methods, field placement/practicum and communication. These streams provide knowledge and skills in early child development, relationships with families, inclusion and diversity, inclusive environments, planning and delivering culturally responsive programming, observation and documentation, health and safety, and professionalism.

Educators must have a variety of courses in each learning stream as each stream represents a variety of skills, knowledge, and abilities needed to work with young children and their families in early learning settings.

- **Health and social science** courses focus on protecting and nurturing children's health and wellbeing, as well as developing an understanding of family and community dynamics that influence early learning and child care.
- **Child development** provides an understanding of child development and learning theories to support learning and holistic development of all children including children with exceptionalities and developmental differences.
- **Professional practice** is demonstrated through responsive relationships with children, families and colleagues, and accountability to the public and the profession. Professional practice courses examine history, philosophies, ethics, professionalism and cultural perspectives in early childhood education as well as development of skills in observation, documentation, and critical reflection.
- **Methods** focuses on the practice of planning and implementing early learning and child care programs that support positive early learning outcomes. Programming occurs in the context of play, exploration, and inquiry, with educators guiding and facilitating learning experiences that support children's development. This learning stream also addresses programming for children with diverse needs in early learning and child care settings, supporting inclusivity of all children.
- **Field placement** supports practical learning experiences, integration of theory and professional expectations in settings that support children birth to age 8. Placements as part of a for credit post-secondary program include opportunities for field observations, field work, practicum, student teaching, residencies, internships, and other learning experiences that take place in an early learning setting with guidance from a skilled mentor, coach, or early childhood instructor.
- **Communication** includes content that supports oral and written communication as well as interpersonal relationships.

**Completion** of Yukon First Nation Education Directorate Understanding the Early Years course will be considered towards certification.

**Examples of courses that are considered towards certification include the following:**

Health and Social Science	Child Development	Professional Practice
<p>Health Nutrition and Safety</p> <p>Health and Wellness for Children</p> <p>Ecology of the Family</p> <p>Family Sociology</p>	<p>Perspectives on Children’s Growth and Development</p> <p>Child Growth and Development</p> <p>Guiding Young Children</p> <p>Exceptional Children</p> <p>Developmental Psychology</p> <p>Infant / Toddler Growth and Development</p>	<p>Responsive Relationships with Children</p> <p>Stories of Culture and Social Location</p> <p>Nurturing Reciprocity with Families</p> <p>Leadership in Early Learning</p> <p>Cultural Competency in Early Learning and Child Care</p> <p>Leadership, Teambuilding and Administration in Early Learning and Child Care</p> <p>Philosophies of ELCC</p> <p>Communication of Learning, Formative Assessment, Pedagogical Narration</p> <p>Guiding Relationships</p> <p>Inclusive Practice</p> <p>Principles and Practices</p> <p>Cultural Perspectives on Practice</p>

Methods	Field Placement/ Practicum	Communication
<p>Foundations for Practice</p> <p>Foundations in Curriculum and Pedagogy</p> <p>Deepening Understandings of Curriculum and Pedagogy</p> <p>Inclusive and Equitable Learning Environments</p> <p>Weaving Place into Practice</p> <p>Introduction to Early Childhood</p> <p>Learning through Play</p> <p>Literacy and Creative Expression</p> <p>Science with Children</p> <p>Outdoor Environments</p> <p>Fine Arts with Children such as music and drama</p> <p>Designing Learning Environments</p> <p>Infant and Toddler</p> <p>Environments for Kindergarten and School-Age Children</p>	<p>Early learning and child care programs offer a variety of field placement and practicum structures.</p> <p>Examples include Yukon University courses:</p> <ul style="list-style-type: none"> <li>• Early Learning Practicum 1</li> <li>• Early Learning Practicum 2</li> <li>• Early Learning Practicum 3</li> </ul> <p>Flexibility will be used when assessing field placements and practicums.</p>	<p>Interpersonal Relationships and Communication Skills</p> <p>Written/oral language course</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• English or French 100</li> <li>• COMM 100</li> <li>• Interpersonal Communication</li> <li>• Business Communications</li> <li>• First Nations Language Courses</li> </ul>

Individuals who have completed related coursework but have not received an educational credential (a certificate, diploma or degree) may be eligible for an ECE certificate assessed on course content and credit value. Courses considered MUST concentrate on children birth through eight years of age to be eligible towards certification.

<b>ECE level 1</b>	<b>ECE level 1a</b>	<b>ECE level 2</b>	<b>ECE level 2a</b>	<b>ECE level 3</b>
<p>Successful completion of 60 hours of coursework in early childhood development</p> <p><b>OR</b></p> <p>completion of Yukon First Nation Education Directorate Understanding the Early Years course.</p> <p><b>INCLUDING:</b></p> <p>minimum of 30 hours from the child development stream and an additional 30 hours from the health and social science, child development, methods, or professional practice stream.</p>	<p>Successful completion of ½ year of training in early childhood development</p> <p><b>INCLUDING:</b></p> <p><b>Child development</b> 1 course or 3 credits</p> <p>4 additional courses or 12 credits from any stream</p>	<p>Successful completion of one year of training in early childhood development</p> <p><b>INCLUDING:</b></p> <p><b>Child development</b> 2 courses or 6 credits</p> <p><b>Professional practice</b> 2 courses or 6 credits</p> <p><b>Methods</b> 2 courses or 6 credits</p> <p><b>1 field placement</b> (200 hours)</p> <p><b>Communication</b> 1 course or 3 credits</p> <p>2 other courses or 6 credits from any stream**</p>	<p>Successful completion of 1 and ½ years of training in early childhood development</p> <p><b>INCLUDING:</b></p> <p><b>Child development</b> 2 courses or 6 credits</p> <p><b>Professional practice</b> 2 courses or 6 credits</p> <p><b>Methods</b> 2 courses or 6 credits</p> <p><b>2 field placements</b> (400 hours)</p> <p><b>Communication</b> 1 course or 3 credits</p> <p>6 other courses or 18 credits from any stream**</p>	<p>Successful completion of 2 years of training in early childhood development</p> <p><b>INCLUDING:</b></p> <p><b>Child development</b> 3 courses or 9 credits</p> <p><b>Professional practice</b> 3 courses or 9 credits</p> <p><b>Methods</b> 3 courses or 9 credits</p> <p><b>3 field placements</b> (600 hours) ***</p> <p><b>Communication</b> 2 courses or 6 credits*</p> <p>6 other courses or 18 credits from any stream**</p>
<b>60 hours of coursework or 4 credits</b>	<b>5 courses or 15 credits</b>	<b>10 courses or 30 credits</b>	<b>15 courses or 45 credits</b>	<b>20 courses or 60 credits</b>

\* A maximum of two communication courses will be eligible towards certification.

\*\* Coursework in the health and social science stream is not required for certification. A maximum of two courses in this stream will be eligible towards certification.

\*\*\* A minimum of 600 hours of field placement hours is required for an ECE level 3.

## Appendix B

### Identification documents

**We need to see original documentation that confirms your:**

- full legal name;
- date of birth;
- legal presence in Canada

We will also need government issued photo identification.

#### **What documents can I use to confirm my identity?**

The following documents can be used to meet our requirements to confirm your identity.

- Valid Canadian passport
- Canadian driver's license or identification card
- Canadian-issued birth certificate
- Secure certificate of Indian Status
- Permanent resident card
- Valid foreign passport with appropriate immigration documents
- Change of name certificate or marriage certificate

#### **What documents can I use to confirm my residency?**

We accept the following current documents to prove your Yukon residency.

- Utility bill such as ATCO Electric or NorthwesTel
- Municipal utility bill or property taxes
- Bank statement or a stamped banking profile from a local bank
- Credit card statement
- Mortgage documentation
- Income Tax Notice of Assessment for the most recent year
- Signed residential tenancy agreement
- Social assistance benefit confirmation
- Signed employment confirmation on company letterhead

The following documents can't be used as proof of residency.

- Cell phone bills
- Yukon health care cards

**Note:** Do not submit original identity documents (for example, birth certificate or passport). A photocopy is sufficient.

## Contact information

If you have questions about Yukon ECE certification, please contact Government of Yukon Early Learning and Child Care Branch by email [earlylearning@yukon.ca](mailto:earlylearning@yukon.ca) or by phone (867) 667-3492.

### Mailing address

Early Learning and Child Care Branch (E-23)  
Department of Education  
Government of Yukon  
P.O. Box 2703  
Whitehorse, Yukon Y1A 2C6

### Physical address

1000 Lewes Boulevard  
Whitehorse, Yukon









**Yukon**