

1 Please review

Classification / School Age Approval is the process for reviewing training and determining eligibility toward one of five designations for employment in a licensed child care facility or family home day care agency. Complete this form if you wish to work with children in a licensed child care facility in Nova Scotia as outlined in Section 37 of the Day Care Regulations. Errors, omissions, or incomplete applications will delay assessment.

2 Give your details

Last name: _____

First name: _____ Middle initial: _____

Former last names if any: _____

Address: _____

_____ Postal code: _____

Phone numbers: Home _____ Work _____

Email address: _____

Are you currently certified to work in childcare in another Canadian jurisdiction? Yes No

3 Check the level or approval that you are applying for

- Entry Level Level 2 School-Age Training Approval
 Level 1 Level 3

4 Describe your education

List all completed relevant training, certificates, diplomas and degrees, including the Orientation for Staff Working in Licensed Child Care Facilities, Level 1 Training (refer to the Classification Guide for a description of this training).

Check all that apply	Certificate / Diploma / Degree name	Length of program	Training Institution name	Location
<input type="checkbox"/> Certificate				
<input type="checkbox"/> Diploma				
<input type="checkbox"/> Degree				
<input type="checkbox"/> Course				
<input type="checkbox"/> Course				
<input type="checkbox"/> Course				

5 Sign the declaration and consent

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

Signature: _____ Date: _____

6 Have you attached all supporting documents?

Attach all necessary information:

- Certificate to work in childcare in another Canadian jurisdiction (if applies to you)
- Official transcripts

They are issued by an approved educational institution and list the courses taken by the student. Official transcripts show the college seal and/or signature of the registrar. Only Official transcripts are acceptable and must be received by Child Care Staff Classification Services prior to any assessment. (No fax or photocopies).

- Attached
- Will be forwarded directly by educational institution

7 Send the application to

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

You will receive documentation related to your classification by mail.

For office use only

Date received (dd/mm/yyyy): _____

Registration number: _____

Date issued (dd/mm/yyyy): _____

Classification level: _____

School age approval: Yes No Requires orientation: Yes No

Trigger date for PD (dd/mm/yyyy): _____