

# Saskatchewan Early Childhood Educator Certification Guide

Early childhood educators (ECE) play a significant role in creating and implementing quality early learning and child care programs. Saskatchewan requires ECEs working in child care centres to hold an Early Childhood Educator (ECE) Certification from the Saskatchewan Ministry of Education. ECE Certification demonstrates that educators have the skills and knowledge to work with young children in a regulated child care facility in Saskatchewan.

Saskatchewan has three levels of ECE Certification:

- Early Childhood Educator I
- Early Childhood Educator II
- Early Childhood Educator III

## How to Achieve an Early Childhood Educator Certification

In Saskatchewan, there are two ways to achieve ECE Certification.

The first way is to complete introductory training, a certificate, or a diploma in early childhood education from a recognized post-secondary institution.

The second way is to complete an *equivalent* amount of course credit units. ECE Certification that is based on equivalent education is for individuals, who at the time of application for ECE certification, have completed courses relevant to early childhood education, but who have not completed an ECE credential.

Equivalent courses are typically completed in a program with a human services or education focus, such as a Bachelor of Education (with early childhood courses), an educational assistant program, or a youth care worker program.



*ECEs are essential in creating and implementing quality early learning and child care programs. Obtaining Ministry of Education ECE Certification is a demonstration that an ECE has the knowledge and skills to provide developmentally appropriate programs for young children.*

For education *equivalent* to a credential in early childhood education, the Saskatchewan Ministry of Education assesses each course completed for the best fit with a subject area relevant to early childhood education. These subject areas are Child Development, Programming, Relationships and Related.

- **Child Development** means knowledge of the holistic domains of development, including the intellectual, social-emotional, physical, and spiritual. The child development subject area involves understanding the interdependence of these domains and the milestones that mark developmental progress. This subject area also describes how an educator can become attuned to a child’s development through observation and authentic assessment.
- **Programming** encompasses planning and implementing early learning and child care programs that are supportive of positive early learning and child development outcomes. Programming occurs in the context of play, exploration, and discovery, with educators guiding and facilitating play-based opportunities that are determined by children’s interests. The development of programs is guided by an early learning framework, which is individualized to the unique learning needs and dispositions of each child. This subject area also addresses programming for children with intensive needs in early learning and child care settings inclusive of all children.
- **Relationships** means understanding that children grow and learn through positive, responsive interactions with adults in their lives – educators, parents, families – and with their peers. Relationships describe the promotion of positive behaviours and child guidance, the ethics of the early learning and child care profession and effective communication as an early childhood educator and as a member of an educating team. This subject area recognizes and values the communities and cultures in which children grow and learn, including Indigenous cultures in Saskatchewan. Early childhood educators’ positive interactions and engagement with children and families is a focus of this subject area, emphasizing that relationships are the foundation upon which optimal child outcomes are built.
- **Related** involves content which supports subject area expertise, such as Indigenous studies and languages, French language, children’s literature, and other general arts courses. Child care centre administration is included in the related subject area. Any course which satisfies the Child Development, Programming and Relationships subject areas can also be used to satisfy the related course category.

The following chart provides examples of course content in the four subject areas:

Child Development	Programming	Relationships	Related
Health, Safety and Nutrition	Role of Play	Child Guidance	Introductory general arts (e.g., Sociology, Psychology)
Observation and Documentation	Outdoor Play	Professionalism and Ethics	French Language
Developmental Milestones and Assessment	Introduction to Early Childhood Education	Parent and Family Engagement	Indigenous Languages and Storytelling
Child Development	Curriculum Design and Planning	Anti-Bias Education	Child Care Administration/ Management
Language	Programming for Holistic Learning	Relationship Building	Children’s Literature
Development	Creative Arts Programming		Child Welfare

Cognitive Development	Early Language and Emergent Literacy	Interpersonal Communication	History of Early Childhood Education
Care for Infants and Toddlers	Inclusion  Programming for Infants, Toddlers, Preschool-Age, and/or School-Age	Understanding and Working with Indigenous Cultures	*Any additional Child Development, Programming or Relationships course will satisfy the Related subject area requirement.

The Ministry of Education assesses early childhood education certificates, diplomas, and credit courses completed at recognized post-secondary institutions. Professional development, work experience, courses completed at non-recognized institutions, and Montessori training programs are not eligible for Saskatchewan ECE Certification. Practicums and seminars are not considered for ECE certification based on equivalent education.



*Employing Ministry of Education certified ECEs is a requirement for child care centres in Saskatchewan. Certified ECEs have formal training through completion of a credential in early childhood education. Completion of courses in early childhood education equivalent to a credential may also be considered for Saskatchewan Ministry of Education - ECE Certification*

### Early Childhood Educator I Certification

A minimum of an Early Childhood Educator I (ECE I) certification is required to work 65 hours or more per month in a regulated child care centre in Saskatchewan. An ECE I can be achieved by completing nine credit units (120 hours) of introductory training in an early childhood education program, or an equivalent amount of education.

Credit units required in each subject area for an ECE I based on equivalent education are:

Equivalent Education Requirements for ECE I		
Child Development	Programming	Relationships
3 credit units	3 credit units	3 credit units

## Early Childhood Educator II Certification

An Early Childhood Educator II (ECE II) is granted upon successful completion of a one-year certificate or the first year of a two-year diploma in early childhood education from a recognized post-secondary institution, or an equivalent amount of education. Equivalent education means 39 credit units of post-secondary training, with a specific number of credit units required for each subject area. Credit units required in each subject area for an ECE II based on equivalent education are:

Equivalent Education Requirements for ECE II			
Child Development	Programming	Relationships	Related
9 credit units	12 credit units	9 credit units	9 credit units

## Early Childhood Educator III Certification

An Early Childhood Educator III (ECE III) is granted upon successful completion of a two-year diploma in early childhood education from a recognized post-secondary institution, or an equivalent amount of education. Equivalent education means 81 credit units of post-secondary training, with a specific number of credit units required for each subject area. Credit units required in each subject area for an ECE III based on equivalent education are:

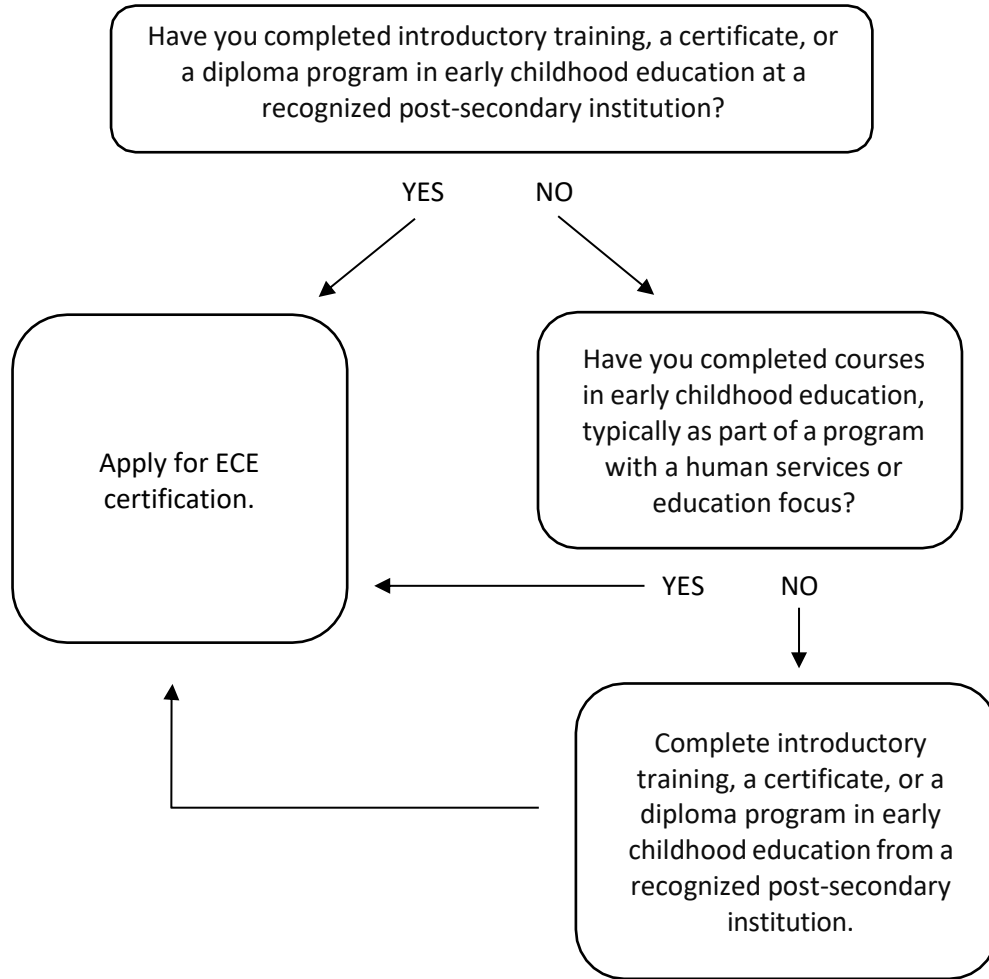
Equivalent Education Requirements for ECE III			
Child Development	Programming	Relationships	Related
12 credit units	18 credit units	21 credit units	30 credit units

Refer to the last page of this guide for recognized Saskatchewan post-secondary institutions offering programs in early childhood education.

## Steps to Apply for Saskatchewan ECE Certification

### 1. Applicants Living in Saskatchewan

Refer to the chart below which provides guidance on pathways to Saskatchewan ECE Certification for those living in Saskatchewan.



**Step 1.** Complete the Saskatchewan Early Childhood Educator Certification Application – Applicants Living in Saskatchewan.

**Step 2.** Attach a **copy** of one piece of valid (current, non-expired) proof of identity to the application form. Proof of identity shows your legal name, address, birthdate, and signature. The information on your application form and identification must match.

Acceptable proof of identity includes a copy of one of the following:

- A Saskatchewan Driver’s License or Non-Driver Photo Identification (ID) (refer to the Saskatchewan Government Insurance for further information about how to apply for licensing and residency verification identification).

If the name on your transcripts or World Education Services (WES) course-by-course International Credential Advantage Package evaluation (ICAP Report) is different than your identification, you must provide a **copy** of a marriage certificate or change of name document which shows your previous name and your current name.

**Step 3.** Provide evidence of your post-secondary education to the Saskatchewan Ministry of Education. There are two ways to provide evidence of your post-secondary education to the Ministry of Education, depending on whether you completed your training in Canada or the United States, or internationally.

**1. Education Completed in Canada or the United States**

If you completed your education in Canada or the United States, arrange for your transcript to be sent **electronically directly** from the post-secondary institution or **My Creds™** to Saskatchewan Ministry of Education – ECE Certification. The Ministry of Education will not assess transfer credits identified on your transcript, so ensure that you arrange transcripts to be sent from **each** post-secondary institution you attended if you would like courses from multiple post-secondary institutions assessed.

**2. Education Completed Internationally**

If you completed your education outside of Canada or the United States, arrange for a WES course-by-course evaluation (ICAP Report) evaluation to be completed. WES must digitally directly send your course-by-course evaluation (ICAP Report). As the applicant, you will request the ‘Ministry of Education – Saskatchewan’ as the recipient and specify ‘ECE Certification’ to receive a digital copy of your WES ICAP Report. The ICAP Report verifies the Canadian equivalency of the credit units that have been earned. Saskatchewan ECE Certification only accepts WES ICAP Reports digitally.

If you attended more than one post-secondary institution, ensure that you provide WES information for **each** institution you attended. The Ministry of Education does not assess courses identified as transfer credit on your ICAP Report.

Website: [www.wes.org/ca/](http://www.wes.org/ca/)

**Step 4.** Submit your ECE Certification application form and proof of identity to:  
Saskatchewan Ministry of Education – ECE Certification  
Email: [ec certification@gov.sk.ca](mailto:ec certification@gov.sk.ca)  
Subject Line: ECE Certification for (first and last name)

Note: A complete application package includes:

- Application form
- Proof of Identity
- Official transcript(s) and/or WES ICAP report

Please attach your application form, proof of identity and supporting documentation in PDF format within the same email message. Photo images are not accepted. Submissions are ready for processing when all above documents are received.

## 2. Applicants Living or Certified Out of Province

Through the provisions of the Canadian Free Trade Agreement (CFTA), if you are an ECE certified by another Canadian province or territory, you can apply for recognition of your certificate at a comparable level in Saskatchewan without undergoing reassessment. If you lived, have been employed and have certification as an ECE from another Canadian jurisdiction (Alberta, British Columbia, Manitoba, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Ontario, Prince Edward Island and Yukon), you may apply for Saskatchewan ECE Certification without having to submit official transcripts from post-secondary institutions. This option only applies to new applicants that have not previously been classified in Saskatchewan.

**Step 1.** Complete the Saskatchewan Early Childhood Educator Certification Application – Applicants Living or Certified Out of Province.

**Step 2.** Attach a **copy** of one piece of valid (current, non-expired) proof of identity to the application form. Proof of identity shows your legal name, address, birthdate and signature.

Acceptable proof of identity includes a copy of one of the following:

- A Saskatchewan Driver's License or a Saskatchewan Non-Driver Photo Identification (ID).
- A comparable piece of photo identification from the Canadian province or territory in which you reside.

**Step 3.** Attach a copy of your ECE Certification issued by the Canadian province or territory in which you live to your application form. The Saskatchewan Ministry of Education – ECE Certification will then verify with the appropriate Canadian province or territory that your certificate/registration is valid.

**Step 4.** Submit your ECE application form, identification and ECE certification/registration from another Canadian province or territory to:

Saskatchewan Ministry of Education – ECE Certification  
Email: [ec certification@gov.sk.ca](mailto:ec certification@gov.sk.ca)  
Subject Line: CFTA for (first and last name)

Refer to the following chart for ECE levels in other Canadian jurisdictions that are comparable to Saskatchewan ECE Certification.

Province or Territory	Saskatchewan ECE Level		
	ECE I	ECE II	ECE III
<b>Alberta</b>	Early Childhood Educator Level I	Early Childhood Educator Level II	Early Childhood Educator Level III
<b>British Columbia</b>	Early Childhood Educator Assistant	Early Childhood Educator	Early Childhood Educator - Special Needs or Infant/Toddler
<b>Manitoba</b>	N/A	N/A	ECE II or ECE III
<b>Newfoundland and Labrador</b>	N/A	Level 1	Level 2, 3 or 4
<b>Northwest Territories</b>	N/A	Level 2	Level 3 or 4
<b>Nova Scotia</b>	Level 1	N/A	Level 2 or 3
<b>Ontario</b>	N/A	N/A	Early Childhood Educator
<b>Prince Edward Island</b>	Early Childhood Educator I	Early Childhood Educator II	Early Childhood Educator III, Early Childhood Supervisor, Early Childhood Director
<b>Yukon Territory</b>	Child Care Worker 1 or 1a	Child Care Worker 2 or 2a	Child Care Worker 3

### 3. Applicants Living Internationally

The Ministry of Education does not issue ECE Certificates to individuals living internationally. However, you may apply for a pre-approval of Saskatchewan ECE qualifications if you have received an Invitation to Apply or a Letter of Receipt of Application from the Saskatchewan Immigrant Nominee Program (SINP), or if you have a conditional job offer from a regulated Saskatchewan child care centre. You will receive a pre-approval of Saskatchewan ECE qualifications letter if you meet the educational requirements for Saskatchewan ECE Certification.

**Step 1.** Complete the Pre-Approval of Saskatchewan Early Childhood Educator Qualifications Application, which can be found online at [www.saskatchewan.ca/government/education-and-child-care-facility-administration/become-an-early-childhood-educator](http://www.saskatchewan.ca/government/education-and-child-care-facility-administration/become-an-early-childhood-educator).

**Step 2.** Attach a **copy** of your valid (current, non-expired) proof of identity to the application form. Proof of identity shows your birthdate, legal name and signature. For Pre-Approval Applications only, the Ministry of Education accepts a **copy** of your Passport as proof of your identity.

If the name on your transcripts or course-by-course evaluation (ICAP Report) is different than your identification, you must provide a **copy** of a marriage certificate or change of name document which shows your previous name and your current name.

**Step 3.** Attach a **copy** of your Invitation to Apply or Letter of Receipt of Application from SINP to the application form, and/or if you have a conditional job offer from a regulated Saskatchewan child care centre operator, complete the child care centre information on the Pre-Approval of Saskatchewan Early Childhood Educator Qualifications Application.

**Step 4.** Provide evidence of your post-secondary education to the Ministry of Education. There are two ways to provide evidence of your post-secondary education to the Ministry of Education, depending on whether you completed your training in Canada or the United States, or internationally.

**1. Education Completed in Canada or the United States**

If you completed your education in Canada or the United States, arrange for your transcript to be sent electronically directly from the post-secondary institution or **MyCreds™** to the Saskatchewan Ministry of Education – ECE Certification. The Ministry of Education will not assess transfer credits identified on your transcript, so ensure that you arrange transcripts to be sent from **each** post-secondary institution you attended if you would like courses from multiple post-secondary institutions assessed.

**2. Education Completed Internationally**

If you completed your education outside of Canada or the United States, arrange for a WES course-by-course evaluation (ICAP Report) evaluation to be completed. WES must digitally directly send your course-by-course evaluation (ICAP Report). As the applicant, you will request the ‘Ministry of Education – Saskatchewan’ as the recipient and specify ‘ECE Certification’ to receive a digital copy of your WES ICAP Report. The ICAP Report verifies the Canadian equivalency of the credit units that have been earned. Saskatchewan ECE Certification only accepts WES ICAP Reports digitally.

If you attended more than one post-secondary institution, ensure that you provide WES information for **each** institution you attended. The Ministry of Education does not assess courses identified as transfer credit on your ICAP Report.

Website: [www.wes.org/ca/](http://www.wes.org/ca/)

**Step 5.** Submit your Pre-Approval of Saskatchewan Early Childhood Educator Qualifications Application and identification to:

Saskatchewan Ministry of Education – ECE Certification

Email: [ec certification@gov.sk.ca](mailto:ec certification@gov.sk.ca)

Subject Line: ECE Pre-Approval for (first and last name)

### What Happens After I Submit My Saskatchewan ECE Certification Application?

Your complete ECE certification application package, including supporting documents, will be verified and assessed in the order it is received. Application packages are assessed once all information is received.

The Saskatchewan Ministry of Education evaluates your transcript to determine if you have completed a program in early childhood education (introductory training, a one-year certificate or the first year of a two-year program, or a two-year diploma) from a recognized, Canadian post-secondary institution.

If you have not been awarded a credential in early childhood education but have completed courses relevant to early childhood education from a recognized post-secondary institution in Canada, the Ministry of Education evaluates each course you completed through an equivalency assessment. All applications with a United States transcript or international course-by-course evaluation (ICAP Report), even if you completed an early childhood education program, undergo an equivalency assessment. All international education is processed as equivalency regardless of major.

The Ministry of Education will notify you of the outcome of your assessment by letter through email and standard mail. If you live in Canada and have been granted an ECE I, ECE II, or ECE III, your certificate with an identification number will be mailed to the address you provided on your application form. This identification number will be referenced in any future communication with Saskatchewan ECE Certification. The certificate belongs to the applicant. If your assessment was based on equivalent education, you will also receive an assessment sheet which shows the placement of relevant courses in each subject area and identifies required credits to achieve the next ECE certification level.

Applications for ECE certification are typically assessed within four to six weeks. Errors, omissions, or incomplete applications delay processing. Incomplete application packages are not retained.

### Requests for Reassessments

If you do not agree with the results of your assessment, you can apply for a reassessment. Requests for reassessment must be received within **30 days** of the date on the letter which advises you of the outcome of your assessment. To request a reassessment, complete the appropriate section on the Saskatchewan Early Childhood Educator Certification Application or the Pre-Approval of Saskatchewan Early Childhood Educator Qualifications Application.

### Frequently Asked Questions

#### What costs are associated with ECE certification?

There is no fee to apply for a Saskatchewan ECE Certification. However, there is a cost for a Course-by-Course International Credential Advantage Package (ICAP Report) evaluation completed by World Education Services (WES). Saskatchewan ECE Certification only accepts WES ICAP Reports digitally. There are also costs associated with translations of course descriptions or course outlines by a certified Canadian translator if this information is requested to process your application. Applicants are responsible for these costs, and there is no guarantee that you will be awarded an ECE certificate.

#### My personal information has changed. What do I do?

If your personal information (e.g., name, address, email, telephone number) has changed since your last assessment, complete and submit the **Change of Personal Information and Document Request Form**. Attach the necessary documents such a copy of as government issued picture identification, marriage certificate or change of name document identifying the former name under which your ECE Certificate was issued and your current name. Be sure to complete all applicable sections that require updating.

#### I need another copy of my Saskatchewan ECE Certificate and/or ECE Assessment Sheet.

To request another copy, please complete the **Change of Personal Information and Document Request Form**. Submit the form and a copy of your identification to [ec certification@gov.sk.ca](mailto:ec certification@gov.sk.ca).

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

The Saskatchewan Ministry of Education assesses each course you have completed to fit with the Child Development, Programming, Relationships, or Related subject areas. Course descriptions or course outlines from post-secondary institutions are used to assess the suitability of course content for a subject area. If you have completed the credit units required for each subject area, you may be awarded or pre-approved for an ECE certification level.

### **I have completed a degree from a recognized, 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 courses relevant to early childhood education as part of your degree. Refer to page two for examples of relevant early childhood education courses.

### **I am an applicant with international training. What additional information might be requested from me as part of the application or reassessment process?**

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 the applicant obtain course descriptions directly from the post-secondary institution. Course descriptions support the placement of relevant courses in the four required subject areas. These post-secondary course descriptions must be translated into English by a Canadian certified translator.

Refer to the [Canadian Translators, Terminologists and Interpreters Council](#) for further information about translation services. We do not accept course descriptions that have been translated by the applicant.

### **I received a pre-approval of ECE qualifications and now live in Saskatchewan. How do I receive my ECE certificate?**

If you have pre-approval of ECE qualifications and have moved to Saskatchewan, contact Saskatchewan Ministry of Education - ECE Certification. ECE Certification will provide you with the Release of Saskatchewan Early Childhood Educator Certificate form to complete and submit to release your Saskatchewan ECE Certificate.

### **What training is required of regulated family child care home (FCCH) providers?**

In Saskatchewan, regulation is optional for FCCH providers who care for eight or less children (including their own children younger than 10 years old). Unregulated child care home providers are not required to have training in early childhood education.

Regulated family child care home providers are required to complete one three-credit unit course in early childhood education that addresses child development, programming, or child guidance. Regulated family child care home providers are required to apply to the Ministry of Education - ECE Certification for recognition of their education. Family child care home providers who have completed one three-credit unit course in early childhood education will receive a letter stating they meet training requirements.

Regulated group family child care home providers who care for twelve or less children are required to complete an ECE I within three years of being regulated. All group family child care homes are required to be regulated in Saskatchewan. Group family child care home providers who have completed training requirements will be issued an ECE I certificate.

**I am an international ECE and I would like to immigrate to Saskatchewan. Where can I find out more information?**

The provincial pathway to immigration is the Saskatchewan Immigrant Nominee Program (SINP). This program allows ECEs living outside of Canada to apply to immigrate to the province with or without a job offer. Information about SINP can be found on [saskatchewan.ca](http://saskatchewan.ca).

**Does the Saskatchewan Ministry of Education – ECE Certification accept documents by email message?**

Yes, documents may be submitted electronically to the following email address: [ecercertification@gov.sk.ca](mailto:ecercertification@gov.sk.ca). Attach your application form, copy of identification and supporting documentation in PDF format within the same email message. Photos are not accepted.

Please use the following guideline for labelling the Subject Line of your email message:

Topic	Label Subject Line as
Applicants Living in Saskatchewan	Certification for (insert first and last name)
ECE Training Exemption Application	Exemption for (insert name of child care facility)
Applicants Living or Certified Out of Province	CFTA for (insert first and last name)
Pre-Approval for Saskatchewan ECE Qualification – Applicants Living Internationally	Pre-Approval for (insert first and last name)
Release of Saskatchewan ECE Certificate	Release of Certificate for (insert first and last name)
Change of Personal Information and/or Document Request	Information Change or Document Request for (insert first and last name)

**Saskatchewan Post-Secondary Institutions**

The following recognized Saskatchewan post-secondary institutions offer early childhood education programs:

Post Secondary Institutions	Website
Carlton Trail College	<a href="http://www.carltontrailcollege.com">www.carltontrailcollege.com</a>
College Mathieu <i>*Courses delivered in French</i>	<a href="http://www.collegemathieu.sk.ca">www.collegemathieu.sk.ca</a>
Gabriel Dumont Institute (GDI)	<a href="https://gdins.org">https://gdins.org</a>
Great Plains College	<a href="http://www.greatplainscollege.ca">www.greatplainscollege.ca</a>
Northlands College	<a href="http://www.northlandscollege.ca">www.northlandscollege.ca</a>
Northwest College	<a href="http://www.northwestcollege.ca">www.northwestcollege.ca</a>
Saskatchewan Indian Institute of Technology (SIIT)	<a href="http://www.siiit.ca">www.siiit.ca</a>
Saskatchewan Polytechnic	<a href="http://www.saskpolytech.ca">www.saskpolytech.ca</a>
Southeast College	<a href="http://www.southeastcollege.org">www.southeastcollege.org</a>
Suncrest College	<a href="http://www.suncrestcollege.ca">www.suncrestcollege.ca</a>

**How do I confirm the legal status of a post-secondary institution?**

Refer to the Canadian Information Centre for International Credentials (CICIC) to search the Directory of Educational Institutions in Canada for legal status. There are three types of legal status for Canadian institutions: recognized, authorized, and registered.

If the legal status is:

- Recognized – courses are eligible for Saskatchewan ECE Certification.
- Authorized – courses in some programs may be eligible for Saskatchewan ECE Certification.
- Registered – courses are not eligible for Saskatchewan ECE Certification.

## Contact Information for Saskatchewan Ministry of Education – ECE Certification

If you have questions about ECE certification, please contact the Ministry of Education - ECE Certification at email address [ececertification@gov.sk.ca](mailto:ececertification@gov.sk.ca) or by telephone number 1-855-824-9419.