

# Saskatchewan Early Childhood Educator Exemption Guide for Child Care Centre Boards and Employees

Early childhood educators (ECE) play a significant role in creating and implementing high-quality early learning and child care programs. Saskatchewan requires ECEs working in licensed child care centres for 65 hours or more per month to hold an Early Childhood Educator (ECE) Certification from the Saskatchewan Ministry of Education.

Saskatchewan has three levels of ECE Certification:

- Early Childhood Educator I (ECE I)
- Early Childhood Educator II (ECE II)
- Early Childhood Educator III (ECE III)

When an employee does not have training in early childhood education to satisfy an ECE level, the child care centre board is required to apply for a training exemption on behalf of the employee. A child care centre employee on a training exemption must continuously be enrolled in and completing courses until an ECE level is achieved. A training exemption is valid for the duration of time the employee is registered in a class or course.

Child care centre boards are encouraged to read the **Saskatchewan Early Childhood Educator Certification Guide** to familiarize themselves with training required of centre employees to achieve each ECE level, as well as the training pathways for ECE Certification.

## Early Childhood Educator Training Requirements

Certification requirements for child care staff are located in *The Child Care Regulations, 2015*. These requirements pertain to employees providing child care services, child care centre supervisors and child care centre directors. Child care centre boards, as licensees of the facility, must ensure that certification requirements are met.

All employees **providing child care services** in a centre for 65 hours or more per month are required to hold a minimum of an ECE I certification. There are no certification requirements for employees providing child care services who work 64 hours or less per month, although certification is encouraged. A **child care centre director** is required to hold an ECE III and a **child care centre supervisor**, who acts in the place of a director when the director is absent, is required to hold a minimum of an ECE I.

Child care centre boards are also required to ensure that a proportion of all child care centre employees are certified as ECE IIs and ECE IIIs. A minimum of 30 per cent of employees providing child care services for 65 hours or more per month are required to be certified ECE IIs, while 20 per cent are required to be certified ECE IIIs. The child care centre director and supervisor can be included in calculating these proportions.

## Purpose of Training Exemptions

Child care centre boards may not be able to hire an employee(s) that meets the above certification requirements. In this case, a board may apply for a training exemption on behalf of a child care centre employee. A training exemption allows a board to hire an employee who does not meet certification requirements, but who is committed to achieving an ECE certification level by completing courses or a program in early childhood education at a recognized post-secondary institution and/or authorized post-secondary program.

There are three key components to an exemption which are highlighted on the [Early Childhood Educator Training Exemption Application](#).

- 1. Declaration by both the child care centre employee and child care centre board.** The employee and the child care centre board chairperson sign the application to demonstrate their commitment to following the Early Childhood Educator (ECE) Education Plan (in the case of the employee) and meeting the staffing certification requirements outlined in child care legislation (in the case of the child care centre board).
- 2. Early Childhood Educator (ECE) Education Plan.** The employee completes the Education Plan, identifying the early childhood education courses for which they are registered.
- 3. Enrolment Verification.** Verification of enrolment for the courses identified on the ECE Education Plan must be attached to the training exemption application. The enrolment verification must include the name of the employee, the name of the post-secondary institution, the name of the course, and the start and end dates of the course.

**Employees on exemptions are actively and continuously taking courses to complete an ECE level. Child care centre boards monitor employees' progress as they fulfill their education plan commitment.**

The above components are common to all training exemption applications. For first exemption applications made on behalf of centre directors, a letter stating the reasons the board has been unable to hire a qualified person must also accompany the application.

### Application Steps

All applications for training exemptions should be submitted one month in advance of the start date of the course(s) identified on the ECE Education Plan.

#### Exemptions on Behalf of Employees Providing Child Care Services (including Supervisors)

**Step 1.** Complete the [Saskatchewan Early Childhood Educator Training Exemption Application](#) found online. The child care centre board and director jointly complete this form in collaboration with the employee.

**Step 2.** Attach enrolment verification for each course identified on the ECE Education Plan. Submit an email for each individual employee.

**Step 3.** Scan and email the training exemption application form and supporting documentation to:  
Email: [ec certification@gov.sk.ca](mailto:ec certification@gov.sk.ca) Subject Line: Exemption for (insert name of child care facility)

#### Exemptions on Behalf of Child Care Centre Directors

**Step 1.** Complete the [Saskatchewan Early Childhood Educator Training Exemption Application](#) found online. The child care centre board jointly completes this form with the child care centre director.

**Step 2.** A first application for a director's exemption must be accompanied by a letter stating the reasons the board has been unable to hire a qualified person. Exemption reapplications for the same director do not require a letter.

**Step 3.** Attach enrolment verification for each course identified on the ECE Education Plan.

**Step 4.** Scan and email the training exemption application form and supporting documentation to:

Email: your child care centre's Early Learning and Child Care Consultant

Subject Line: Director Exemption for (insert director first and last name).

## Question and Answer

### Where can I find information about exemption requirements?

Please review the exemption information located in the Child Care Licensee Manual, Section 43.

### How long is a training exemption valid for?

A training exemption is valid for the period the employee is registered in a course(s). A training exemption expires one month after the current course or courses have concluded to allow time for a new course registration or certification to occur.

### How do I know if a post-secondary institution is recognized or a program is authorized?

To verify the status of a post-secondary institution as recognized or authorized program, please check the Canadian Information Centre for International Credentials (CICIC) website. If you are still unsure and you intend to obtain certification in Saskatchewan, please contact Saskatchewan ECE Certification. Staff can verify whether the training program would meet credential recognition in Saskatchewan.

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

If you have questions about ECE Exemptions, please contact Saskatchewan ECE Certification at email address [ecercertification@gov.sk.ca](mailto:ecercertification@gov.sk.ca) or telephone number 1-855-824-9419.

Indicate Subject Line: Exemption for (enter name of child care facility).