

**PLEASE NOTE: THIS OCTOBER 2011 MEMO REPLACES THE SEPTEMBER 2011 MEMO
SENT TO CHILD CARE PROGRAMS WITH THEIR CLAIM FORM**

To: Licensed Day Care Programs, Licensed Out-of-School Care Programs,
Licensed Pre-School Programs and Approved Family Day Home Agencies

From: Child Care Branch

To offer assurance that individuals certified have the qualifications to provide quality child care for children and families, the ministry of Human Services is introducing certification policy changes effective October 17, 2011. Staff that have submitted certification requests, which are post-marked prior to October 17, 2011 will not be affected by these changes.

Note: the employment requirement noted in the September 2011 memo has been removed.

Changes effective October 17, 2011 include:

1. Applicants must request their official transcripts from their educational institution be sent directly to the Child Care Certification Office. Transcripts will not be accepted if they are received directly from the applicant. Provisions will be available for exceptional cases where a transcript cannot be obtained directly from an educational institution (no longer exists) and the applicant has an original copy. (Reference the Child Care Staff Certification Guide located on the Human Services website at www.child.alberta.ca/certification)
2. Documents provided to the Child Care Certification Office, which have been verified as fake, will not be returned to the applicant.
3. Applicants who are applying for certification as a child development worker or child development supervisor, whose training was not completed in English or French, must provide a Canadian Language Benchmark (CLB) assessment at level seven. This will verify that the applicant meets functional English requirements to adequately perform the child care responsibilities required in the workplace. CLB assessments are available at no cost at organizations throughout Alberta. You can find a location near you on the Centre for Canadian Language Benchmarks website (www.language.ca) under "Assessments". Training information on English as a Second Language is also available at many of these locations for individuals who do not meet the level seven benchmark. All documents must be received prior to an application being considered completed for assessment (certification application, CLB assessment, and transcript from institution). Please note that the post-secondary English or French course is still a certification requirement and must be identified on the official transcript.

Should you have any questions, please contact Linda Yurdiga, Senior Manager, Child Care Branch at 780-427-7599 or by email at Linda.Yurdiga@gov.ab.ca or visit the Alberta Human Services website at www.child.alberta.ca/certification.