



Early Childhood Educator Tuition Reimbursement Program

Application Guidelines

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Introduction

The Early Childhood Educator Tuition Reimbursement Program is a grant program under the Department of Education and Early Childhood Development.

The program's aim is to support and promote learning and development in early childhood, in alignment with the requirements set forth by Early Childhood Services Act as well as the New Brunswick 10-year Education Plan. By supporting the training and labour force participation of Early Learning and Childcare educators, government is supporting the improvement and quality of Early Learning and Childcare programs and services offered in New Brunswick.

This program is made available to individuals currently employed as educators in an approved Early Learning and Childcare facility in New Brunswick.

If approved for this program, eligible applicants will be required to complete a GNB Supplier Registration/Direct Deposit Form is required for direct deposit. Funds will be provided through direct deposit to the applicant upon submission, review, and approval of an application by EECD.

Tuition Reimbursement for an Early Childhood Education (ECE) Certificate or Diploma

Training of Early Learning and Childcare educators is an important determinant of the quality of care children receive. Educators must be caring and emotionally engaged with children but also have the necessary knowledge, skills, and abilities to stimulate their overall development.

Funding of up to **\$3,000** is available to:

- Early Childhood Education (ECE) graduates who completed their ECE Certificate or Diploma from January 1, 2007, and are currently working in a licensed Early Learning and Childcare facility in New Brunswick.

Applicants must meet the following criteria:

1. Are currently employed in a licensed Early Learning and Childcare facility in New Brunswick.
2. Have not received 100% funding from: Employment Insurance, Department of Education and Early Childhood Development (EECD), Post-Secondary Student Support Program (PSSSP) or their employer for the ECE Program.
3. Have paid for the program tuition fees in advance. Funds will only be paid once the applicant has provided the Early Childhood Tuition Reimbursement Program with proof of successful completion, a receipt providing the cost of tuition and proof of employment in an approved Early Learning and Childcare facility in New Brunswick. If the Early Childhood Education (ECE) Certificate or Diploma was not successfully completed, then **no** funding will be provided.

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4. Completed the Early Childhood Education (ECE) Certificate or Diploma programs at one of the following New Brunswick training institutions recognized by the Department of Education and Early Childhood Development:
 - Academy of Learning
 - Atlantic Business College
 - Collège communautaire du Nouveau-Brunswick (CCNB)
 - Eastern College
 - New Brunswick Community College (NBCC)
 - Oulton College
 - The New Brunswick Indigenous Career College (NBICC)

Funding provided by the Early Childhood Educator Tuition Reimbursement Program and other sources cannot exceed the actual cost of tuition.

Applicants must provide the following information with each request for funding:

- A completed Early Childhood Educator Tuition Reimbursement Program application.
- Proof of employment – either a letter stating your employment OR a recent pay stub (less than a month) from a licensed Early Learning and Childcare facility in New Brunswick.
- A photocopy of the ECE Certificate or Diploma OR a letter of completion of the ECE Certificate or Diploma program from a New Brunswick training institution recognized by the Department of Education and Early Childhood Development.
- Proof of tuition payment - an invoice or statement from the college stating the exact amount of the tuition fees. A Tuition, Education and Textbook Amounts Certificate from the Canada Revenue Agency will also be accepted. Only tuition fees are refundable.

Eligible applicants will receive a tax receipt (T4A) for the funding amount. Please inform the Department of any change of address to receive your T4A by emailing ECETRP-PRFSEPE@gnb.ca.

The Department of Education and Early Childhood Development reserves the right to verify completion of the program with the training institution and employment status with the Early Learning and Childcare facility named on the application form. The Department may also verify if funding was received from the other sources mentioned above.

Application Process

Where to obtain an application:

Applications to the Early Childhood Educator Tuition Reimbursement Program are available from the Early Childhood Operational Support Services branch of the Department of Education and Early Childhood Development.

You may obtain copies of the application forms by calling 1-833-221-9339 or on-line at the Government of New Brunswick's website at [Early Childhood Educator Tuition Reimbursement Program \(gnb.ca\)](http://www.gnb.ca)

How to apply:

Submit a completed application, accompanied by all required documents and supplier information by:

Mail to: Early Childhood Operational Support Services
Place 2000, 250 King Street
Fredericton, New Brunswick E3B 9M9

OR

Email to: ECETRP-PRFSEPE@gnb.ca

Please note:

Although you may submit your application for tuition reimbursement at any time during the month, the Early Childhood Operational Support Services branch will process and evaluate applications to the Early Childhood Educator Tuition Reimbursement Program and prepare refunds to be distributed once a month. Following the processing period, all applicants will be notified of the outcome of their application by the preferred method of communication highlighted in the application.

Further information can be obtained by calling 1-833-221-9339.