

# **Early Childhood Educator Tuition Reimbursement Program**

## **Application Guidelines**

Education and Early Childhood Development

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*Please refer to these Guidelines when completing the funding application.*

## **Introduction**

The Early Childhood Educator Tuition Reimbursement Program is a grant program under the umbrella of services offered by the Early Childhood Operational Support Services branch of 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 child care facility in New Brunswick.

To qualify for this program, individuals will be required to obtain a supplier number/name from Service New Brunswick. Funds will be forwarded directly to the applicant, upon submission, review and approval of application. A GNB Supplier Registration/Direct Deposit Form is provided with your Application Form.

## **Training Assistance for the 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 warm 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:

- Educators, currently employed in a Licensed Early Learning and Childcare facility, who are working towards their Early Childhood Education (ECE) Certificate or Diploma on a part time basis for courses (part of the ECE program) completed on or after January 1, 2007; or
- Early Childhood Education (ECE) graduates who completed their ECE Certificate or Diploma after January 1, 2007 and are now working in a Licensed Early Learning and Childcare facility.

Applicants must meet the following criteria:

1. are currently employed in a Licensed Early Learning and Childcare facility in New Brunswick.
2. are not receiving 100% funding from: Employment Insurance, Part-time or full-time student grant from GNB or the Federal programs, the Post-Secondary Student Support Program (PSSSP) or their employer for these courses.
3. have paid for the course fees in advance. Funds will only be paid once the applicant has

provided confirmation from the training institution stating the final grade and a copy of the receipt (required to verify the eligible amount). If the Early Childhood Education (ECE) Certificate or Diploma was not successfully completed, then **no** funding for the cost of the course will be provided.

4. are enrolled in 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
  - New Brunswick Community College (NBCC)
  - Oulton College
  - Union of New Brunswick Indians (UNBI) Training Institute

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:

- Supplier number and name from Service New Brunswick (application without supplier information will not be processed – supplier information must be obtained prior to applying to the Early Childhood Educator Tuition Reimbursement Program)
- Completed Early Childhood Educator Tuition Reimbursement Program Application
- Proof of employment – either a letter stating your employment OR a pay stub from a licensed Early Learning and Childcare facility in New Brunswick.
- Proof of completion of the course or a transcript with the course mark or a photocopy of the ECE Certificate or Diploma
- Proof of 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 will be considered.

Eligible applicants will receive a tax receipt (T4A) for the funding amount.

The Department of Education and Early Childhood Development reserves the right to verify completion of the course 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://gnb.ca)**

### **How to apply:**

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

**By Mail:** Early Childhood Operational Support Services Branch  
Department of Education and Early Childhood Development  
Place 2000,  
250 King Street  
Fredericton, NB E3B 9M9

**By email:** [ECETRP-PRFSEPE@GNB.CA](mailto:ECETRP-PRFSEPE@GNB.CA)

### **Please note:**

Although you may submit your application for tuition reimbursement at any time during the year, 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 at two annual points (August and in March of each year only). Following the processing period, all applicants will be notified of the outcome of their application by their contact preferences highlighted in the application.

**Further Information can be obtained by calling: 1-833-221-9339**