

**Early Learning and Child Care Trust Fund
Application for Funding for Early Childhood Education Training**

Applicants must demonstrate that they:

1. are currently employed in an approved child care facility in New Brunswick;
2. completed eligible courses after January 1, 2007;
3. are not receiving 100% funding from: Early Childhood Care and Education New Brunswick Association's Reimbursement Project; Employment Insurance, the Distance Education Training Initiative (2003-2007), Post-Secondary Student Support Program (PSSSP) or their employer for these courses;
4. have paid for the course tuition fees in advance. Funds will only be paid once the applicant has provided the Early Learning and Child Care Project Review Board Inc. with proof of successful completion, a receipt providing the cost of tuition and proof of employment in an approved child care facility in New Brunswick;
5. completed the courses at a New Brunswick training institution recognized by the Department of Education and Early Childhood Development and are working towards the completion of the ECE Certificate or ECE Diploma.

1. Applicant Information

Name:		
Street or P.O. Box:	City:	Postal Code:
Daytime Phone:	Evening Phone:	
E-mail:	Preferred Language of Communication: <input type="checkbox"/> French <input type="checkbox"/> English	

2. Current Employment

<p>Are you currently employed in an approved child care facility in New Brunswick (the facility has a Certificate of Approval from the Department of Education and Early Childhood Development):</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please continue with this application. If NO, you are not eligible for funding under the Early Learning and Child Care Trust Fund.</p>
<p>Name of child care facility:</p> <p>Location of child care facility:</p> <p>How long have you been employed in the child care sector:</p>

3. Course Information:

Was this course part of the ECE Certificate or ECE Diploma?

YES NO

If **YES**, please continue with this application.

If **NO**, you are not eligible for funding under the Early Learning and Child Care Trust Fund.

Name of recognized training institution: _____

Location of training institution: _____

Name of course: _____

Course start date: _____

Course end date: _____

Cost of course: _____

Was this course being taken:

During the day time

In the evening

Weekends

Via correspondence (including online)

Workshop (for example one week full-time)

Summer institute

4. Financial Information:

Have you receiving funding for this course from:

Early Childhood Care and Education New Brunswick YES NO

Employment Insurance (including Training Skills Development (TSD)) YES NO

Distance Education Training Initiative (2003-2007) YES NO

Post-Secondary Student Support Program (PSSSP) YES NO

Employer (if yes please complete pg. 4) YES NO

If **NO**, please continue with this application.

If **YES**, please state the amount of funding received in the space below:

Declaration

I declare that:

- The information in this application is complete and accurate.
- I am aware that this funding is only available if I successfully complete the course and provide the Early Learning and Child Care Project Review Board Inc. with proof of successful completion. The Board may confirm the grade with the training institution.
- I am aware that all costs associated with this course must be paid in advance and that I will be reimbursed only after I have successfully completed the course.
- I am aware that reimbursement from the Early Learning and Child Care Trust Fund is for 100% of eligible course fees up to a maximum of \$3,000 per person.
- I am aware that eligible applicants will receive a tax receipt (T4A) for the funding amount and therefore my Social Insurance Number must be provided before any funds are distributed.

Further, I am aware that:

As part of the application assessment process, information contained in this application will be shared with the Early Learning and Child Care Project Review Board Inc., and the Department of Education and Early Childhood Development. Further, the Board may verify my employment status with either the child care facility provided in Section 2 of this application or the Department of Education and Early Childhood Development. The Board may also verify if funding was received from the Distance Education Training Initiative (2003-2007) or the Early Childhood Care and Education New Brunswick Association's reimbursement project.

Printed name: _____

Signature: _____

Social Insurance Number: _____

Date: _____

The following documentation must be included with the application:

- ❑ **Proof of completion of the course or certificate** - a transcript with the course mark or a photocopy of the ECE Certificate or ECE Diploma.
- ❑ **Proof of employment** – either a letter stating your employment OR a pay stub from an approved child care facility in New Brunswick.
- ❑ **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.

Applications must be mailed to:

Early Learning and Child Care Trust Fund
P.O. Box 22024
Fredericton, New Brunswick E3A 5T6
Telephone: 1-877-992-9898
Email: ELCCAGJE@gnb.ca
<http://www.gnb.ca/0000/ECHDPE/ELCC-TrustFund.asp>

Employer Paid ECE Tuition Fees

An applicant who received funding from his or her employer (either past or current) must state below the amount of funding paid by both parties.

If an **employer** is applying for reimbursement of ECE tuition fees paid on behalf of an employee (either past or current) then an application form must be submitted by the individual who completed the training. This form must be signed by both the employee and the employer.

The maximum amount of funding available is \$3,000 per person.

When the paid ECE tuition fees have been shared by both the employee and the employer then the Early Learning and Child Care Trust Fund will reimburse the employee first up to a maximum of \$3,000. If the employee is reimbursed less than \$3,000 then the employer is eligible to apply for the balance. For example:

- Tuition fees are **\$2,600** divided equally by the employee and employer. The employee would receive \$1,300 and the employer would be eligible for \$1,300.
- Tuition fees are **\$5,000** and are paid only by the employer. The employee would receive \$0 and the employer would be eligible for \$3,000.
- Tuition fees are **\$10,000** divided equally by the employee and employer. The employee would receive \$3,000 and the employer would not be eligible for reimbursement.

If you received any funding from your employer then the following information must be provided:

Cost of ECE Certificate or ECE Diploma:
(tuition only) _____

Amount paid by employee: _____

Amount paid by employer: _____

Name of employer (facility name): _____

Employer contact name and title: _____

Employer contact telephone number: _____

Employer name – please print

Employee name – please print

Employer name – please sign

Employee name – please sign

Date

Date