| 2025-2026 EARLY CHILDHOOD ADMINISTRATOR continuing education certificate COURSE – Application FORM | | | |
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| Applicant Information | | | |
| Name: | | | |
| Date of Birth: | Phone: | | Email (Personal): |
| Current Address: | | | |
| Province: | Postal Code: | | Classification Level: |
| Employment Information | | | |
| Current Employer: | | | |
| Employer Address: | | | Length of Employment: |
| City: | Province: | | Postal Code: |
| Position: | Phone (Work): | | Email (Work): |
| Number of Years in Present Position: | | Number of Years of Management Experience: | |
| Emergency Contact | | | |
| Name: | | | Relationship: |
| Address: | | | Phone: |
| City: | Province: | | Postal Code: |
| EDUCATION | | | |
| Institution/School: | | | |
| Year Graduated: | Certificate/Diploma/Degree in: | | |
| Please indicate highest level of education in Early Childhood (if different from above): | | | |
| Institution/School: | | | |
| Year Graduated: | Certificate/Diploma/Degree in: | | |
| Other | | | |
| **Along with this application, please submit a letter of intent – up to one typed page.**  Briefly tell us about yourself and your current position, what it entails and why you have chosen to apply for the Early Childhood Administrator Continuing Education Course. What are your goals and expectations for the course?  **Applicants not presently in an administrative position must also submit a letter of reference from their Executive Director.** | | | |
| Signature | | | |
| I authorize the verification of the information provided on this form. | | | |
| Signature of applicant: | | | Date: |

**Payment:** $1,350 plus $170 course materials. Deposit of $170 due upon acceptance to the program.

**\*Payment may be paid in full by credit card or cheque (payable to MSVU), or made in two installments; $800 by August 22, 2025 and $550 balance by Nov. 7, 2025. ESL Applicants must meet minimum language requirements.** Return completed application, letter of intent, and letter of reference if required. **EMAIL TO:** [Rhonda.rees@msvu.ca](mailto:Rhonda.rees@msvu.ca)

**http://www.msvu.ca/administratorcourse**

Refunds for course costs only (less $100 administrative charge) will be provided 30 calendar days prior to course start date. All other withdrawals are non-refundable.

This course qualifies for the Nova Scotia Department of Education and Early Childhood Development Continuing Education reimbursement program <https://www.ednet.ns.ca/earlyyears/pd/ContinuingEducation.shtml>

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| FOR INTERNAL USE ONLY | | |
| Date Received: | Date Approved: | Initials: |