February 28, 2011

Office of the Fairness Commissioner
595 Bay Street, Suite 1201
Toronto, ON   M7A 2B4

Enclosed please find the Entrance to Practice Review, 2011, for the College of Early Childhood Educators. The report comments on:

1. Costs to the Applicants for all aspects of the Registration process
2. The timeliness of the assessment and decision-making process
3. Requirements for practical training and work experience

I hereby certify that I have reviewed the information in this report and to the best of my knowledge, all information required to be provided is included and accurate. If you require further information, please let me know.

Sincerely,

Laura Sheehan
Acting Registrar

Encl.

Entrance to Practice Review

Submitted by   College of Early Childhood Educators
Date: March 1, 2011

Executive Summary
The College of Early Childhood Educators is at the beginning stages of implementing a registration process for this new regulatory body. As such, we have chosen to comment on the requested areas regarding current practice, noting directions that the College will be moving in, to further enhance registration practices to support applicants. As such, the report is limited in comparative and trend line data as this is not available at this time.

Objectives and Scope of the Report:
The objective of this report is to articulate current practice that the College can benchmark future reporting against. The scope is limited at this time to current initial registration practices.

Methodology
Data collection consisted of a review of application guides, forms and current practice.

Analysis and Findings

Topic #1- *Costs to Applicants for all aspects of the Registration process*

Costs for applicants to register with the College of Early Childhood Educators are as follows:
- Application Fee- $75.00
- Registration Fee- $150.00
- ICAP Review from World Education Services-if internationally trained- $145.00
- CLB Language Assessment- if required- $0-$100, dependent on eligibility

The College has tried to maintain reasonable costs for all applicants during the registration process, intending to limit, where possible, grave financial barriers.

Topic #2- *The timeliness of the assessment and decision-making process*

The 2010 timeline for processing initial applications and making timely decisions, when the documentation was complete, averaged 4-7 weeks. Incomplete applications with missing documentation presented a challenge for some applicants during the 2010 year. To address this, a strategy of direct and ongoing communication with applicants was put in place. This had a positive effect and brought many applications to a timely conclusion. The College continues to monitor progress in this area, to ensure applicants understand the application process and what documentation is needed to apply for registration.

Topic #3- *When Applicable: Requirements for practical training and for work experience*

The College of Early Childhood Educators does not have any requirements for work experience beyond the practical training requirement included in the academic program equivalent to a diploma in Early Childhood Education, from an Ontario College of Applied Arts and Technology.

Key Findings:
- Initial registration practices are underway
- Application Forms and Guides are available online
- Fees are reasonable and expected to be maintained
- Timely assessment and decision making though reasonable now, needs to be monitored as the volume of applications for this new regulatory body is steadily rising

Recommendations
The College has put into place a timely registration process, that is transparent and perceived accessible for this new regulatory body. To ensure that applicants continue to be served in a timely cost effective manner, the College will need to:

- Monitor staffing levels to ensure that supports are in place to keep wait times for decisions timely
- Monitor fees, to ensure they are maintained to be as efficient as possible
- Survey applicants who have gone through the application process to get feedback from them on the registration process
- Increase information about the registration process on the College website, to assist applicants
- Increase staff availability to answer individual calls or e-mail requests from applicants about the registration process