

Early Childhood Education Workplace Program

Employment Confirmation Form

Instructions for Prospective Employers:

The purpose of this form is to verify employment information to support the applicant's admission to the MITT Early Childhood Education (ECE) Workplace Program.

Application Requirements:

The applicant must be working towards becoming a Child Care Assistant (CCA) and employed with a minimum of six months* of full-time employment in a licensed early learning and childcare centre prior to the start date of the program.

* The applicant may be required to provide more than one verification form if their current work experience is less than the required minimum. They may submit forms from different centers, provided the experience is recent (within the last three years) and there is no extended employment gap.

Applicant Information

Applicant Last Name:	Applicant First Name:
Applicant Date of Birth (MM/DD/YYYY):	

Employer/Supervisor Information *To be filled out by Employer*

Supervisor's Last Name:	Supervisor's First Name:
Phone Number:	Email:
Supervisor's Title:	Name of Centre:
Centre's Mailing Address:	
Type of Child Care Program: <input type="checkbox"/> Infant <input type="checkbox"/> Pre-school <input type="checkbox"/> School Age <input type="checkbox"/> Licensed Family Childcare Home <input type="checkbox"/> Approved Alternative	
Is Applicant a Current Full-Time Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant Employment Start Date (MM/DD/YYYY):

Would you recommend this individual to the ECE Workplace Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The employer agrees to assign a mentor to the employee for the duration of this program.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you verify that the applicant holds a CCA certificate? <i>*(If No, then a student is required to provide proof of enrollment for conditional admission, and proof of completion by the official document deadline of the program to complete admission to the program)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you verify that the applicant has a minimum of 6 months experience in a childcare setting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant provided you with a clear Child Abuse Registry Check?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant provided you with a clear Police Vulnerable Sector Check or RCMP equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

I understand that the information I am providing will be used to determine the above-named employee's admission eligibility to the MITT Early Childhood Education (ECE) Workplace Program.

Supervisor Signature: _____ Date (MM/DD/YYYY): _____

Important Deadline Information

ECE Workplace Program Winter 2026 Start Date January 5, 2026	ECE Workplace Program Fall 2026 Start Date September 8, 2026
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Submitting your Employment Verification Form

- Scan and save the completed form to your computer.
- Upload the form to the "Documents" tab of your MITT Online Application account (<https://apply.mitt.ca/guide>).
- Submit the form directly to the Admissions department (if you do not have a MITT Online Application account):
 - **Email:** admissions@mitt.ca
 - **Mail or Drop-off:** MITT Admissions, 130 Henlow Bay, Winnipeg, MB R3Y 1G4

Students are required to notify MITT and re-submit this form if their place of employment or employment status changes.

- If this occurs prior to the program start date, submit this form to Admissions (admissions@mitt.ca)
- If this occurs after the program start date, submit this form to the Academic Coordinator.

Version: August 2025

MITT's Expectations for Mentorship – ECE II Workplace Program

As a student's Site Mentor for MITT's ECE Workplace Program, you will play a vital role in supporting their transition from Child Care Assistant (CCA) to Early Childhood Educator II (ECE II). Your support is deeply appreciated and essential to their professional growth.

While continuing their work at your site, students will complete work-integrated learning activities and assessment, including individual practicum components. Each site must dedicate a mentor (e.g., an experienced ECE II or ECE III with effective communication and coaching skills) to the student to provide ongoing supervision and structured feedback. MITT will dedicate a Practicum Instructor to support the student's development, as well.

On successful completion of the two-year program, the student will be eligible for an ECE Diploma and ECE II qualification through the provincial government.

Key Expectations

Orientation & Ongoing Training

- Provide a comprehensive orientation as per standard procedures and processes for new staff onboarding to prepare them for a ECE II-in-training role.

Mentorship Expectations

- Supervise and guide the student in all work-integrated learning activities.
- Hold regular meetings with the student to discuss progress, strengths, areas for growth, and goal setting. Students will be responsible for recording notes from these meetings.
- Support student in meeting required learning outcomes and program objectives.
- Offer continuous mentorship and help student distinguish differences between the CCA and ECE II roles and responsibilities.

Pre-Approval & Feedback on Learning Experiences

Students will design and implement learning experiences as part of their practicum. As a mentor, you will be asked to:

- Pre-approve the student's plans.
- Observe children's interactions with these experiences.
- Complete brief feedback forms during implementation.
- Meet with the student afterward to debrief feedback.

Final Evaluation

- Complete the final evaluation and meet with the student afterward to debrief feedback. This allows students to reflect and address any outstanding areas of growth.

Your partnership in this process is critical to the student's success. Thank you for supporting the next generation of Early Childhood Educators.

If you would like more information about the responsibilities of being a mentor to an ECE II Workplace student, please contact us and we would be happy to provide further details.

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