

I APPLICATION FOR RECOGNITION OF PRE-SCHOOL TEACHER TRAINING QUALIFICATIONS

- a) Child care centres intending to employ teachers who have attended pre-school teacher training courses that have not been recognised by MOE-MCYS Pre-school Qualifications Accreditation Committee (PQAC) may submit their staff's qualifications to MCYS for recognition.
- b) The pre-school teacher training qualifications will be assessed based on the criteria stipulated below, as being equivalent to the Certificate in Pre-school Teaching or the Diploma in Pre-school Education level. For more information on the pre-school teacher training courses please refer to the Ministry's website at : www.mcys.gov.sg/MCDSFiles/download/m_App%20for%20accreditation.doc.
- Entry Requirements
 - Course Duration
 - Course Coverage
 - Supervised Teaching Practice
 - Modes of Assessment
 - Medium of Instruction
- c) All documents submitted to MCYS have to be officially translated in the English Language by a certified translator from any legal institution from the applicant's country of residence or from the Supreme Court in Singapore. The certification of translation should accompany all certificates and results' transcripts.
- d) All documents must be certified-true-copies and submitted to:

Attn : The Officer-in-charge
Application for Recognition of Pre-school Qualifications
Ministry of Community Development, Youth and Sports
Child Care Division
510 Thomson Road
13th Floor, SLF Building
Singapore 298135

II APPLICATION PROCEDURES

Step 1 :

Centres should ensure the following:

- certificates bear the photograph of the applicant;
- certificates and results' transcripts clearly show the certificate numbers or results' transcript numbers;
- certificates and transcripts are complete and bear the seal of the Education Committee of the respective city; and

- seals from individual institutions, schools and principals are clearly seen in the photocopies of the certificates and results' transcripts.

Step 2 :

Submit an on-line application in the Child Care Link System (CCLS) under the module "Personnel Particulars – Application for Recognition of Pre-school Qualifications".

Step 3 :

Forward the following documents to MCYS for verification:

- a covering letter from centre stating intention to employ the staff;
- certificate of graduation and results' transcripts of academic qualifications from the Middle School; and
- certificate of graduation and results' transcripts of pre-school qualifications.

Step 4 :

MCYS will process the application and inform centre on its outcome within two weeks upon complete submission of all the documents and the on-line CCLS application. Please note that all incomplete submissions will be not be processed and will be returned to the centre.