



Steps to Success

Administered
by **Early
Childhood
Development**
ASSOCIATION OF PEI



Your first steps towards a rewarding career as an Early Childhood Educator

Empowering Individuals Toward Certification & Employment

Program at a Glance

- Full time work placements in licensed child care centres on PEI - including a daily stipend
- Post secondary education through Holland College - cost covered by Steps to Success
- Guidance and support from certified Early Childhood Educators
- Support from a Steps to Success Mentor

Who can apply?

- Passionate about working with children
- Unemployed or underemployed individual seeking stable employment
- Adult (18+) with Canadian citizenship or Permanent Residency
- No prior Early Childhood Education certification through the Province of PEI

Why Join Steps to Success?

Professional Certification

Complete your post-secondary coursework with 100% covered tuition and graduate with your Early Childhood Intern Certification.

A Supportive Community

Learn alongside a passionate, like-minded cohort of peers and receive dedicated mentorship every step of the way.

A Future-Proof Career

Step directly into a high-demand field, opening doors to a career in over 100 island child care centres, and long-term career growth on PEI.

“The support from the instructors, placement sta , and the Steps to Success team made the experience enjoyable and helped me feel more confident working in the Early Childhood field”

Take Your First Step, Contact Megan!

(902) 368 1017
projects@ecdaopei.ca

Steps to Success 2026-2027

Applicant Handbook

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Steps to Success 2026-2027

Applicant Handbook

Developed and administered by the ECDA funded by the Department of Workforce and Advanced Learning through the Canada-PEI Labour Market Agreements.

What is Steps to Success?

A 20-week education and workplace training program that provides:

- Full-time work experience in licensed early childhood centres working with children ages 0-5
- Education at Holland College
- Support obtaining an **Early Childhood Intern** certification through the Province of PEI
- Guidance from an experienced team
- A boost in employability through hands-on experience, knowledge building, and mentoring relationships with certified early childhood professionals

Eligibility Requirements

- Passionate about working with children
- Adult (18+) with Canadian Citizen or Permanent Resident
- Unemployed or underemployed (less than 25 hours per week)
- Able to work 40 hours per week for up to 20 weeks
- Have access to transportation, computer with camera and microphone, and reliable internet
- Able to provide English Proficiency for Holland College courses
- No prior early childhood certification through Province of PEI

Program Schedule Overview

Orientation – First week of the program

3 days learning about program expectations, responsibilities in the workplace, centre matches, and an overview of the Early Learning and Child Care system on PEI. Held in the ECDA boardroom located in Charlottetown.

2 days of orientation will take place in the centre where you will be completing your workplace experience.

Fall start date: **September 14, 2026**

Winter start date: **January 18, 2027**

Work Placement – 17 weeks

Participants will be placed in licensed childcare centres by the ECDA. If you have been referred to this program by a centre owner/directors/employee, you will be placed in that centre. During this placement you will receive mentorship and on-the-job coaching.

Fall Group: **September 21 – January 15**

Winter Group: **January 25 – June 4**

Education

Participants will complete three courses, offered one at a time, by Holland College. The instructors will be hired by Holland College. They will lead online and in-person classes, provide support and feedback as well as final grades.

Course Titles

Preschool Development – 2 weeks at the end of the Steps to Success program. It is offered as a face-to-face course at the Charlottetown campus.

Curriculum 1: Play is Learning – This course is offered online 2 evenings a week with two Saturday face-to-face class days. It is offered over 8 weeks during the Steps to Success program.

Positive Child Guidance – This course is offered online 2 evenings a week with two Saturday face-to-face class days. It is offered over 8 weeks during the Steps to Success program.

Stipend

Participants will receive a training stipend while they are participating in the Steps to Success program. This stipend is issued by Skills PEI every two weeks.

Participants will receive a 40 hour per week stipend when they are completing the workplace training portion of the program.

When participants are taking part in orientation and face-to-face classes, they will receive a 30 hour per week study stipend.

This is not a wage and is not eligible for EI hours when you complete the program.

Application & Approval Process

Estimated length: 2-3 weeks

1. Application: <https://ecdaofpei.ca/events/details?id=4170>

- Complete your application to the best of your abilities. On your resume, include any past experience you have working with children such as babysitting, volunteering, child care centres etc.
- If you do not have experience, that is ok!

2. Eligibility:

- If you meet eligibility criteria, ECDA (Megan Drummond) will contact applicant to schedule an interview.
- If you do not meet eligibility criteria, ECDA (Megan Drummond) will contact applicant.

3. Interview:

- An interview will be scheduled with ECDA (Megan Drummond)
- Questions will include background information, your reason for choosing Steps to Success and your ability to meet expectations in this program.

4. Selection:

- 24 individuals will be selected for approval process

5. Case Manager Meeting

- Selected individuals will be provided the information to meet with a case manager
- Case manager will complete Skills PEI paperwork for training stipend approval

6. Acceptance!

- When funding is approved, ECDA (Megan Drummond) and Skills PEI officer will contact you
- You will officially be a participant in the Steps to Success program and ready to begin your journey toward a rewarding career!

Contact Information

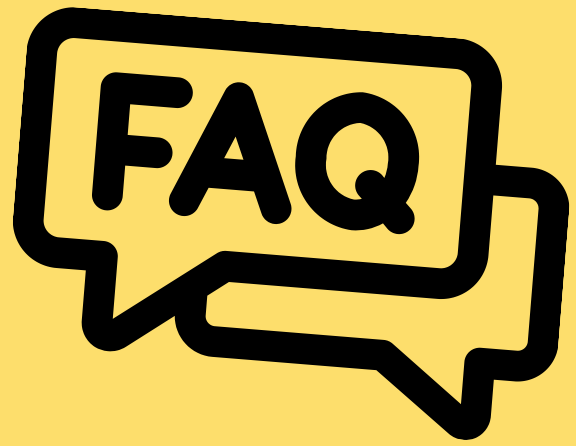
Megan Drummond, Special Projects Coordinator ECDA
projects@ecdaofpei.ca
(902) 368-1017

Application link: <https://ecdaofpei.ca/events/details?id=4170>



Steps to Success

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PARTICIPANT OVERVIEW

Empowering Individuals Toward Certification & Employment

What are the dates of the program?

There are two 20-week cohorts during the 2025-2026 academic year.

Cohort 1 begins September 14, 2026

Cohort 2 begins January 18, 2027

Do I receive a wage during this program?

If you are eligible for EI benefits, you will receive those benefits first. If not, you will receive a biweekly training stipend through Skills PEI for the duration of your program.

What hours will I be expected to work?

Under the Steps to Success project, you will be expected to work 40 hours per week.

Scheduling is determined by the host centre, during the child care centre's typical operating hours of Monday to Friday, 7:00 am to 5:30 pm*.

*Centre operating hours may vary.

What will I be doing while working in a centre?

You will be full-time employees during your work placement and directors/supervisors will provide expectations and responsibilities for you. These responsibilities may include: actively supervising children ages 1-5 years, planning activities, diapering and toileting routines, cleaning, interacting with children, families, and coworkers and more.

*centre expectations and responsibilities may vary.

Is prior experience working with children required for eligibility?

No, experience with children is not required. We do encourage some experience whether it be through volunteering, caring for friends or family members, or coaching young children.

TAKE THE FIRST STEP, CONTACT MEGAN!

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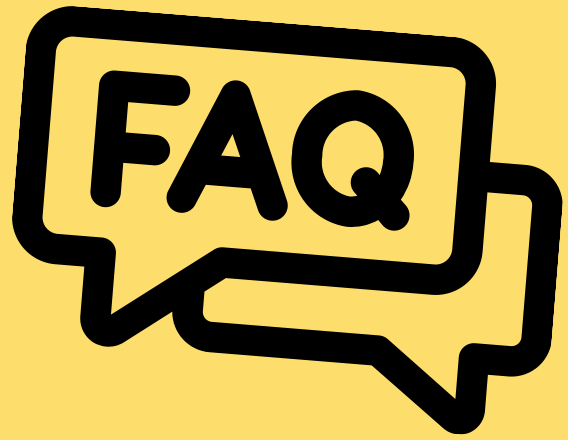
The Department of Workforce and
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through the Canada-PEI Labour
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**APPLY
TODAY!**



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How long do I need to be out of employment to be eligible?

There is no set time frame. At the time of application, you must be unemployed or in a casual/short-term role, with no plans to return to post-secondary studies or start full-time work at a child care centre.

Am I eligible for the program if I have completed 1-2 Early Childhood Education course(s) with Holland College?

Yes. You are eligible as long as you have not completed all three courses required for the Early Childhood Intern certification. If you have completed one or two courses you can qualify for this program.

What happens if I miss a lot of work days during my work placement?

You are only allowed to be absent 5 days throughout your work placement. You are expected to follow centre protocols when reporting or requesting an absence.

What happens if I, as a participant, experience compatibility issues with my host centre? What options are available to the host centre in that situation?

Once you begin working at a centre, you become an employee of that centre and are expected to follow the same expectations as all other staff members.

The host centre has the right to end your work placement if there are ongoing performance issues, even after support has been provided. This support may include feedback, mentoring, training, or a performance improvement plan.

If your work placement is ended, the ECDA will decide the next steps for you in the program.

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