

Steps to Success 2026-2027

Applicant Handbook

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Administered by
Early Childhood Development
ASSOCIATION OF PEI

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>