

Checklist of Items/Documents to Prepare for Your Advanced Diploma in Early Childhood Centre Leadership (ADECL) Course Application

1. List of admission documents to prepare in soft copy format (Please note that the maximum file size limit is 2MB and the acceptable formats are .JPG, .JPEG, .PNG and .PDF):

- ☐ Image of your NRIC (front and back)
- ☐ Passport-Sized Photograph with a white background
- ☐ Early Childhood Qualifications (both certificates and transcripts)
- ☐ Employment Letter (dated within 3 months or supplemented with recent payslip)
- ☐ ECDA Letter of Notification (LON)
- ☐ Proof of Completion or Registration of the following pre-requisite CPD courses:
 - Developing a Professional Portfolio for Educators (DPPE);
 - Essentials of Leadership (ESLP) or equivalent; and
 - Mentoring 201: Bringing Out the Best in EC Educators or equivalent.
- ☐ Proof of Occupational Title (e.g. screenshot with profile name from One@ECDA portal)

2. If you will be sponsored by preschool employer

- ☐ Please contact the Course Co-ordinator to request for the company sponsorship link so that your centre may generate the registration link for you. Kindly do **NOT** apply as a self-sponsored candidate via the course website.