

**Department of Families**

Community Programs and Corporate Services  
Early Learning and Child Care Program  
210 - 114 Garry Street, Winnipeg, MB Canada R3C 4V4  
T 204-945-0776 F 204-948-2625  
Toll Free: 1-888-213-4754  
[www.manitoba.ca/childcare](http://www.manitoba.ca/childcare)

**Ministère des Familles**

Programmes communautaires et services ministériels  
Programme d'apprentissage et de garde des jeunes enfants  
210 - 114, rue Garry, Winnipeg (MB) Canada R3C 4V4  
Tél. 204-945-0776 Téléc. 204-948-2625  
Sans frais : 1-888-213-4754  
[www.manitoba.ca/gardedenfants](http://www.manitoba.ca/gardedenfants)

**Submission Number**

In response to your request to be classified as a Child Care Assistant (CCA) in Manitoba, please find enclosed your approved certification as a CCA. Please keep a copy of this information for your records.

To support quality early learning and child care in Manitoba, all Child Care Assistants working directly with children must complete 40 hours of post-secondary child care training within one year of employment. If you have completed related courses within the last eight years, please check with your employer/potential employer to determine if your previous courses will meet the 40 hour requirement. You can also refer to the Early Learning and Child Care (ELCC) Program's Forty Hour Course Brochure found at the website below.

As discussed, this Child Care Assistant Classification has been completed in order for you to find work while waiting for your IQAS Assessment to be completed. Once that is received, please contact our office and ask to speak to staff in Qualifications and we can set up a meeting to review the assessment.

Please visit our Child Care Online website at [www.manitoba.ca/childcare](http://www.manitoba.ca/childcare) for more information about:

- Classification and what is required in Manitoba
- Forty Hour Course requirements
- Careers in Child Care
- Licensing Regulations
- Grant Opportunities

You have a right to access your classification file. To access your records, or to report a name or address change, please contact the ELCC Program at 204-945-0776 or toll-free at 1-888-213-4754 or email [cdcinfo@gov.mb.ca](mailto:cdcinfo@gov.mb.ca).

Thank you for your interest in early learning and child care in Manitoba.