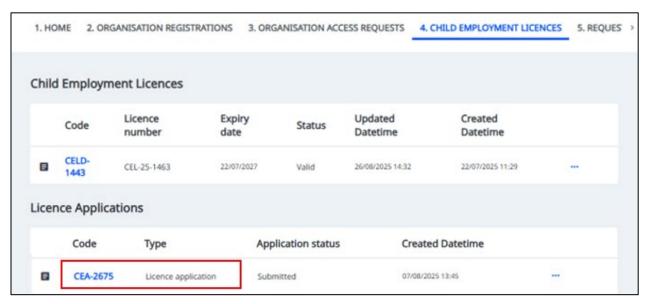
User Guide: How to find your licence & approval letter

Licence Approval Letter

When your child employment licence has been issued, we will generate an approval letter. This document contains important information and resources to help you comply with your obligations as a child employment licence holder.

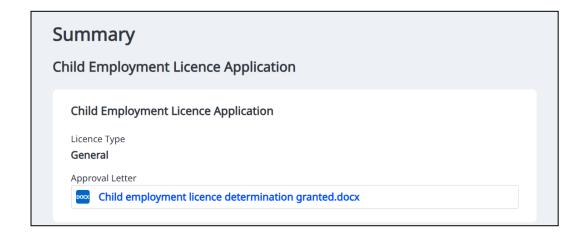
- **Step 1)** Log in to your Portal account and select 'My Submissions' to view your dashboard
- **Step 2)** Click on the 'Child Employment Licences' tab to view your active licences
 - **Step 3)** Under the 'Licence Applications' heading, click on the CEA number



Step 4) Your approval letter can be accessed by opening the document





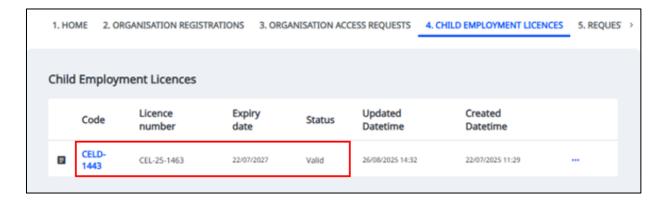


Child Employment Licence

When your child employment licence has been issued, it is available to access and download from the Portal. The licence document contains important information about your licence conditions.

You must keep a copy of the licence at any workplace where children will be employed under the licence, and must make it available on request to:

- any child employed under the licence
- any person employed to supervise those children
- any parent or guardian of those children.
- **Step 1)** Log in to your Portal account and select 'My Submissions' to view your dashboard
- **Step 2)** Click on the 'Child Employment Licences' tab to view your active licences
- **Step 3)** Under the 'Child Employment Licences' heading, click on the CELD number





Step 4) Your licence document can be accessed by opening the document



Step 5) Download a copy of your licence document for your records and make sure to review all licence conditions.

