



From: Mark Swanson, PhD
Registrar
Teacher Development and Certification

To: Graduates of Alberta Teacher Preparation Programs

Re: Alberta Teacher Certification

Dear Alberta Graduate:

Congratulations on your recent graduation. The following information is provided to assist you in obtaining certification in the Province of Alberta.

Your first step is to complete an Alberta Prepared Teacher Application form available for completion directly online. The online application allows you to make payment by Visa or MasterCard. Our Website will provide you with details regarding the completion of the application form.

It is anticipated that you will be recommended for certification by the Dean of the Faculty of Education. Please note that the recommendation of your institution's Dean of Education for purposes of certification is valid for five (5) years. I encourage you to make formal application for certification upon graduation. The *Certification of Teachers Regulation* may change in the future and require you to upgrade your studies in order to be considered eligible for certification.

All applicants must declare that they meet the requirements for interim professional certification as described in the *Teaching Quality Standard Ministerial Order (016/97)* and that they are committed to teaching practice and professional growth in keeping with the Standard.

Under Section 14 of the *Certification of Teachers Regulation*, the Registrar may conduct at his discretion, a criminal record check or an inquiry through any police authority or other authority, organization or institution with regard to any criminal conviction or charge, conditional discharge, or pardon. An applicant may be required to provide the Registrar with an official criminal record search document from the appropriate police authority.

The following information may also apply to you:

- a. Evidence of a change of name will be required.
- b. The Registrar may issue an interim professional certificate only to a Canadian citizen or an individual lawfully admitted to Canada for permanent residence. Applicants born outside of Canada must provide proof of their citizenship and/or immigration status.
- c. The Registrar may refuse to issue a certificate to a person who has been convicted of an indictable offence or to a person the Registrar has reason to believe should not be issued a certificate.

An Interim Professional Certificate is valid to August 31st of the third year after issue and may only be extended or re-issued on the recommendation of an employing Alberta School Authority, Superintendent of Schools or other officer acceptable to the Registrar.

Should you require further assistance in completing your application, do not hesitate to contact Branch staff at (780) 427-2045 or toll free if within Alberta, 310-0000 and then (780) 427-2045.

Sincerely,

A handwritten signature in black ink that reads "Mark Swanson".

Mark Swanson, PhD
Registrar
Teacher Development
and Certification