

**APPLICATION INSTRUCTIONS
AND REQUIREMENTS
FOR
ALBERTA TEACHER
CERTIFICATION
(07/03)**



08/03/CAY/PW

ALBERTA TEACHER CERTIFICATION

By completing this application, you are applying for a teaching certificate in the province of Alberta.

There are five things you need to know at the outset:

1. The Teacher Development and Certification Branch of Alberta Learning evaluates credentials for the issuance of a teaching certificate.
2. A formal evaluation of your standing toward professional certification is valid for a period of five years.
3. It is a mandatory requirement, and the responsibility of the teacher to hold a valid Alberta teaching certificate **prior to commencement of employment** in the Alberta school system.
4. Teacher Qualifications Service (TQS) of The Alberta Teachers' Association (ATA) evaluates for salary purposes. The ATA is the teacher's professional and union association. **A salary assessment from the TQS will not be completed until a teaching certificate has been issued.**
5. Applicants with one-time only irreplaceable documents should submit them to this Office first. Official copies of all other documentation must be provided to both the TQS of the ATA **AND** this Office.

NOTE: *The Certification of Teachers Regulation (AR 3/99) was amended effective July 1, 2003 under AR 213/2003*

REQUIREMENTS FOR TEACHER CERTIFICATION

Applicants for the Alberta Interim Professional Certificate are required to present the following:

1. Four years of university education inclusive of a recognized degree and a structured pre-service teacher preparation program from an institution acceptable to the Alberta Minister; and
2. Evidence of valid certification as issued by the Department or Ministry of Education in the jurisdiction where the teacher was prepared **AND** where the teacher last taught.

NOTE: Teacher preparation programs offered through in-service, or through self-directed study will not be accepted for certification purposes. Pre-service teacher preparation programs completed by distance delivery may not be accepted in their entirety.

Degrees are subject to scrutiny on a course by course basis. Deductions may be made if the institution or coursework is not acceptable to the Alberta Minister of Learning. Denominational or doctrinal courses, audit courses and courses not considered for degree credit (e.g. Additional Qualifications courses) are not recognized for certification purposes in Alberta.

Former Legal Names: (Section 2 of application form)

Evidence of a change of name will be required. Acceptable proof is considered to be any of the following:

- A sworn declaration made before a commissioner for oaths or notary public outlining all names used for legal purposes.
- An unaltered copy of the original document along with a completed statutory declaration form. Please contact this office for the required form.
- The original document sent by registered mail. Original documents will be returned by registered mail.

Immigration Status: (section 5 of application form)

The Registrar may issue an Interim Professional Certificate only to a Canadian citizen or an individual lawfully admitted to Canada as a permanent resident.

Applicants born outside Canada must provide proof of their citizenship and/or immigration status. Acceptable proof is considered to be (a) the original document which can be submitted in-person, or sent by registered

Immigration Status Cont....

mail, OR (b) an unaltered copy of your original document along with a completed Statutory Declaration form. Please contact this Office for the required form.

Note: Original documents will be returned by registered mail.

If you are providing copies of the following documents, please note:

- Canadian Citizenship Card (front and back must be copied);
- Permanent Resident Card (front and back must be copied);
- Certificate of Registration of Birth Abroad (front and back must be copied);
- Employment Authorization (front only must be copied).

Persons born in Canada must provide a photocopy of their Birth Certificate along with their Application for Teacher Certification and the accompanying Confidential Disclosure and Criminal Record Check Authorization form.

Secondary Education (section 6 of application form)

Original high school, university entrance and/or secondary school matriculation records may be required of all applicants. Applicants who attended a secondary school program outside Canada and the United States must present their original secondary school (high school) leaving certificate(s) and transcripts.

Post-secondary Education (section 7 of application form)

Applicants are required to write to each institution attended requesting that official transcripts be sent directly to the Registrar of Alberta Learning (see mailing address on last page). Student copies, photocopies and facsimiles are not acceptable.

Applicants whose post-secondary studies were outside Canada and the United States **and** who have been issued one-time only, irreplaceable documents should provide these documents in-person or by registered mail.

One-time only, irreplaceable documents will be returned to you by registered mail ***once an evaluation has been completed***. All other documents become the permanent property of the Registrar and they will not normally be released or copied. **Therefore, it is the applicant's responsibility to ensure official copies of replaceable documents are provided to both the TQS AND this Office.**

Post-secondary Education Cont...

Applicants presenting documents in a language other than English or French **MUST PROVIDE ORIGINAL OFFICIAL ENGLISH OR FRENCH TRANSLATIONS** accompanied by a Statutory Declaration form completed by the translator. Please contact this Office for the required form.

NOTE: A comprehensive transcript from one institution including study completed at another institution is not acceptable for evaluation purposes.

Professional Teacher Preparation (section 7 of application form)

Please indicate whether your program was full-time or part-time study AND describe the method of delivery (e.g. intramural/on-campus; in-service; correspondence; distance delivery; self-directed study; etc.). If your program cannot be described by these categories, please explain in detail on a separate sheet.

Please note that you may be asked to provide a course syllabus of your programs of study, practicum reports detailing the hours/days/weeks of your supervised student teaching, and any other additional information to substantiate your application.

Teacher Certification Status and Experience (section 8 of application form)

A current Statement of Professional Standing must be sent directly to this Office from the provincial, state, or national Department/Ministry of Education or College/Federation of Teachers responsible for certification where you completed your teacher training AND where you are presently teaching or last taught.

A Statement of Professional Standing typically verifies that you possess(ed) a valid certificate, the date of issue, and whether or not your certificate has been suspended, cancelled or otherwise withdrawn for cause. Type or level of your teaching certificate and the scope of its authority may also appear on the Statement.

Language Proficiency

Applicants whose native language is other than English or French may be asked to submit a taped recording of their language proficiency in either English or French. A personal interview, in lieu of a tape, can be arranged by appointment with an evaluator in this Office once a formal evaluation of your application has been completed.

Confidential Disclosure (section 9 of application form)

All applicants are required to complete in full a *Confidential Disclosure and Criminal Record Check Authorization* form which must accompany this application. The authorization form permits the Registrar to conduct, at his discretion, a criminal record check or enquiry from any police authority or other authority, organization or institution with regard to any criminal conviction or charge, conditional discharge, or pardon.

Despite your response to any of the questions on the authorization form, on a random basis you may be required to provide to the Registrar a criminal record check.

The Registrar (Director of Teacher Development and Certification) may refuse to issue a certificate to a person who has been convicted of an indictable offence in Canada or an equivalent conviction in a jurisdiction outside Canada, or to a person whose teaching certificate is or has been suspended or cancelled, or to a person who the Registrar has reason to believe should not be issued a certificate.

Applicants possessing a record of criminal conviction will be asked to contact the Clerk of the Court where their case(s) was heard, to arrange for a Notice of Conviction to be sent directly to the Registrar. (A Notice of Conviction must be sent for each conviction, which may mean contacting more than one office of the Clerk of the Court.) Applicants also may be required to provide the Registrar with an official criminal record search document by fingerprint comparison at their own expense.

Self-Declaration (section 10 of application form)

All applicants for professional certification must declare that they are able and committed to applying the appropriate knowledge, skills, and attributes toward student learning as prescribed by the Teaching Quality Standard Ministerial Order (016/97). They also must commit to teaching practice and professional growth in keeping with the Teaching Quality Standard and descriptors of quality teaching.

Issuance of a Teaching Certificate

When an applicant has been found eligible for Alberta teacher certification, the Interim Professional Certificate is issued. This certificate is valid for a three year period and may be extended or re-issued thereafter at the written request of an Alberta Superintendent of Schools.

When you have taught in the Alberta school system with valid teaching authority for two school years* of teaching service, your Interim Professional Certificate may be made permanent. A Permanent Professional Certificate is only issued at the written recommendation of a Superintendent of Schools or other Officer acceptable to the Alberta Minister and when all other criteria stipulated in the *Certification of Teachers Regulation* are met.

- * A full school year constitutes the number and the days of school operation under Section 56(1)(b) of the *School Act*.

Employment

Alberta does not have a central employment service. The hiring and placement of teachers is done at the local level by the hiring school authorities. A list of Alberta school authorities is available by contacting the Learning Resources Centre at: 12360 - 142 Street, Edmonton, Alberta T5L 4X9 by telephone at: **(780) 427-5775** or through the internet at:

<http://www.lrc.learning.gov.ab.ca/pro/resources/item.htm?item-no=325060>

You may find it useful to know that a salary assessment must be completed once you have obtained a teaching position in the Alberta school system. To facilitate this process, you are being provided with an application for salary assessment. (Also refer to pages 1 & 3 of this booklet). Any enquiries concerning salary should be directed to the Alberta Teachers' Association at **(780) 453-2411**.

Application Check List (Check all that apply)

- Did you complete in full and sign the application form?*
- Did you enclose the application fee payable to the Alberta Minister of Finance?
- Have you completed in full and enclosed the *Confidential Disclosure and Criminal Record Check Authorization* form?*
- Did you enclose evidence of all names used for legal purposes along with a completed Statutory Declaration form (if applicable)?
- Did you provide evidence of your immigration/employment status in Canada (if applicable) along with a completed Statutory Declaration form?
- Did you request official transcripts from each post-secondary institution attended to be forwarded directly to this Office **OR** have you arranged for irreplaceable documents to be provided in-person or by registered mail?
- If you completed your academic studies outside of Canada and the United States, are your documents in a language other than English or French? Did you enclose your original documents with original notarized English or French translations along with the Statutory Declaration form completed by the translator?
- Did you request a current Statement of Professional Standing from the jurisdiction in which you were prepared, and from where you are teaching or last taught?
- Have you made arrangements for a taped recording of your language proficiency in English or French (if applicable)? If necessary, please contact an evaluator in this Office for details.

* All information entered on these forms becomes part of your permanent record with Alberta Learning. Please answer all questions in full and legibly. Failure to do so may result in your application for teacher certification being returned to you unprocessed.

When contacting this office, either by telephone or by mail, please quote your File Number, if known.

Application enquiries or correspondence may be directed to:

Mailing Address:

Registrar
Teacher Development and Certification Branch
Alberta Learning
10044—108 Street
Edmonton, Alberta
T5J 5E6

In-Person Enquiries:

12th Floor
Harley Court Building
10045 - 111 Street
Edmonton, Alberta

Telephone: **(780)** 427-2045 in Edmonton and area

Toll-free for Alberta residents, dial 310-0000, then 427-2045.

Fax: **(780)** 422-4199

All replaceable documents submitted in support of an application will be retained on file for one year from receipt of the last document(s).

THEREAFTER, THEY WILL BE DESTROYED IN ACCORDANCE WITH ALBERTA LEARNING RECORDS MANAGEMENT POLICIES.