

For applicants who received their teacher training
outside Québec

TERMS AND CONDITIONS
for obtaining a Québec teaching licence

(September 2006)

Éducation,
Loisir et Sport
Québec 

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1. GENERAL INFORMATION

1.1 THE QUÉBEC EDUCATION SYSTEM

Québec students receive a general education at the preschool and elementary levels for their first seven years of schooling, and at the secondary level for five years following their elementary studies. This general education leads to graduate studies. Students can also be admitted into vocational training programs after the third, fourth and fifth year of secondary school. These programs enable them to enter the labour market and practise various trades.

1.2 TEACHING IN QUÉBEC

For anyone wishing to teach at the preschool, elementary or secondary level, teacher training is compulsory. Furthermore, anyone wishing to teach in an educational institution in either the public or private sector must, in keeping with current regulations in Québec, hold a **teaching licence** granted by the Minister of Education, Recreation and Sports.

Please note that postsecondary educational institutions (colleges and universities) are not governed by the same standards, and they hire teachers according to their own respective rules. No licence is required or issued to teach at these institutions.

Only applicants who have pursued and completed their teacher training **outside Québec** and whose training meets all the conditions set out in the regulations may obtain a **teaching licence**. This licence is temporary and is called a **teaching permit**.

1.3 HIRING OF TEACHERS IN QUÉBEC

Responsibility for hiring and assigning teachers lies with the school boards and private educational institutions, not the Ministère de l'Éducation, du Loisir et du Sport (MELS).

To offer their services, teachers must hold a Québec teaching permit and apply directly to the human resources department of the school board or private educational institution of their choice. Directories listing the names and addresses of Québec school boards and private educational institutions are available on the Ministère de l'Éducation, du Loisir et du Sport Web site at <www.mels.gouv.qc.ca>.

1.4 DECLARATION CONCERNING A JUDICIAL RECORD

Although schools in Québec are generally considered to be safe for students, some unfortunate incidents have come to light in recent years in which their physical integrity has been threatened. Until now, prospective teachers were not required to file a declaration concerning their judicial record when applying for the issue or renewal of a teaching licence. However, discussion of the incidents has led to a decision by the MELS to take

action to increase the level of safety for students, and a verification of the judicial record of every teacher is a key step in this process.

The legislative provisions concerning judicial records and teaching licences require any person applying for the issue or renewal of a teaching licence in general education in the youth sector, general education in the adult sector or vocational training, to include a declaration concerning a judicial record with the application (Appendix 1).

The information document *Verification of judicial records—Information guide for applicants for a teaching licence and teaching licence holders* is available on the Web site of the Direction de la formation et de la titularisation du personnel scolaire at <<http://www.mels.gouv.qc.ca/dftps>>.

The *Act to amend the Education Act and the Act respecting private education* (Statutes of Québec, 2005, chapter 16) which, among other things, makes the declaration concerning a judicial record compulsory, can be viewed on the Publications du Québec Web site at <<http://www.publicationsduquebec.gouv.qc.ca>>.

For more information : Ministère de l'Éducation, du Loisir et du Sport
 Direction de la formation et de la
 titularisation du personnel scolaire
 1035, de la Chevrotière, 28^e étage
 Québec (Québec) G1R 5A5
 Phone: (418) 646-6581

1.5 TERMS AND CONDITIONS FOR OBTAINING A QUÉBEC TEACHING PERMIT

1.5.1 Teaching at the Preschool, Elementary and Secondary Levels (General Education)

To obtain a **teaching permit** in the general education sector, applicants must:

a) have successfully completed:

a university program equivalent to no less than **90 credits (1 350 hours)** of an undergraduate program that is relevant to the subjects set out in the Basic School Regulation,¹ is offered by a university in Québec **and includes 30 credits (450 hours)** of educational psychology training or teacher training (e.g. courses in psychology, didactics, test evaluation, classroom management, school-based internships)

OR

1. *Mathematics, Science, French, English, Second and Third languages, History, Geography, Physical Education, Arts, Music, etc.* For a list of the subjects set out in the Basic School Regulation, go to: <http://www.mels.gouv.qc.ca/legislat/Regime_ped/epps_30mai2000.pdf> (p. 7 to 10).

a university program equivalent to no less than **90 credits (1 350 hours)** of an undergraduate program that is relevant to the subjects set out in the Basic School Regulation² and is offered by a university in Québec **and** a university program equivalent to at least **30 credits (450 hours)** of training in educational psychology or teacher training (e.g. courses in psychology, didactics, test evaluation, classroom management, school-based internships)

Note: Teaching experience, however extensive it may be, cannot replace training in educational psychology.

- b) have completed a declaration concerning a judicial record (Appendix 1).
- c) be a Canadian citizen within the meaning of the *Citizenship Act* (RSC, c. C-29) or a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (SC, 2001, c. 27), or hold a work permit
- d) if the studies were pursued in French or English **outside Canada**, provide proof (see Appendix 3) OR
- e) **if the studies were pursued in a language other than French or English**, have passed the French or English language examination prescribed by the Minister of Education, Recreation and Sports to test proficiency in the language of instruction

1.5.2 Teaching a Trade (Vocational Training)

Vocational training consists of programs that lead to the practice of a trade (e.g. mechanic, cook, hairdresser).³ To obtain a **teaching permit** in the vocational training sector, applicants must:

- a) **hold a Diploma of Vocational Studies (DVS), a Diplôme d'études collégiales techniques (Diploma of College Studies, technical program), a bachelor's degree or an equivalent degree that is relevant to a program in the vocational training sector in which the applicant wishes to teach**
- b) **hold a degree in an university program that includes the equivalent of at least 30 credits of training in educational psychology or teacher training**
- c) have completed a declaration concerning a judicial record (Appendix 1).
- d) **have acquired no less than 3 000 hours of industry-based work experience in a trade relevant to the vocational training program concerned**

2. See previous note.

3. For a complete list of the programs, go to <www.inforoutefpt.org/home.htm>.

Note: Teaching experience, however extensive it may be, cannot replace training in educational psychology or field experience in the trade.

- e) be a Canadian citizen within the meaning of the *Citizenship Act* (RSC, c. C-29) or a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (SC, 2001, c. 27), or hold a work permit
- f) if the studies were pursued in French or English **outside Canada**, provide proof (see Appendix 3) OR
- g) **if the studies were pursued in a language other than French or English**, have passed the French or English language examination prescribed by the Minister of Education, Recreation and Sports to test proficiency in the language of instruction

2. HOW TO APPLY FOR A TEACHING PERMIT

Persons who have pursued and completed their teacher training outside Québec and who wish to obtain a Québec teaching permit must submit their **duly completed and signed** *Application for a Québec Teaching Permit* form (see Appendix 2) along with all required documents to the Ministère de l'Éducation, du Loisir et du Sport. **The file will be examined only when all required documents have been submitted.**

2.1 PREPARING YOUR FILE

1. Collect all the required documents

The file will be examined only if it contains the **original documents or certified and clearly legible copies** of the documents specified in Section 2.2.

To be certified, all photocopies must be made from original documents and bear the original signature and contact information (name, printed in block letters, address and telephone number) of a person who, acting as a commissioner for oaths, authenticates the documents (for example, the director of a financial institution, a court clerk, the secretary-treasurer of a municipality, a lawyer, a notary or an embassy, consular or Maison du Québec representative.

A certified official translation must accompany all documents **submitted that are written in a language other than French or English**. The translation must have been done by a translator certified in Québec or must include a note that it was verified by a translator certified in Québec and is a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ, see its Web site).

Note: Documents written in the original language must accompany the translation.

2. Request a Comparative Evaluation for Studies Done Outside Québec

Transcripts and diplomas issued outside Canada must be evaluated by the Ministère de l'Immigration et des Communautés culturelles (MICC). Once this evaluation is completed, the MICC will issue a *Comparative Evaluation for Studies Done Outside Québec*. **Only diplomas** included in this evaluation will be considered by the Ministère de l'Éducation, du Loisir et du Sport when it examines an application for a Québec teaching permit.

To find out how to obtain a *Comparative Evaluation for Studies Done Outside Québec* form, applicants should consult the MICC Web site at <<http://www.immigration-quebec.gouv.qc.ca/>> or write to the following address:

Centre de reconnaissance des formations et des compétences
Ministère de l'Immigration et des Communautés culturelles
255, boulevard Crémazie Est, bureau 8.01
Montréal (Québec) H2M 1M2
CANADA

Telephone: (514) 864-9191

3. Submit a complete file to the Ministère de l'Éducation, du Loisir et du Sport

Once all the documents are assembled, the applicant sends them to one of the addresses listed in Section 3. The Ministère de l'Éducation, du Loisir et du Sport keeps all documents and does not return them to the sender.

The file remains open for one year from the date of receipt of the application. After this period, if the Ministère has not received all the documents necessary for examining the file and the applicant fails to inform the Ministère, in writing, that he or she is continuing efforts to obtain the required documents, the file is destroyed.

2.2 REQUIRED DOCUMENTS

Applicants must submit the following documents along with their *Application for a Québec Teaching Permit* form:

- 1) a declaration concerning a **judicial record** (Appendix 1).

A failure to complete or forward the form could lead to a refusal to issue or renew a teaching licence.

- 2) a **certified copy** of the applicant's **birth certificate** or valid passport (a certified copy of the marriage certificate is required for women using their spouses' family name). In Québec, only the name at birth is used in official documents
- 3) a **certified copy** of the document **authorizing the applicant to teach** in the province, territory, state or country where he or she received training in educational psychology or teacher training:
- ✓ this document may be called a *registration certificate, certificate of qualification, teaching aptitude certificate, ministerial order of certification, permit, licence, certification decision, CAPES, etc.*

Note: If the state in which the applicant is authorized to teach does not issue teaching licences, the applicant must ask his or her university or the government concerned to send a letter directly to us, attesting that the diploma in question authorizes the applicant to teach.

- 4) a letter attesting that the applicant's **right to teach has not been revoked, suspended or withdrawn**. The letter must be dated less than three months prior to the current date and must originate directly from the organization or institution that issued the licence to teach outside Québec
- 5) a **certified copy** of each of the **diplomas** supporting his or her application
- 6) **transcripts** for each training program successfully completed that supports his or her application. These transcripts must be original documents issued by the university. Certified copies will be accepted only when the country issues the original documents but once

Note: Academic results have no bearing on the examination of the file, provided that the courses were successfully completed.

In certain cases where the transcript is not sufficiently clear, i.e. the transcript only shows course initials or abbreviations, a **course outline** (syllabus) issued by the university **may be required**. The course outline can be taken from the year book or Web site of the university where the courses were taken. The course outline must clearly

specify the full titles of the courses taken along with their codes and descriptions, and it must match the courses shown on the transcript.

For applicants who have studied **outside Canada**, the transcript should include the number of hours for each course and for school-based internships. If this information is not shown in the transcript, an attestation from the university will be required to confirm the duration in hours for each university course and for each school-based internship.

- 7) a **letter** from the educational institution indicating the language in which the studies were completed (see form in Appendix 3)
- 8) a **certified copy** of the *Comparative Evaluation for Studies Done Outside Québec* issued by the Ministère de l'Immigration et des Communautés culturelles du Québec for **all studies pursued outside Canada**. The applicant must keep the original for his or her files
- 9) a **certified copy** of his or her *Canadian Citizenship Certificate*, or record of landing confirming his or her status as a permanent resident in the case of a person born outside Canada, or the working permit (the words "Canadian citizen" or "permanent resident" must clearly appear on the document)
N.B.: The initial analysis of the file may be carried out without this document.
- 10) for an applicant wishing to teach in the **vocational training sector only (teaching a trade)**: in addition to the aforementioned documents, original documents or certified copies issued by the employer(s) attesting to no less than 3 000 hours of **industry-based work experience**

Documents **attesting to experience** in practising the trade must include the following information:

- ✓ employment start and end dates
- ✓ number of hours of work per week
- ✓ number of work weeks per year
- ✓ title of the position held and type of work performed
- ✓ employer's contact information and signature

3. WHERE TO SEND YOUR APPLICATION FOR A TEACHING PERMIT

Applicants residing outside Québec must send their application to the following address:

Direction de la formation et de la
titularisation du personnel scolaire
Ministère de l'Éducation, du Loisir et du Sport
1035, rue De La Chevrotière, 28^e étage
Québec (Québec) G1R 5A5
CANADA

Mail the declaration form concerning a judicial record to the above address.

FOR FURTHER INFORMATION, CALL (418) 646-6581

Applicants residing in Québec must send their application to the regional office of the Ministère de l'Éducation, du Loisir et du Sport closest to their place of residence.

**NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THE REGIONAL OFFICES
OF THE MINISTÈRE DE L'ÉDUCATION, DU LOISIR ET DU SPORT**

**DIRECTION RÉGIONALE
DU BAS-SAINT-LAURENT ET DE LA
GASPÉSIE — ÎLES-DE-LA-MADELEINE**
355, boulevard Saint-Germain Ouest, 2^e étage
Rimouski (Québec) G5L 3N2
(418) 727-3600

**DIRECTION RÉGIONALE
DU SAGUENAY—LAC-SAINT-JEAN**
Édifce Marguerite-Belley
3950, boulevard Harvey, 2^e étage
Jonquière (Québec) G7X 8L6
(418) 695-7982

**DIRECTION RÉGIONALE
DE LA CAPITALE-NATIONALE ET
DE LA CHAUDIÈRE-APPALACHES**
1020, route de l'Église, 3^e étage
Sainte-Foy (Québec) G1V 3V9
(418) 643-7934

**DIRECTION RÉGIONALE
DE LA MAURICIE ET DU CENTRE-DU-QUÉBEC**
Édifce Capitanal, bureau 213
100, rue Laviolette, 2^e étage
Trois-Rivières (Québec) G9A 5S9
(819) 371-6711

**DIRECTION RÉGIONALE
DE L'ESTRIE**
200, rue Belvédère Nord
Bureau 3.05, 3^e étage
Sherbrooke (Québec) J1H 4A9
(819) 820-3382

**DIRECTION RÉGIONALE
DE LAVAL, DES LAURENTIDES
ET DE LANAUDIÈRE**
300, rue Sicard, 2^e étage, bureau 200
Sainte-Thérèse (Québec) J7E 3X5
(450) 430-3611

**DIRECTION RÉGIONALE
DE LA MONTÉRÉGIE**
201, place Charles-Le Moyne
Édifce Montval, 6^e étage
Longueuil (Québec) J4K 2T5
(450) 928-7438

**DIRECTION RÉGIONALE
DE MONTRÉAL**
600, rue Fullum, 10^e étage
Montréal (Québec) H2K 4L1
(514) 873-3210 (en français)
(514) 873-4630 (in English)

**DIRECTION RÉGIONALE
DE L'OUTAOUAIS**
170, rue de l'Hôtel-de-Ville, 4^e étage
Gatineau (Québec) J8X 4C2
(819) 772-3382

**DIRECTION RÉGIONALE
DE L'ABITIBI-TÉMISCAMINGUE
ET DU NORD-DU-QUÉBEC**
215, boulevard Rideau, 2^e étage
Rouyn-Noranda (Québec) J9X 5Y6
(819) 763-3001

**DIRECTION RÉGIONALE
DE LA CÔTE-NORD**
Édifce Paul-Provencher
625, boulevard Laflèche, bureau 1.812
Baie-Comeau (Québec) G5C 1C5
(418) 295-4400

**DIRECTION RÉGIONALE
DE LA CÔTE-NORD**
106, rue Napoléon, 2^e étage
Sept-Îles (Québec) G4R 3L7
(418) 964-8420

FOR ADDITIONAL INFORMATION ON:

The Basic School Regulation: <www.mels.gouv.qc.ca/legislat/Regime_ped/epps_a.pdf>

The education reform: <www.qesnrecit.qc.ca/index.php>

Vocational training: <www.inforoutefpt.org/home.htm>

Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ): <www.ottiaq.org>

Under the legislative provisions of the *Education Act* dealing with judicial records, a judicial record must mention:

- any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been obtained for that offence;
- any charge still pending for a criminal or penal offence committed in Canada or elsewhere;
- any court order subsisting against the applicant in Canada or elsewhere.

Definitions and information

Criminal offence

An offence created by a federal law to impose a sanction for grave misconduct that infringes the fundamental values of society. Laws that define criminal offences include the *Criminal Code* and the *Controlled Drugs and Substances Act*.

Penal offence

An offence created by a federal or provincial law to impose a sanction for a particular type of conduct. For example, the *Employment Insurance Act* and the *Canadian Environmental Protection Act* include penal offences created by a federal law; the *Highway Safety Code* and the *Youth Protection Act* include penal offences created by a provincial law. A penal offence may also lead to a sanction imposed by municipal authorities (e.g. for an offence covered by a municipal by-law).

Charge still pending

A charge that has been laid in a case where the judicial or administrative court has not yet rendered a decision.

Court order

A decision by a judge requiring a person to respect certain conditions, such as a surety under section 810 of the *Criminal Code*, a probation order, an order of prohibition to drive or to possess firearms, a restitution order or an order prohibiting a person from contacting persons under age 14 or being in a place where such persons are likely to be encountered. This list is not comprehensive. Under the *Criminal Code*, a discharge is considered a court order.

Conviction for an offence for which a pardon has been obtained

An offence for which a pardon has been obtained need not be mentioned in the declaration. For more information on applications for pardon, see the National Parole Board Web site at <<http://www.npb-cnrc.gc.ca>>.

Other information:

The information document *Verification of judicial records—Information guide for applicants for a teaching licence and teaching licence holders* is available on the Web site of the Direction de la formation et de la titularisation du personnel scolaire at <<http://www.mels.gouv.qc.ca/dftps>>.

The *Act to amend the Education Act and the Act respecting private education* (Statutes of Québec, 2005, chapter 16) which, among other things, makes the declaration concerning a judicial record compulsory, can be viewed on the Publications du Québec Web site at <<http://www.publicationsduquebec.gouv.qc.ca>>.

For more information:

Ministère de l'Éducation, du Loisir et du Sport
Direction de la formation et de la
titularisation du personnel scolaire
1035, de la Chevrotière, 28^e étage
Québec (Québec) G1R 5A5
Phone: (418) 646-6581

ATTENTION – PLEASE COMPLETE THIS DECLARATION LEGIBLY USING BLOCK LETTERS

| SECTION 1 | | | PERSONAL INFORMATION | | |
|--|--|--|-----------------------------|--|--|
| LAST NAME (if you have more than one last name, please enter them in the usual order) | | | | | |
| FIRST NAME | | | MIDDLE NAME | | |
| DATE OF BIRTH (yyyy-mm-dd) | SEX <input type="checkbox"/> Male <input type="checkbox"/> Female | | PHONE NUMBER | | |
| CURRENT ADDRESS (number, street, apartment) | | | | | |
| CITY | PROVINCE | | POSTAL CODE | | |
| PREVIOUS ADDRESS (number, street, apartment) (if you have been at your current address for less than five years) | | | | | |
| CITY | PROVINCE | | POSTAL CODE | | |

- ✓ Check the appropriate boxes in each of the following sections. If you need more space to provide all the information requested, continue on a separate sheet and enclose it with this form. Enter your name at the top of any additional sheet.

| SECTION 2 | | | CONVICTION(S) | | |
|---|--|-------------|----------------------|--|--|
| A – CRIMINAL OFFENCE(S) | | | | | |
| <input type="checkbox"/> I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a pardon. | | | | | |
| Or | | | | | |
| <input type="checkbox"/> I have been convicted, in Canada or elsewhere, of the following criminal offence(s): | | | | | |
| <i>Offence</i> | | <i>Date</i> | | <i>Location of court</i> | |
| | | | | | |
| | | | | | |
| | | | | | |
| B – PENAL OFFENCE(S) | | | | | |
| <input type="checkbox"/> I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a penal offence, I have obtained a pardon. | | | | | |
| Or | | | | | |
| <input type="checkbox"/> I have been convicted, in Canada or elsewhere, of the following penal offence(s): | | | | | |
| <i>Offence</i> | | <i>Date</i> | | <i>Location of offence and, where applicable, of court</i> | |
| | | | | | |
| | | | | | |
| | | | | | |

SECTION 3 *CHARGE(S) STILL PENDING*

A – CRIMINAL OFFENCE(S)

I am not subject to any pending charges for a criminal offence in Canada or elsewhere.

Or

I am subject to one or more pending charges, in Canada or elsewhere, for the following criminal offence(s):

| <i>Offence</i> | <i>Date</i> | <i>Location of court</i> |
|----------------|-------------|--------------------------|
| | | |
| | | |
| | | |

B – PENAL OFFENCE(S)

I am not subject to any pending charges for a penal offence in Canada or elsewhere.

Or

I am subject to one or more pending charges, in Canada or elsewhere, for the following penal offence(s):

| <i>Offence</i> | <i>Date</i> | <i>Location of offence and, where applicable, of court</i> |
|----------------|-------------|--|
| | | |
| | | |
| | | |

SECTION 4 *COURT ORDER(S)*

I am not subject to any court order made against me in Canada or elsewhere.

Or

I am subject to the following court order(s) made against me in Canada or elsewhere.

| <i>Order</i> | <i>Date</i> | <i>Place of order</i> |
|--------------|-------------|-----------------------|
| | | |
| | | |
| | | |

This declaration form is submitted with (please check the box that best describes your situation and provide the requested information):

- An application for the issue of a teaching licence**
- For graduates of a teacher training program at a Québec university, ***please indicate the university where you completed your program.*** _____
 - For graduates of a teacher training program outside Québec, ***please indicate the country and the state or province where you completed your program.*** _____
 - For people applying for a temporary teaching licence, ***please indicate the regional office of the Ministère de l'Éducation, du Loisir et du Sport where you sent your application and your employer.*** _____
- An application for the renewal of a teaching licence**
- For people applying for the renewal of a teaching licence, ***please indicate the regional office of the Ministère de l'Éducation, du Loisir et du Sport where you sent your renewal application.*** _____
- Not applicable**

The Education Act specifies that:

- This form must be sent to the Ministère de l'Éducation, du Loisir et du Sport when submitting a request for a teaching licence or its renewal;
- A teaching licence holder must, within 10 days of being notified of a change in his or her judicial record, inform the Ministère de l'Éducation, du Loisir et du Sport of the change, regardless of whether the person has already filed a declaration concerning the person's judicial record;
- The Minister de l'Éducation, du Loisir et du Sport may verify the declaration or have it verified, in particular by a Québec police force, and may communicate or receive any information for the purposes of the verification.

NOTICE

- A declaration form will be considered incomplete and will be returned to the sender if: it is not signed, or if one or more questions remain unanswered;
- A false declaration may lead to the rejection of the application for a teaching licence;
- The full judicial record must be declared. However, only the offences that, in the opinion of the Minister, are relevant to the exercise of the teaching profession will be considered.

I certify that all the information provided in this declaration form is accurate and complete.

Signature

Date

If you expect to graduate from a teacher training program, send this declaration form in the enclosed envelope to your university, according to the procedure established by the university.

In other cases, mail this declaration form to:

Direction de la formation et de la
titularisation du personnel scolaire
Ministère de l'Éducation, du Loisir et du Sport
1035, rue De La Chevrotière, 28^e étage
Québec, (Québec) G1R 5A5

APPLICATION FOR A QUÉBEC TEACHING PERMIT

RESERVED FOR THE Ministère

File number:

PERSONAL INFORMATION (PLEASE PRINT CLEARLY)

| | | | |
|---|---------------------------|-------------------------|-------|
| Sex <input type="checkbox"/> Female <input type="checkbox"/> Male | LAST NAME AT BIRTH | Social insurance number | |
| | First name | Date of birth | |
| | | Year | Month |
| | | Day | |

CONTACT INFORMATION

| | | | | |
|-----------------|---------|-------------|-----------------------------------|------------------------------|
| Mailing address | | Apartment | City | |
| Province | Country | Postal code | Telephone – Home () () | Telephone – Other () () |
| E-mail address | | | Telephone (mobile) () () () | |

LANGUAGE

| | | | | |
|---|----------------------------------|---------------------------------|--|---|
| Language in which you received your university education: | <input type="checkbox"/> English | <input type="checkbox"/> French | <input type="checkbox"/> Other, specify: _____ | Country or province where you received your teacher training _____ |
| Language of correspondence | <input type="checkbox"/> English | <input type="checkbox"/> French | | |
| Have you ever applied for a <i>Québec Teaching Permit</i> ? <input type="checkbox"/> No <input type="checkbox"/> Yes Date _____ | | | | |
| Were you granted certification in your country? If so, in which specialty? _____ | | | | |
| For which teaching level? <input type="checkbox"/> Preschool education <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Vocational training (teaching a trade) <input type="checkbox"/> College education <input type="checkbox"/> University education | | | | |

PLEASE REFER TO THE ATTACHED DOCUMENT FOR THE LIST OF CERTIFIED DOCUMENTS TO BE INCLUDED WITH THIS APPLICATION.

I request to be issued a teaching permit. I declare that all the information provided above is accurate.

Signature

Date

The duly completed and signed form as well as the required documents must be sent to the regional office serving your region (see the addresses in this document). If you live outside Québec, the application must be sent to the following address: Direction de la formation et de la titularisation du personnel scolaire, 1035, rue De La Chevrotière, 28^e étage, Québec (Québec) G1R 5A5. Applications sent by fax are not accepted. Original documents will not be returned.

For further information, contact the regional office serving your region. If you live outside Québec, you may call Louise Beaudoin at (418) 646-6581 at the Direction de la formation et de la titularisation du personnel scolaire. (September 2006)

DECLARATION concerning the language of study OUTSIDE CANADA

APPLICANT INFORMATION

| | |
|---|------------------------|
| Last name at birth: | First name: |
| Date of birth: _____ Year-month-day | Place of birth: |

The aforementioned person completed the program (enter program title): _____
In the years: _____

I hereby confirm that the training was essentially received in:

French _____%

English _____%

Other languages (specify) _____%

_____%

If the training was received in several languages, please specify the percentage for each.

EDUCATIONAL INSTITUTION OF HIGHER LEARNING (UNIVERSITIES OR EQUIVALENT)

| | |
|--|------------------------|
| Name and address: | Official stamp: |
| Telephone: | |
| Fax: | |
| E-mail address: | |
| TITLE AND NAME OF PERSON IN CHARGE: | |
| Signature of person in charge | Date |