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ABSTRACT

This book is the result of analyses made of the application forms and other materials given by the department of education registrars and heads of qualification evaluation services in Canada to out-of-province teachers seeking certification and assessment of their salary category status. This report is divided into two parts. Part A contains six tables outlining the procedures to follow when applying for certification in another province. Part B contains four tables outlining additional procedures to follow in the three provinces--British Columbia, Alberta, and Ontario--in which there are qualification evaluation services. Included in all tables is information such as supporting documents required, training and experience, position assistance, and fees necessary for each individual province. (Author/JA)

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APPLICATION PROCEDURES FOR OUT-OF-PROVINCE TEACHERS

SEEKING CERTIFICATION AND EVALUATION

OF THEIR QUALIFICATIONS

U.S. DEPARTMENT OF HEALTH,  
EDUCATION & WELFARE  
NATIONAL INSTITUTE OF  
EDUCATION

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## INTRODUCTION

Prior to the third conference on teacher certification held in Vancouver in June of 1971, analyses were made of the application forms and other materials given by department of education registrars and heads of qualification evaluation services to out-of-province teachers seeking certification and assessment of their salary category status.

These analyses, originally provided for the use of delegates to the conference, have proved of continuing usefulness to the registrars, the evaluation services, teachers' associations and individual teachers. It was therefore decided that the information be up-dated and published for wider distribution.

This report is divided into two parts. Part A contains six tables outlining the procedures to follow when applying for certification in another province. Part B contains four tables outlining additional procedures to be followed in the three provinces, British Columbia, Alberta and Ontario, in which there are qualification evaluation services. It should be noted that application to the agencies listed in Part B should only be made following confirmation from the registrar of a department of education of eligibility for certification.

Individuals interested in the details of teacher salary categories should refer to a companion booklet, to be published by CTF in the fall of 1972, entitled Salary Categories for Canadian Teachers. Those interested in details of certification systems should consult the annual publication of the Canadian Education Association, Requirements for Teaching Certificates in Canada.

Thanks are due to the registrars of the departments of education and the heads of the teacher qualifications services, who provided the up-to-date information for this publication.

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L I S T   O F   S I D E   H E A D I N G S

PART A.   P R O C E D U R E S   I N   A P P L Y I N G   F O R   C E R T I F I C A T I O N

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	2	Address Applications to
	3	Sponsors of Evaluation Service
	4	Stated Purpose of Evaluation Service
	5	Preliminary Requirement
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	7	Translation Requirement
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	9	Information Requested on Certification
	10	Information Requested on Academic and Professional Training
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	15	Validity of Evaluation Given and Basis on Which Given
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PART A. PROCEDURES IN APPLYING FOR CERTIFICATION

TABLE A-1

NAME AND ADDRESS OF REGISTRAR, PERSONAL DATA AND SUPPORTING  
DOCUMENTS REQUIRED, CITIZENSHIP DATA AND SUPPORTING  
DOCUMENTS REQUIRED



Province

BRITISH COLUMBIA

---

1. Name and  
Title of  
Registrar  
or  
Equivalent

Mr. E. A. Killough  
Registrar

---

2. Address  
Applications  
to

Registrar and Director of Teacher Certification and  
Examinations  
Department of Education  
Victoria, B.C.

---

3. Personal Data  
and Supporting  
Documents  
Required

Name  
Sex (Mr., Miss, Mrs.)  
Maiden name, if applicable  
Address  
Birth date  
Place of birth  
Signature  
(Application should be made in applicant's own handwriting)

Supporting Documents:

Birth certificate, baptismal certificate or other approved  
document (photo copy accepted).

Photo copy of proof of change in name, : nes on  
credentials differ from name on application.

---

4. Citizenship  
Data and  
Supporting  
Documents  
Required

ALBERTA

Province

---

Mr. J. I. Sheppy  
Registrar

1. Name and  
Title of  
Registrar  
or  
Equivalent

---

The Registrar  
Department of Education  
Executive Building  
10105 - 109 Street  
Edmonton, Alta.

2. Address  
Applications  
to

---

Name  
Sex (Mr., Miss, Mrs.)  
Address (permanent and present, if different)  
Age  
Birth date  
Place of birth  
Signature

3. Personal Data  
and Supporting  
Documents  
Required

---

Must indicate if: Canadian citizen by birth  
Canadian citizen by naturalization  
British subject by birth  
British subject by naturalization  
Other nationality (to be specified)

4. Citizenship  
Data and  
Supporting  
Documents  
Required

Supporting Documents:

If British subject or Canadian citizen by naturalization  
must provide certificate of naturalization

---

Province

SASKATCHEWAN

---

1. Name and Title of Registrar or Equivalent      Mr. J. C. Struthers  
Chief, Teacher Services

---

2. Address Applications to      Director of Teacher Training  
Department of Education  
Regina, Sask.

---

3. Personal Data and Supporting Documents Required      Name  
Sex (Mr., Miss, Mrs.)  
Maiden name or lay name, if applicable  
Spouse's name and marriage date (women only)  
Address (current and home, if different)  
Birth date  
Place of birth  
Signature

Supporting Documents:

Birth certificate or "attestation re birth" form (filled in by teacher?). (Photo copy of birth certificate accepted)

"Attestation re marriage" form (women only). This form is completed by the teacher

---

4. Citizenship Data and Supporting Documents Required      Oath of allegiance may be requested at the option of the  
Department of Education

---

MANITOBA

Province

---

Mr. R. F. Lee  
Director of Teacher Certification and Records

1. Name and  
Title of  
Registrar  
or  
Equivalent

---

Director of Teacher Certification and Records  
Department of Youth and Education  
Room 312  
1181 Portage Avenue  
Winnipeg, Man., R3C 0V8

2. Address  
Applications  
to

---

Name  
Sex (Mr., Miss, Mrs.)  
Maiden name  
Address  
Phone number  
Birth date  
Place of birth  
Signature

3. Personal Data  
and Supporting  
Documents  
Required

Supporting Documents:

Birth certificate  
Marriage certificate (women only) unless teaching  
credential is issued in married name  
Social insurance card

---

Citizenship Declaration required if applicant is a  
Canadian or British citizen  
(Note: no teaching certificate is made permanent until  
Canadian or British citizenship established.)  
Applicants who are not Canadian or British citizens  
are asked to state present citizenship

4. Citizenship  
Data and  
Supporting  
Documents  
Required

Province

ONTARIO

---

1. Name and  
Title of  
Registrar  
or  
Equivalent

Mr. A. W. Bishop  
Registrar

---

2. Address  
Applications  
to

Office of the Registrar  
Department of Education  
18th Floor, Mowat Block, Queen's Park,  
Toronto 182, Ontario

---

3. Personal Data  
and Supporting  
Documents  
Required

Name  
Maiden name or lay name, if applicable  
Address  
Birth date  
Social Insurance Number  
Signature

Supporting Documents:

Birth certificate  
Marriage certificate (women only)

---

4. Citizenship  
Data and  
Supporting  
Documents  
Required

Proof of landed immigrant status, in the case of applicants  
who are not Canadian citizens

QUEBEC

Province

<p>Mr. André Tremblay, Director Teacher Probation and Certification Service</p>	<p>Dr. A. J. Welbourne Associate Director</p>	<p>1. Name and Title of Registrar or Equivalent</p>
<p>Mr. Albert Thibault Director of Certification Section</p>		
<p>Teacher Probation and Certification Service Directorate of Higher Education Department of Education Parliament Buildings Quebec, P.Q.</p>		<p>2. Address Applications to</p>
<p>Name Sex (Mr., Mrs., Miss) Maiden name, if applicable Complete address Date and place of birth Signature of candidate</p>		<p>3. Personal Data and Supporting Documents Required</p>
<p><u>Supporting Documents:</u>  Birth or baptismal certificate</p>		
<p>Proof of Canadian citizenship or, for those who are not Canadian citizens, evidence of Landed-Immigrant status or possession of a Work Permit</p>		<p>4. Citizenship Data and Supporting Documents Required</p>

Province

NEW BRUNSWICK

---

1. Name and  
Title of  
Registrar  
or  
Equivalent

Mr. R. D. Adams  
Registrar

---

2. Address  
Applications  
to

Office of the Registrar  
Department of Education  
Centennial Building  
Fredericton, N.B.

---

3. Personal Data  
and Supporting  
Documents  
Required

Name  
Sex (Mr., Mrs., Miss)  
Maiden name or lay name, if applicable  
Address (current and home, if different)  
Birth date  
Place of birth  
Social Insurance Number  
Official signature

---

4. Citizenship  
Data and  
Supporting  
Documents  
Required

Proof of landed immigrant status, in the case of  
applicants who are not Canadian citizens

---

NOVA SCOTIA

Province

---

Mr. Ralph W. Kane  
Registrar

1. Name and  
Title of  
Registrar  
or  
Equivalent

---

The Registrar  
Department of Education  
Box 578  
Halifax, N.S.

2. Address  
Applications  
to

---

Name  
Sex (Mr., Mrs. Miss)  
Maiden name or lay name, if applicable  
Marital status  
Age  
Birth date  
Signature

3. Personal Data  
and Supporting  
Documents  
Required

Supporting Documents:

Birth certificate  
Marriage certificate, in the case of a married  
teacher whose certificate from another province  
was issued in her maiden name

---

4. Citizenship  
Data and  
Supporting  
Documents  
Required

---



Province

PRINCE EDWARD ISLAND

---

1. Name and  
Title of  
Registrar  
or  
Equivalent

Mr. Ronald F. Rice  
Acting Registrar

---

2. Address  
Applications  
to

The Registrar  
Department of Education  
P. O. Box 2000  
Charlottetown, P.E.I.

---

3. Personal Data  
and Supporting  
Documents  
Required

Name  
Sex (Mr., Mrs., Miss)  
Maiden name or lay name, if applicable  
Address  
Birth date  
Social Insurance Number  
Signature

Supporting Documents:

Birth certificate

---

4. Citizenship  
Data and  
Supporting  
Documents  
Required

---

NEWFOUNDLAND

Province

Mr. C. F. Furey  
Registrar

1. Name and  
Title of  
Registrar  
or  
Equivalent

The Registrar of Teacher Certification  
Department of Education  
St. John's, Nfld.

2. Address  
Applications  
to

Name  
Religious name, if applicable  
Maiden name and name of spouse, if applicable  
Address (home and current, if different)  
Birth date  
Religious denomination  
Social Insurance Number  
Signature

3. Personal Data  
and Supporting  
Documents  
Required

Supporting Documents:

Birth or Baptismal certificate

4. Citizenship  
Data and  
Supporting  
Documents  
Required

TABLE A-2  
REQUIREMENTS IN REGARD TO CHARACTER REFERENCES, HEALTH,  
LANGUAGE, RESIDENCE AND EMPLOYMENT

Province

BRITISH COLUMBIA

---

5. Character  
Reference

Must provide recent character reference before teaching  
credential can be issued

---

6. Medical  
Data

---

7. Language  
Requirement

Evidence that applicant's command of written and spoken  
English is adequate for purposes of general classroom  
instruction  
Interview appointments must be pre-arranged

---

8. Translation  
Requirement

Documents not in English must be accompanied by verified  
English translations

---

9. Residence and  
Employment  
Requirements

Certificates are issued only after residence in British  
Columbia has been established  
However, a form letter confirming eligibility for certifica-  
tion will be sent when applicable

---

ALBERTA

Province

---

Must provide current character testimonial before teaching credential can be issued

5. Character Reference

---

6. Medical Data

---

A tape will generally be required of all applicants whose native tongue is not English

7. Language Requirement

---

Documents in foreign languages (i.e., other than English or French) must be accompanied by certified English translations

8. Translation Requirement

---

A teaching certificate is not normally issued until the applicant takes up residence in the Province. A letter of eligibility (valid for one year) is issued when the applicant's eligibility is determined

9. Residence and Employment Requirements

---

Province

SASKATCHEWAN

---

5. Character  
Reference

Must give names, addresses and positions of two character  
references

---

6. Medical  
Data

A medical certificate may be requested at the option of the  
Department of Education

---

7. Language  
Requirement

---

8. Translation  
Requirement

---

9. Residence and  
Employment  
Requirements

---

MANITOBA

Province

---

Character reference required if applicant is without  
teaching certificate

5. Character  
Reference

---

6. Medical  
Data

---

7. Language  
Requirement

---

8. Translation  
Requirement

---

9. Residence and  
Employment  
Requirements

---

Province

ONTARIO

---

5. Character  
Reference

Not required

---

6. Medical  
Data

Recent proof of freedom from active tuberculosis

---

7. Language  
Requirement

Teachers from countries where English or French is not the first language will be required to meet the Special Committee of the Ontario Department of Education in Toronto to prove his competency in his use of oral and written English

---

8. Translation  
Requirement

Official translation must accompany all documents in languages other than English or French

---

9. Residence and  
Employment  
Requirements

---



QUEBEC

Province

---

A confidential evaluation from a person worthy of trust. (Normally, this would come from the teacher's previous employers)

5. Character  
Reference

---

6. Medical  
Data

---

Evidence that the candidate's command of written and spoken English or French is adequate for the purposes of general classroom instruction. (It is the duty of the candidate to arrange for a personal interview.) However, candidates whose mother tongue is either English or French and whose basic studies were made in their mother tongue, will be considered to have command of that language, and can be authorized, without further restriction in the language area, to teach in the Quebec schools where the language of instruction is either English or French, as the case may be. All other candidates will have to undergo and successfully pass a preliminary oral language examination followed by a more thorough written Departmental Examination

7. Language  
Requirement

---

Documents not in English or French must be accompanied by verified English or French translations

8. Translation  
Requirement

---

If the candidate's file is judged satisfactory, he receives a Letter of Eligibility which will be exchanged for a Provisional Teaching Authorization upon fulfilment of the two following conditions:

9. Residence and  
Employment  
Requirements

- 1 - a school commission or other educational institution (recognized by the Minister) agrees to hire the candidate;
  - 2 - the Quebec Teacher Placement Bureau (QTPB) has been unable, within the time prescribed in the Collective Contract, to supply the school commission with a candidate already legally qualified to teach in Quebec
-

Province

NEW BRUNSWICK

---

5. Character Reference      Character reference from member of clergy, Justice of the Peace, or other professional person required

---

6. Medical Data      Medical examination  
Licensed teachers must submit verification of negative tuberculin test or a chest X-ray during alternate school years

---

7. Language Requirement      Applicants whose native language is neither English nor French are required to demonstrate their competence in one of the two official languages regardless if they have satisfied the requirements of another Canadian province. Interviews are conducted at the Department of Education, Fredericton, New Brunswick. It is the responsibility of the applicant to make known to the Department in advance the day on which he or she will be available for an interview. Interview is at candidate's own expense

---

8. Translation Requirement

---

9. Residence and Employment Requirements

---

NOVA SCOTIA

Province

---

Must submit Certificate of Character, signed by two professional persons (such as a lawyer, clergyman, professor, doctor) who have been acquainted with the applicant during the last five years stating that they believe "said....to be of good moral character, and to be a suitable person to teach school."

5. Character Reference

---

Must submit report of medical examiner, including date of last successful smallpox vaccination and results of a tuberculin test (taken within six months of application). If test is positive, an X-ray is necessary.

6. Medical Data

---

Issuance of a Certificate to those whose mother tongue is neither English nor French will be based on the satisfactory completion of a test in spoken and written English. A program emphasizing language skills may also be required of an applicant before a certificate is issued.

7. Language Requirement

---

8. Translation Requirement

---

9. Residence and Employment Requirements

---

Province

PRINCE EDWARD ISLAND

---

5. Character  
Reference

Those with no previous teaching experience must submit an up-to-date character reference from (a) the head of the teacher training institution and (b) the Registrar of the college or the university where academic credits were obtained

---

6. Medical  
Data

Must submit medical examination certificate

---

7. Language  
Requirement

---

8. Translation  
Requirement

---

9. Residence and  
Employment  
Requirements

---

NEWFOUNDLAND

Province

---

Must submit character reference, preferably from a clergyman, minister of religion, a chaplain of college or university

5. Character Reference

---

Health certificate with proof of recent chest X-ray examination

6. Medical Data

---

7. Language Requirement

---

8. Translation Requirement

---

Certificates issued only to applicants who submit written proof that they have received a teaching appointment in Newfoundland. Applicants will be advised in writing of grade of certificate and salary they may expect to receive

9. Residence and Employment Requirements

TABLE A-3  
STATEMENTS REQUIRED REGARDING STATUS,  
COMPETENCE, EXPERIENCE

- 
10. Statements from Other Certification Authorities      Applicant with teaching credential obtained outside B.C. must arrange to have submitted direct to the Registrar an up-to-date, official statement of the authority issuing his or her present credential, including, when applicable: (1) type or level of teaching credential or certificate; (2) registration number; (3) period of validity of the credential and whether it has even been suspended, cancelled or otherwise revoked; (4) academic qualifications on which credential is based; (5) type and duration of teacher training received; (6) details of additional courses taken for credit. Teachers known to be under bond or any other legal obligation to another jurisdiction will not be considered for accreditation in B.C.
- 
11. Statements Regarding Professional Competence      Report(s) on applicant's most recent teaching service from principal(s) or employing official(s)
- 
12. Teaching Experience Record
- 
13. Record of Other Employment
- 
14. Other Miscellaneous Requirements      In all correspondence applicant should state name in full (including previous or maiden name where applicable) and teacher file number, if one has been assigned by B.C.
-

## ALBERTA

## Province

---

Professional Statement direct from a governmental authority certifying, primarily, that the teacher holds a valid certificate which has not been suspended, cancelled or otherwise withdrawn. The type of certificate and the nature of the training should also be indicated

10. Statements from Other Certification Authorities

---

Evidence of teaching competence (Report of Inspector of Schools or other authority)

11. Statements Regarding Professional Competence

---

Approximate number of years of teaching experience

12. Teaching Experience Record

---

13. Record of Other Employment

---

14. Other Miscellaneous Requirements

---



Province

SASKATCHEWAN

---

10. Statements  
from Other  
Certification  
Authorities

A transcript of applicant's academic and professional standing from Department of Education in the province where teacher was certified is required

---

11. Statements  
Regarding  
Professional  
Competence

---

12. Teaching  
Experience  
Record

Number of years of teaching experience and province or state in which gained

---

13. Record of  
Other  
Employment

---

14. Other  
Miscellaneous  
Requirements

---

MANITOBA

Province

- 
10. Statements  
from Other  
Certification  
Authorities

---

Confidential report from last Principal, Superintendent  
or Supervisor  
If applicant is without experience, a confidential  
report from the supervisor of practice teaching in a  
teacher training institution is required

11. Statements  
Regarding  
Professional  
Competence

---

Dates, number of years and months, school district,  
province, state, etc.  
Official verification of experience is required

12. Teaching  
Experience  
Record

- 
13. Record of  
Other  
Employment

---

Applicants advised to send original documents and  
forms by registered mail

14. Other  
Miscellaneous  
Requirements
-

Province

ONTARIO

---

10. Statements from Other Certification Authorities      A statement from the Department of Education which issued applicant's original teacher certificate indicating that he is in good standing and free to accept employment as a teacher in Ontario

---

11. Statements Regarding Professional Competence      Not required

---

12. Teaching Experience Record      Not required

---

13. Record of Other Employment      Not required

---

14. Other Miscellaneous Requirements      Applicants are asked to indicate whether they wish to teach in elementary schools (ages 5-14) or secondary schools (ages 14-19)

---

QUEBEC

Province

---

Evidence that the candidate's original Permanent Diploma is still in good standing

10. Statements from Other Certification Authorities

---

11. Statements Regarding Professional Competence

---

Attestations from all previous employers covering the candidate's complete teaching experience

12. Teaching Experience Record

---

If applicable, written evidence of industrial experience issued by present or previous employers

13. Record of Other Employment

---

For Technical-Vocational teachers, a statement of exceptional competence in the exercise of his trade or art or craft

14. Other Miscellaneous Requirements

---

---

10. Statements  
from Other  
Certification  
Authorities

Where applicant holds a license to teach outside New Brunswick, an official statement of the validity of the license must be forwarded directly from the respective province(s) (at the request of the applicant) verifying the basis on which the license was issued and whether the individual is free to accept employment in New Brunswick

---

11. Statements  
Regarding  
Professional  
Competence

---

12. Teaching  
Experience  
Record

Information required on experience includes exact duration, location, nature (whether full-time or part-time, whether in private or public school system), and form of license held. Official verification of experience must be forwarded directly to the Office of the Registrar from the employing agency (at the request of the applicant) verifying the opening and closing dates of each engagement and the nature of employment  
Full recognition of teaching service in public schools of Canada is granted

---

13. Record of  
Other  
Employment

Recognition of one-half of a person's experience shall be granted to one who obtained approved work or related experience prior to becoming licensed in New Brunswick

---

14. Other  
Miscellaneous  
Requirements

Applicants are asked to indicate the New Brunswick school district in which they will be teaching

---

## NOVA SCOTIA

Province

---

Official statement from the Registrar, Department of Education, of the Province granting the certificate, giving the following information: (1) highest high school certificate obtained; (2) highest teaching certificate held and that same is valid at present; (3) the nature and length of the professional training on which the certificate is based; (4) the length of teaching service in days per teaching year; (5) statement from Province regarding validity of applicant's teacher's certificate

---

10. Statements from Other Certification Authorities

---

11. Statements Regarding Professional Competence

---

Vocational teachers only: name of vocational schools, place, dates employed and length of service in years

12. Teaching Experience Record

---

Vocational teachers only: firms with which employed, type of work, dates employed and length of service in years

13. Record of Other Employment

---

Applicant is asked to state class of certificate for which application is being made

14. Other Miscellaneous Requirements

---

Province

PRINCE EDWARD ISLAND

---

10. Statements from Other Certification Authorities      Statement from the Department of Education in the province or the state in which the applicant last taught to the effect that the applicant is in good standing and is free to accept employment as a teacher in the province of Prince Edward Island
- 

11. Statements Regarding Professional Competence      Statement of professional competency from the principal of the school in which applicant last taught, or from the school superintendent or school inspector in the area
- 

12. Teaching Experience Record      Verification of previous teaching experience in years, months and days
- 

13. Record of Other Employment      Verification of related experience in years, months and days
- 

14. Other Miscellaneous Requirements      Applicants are asked to give name of school in which now teaching, or if not now teaching, school and year in which applicant last taught  
Applicant is asked to indicate class of certificate for which he is applying
-

NEWFOUNDLAND

Province

---

Certified statement from Province issuing original certificate that applicant is in good standing and is free to accept a teaching position

10. Statements from Other Certification Authorities

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A statement of professional competency from a Superintendent or Inspector of Schools or School Principal is required from applicants with teaching experience

11. Statements Regarding Professional Competence

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Official statement of teaching service in years, months and days with number of days per teaching year. (Required if applicant is to receive credit for salary purposes for service outside Newfoundland up to maximum of seven years)

12. Teaching Experience Record

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13. Record of Other Employment

---

All applicants for initial certification must be recommended to the Department of Education by a Denominational Board of Examiners  
Applicants must indicate licence or grade of certificate for which applying and whether a specialist certificate is requested  
Applicant is also asked for name of board under which last engaged, school and community in which presently teaching, or school and community in which he intends to teach

14. Other Miscellaneous Requirements

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TABLE A-4  
INFORMATION REQUIRED ON ACADEMIC, VOCATIONAL AND PROFESSIONAL  
TRAINING AND TEACHER CERTIFICATION

15. Information Required on Academic and Vocational Training
- For each applicable category applicant must indicate (a) number of years attended, (b) date of completion, (c) final grade or level completed, (d) where undertaken (province, state, country). The categories are elementary school, secondary school, university or college, other institutions (trade, commercial, music, art, etc.)

- 
16. Information Required on Professional Training and Certification
- Number of years teacher training institution attended, date of completion, final grade or level completed, where undertaken (province, state, country). Teaching certificates held, when issued, and date until which they are valid

Last grade (or form, etc.) completed in high school;  
 certificate issued  
 Was university matriculation secured? (Yes, No)  
 Details of universities attended, degrees obtained  
 and dates, progress on partly-completed programs

15. Information  
 Required on  
 Academic and  
 Vocational  
 Training

- (1) Total years of attendance and dates of attendance at a  
 Teachers' College (not university)  
 If attendance at Teachers' College was not full-time and  
 intramural, explanation required
- (2) Extent of professional training (Pedagogy), whether  
 taken as a post-degree program (diploma, etc.) or as an  
 integral part of the degree program  
 Was professional training taken intramurally? (Yes, No)
- (3) Did training program include a formal, supervised period  
 of student teaching? (Yes, No)
- (4) Did you successfully complete your professional program  
 (Training College, post-degree diploma, etc.)? (Yes, No)
- (5) Do you hold a valid teaching certificate or other  
 qualification to teach? If "yes", under what jurisdiction?  
 Give class of certificate. If "no", explain
- (6) Have you ever had your certificate or other qualifica-  
 tion to teach suspended, cancelled or otherwise withdrawn?  
 (Yes, No)

16. Information  
 Required on  
 Professional  
 Training and  
 Certification

Province

SASKATCHEWAN

---

15. Information Required on Academic and Vocational Training
- Name of school and location, degree or diploma, and length of course and date of completion for:
- high school
  - university or college
  - technical and vocational

- 
16. Information Required on Professional Training and Certification
- Name of school and location, degree or diploma, length of course and date of completion for professional teacher training
- Teaching certificate held, if any

MANITOBA

Province

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Degrees held, if any, date issued and name and location of institution

15. Information Required on Academic and Vocational Training

---

Name, location, province or country of institution attended. Dates of course

Number and date of first certificate issued

Type, number, date of issue of any Manitoba certificate held

16. Information Required on Professional Training and Certification

- 
- |  |  |
|--|--|
| 15. Information Required on Academic and Vocational Training | Highest secondary school certificate held<br>Degree and university, if any<br>Number and type of university courses completed, if any<br>Evidence of wage-earning experience if applicable. (This evidence is required for certification to teach vocational subjects) |
|--|--|

- 
- |   |   |
|---|---|
| 16. Information Required on Professional Training and Certification | Name of Teacher's Certificate<br>Date of issue and number<br>Name and address of Department of Education issuing original teaching certificate<br>Name of teacher training institution<br>Dates of attendance at teacher-training institution<br>Transcript of teacher-training |
|---|---|
-

QUEBEC

Province

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The documents making up his academic file: photocopies of High School Diploma, transcripts and diplomas (or degrees) for all post-secondary studies

15. Information Required on Academic and Vocational Training

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Photocopies of all the candidate's teacher-training transcripts and diplomas

16. Information Required on Professional Training and Certification

Province

NEW BRUNSWICK

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15. Information Required on Academic and Vocational Training      Name and location of institutions attended, degree or diploma obtained, length of course and date of completion for high school, university or college, technical or vocational school

- 
16. Information Required on Professional Training and Certification      Name and location of institutions of professional training attended, degree or diploma obtained, length of course and date of completion
-



Group A. Applicants with less than 3 years' university training

High school certificate of grade \_\_, obtained in \_\_ (prov.)  
 Applicant must indicate name of examination station,  
 number and year when exams for high school certificate were  
 written  
 Additional academic credits beyond high school certificate  
 were obtained from \_\_\_\_\_

15. Information  
 Required on  
 Academic and  
 Vocational  
 Training

Group B. Applicants with 3 years' or more university training

University attended  
 Undergraduate degree obtained, if any, and year obtained  
 Major subject group  
 Number of courses or units completed and number required  
 for the full degree  
 Similar information required on post-graduate training if  
 applicant has Master's degree or better

Group C. Vocational teachers

High school education of grade \_\_ or university education  
 of \_\_ years  
 Total years of occupational training and experience  
 For occupational training must indicate name of course,  
 institution, dates of attendance and total years

Group A.

Institution and date of diploma of professional  
 qualifications

16. Information  
 Required on  
 Professional  
 Training and  
 Certification

Group B.

Teacher training institution attended, period in full  
 attendance, previous Nova Scotia teaching permit, if any.

Group C.

Institution, period of attendance, years, for following  
 courses: "Principles & Practices of Vocational  
 Education," "Methods in Vocational Education," "Job Analysis  
 and Vocational Course Construction," "Setting and  
 Evaluating Examinations," other courses taken, total  
 class hours

- 
15. Information Required on Academic and Vocational Training
- Name of high school attended and year
- Marks in following Junior Matriculation subjects: English, History, Algebra, Geometry, French, Science, Latin, German, Home Economics
- University -- course number, how obtained (full year, summer school, etc.), institution, year, mark, credit (half or full) in following subjects: English, French, Latin, Mathematics, Science, History, Education, Economics, Sociology, Philosophy, General Psychology, other
- Post-graduate training -- degrees, university attended, year

- 
16. Information Required on Professional Training and Certification
- Institution, full year or summer school, year, mark, credit (half or full) for each course taken
- Post-graduate training -- degrees, university attended, year
- Applicants are asked to indicate what PEI Teacher's Certificate they presently hold, if any (class, number, year obtained)

NEWFOUNDLAND

Province

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Chronological list of summer schools and universities attended:

15. Information Required on Academic and Vocational Training

Names of Institutions  
Dates Attended  
Courses Taken  
Results

(Results of Grade XI Exam are requested of teachers applying for certification or licence for the first time)

Undergraduate and graduate degrees -- major, minor and specialty  
Courses taken through correspondence

---

Do you now hold a valid teaching certificate or licence from Newfoundland Department of Education? (If yes, give class of certificate and date issued)  
Do you now hold a valid certificate or licence from another Department of Education? (If yes, give name of province issuing certificate)  
Include details of professional training in chronological list (above)  
Indicate type of professional training received (primary, elementary or secondary)  
Undergraduate and graduate degrees -- major, minor and specialty

16. Information Required on Professional Training and Certification

TABLE A-5  
DOCUMENTS SUPPORTING ACADEMIC AND PROFESSIONAL TRAINING,  
RESTRICTIONS AND EXCLUSIONS STATED, NAME  
OF INITIAL CREDENTIAL GRANTED

17. Supporting Documents Required

Teacher Trained in Canada: Up-to-date statement from Provincial Registrar of Department of Education including final high school work completed, teacher training undertaken, and certification held. (Submission of secondary school standings usually unnecessary if university degree status has been achieved)

Full transcripts of university work, obtained direct from the university(ies), including courses taken, credits awarded, grades received

Teacher Trained in U.S.: Official transcripts from the various institutions attended, showing courses taken, credits awarded and gradings received

Teacher Trained in U.K., Australia or New Zealand: A statement (Teacher's Service Record) is required from the Department of Education and Science, the Scottish Education Department, the Northern Ireland Department of Education or the appropriate state department in Australia or New Zealand (includes information on academic and professional qualifications, evidence of degree or specialist qualifications, and recognition as a teacher) and official statements of degree status and transcripts if available from university

Teachers Trained in Other Countries: All official documents on academic and professional training, including degrees held, if any (accompanied by verified translations)

All applicants: May require photo copies of each teaching certificate held, and of special diplomas held

18. Restrictions and Exclusions Stated

Applicant's program must include "basic teacher education", defined as at least one year of professional teacher preparation (including studies in educational foundations, methodology and supervised practice teaching) acceptable to Department of Education.

Minimum certificate awarded is the Standard, requiring three years post-secondary studies, including basic teacher education. Post-secondary studies are defined as those studies undertaken after completion of Grade 12 or 12th year of formal education, commencing with Grade I.

Extra mural professional studies and training not acceptable  
First division degrees from recognized universities in India and Pakistan given partial credit, providing areas of study are acceptable  
Partial credit granted degrees from recognized universities in the Philippines providing areas of study and academic average are acceptable

19. Name of Initial Credential Granted

When residence in British Columbia has been established, Department of Education may issue an interim Standard Certificate or Professional Certificate, valid for four years

ALBERTA

Province

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Transcripts of high school and university records

17. Supporting Documents Required

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Senior matriculation to university is required  
Extramural programs at teachers college (i.e., private study, correspondence, etc.) are not acceptable  
Degrees from universities in India and Pakistan are accepted only after validation  
Applicants with degrees from universities in the Philippines must have minimum grade point average of 2.0  
Professional training must have been taken intramurally  
Student teaching must have been included in professional training program

18. Restrictions and Exclusions Stated

---

19. Name of Initial Credential Granted

---

Province

SASKATCHEWAN

---

17. Supporting Documents Required      Transcript of high school standing  
Transcripts of all post-secondary training  
Applicants must request all universities and colleges attended  
to supply the department with official transcripts

- 
18. Restrictions and Exclusions Stated

- 
19. Name of Initial Credential Granted
-

MANITOBA

Province

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Teachers with university degree should have appropriate transcript forwarded directly from the university concerned

17. Supporting Documents Required

Teachers without degrees are required to submit transcripts verifying both secondary school and university training

Teaching certificate

Photostats of transcripts may be submitted, but originals may be required before a teaching certificate is issued

---

The minimum requirement for a Manitoba certificate is now two years of approved work beyond the high school senior matriculation level, one year of which must be teacher training

18. Restrictions and Exclusions Stated

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19. Name of Initial Credential Granted

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Province

ONTARIO

---

17. Supporting  
Documents  
Required

Official transcripts of: secondary school standing  
university courses, if any  
teacher training

Statement of wage-earning, industrial experience for  
vocational certification, if applicable

Teaching Certificate

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18. Restrictions  
and  
Exclusions  
Stated

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19. Name of  
Initial  
Credential  
Granted

Letter of Standing. This has the force of an Ontario interim  
teaching certificate and may be converted to an Ontario interim  
teaching certificate after one year of successful teaching ex-  
perience in an Ontario school in which the Letter of Standing  
is valid

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QUEBEC

Province

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Photocopies of official transcripts (as already mentioned in Items 15 and 16 of Table 4) of all the candidate's academic and professional documents

17. Supporting Documents Required

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For the 1972-73 academic year, the candidate must have at least the equivalent of fifteen (15) years of schooling in Quebec, including his professional training. For the 1973-74 academic year, this requirement will become sixteen (16) years

18. Restrictions and Exclusions Stated

---

Letter of Eligibility followed by Provisional Teaching Authorization

19. Name of Initial Credential Granted

17. Supporting Documents Required      It is the responsibility of the applicant to have official transcripts of all academic and professional training forwarded directly to the Registrar from all universities and colleges attended

- 
18. Restrictions and Exclusions Stated      Applicant for general teacher certification must have minimum of four years of approved post-secondary training, including an approved undergraduate degree and an approved teacher education program  
Applicant for teacher certification in Art, Music and Vocational Education must have completed minimum of two years of approved post-secondary training, including an approved teacher education program  
Undergraduate degrees from foreign countries must be first or second division in order to be recognized for teacher certification. A post-graduate foreign degree is acceptable if the candidate has attained first division standing. (An approved 4-year degree from a foreign country is equated as equivalent to half a New Brunswick 4-year degree. An acceptable post-graduate degree is equated as one additional full year of training)
- 

19. Name of Initial Credential Granted      Letter of Standing. Valid for one year
-

NOVA SCOTIA

Province

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Group A

High school leaving certificate, university or teachers' college transcript of academic credits, diploma of teacher training course

17. Supporting Documents Required

Group B

Proof of degrees, university transcripts outlining courses completed for said degree, transcripts of teacher training courses, outlines of summer school courses completed

Group C

Documents relating to high school training (Grades 11 and 12) and university

---

Indian Degrees:

Bachelor's degree third division (class) not considered for a Teacher's Certificate  
Master's degrees second or third division (class) not considered for a Teacher's Certificate  
Indian Master's degrees requiring two years to complete can only be accepted for purposes of certification as the equivalent of one full year of study

18. Restrictions and Exclusions Stated

Note: acceptable B.A. or B.Sc. from Indian university is rated equal to Junior Matriculation plus two years university

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19. Name of Initial Credential Granted

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17. Supporting Documents Required

Official transcript of Junior Matriculation marks or equivalent proof of Junior Matriculation standing

Official transcript of teacher training courses with marks, and a teaching Diploma, if any

Official transcripts of all university academic and professional credits and summer school marks

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18. Restrictions and Exclusions Stated

No candidate for a teaching position in the province of P.E.I. may enter into an agreement to teach, verbal or otherwise, with a school board until such candidate has first had his credentials evaluated by the provincial registrar and has been issued a statement to the effect that he is free to teach in P.E.I. and has the necessary qualifications for certification. Applicant must meet minimum standard for Certificate 4. Regulations regarding Indian degrees are the same as those in Nova Scotia

---

19. Name of Initial Credential Granted

An interim two-year teaching certificate will be issued to a candidate only upon receipt of a statement from the secretary of a school board certifying that such a candidate has been appointed to a teaching position

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NEWFOUNDLAND

Province

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Official transcript of marks for courses included in the chronological list of professional and academic training must be attached to application or forwarded directly by the Registrar of the University. Normal school courses and matriculation results must be provided, also proof of degrees, if applicable

17. Supporting Documents Required

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18. Restrictions and Exclusions Stated

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19. Name of Initial Credential Granted

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TABLE A-6  
VALIDITY AND BASIS OF EVALUATION, DISPOSITION OF SUPPORTING  
DOCUMENTS, FEES, ASSISTANCE IN LOCATING POSITIONS,  
OTHER INFORMATION PROVIDED

- 
20. Validity of Evaluation Given and Basis on Which Given Registrar's evaluation is based on regulations and procedures prevailing at time of evaluation. Any credential subsequently authorized for issue will be in terms of enabling regulations and procedures in force at time of issue. Normal maximum period of validity of any evaluation is 12 months, unless credential has actually been issued
- 
21. Disposition of Supporting Documents Provided by Applicant Department of Education will retain all required documents for its files
- 
22. Registration and Evaluation Fees Registration fee of \$5.00 (Canadian) payable after arrival in British Columbia
- 
23. Assistance Given in Locating a Position Information on teaching positions available can be obtained through the advertising media and from the secretary-treasurers of school boards. The Teacher's Employment Service, British Columbia School Trustees' Association, 1095 Howe Street, Vancouver, B.C., circulates to school boards the names of certificated teachers who are seeking employment. Teachers are responsible for placing their names with the Service
- 
24. Other Information Provided Placement on salary schedule is determined by employing board  
Information on salary schedules may be obtained from Teacher's Employment Service and from BCTF  
School boards or teachers may wish to take advantage of the categorization service offered by the Teacher Qualification Service, 220-1070 West Broadway, Vancouver 180, B.C. (Service sponsored by BCTF and BCSTA)  
Pension information available from Commissioner of Teachers' Pensions, Parliament Buildings, Victoria, B.C.  
Teachers advised that they must accept or reject positions within 48 hours and that verbal acceptance is binding
-



## ALBERTA

Province

<p>Minimum requirement for certification set at "three years of university study, or equivalent, beyond senior matriculation"  Evaluation based on rulings set by the Board of Teacher Education and Certification as approved by the Minister of Education</p>	<p>20. Validity of Evaluation Given and Basis on Which Given</p>
<p>Retained by Department of Education but made available for use of Teacher Qualifications Service</p>	<p>21. Disposition of Supporting Documents Provided by Applicant</p>
<p>Certification fee of \$5.00 to be submitted after residence has been established</p>	<p>22. Registration and Evaluation Fees</p>
<p>Teachers are referred to the individual school boards and to the Canada Manpower Centre, 10015 - 103 Avenue, Edmonton, Alberta</p>	<p>23. Assistance Given in Locating a Position</p>
<p>Some representative information on salary schedules is provided  Teachers are referred to the Teacher Qualifications Service, The Alberta Teachers' Association, Barnett House, 11010 - 142 Street, Edmonton, Alberta, for evaluation of their years of teacher education for salary purposes  Teachers from outside Canada are advised to check with Department of Immigration, Government of Canada, Ottawa, Ontario  They are advised of pensions rates and of professional dues payable</p>	<p>24. Other Information Provided</p>

Province

SASKATCHEWAN

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20. Validity of  
Evaluation  
Given and  
Basis on  
Which Given

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21. Disposition  
of Supporting  
Documents  
Provided by  
Applicant

---

22. Registration  
and Evaluation  
Fees

---

23. Assistance  
Given in  
Locating a  
Position

---

24. Other  
Information  
Provided

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MANITOBA

Province

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	20. Validity of Evaluation Given and Basis on Which Given
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Teaching certificate, marriage certificate and birth certificate are returned by registered mail Transcripts are retained unless applicant does not come to Manitoba, in which case they are returned, on request, by registered mail	21. Disposition of Supporting Documents Provided by Applicant
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An evaluation fee of \$5.00 is charged, payable in advance. The fee is refunded if it is not possible to issue a teaching certificate	22. Registration and Evaluation Fees
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List of school superintendents Map of Manitoba school divisions	23. Assistance Given in Locating a Position
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Applicants are informed of their classification for salary purposes Information on the salary scales is provided Applicants informed that final decision on salaries and the years of experience necessary to gain a maximum salary rests with the school boards	24. Other Information Provided
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Province

ONTARIO

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20. Validity of  
Evaluation  
Given and  
Basis on  
Which Given

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21. Disposition of Supporting Documents Provided by Applicant      The Department will return all documents to the applicant by registered mail

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22. Registration and Evaluation Fees      No fee is required

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23. Assistance Given in Locating a Position      Applicants are informed that there is no placement service for teachers in Ontario and no central registry for vacancies. All positions are arranged by negotiation between the teacher and the school board concerned

---

24. Other Information Provided      Applicants are referred to the Ontario Teachers' Federation for information concerning salaries, allowances for teaching experience, etc. Applicants are referred to Director, Teachers' Superannuation Commission, 789 Don Mills Road, Don Mills, Ontario, for information on pensions

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QUEBEC

Province

<p>The Provisional Teaching Authorization is granted according to the conditions of Regulation No. 4 of the Minister of Education of Quebec and is valid for one (1) year, but is renewable annually upon the fulfillment of prescribed requirements</p>	<p>20. Validity of Evaluation Given and Basis on Which Given</p>
<p>The Department of Education will retain all documents submitted. (Therefore, the candidate should send only photocopies)</p>	<p>21. Disposition of Supporting Documents Provided by Applicant</p>
<p>No fee required</p>	<p>22. Registration and Evaluation Fees</p>
<p>(A) The Quebec Teacher Placement Bureau, Department of Education, Parliament Buildings, Québec, P.Q.                  (B) 1. Corporation des Enseignants du Québec, 2336 Chemin Ste-Foy, Québec, P.Q.                  2. Provincial Association of Catholic Teachers, 5767 Monkland Avenue, Montreal 260, P.Q.                  3. Provincial Association of Protestant Teachers, 245 Hymus Blvd., Pointe Claire, P.Q.                  (C) M. Jean Lamy, Co-ordonnateur du centre de Renseignements, Department of Education, Parliament Buildings, Québec, P.Q.</p>	<p>23. Assistance Given in Locating a Position</p>
<p>If the candidate is interested, programs leading to a variety of specialist diplomas are available from the Faculties of Education of the various Quebec universities</p>	<p>24. Other Information Provided</p>

Province

NEW BRUNSWICK

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- |   |   |
|---|---|
| 20. Validity of Evaluation Given and Basis on Which Given | Certification is based on the regulations governing certification at the time of evaluation |
|---|---|
- 
- |   |  |
|---|--|
| 21. Disposition of Supporting Documents Provided by Applicant | The Department of Education retains all official documentation submitted for purposes of teacher certification |
|---|--|
- 
- |                                      |   |
|--------------------------------------|---|
| 22. Registration and Evaluation Fees | Evaluation fee of \$10 to be submitted by applicants who have been trained outside New Brunswick. The evaluation fee should be forwarded with the application form (certified cheque or money order payable to Minister of Education) |
|--------------------------------------|---|
- 
- |   |  |
|---|--|
| 23. Assistance Given in Locating a Position | Each applicant is supplied with a map of the province and a list of District Superintendents who are responsible for the placement of teachers |
|---|--|
- 
- |                                |  |
|--------------------------------|--|
| 24. Other Information Provided |  |
|--------------------------------|--|
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## NOVA SCOTIA

Province

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	20. Validity of Evaluation Given and Basis on Which Given
	21. Disposition of Supporting Documents Provided by Applicant
	22. Registration and Evaluation Fees
Applicants are given a list of Secretaries of local and municipal boards	23. Assistance Given in Locating a Position
Applicants are given a list of qualifications required for the basic certificates in Nova Scotia. They are informed that specialist certificates are issued in art, business education, guidance, home economics, industrial arts, music, (instrumental), physical education, primary education, teaching of the deaf, vocational education They are also provided with a table indicating maximum amounts of shareable salaries for foundation program grant A special table indicating the basis of acceptance of Indian degrees for the purpose of issuing Nova Scotia certificates is also provided	24. Other Information Provided

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Province

PRINCE EDWARD ISLAND

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20. Validity of  
Evaluation  
Given and  
Basis on  
Which Given

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21. Disposition  
of Supporting  
Documents  
Provided by  
Applicant

Applicants who do not obtain a teaching position and wish to have documents returned to them must accompany such a request with a certified cheque or money order to the amount of \$1.00 before October 31 of any school year

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22. Registration  
and Evaluation  
Fees

An evaluation fee will be requested  
The fee is \$10.00

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23. Assistance  
Given in  
Locating a  
Position

Applicants are given a list of Regional Administrative Unit School Boards  
Applicants are warned that the prospects for employment in Prince Edward Island are currently rather limited

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24. Other  
Information  
Provided

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NEWFOUNDLAND

Province

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20. Validity of  
Evaluation  
Given and  
Basis on  
Which Given

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21. Disposition  
of Supporting  
Documents  
Provided by  
Applicant

---

22. Registration  
and Evaluation  
Fees

---

23. Assistance  
Given in  
Locating a  
Position

---

24. Other  
Information  
Provided

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PART B. PROCEDURES IN APPLYING FOR EVALUATION  
OF QUALIFICATIONS

TABLE B-1  
NAME AND ADDRESS OF EVALUATOR, SPONSORS AND  
PURPOSE OF EVALUATION SERVICE,  
PRELIMINARY REQUIREMENT

Province

BRITISH COLUMBIA

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1. Name of Evaluator            Mr. E. A. Couch  
Evaluator                    Evaluator

---

2. Address Applications to            Teacher Qualification Service  
   220 - 1070 West Broadway  
   Vancouver, British Columbia

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3. Sponsors of Evaluation Service            British Columbia School Trustees Association  
   British Columbia Teachers' Federation

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4. Stated Purpose of Evaluation Service            The purpose of the Service is to define the categories of  
   teacher qualifications and to evaluate the academic and  
   professional preparation of teachers in the elementary and  
   secondary schools of British Columbia  
   The Teacher Qualification Service provides an advisory  
   service for teachers and for school boards

---

5. Preliminary Requirement            Applicant must provide evidence of British Columbia  
   teaching certification (facsimile card or statement  
   from British Columbia Department of Education)  
   Evaluations are made only on request

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ALBERTA

Province

Dr. M. T. Sillito  
Chairman

1. Name of  
Evaluator

Mr. J. S. Jamieson  
Secretary and Senior Evaluator

Teacher Qualifications Service  
The Alberta Teachers' Association  
Barnett House  
11010 - 142 Street  
Edmonton, Alberta

2. Address  
Applications  
to

The Teacher Salary Qualifications Board was established  
under a memorandum of agreement among The Alberta  
Teachers' Association, the Alberta School Trustees'  
Association and the Department of Education  
The ATA operates the service  
Evaluations are made according to the principles  
established by the TSQB

3. Sponsors of  
Evaluation  
Service

To evaluate academic and professional qualifications in  
terms of years of teacher education for salary purposes,  
in accordance with the established principles

4. Stated  
Purpose of  
Evaluation  
Service

Evidence must be presented that applicant holds or is  
eligible for an Alberta teaching certificate

5. Preliminary  
Requirement

Province

ONTARIO - ELEMENTARY

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1. Name of Evaluator            Mr. H. R. Wilson  
   Administrative Co-ordinator

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2. Address Applications to            Qualifications Evaluation Council of Ontario  
   Room 226  
   1260 Bay Street  
   Toronto 185, Ontario

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3. Sponsors of Evaluation Service            L'Association des Enseignants Franco-Ontariens  
   Federation of Women Teachers' Associations of Ontario  
   Ontario English Catholic Teachers' Association  
   Ontario Public School Men Teachers' Federation

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4. Stated Purpose of Evaluation Service            To provide uniformity and objectivity in the evaluation of  
   teachers' qualifications in accordance with the QECO  
   categorization program and to issue to eligible applicants  
   a Statement of Evaluation to confirm placement in one of  
   the seven levels available

---

5. Preliminary Requirement            Applicant must hold a valid basic Ontario teaching  
   certificate and be a member of one of the four sponsoring  
   organizations. Onus is on the individual teacher to  
   apply for evaluation service

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ONTARIO - SECONDARY

Province

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Mr. David M. Eaton  
Assistant Secretary, OSSTF

1. Name of  
Evaluator

---

The Chairman  
Certification Board  
Ontario Secondary School Teachers' Federation  
1260 Bay Street  
Toronto 185, Ontario

2. Address  
Applications  
to

---

Ontario Secondary School Teachers' Federation

3. Sponsors of  
Evaluation  
Service

---

To issue statements of certification rating indicating  
a teacher's placement in one of the four groups

4. Stated  
Purpose of  
Evaluation  
Service

---

Applicant must hold a basic secondary school teaching  
certificate valid in Ontario. A letter of evaluation  
may be issued to a teacher who has obtained an Ontario  
Department of Education Letter of Standing valid in  
secondary schools. Evaluations are made only on  
request

5. Preliminary  
Requirement

---

TABLE B-2

PERSONAL DATA AND SUPPORTING DOCUMENTS REQUIRED,  
TRANSLATION REQUIRED, INFORMATION REQUESTED ON EMPLOYMENT,  
CERTIFICATION, ACADEMIC AND PROFESSIONAL TRAINING



Province

BRITISH COLUMBIA

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6. Personal Data and Supporting Documents Required      Full name, including maiden name if applicable, and any changes of name  
Birth date  
Place of birth  
Address  
Phone number  
Social Insurance No.  
Teacher's Transfer Record No.  
Signature

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7. Translation Requirement      Applicants presenting documents written in a language other than English or French must submit an official notarized English translation together with the original document(s)

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8. Employment Data Requested      Name and address of school board  
Date of first appointment to this school district

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9. Information Requested on Certification      Type of British Columbia certificate held

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10. Information Requested on Academic and Professional Training      Degree(s) held, university from which obtained, year conferred  
Names of all high schools, teachers' colleges, universities and other institutions attended, with dates attended

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## ALBERTA

Province

Name  
 Sex (Mr, Mrs., Miss)  
 Maiden name or religious name, if applicable  
 Address  
 Birth date  
 Place of birth  
 Social Insurance No.  
 Signature

6. Personal Data  
 and Supporting  
 Documents  
 Required

Applicants presenting documents written in a language  
 other than English or French must submit an official  
 notarized English translation together with the  
 original document(s)

7. Translation  
 Requirement

Name and address of school board

8. Employment  
 Data  
 Requested

Evidence of eligibility for Alberta certification

9. Information  
 Requested  
 on  
 Certification

Degree(s) held, university from which obtained, date

Names of all high schools, teachers' colleges,  
 universities and other institutions attended

10. Information  
 Requested  
 on  
 Academic  
 and  
 Professional  
 Training

Province

ONTARIO - ELEMENTARY

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6. Personal Data and Supporting Documents Required
- Name
  - Maiden name
  - Home address
  - Social Insurance Number
  - Affiliate Membership
  - Signature
- 

7. Translation Requirement
- Service and publications equally available in French and English  
Documents in a language other than English or French must be accompanied by a certified English translation
- 

8. Employment Data Requested
- School and school address
  - Name of employing board
- 

9. Information Requested on Certification
- Listed by name
- 

10. Information Requested on Academic and Professional Training
- Degree(s) held, university, year granted, type of course, standing
  - Diplomas
  - Additional courses
-

ONTARIO - SECONDARY

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Name  
Maiden name  
Home address  
Social Insurance Number  
Signature

6. Personal Data  
and Supporting  
Documents  
Required

7. Translation  
Requirement

School and school address

8. Employment  
Data  
Requested

Number and subject of Ontario teaching certificate  
held (Type B, Specialist or Type A, Occupational,  
Vocational, Intermediate)

9. Information  
Requested  
on  
Certification

Initial degree -- name of university and year  
Type of course: 3-year general, with standing  
4-year general, with standing  
4-year honour, indicating if 1st class,  
2nd class or 3rd class standing

10. Information  
Requested on  
Academic  
and  
Professional  
Training

Subsequent degrees or diplomas  
Additional courses (if applicable)

TABLE B-3

SUPPORTING DOCUMENTS FOR ACADEMIC AND PROFESSIONAL  
TRAINING, OTHER INFORMATION REQUESTED, RESTRICTIONS  
AND EXCLUSIONS STATED, CREDENTIAL ISSUED,  
VALIDITY OF EVALUATION

- 
- |                                   |  |
|-----------------------------------|--|
| 11. Supporting Documents Required | <p><u>Official</u> high school transcript (unless first degree earned at a B.C. university)</p> <p><u>Official</u> transcripts from universities, colleges, etc. Transcripts must bear the official seal of the issuing institution and the signature of the responsible issuing officer. (Persons already assigned a category need only submit transcripts of subsequent work)</p> <p><u>Note:</u> Documents filed with the Department of Education are <u>not</u> available to the Service</p> |
|-----------------------------------|--|
- 
- |                                 |  |
|---------------------------------|--|
| 12. Other Information Requested | <p>Teacher Qualification Service category held now and category being applied for</p> <p>Date of previous evaluation</p> |
|---------------------------------|--|
- 
- |  |  |
|--|--|
| 13. Restrictions and Exclusions Stated | <p>Only complete years of university study or equivalent beyond British Columbia Grade 12 will be counted</p> <p>Grade 12 from all provinces in Canada shall be considered equivalent to Grade 12 in British Columbia</p> <p>Secondary school training outside Canada will be evaluated in terms of current standards for university entrance in British Columbia</p> <p>The holders of Letters of Permission are not eligible for evaluation</p> <p>Category 6 is assigned only to teachers with a Master's degree</p> <p>No equivalents are recognized</p> |
|--|--|
- 
- |                       |                      |
|-----------------------|----------------------|
| 14. Credential Issued | <p>Category card</p> |
|-----------------------|----------------------|
- 
- |   |  |
|---|--|
| 15. Validity of Evaluation Given and Basis on Which Given | <p>Application received on or before March 31 will be assigned a category, effective from January 1 of that calendar year, according to principles in force at the time the application is received. Application received on or before November 30 will be assigned a category, effective from September 1 of that calendar year, according to principles in force at the time the application is received</p> |
|---|--|
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## ALBERTA

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<p><u>Official</u> high school transcript <u>Official</u> transcripts from universities, colleges, etc.  (Certified copies of the above are accepted)  Persons who have had a previous evaluation need only submit transcripts of subsequent work</p>	11. Supporting Documents Required
<hr/>	
<p>Last evaluation by University of Alberta (date, years of teacher education)</p>	12. Other Information Requested
<hr/>	
<p>Professional education courses taken by correspondence study will not be counted</p>	13. Restrictions and Exclusions Stated
<hr/>	
<p>Statement of Qualifications</p>	14. Credential Issued
<hr/>	
<p>Principles for evaluation are issued with a date until which they are effective</p>	15. Validity of Evaluation Given and Basis on Which Given

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Province

ONTARIO - ELEMENTARY

- 
- |                                   |  |
|-----------------------------------|--|
| 11. Supporting Documents Required | Teaching certificate(s)<br>Transcript(s) of university degree(s)<br>Documentation for all qualifications claimed on the application form |
|-----------------------------------|--|
- 
- |                                 |  |
|---------------------------------|--|
| 12. Other Information Requested | Category for which application is being made |
|---------------------------------|--|
- 
- |  |   |
|--|---|
| 13. Restrictions and Exclusions Stated | Persons whose authority to teach is a Letter of Permission or a Temporary Certificate |
|--|---|
- 
- |                       |                         |
|-----------------------|-------------------------|
| 14. Credential Issued | Statement of Evaluation |
|-----------------------|-------------------------|
- 
- |   |   |
|---|---|
| 15. Validity of Evaluation Given and Basis on Which Given | No major revisions in the program until expiration of stated period |
|---|---|
-



ONTARIO - SECONDARY

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<p>Teaching certificate(s)          Official notification of endorsement (if applicable)          Transcript(s) of university degree(s)          Official record of additional courses completed</p>	<p>11. Supporting Documents Required</p>
<p>Group for which application is being made</p>	<p>12. Other Information Requested</p>
	<p>13. Restrictions and Exclusions Stated</p>
<p>Certification Rating Statement</p>	<p>14. Credential Issued</p>
<p>Major changes in policy may occur only after one year's notice of motion has been served at the Annual Assembly          Changes in policy other than those previously considered and recommended by the Certification Committee shall occur only after a four-year interval</p>	<p>15. Validity of Evaluation Given and Basis on Which Given</p>

TABLE B-4  
APPEALS, DISPOSITION OF SUPPORTING DOCUMENTS,  
EVALUATION FEE

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16. Appeals      Teacher, teachers' association or school board may request re-assessment by the Evaluator. If, following such re-assessment, there is still question about the evaluation, a written request for re-assessment by the Teacher Qualification Board shall be submitted. The Board may raise, lower or confirm the category assigned. Following the Board's consideration, the Chairman of the Board will advise the appellant of the decision and the reasons for it

- 
17. Disposition of Supporting Documents Provided by Applicant      Transcripts are retained  
Original copies of letters, diplomas, etc., will be returned  
They will be returned by registered mail if applicant provides self-addressed envelope and sufficient postage

- 
18. Evaluation Fee      No fee to members of British Columbia Teachers' Federation
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Teacher may request, in writing, that his evaluation be reassessed by the Teacher Qualifications Committee  
If not satisfied with the reassessment, he may appeal to the Teacher Salary Qualification Board  
Appeals may be heard by any regular or special meeting of the Board  
The appellant may present his case in person or in writing or both. He may be accompanied and/or represented by a spokesman  
The Board assumes no responsibility for the appellant's expenses or loss of salary in connection with an appeal  
The Board may, on the basis of the evidence presented, decide to raise, lower or confirm the TQC evaluation  
The decision will be communicated in writing to the appellant

## 16. Appeals

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Diplomas and degree parchments will be returned by registered mail

## 17. Disposition of Supporting Documents Provided by Applicant

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\$ 5.00 if all documents originate inside Alberta  
15.00 if all documents originate outside Alberta but in Canada  
25.00 if any documents originate outside Canada

## 18. Evaluation Fee

## 16. Appeals

Teachers have two levels of appeal available. The Evaluation Committee provides the first level and, if still dissatisfied, the applicant may appeal to the Evaluation Council, whose decision is final

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17. Disposition  
of Supporting  
Documents  
Provided by  
Applicant

Returned to applicant by same class of mail as used by applicant in submitting them

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18. Evaluation  
Fee

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The Certification Committee is responsible for appeals of members against rulings of the Certification Board, provided such appeals with complete documentation have first been submitted to the Certification Board

16. Appeals

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17. Disposition  
of Supporting  
Documents  
Provided by  
Applicant

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18. Evaluation  
Fee

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