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Teacher Certification Handbook

2009-2010

For Independent Schools and Private ECS Centres



This annually updated handbook contains important information and forms for teachers and administrators concerning interim and permanent professional certification and letters of authority. Please ensure that the principals and teachers are aware of its contents. Keep this handbook on file for future reference and copying of forms.

TEACHER CERTIFICATION HANDBOOK
2009 - 2010
INDEPENDENT SCHOOLS AND PRIVATE ECS CENTRES

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INTRODUCTION

Ensuring Appropriate Teaching Authority

School authorities and private Early Childhood Services (ECS) operators who provide accredited programs are responsible for ensuring that the teachers in their employ hold valid teaching authority from the province of Alberta. The Registrar of the Teacher Development and Certification Branch of Alberta Education may, in accordance with the Certification of Teachers Regulation, grant an appropriate certificate which recognizes that authority.

Quality teaching is vital to the delivery of sound education programs in independent schools and in private ECS centers. All Alberta teachers are expected to meet the Alberta *Teaching Quality Standard* throughout their career (see Appendix). Maintaining this Standard and high teaching standards appropriate to the school's mission are foremost for ensuring that students in these programs receive the best instruction possible.

One of the Association of Independent Schools and Colleges in Alberta's (AISCA's) roles in coordinating the Designated Signing Authority (DSA) program is to assist all the independent schools and private ECS centers in meeting certification requirements for their teachers so that they may optimize the instruction for the students they serve.

This handbook summarizes what services the AISCA-DSA program provides. It explains to independent school principals, private ECS operators, and teachers in these institutions, the responsibilities they have for ensuring they hold appropriate teaching authority. *It is mandatory that all teachers in accredited independent schools have their teaching authority duly recognized by the Teacher Development and Certification Branch prior to teaching in an Alberta classroom.*

Portability Issues

Teachers new to Alberta must first contact Alberta Education, Teacher Development and Certification Branch, to have a file opened in their name. Contact via the website www.education.gov.ab.ca or phone (780) 427-2045.

Any certificated teacher moving from one province to another, or from one country to another, has likely run into entanglements when trying to acquire appropriate recognition to teach in a new jurisdiction. This process may result in considerable paperwork and fees. At times, teachers may become frustrated or intimidated but the reality is that portability issues are inevitable between various jurisdictions.

Alberta Education's Teacher Development and Certification Branch is responsible for determining the match between a teacher's academic and professional credentials acquired elsewhere and Alberta's teacher certification requirements. We encourage teachers to send the required documents for evaluation and assessment in to Alberta Education as quickly as possible. The AISCA office would be pleased to assist in any way we can during this important aspect of acquiring appropriate teaching authority.

Teacher Mobility in Canada

Alberta Education's website provides the information below about teacher mobility in Canada.

Effective April 1st, 2009 and consistent with the terms of the *AIT*, teachers who hold valid Canadian certification will be able to pursue employment and obtain certification in Alberta without additional training and examination, with the exception of teachers who hold a certificate with a limited scope of practice. A teaching certificate with a limited scope of practice is one that restricts teaching practice to certain grade levels or specific subject areas.

AIT is only applicable to individuals who hold a current valid teaching certificate in another Canadian jurisdiction. It does not apply to anyone who holds a certificate which has been suspended, revoked or expired.

Two types of certificates will be issued in Alberta to teachers with Canadian certification:

1. Certificated teachers from Canadian jurisdictions whose scope of practice as denoted on the teaching certificate is the same as in Alberta (teach in grades Kindergarten to Grade 12) will be granted an *Interim Professional Certificate* with no additional requirements.
2. Certificated teachers from Canadian jurisdictions whose scope of practice as denoted on the current teaching certificate is different than Alberta's scope of practice will be issued a *Letter of Authority*. The *Letter of Authority* will include the same conditions on scope of practice (grade levels and subject areas) as established by the current certifying jurisdiction. (These individuals will be required to submit transcripts to have their credentials assessed for the issuance of the Letter of Authority.)

Application for certification is still required

All teachers with a valid Canadian teaching certificate applying for Alberta certification will be required to provide the following:

- ◆ completed application form
- ◆ application fee for processing, issue of certificate and registration in Alberta teacher registry.
- ◆ a statement of professional standing from all previous Canadian jurisdictions, indicating the certificate is current, valid and in good standing.
- ◆ photocopies of all certificates issued from other Canadian jurisdictions
- ◆ letters from previous Canadian employers verifying work experience and currency of practice
- ◆ copies of birth certificate and proof of name change, if applicable
- ◆ immigration document (work authorization, permanent residency, citizenship), if applicable
- ◆ current criminal record check, when requested
- ◆ evidence of English or French language proficiency, when requested
- ◆ official transcripts for all post-secondary studies, when requested.

Note: Upon review of your signed application, further documentation may be required

According to section 12(1) of the Certification of Teachers Regulation, Alberta Education retains the right to deny certification to individuals who do not meet the standard for fit and proper person, who are not proficient in English or French, or who have not practiced in the profession in the last ten years.

Portability Certificates

Individuals to whom Alberta Portability credentials may have previously been issued may be re-issued teaching authority. Please contact the Teacher Development and Certification Branch for details by calling 780.427.2045 or toll free at 310.0000 then 780.427.2045.

Who Issues the Certificates?

Teaching authority is recognized through the receipt of Alberta certification by qualified applicants. **The Registrar of the Teacher Development and Certification Branch of Alberta Education issues all certificates, not AISCA.**

AISCA Helps in Two Ways

1. Initial Professional Certification:

Initial Interim Certification is done through Alberta Education. The AISCA office helps all independent school authorities process the appropriate application forms for the **Extension and Re-Issuance of the Interim Professional Certificate as well as Temporary Letter of Authority and Letters of Authority**; ensuring that the teachers in their employ hold the appropriate certification status. A recommendation for a Letter of Authority by AISCA is not a guarantee that teaching authority is granted.

2. Recommending Teachers for Permanent Certification:

Designated Signing Authorities approved by the Registrar, evaluate teachers holding Alberta Interim Professional Certificates to determine their eligibility for permanent certification. These DSAs recommend the issuance or non-issuance of permanent professional certification to the Registrar. The DSA function is similar to that of public school superintendents in regards to recommendations for certification.

Note: Forms for Letter or Temporary Letter of Authority, Re-issuance, and Extension of Interim Certification are available in this handbook, on our website, or from our office. Application for initial Interim Certification is done through Alberta Education.

Value of the Certificates Held

In Alberta, teacher certification for independent school teachers represents the same authority to teach as held by teachers in the public school system. Alberta does not have a different or separate category of certificates for teachers serving in independent schools and private ECS centers.

INTERIM PROFESSIONAL CERTIFICATE

How to Acquire an Initial Certification

Alberta Education's website about teacher certification notes that individuals must provide to Alberta Education's Teacher Development and Certification Branch evidence of:

1. A minimum of sixteen years of schooling inclusive of: four years of university education and a recognized degree which includes or is supplemented with a structured, pre-service teacher preparation program from an institution acceptable to the Minister of Education. The program must include at minimum, 48 semester hour credits in professional teacher education coursework inclusive of a minimum of 10 weeks in supervised student teaching at the elementary or secondary level.

Effective April 1, 2008, in addition to the above requirements, all applicants who have completed their teacher preparation program outside Alberta must meet the following requirements within their overall postsecondary studies:

- a) Elementary teachers are required to present a minimum of 24 semester hour credits in academic coursework including:
 - ◆ 3 semester hour credits in Canadian Studies
 - ◆ 3 semester hour credits in Mathematics
 - ◆ 3 semester hour credits in Science
 - ◆ 6 semester hour credits in English/French Literature and Composition
 - b) Secondary teachers are required to present a minimum of 24 semester hour credits in a teachable subject area, and 6 semester hour credits in English/French Literature and composition;
2. Valid certification from the jurisdiction where the teacher completed their initial teacher preparation program and from where the teacher is currently teaching or last taught. Statement of Professional Standing:
 3. Currency of teaching experience. Individuals will be required to submit evidence of current teaching experience;
 4. Canadian citizenship or Canadian permanent residency;
 5. Being a fit and proper person, and;
 6. Proficiency in one of Canada's official languages (English or French).

Note:

1. Teacher preparation programs offered through self-directed study are not accepted for certification purposes. Pre-service teacher preparation programs completed by distance delivery may not be accepted in their entirety.
2. Degrees are subject to scrutiny on a course by course basis. Deductions may be made if the institution or coursework is not acceptable to the Minister of Education. Denominational or doctrinal courses, and audit courses are not recognized for certification purposes.
3. School based or employment based teacher training programs, for example, Graduate Teacher Programs (GTP) are not recognized for certification purposes.
4. Alberta Education does not pre-approve teacher preparation programs. Therefore, individuals must ensure that at minimum, the program chosen meets the above criteria.
5. An initial assessment of credentials is valid for five years.

Alberta Prepared Graduates

Graduates from one of Alberta's five teacher preparation institutions are issued Alberta Interim Professional Certificates from Alberta Education's Teacher Development and Certification Branch upon the recommendation of the Dean of the respective Faculty of Education. Alberta graduates also must submit the required application and **confidential disclosure forms** and fees to the Teacher Development and Certification Branch.

Teachers New to Alberta

Teachers prepared outside Alberta must apply to the Teacher Development and Certification Branch of Alberta Education to have their academic and professional credentials evaluated before they will be issued initial teaching authority. Alberta Education will provide new teachers with an application form and instructions as to what documents are required for this initial assessment of qualifications. Application forms are available at www.education.gov.ab.ca or by calling (780) 427-2045 in Edmonton and area. If you are in Alberta, you may telephone toll-free by dialing 310-0000, then (780) 427-2045. The fax number is: (780) 422-4199.

This information, along with the required evaluation fees, **must be sent to:**

Registrar
Teacher Development & Certification Branch
Alberta Education
44 Capital Boulevard
10044 - 108 Street
Edmonton, Alberta T5J 5E6

Note 1: **IMPORTANT: Please do not send transcripts, degrees, birth or marriage certificates, statements of professional standing etc. to the AISCA office. Only Alberta Education** conducts the formal evaluation that determines your standing toward professional certification in Alberta.

Note 2: Typically, applicants from outside North America should expect to have all the required documents on file with Teacher Development and Certification before being granted authority to teach. Graduates from institutions outside North American will have to submit copies of high school transcripts as well as official post-secondary transcripts.

Note 3: Teachers who previously held Alberta certification but whose teaching authority has expired must have their professional standing updated. This requires applying for a re-issuance and submitting a criminal record check authorization form and a statement of good standing from where you last taught.

Temporary Letter of Authority (TLA)

Circumstances for Issuing a Temporary Letter of Authority

Situation: A school employs a teacher **who appears to meet all the requirements for certification**, and is in good standing in the jurisdiction in which he/she was prepared and last taught (if not one and the same). The teacher may need to begin teaching as soon as possible but has not yet obtained an Alberta certificate granting him or her authority to teach. Perhaps the teacher's documentation in support of the application for a professional teaching certificate is delayed in processing between jurisdictions. Other situations could be that transcripts might have been delayed, his or her degree remains to be conferred, or original documents need to be notarized. In such circumstances, the AISCA-DSA Program Coordinator may recommend the issuance of a Temporary Letter of Authority from Alberta Education that will be valid for 3 months. An extension for two additional months also may be granted by the Registrar of the Teacher Development and Certification branch.

What to Do To Obtain a Temporary Letter of Authority

The school authority should do the following:

- ✓ Use the **Request for a Temporary Letter of Authority** form in the Appendix of this handbook, print the form from our website www.aisca.ab.ca, or request one from our office.
- ✓ Ensure that the teacher and the principal or proper authority complete the appropriate information on the Request for a Temporary Letter of Authority form.
- ✓ The AISCA-DSA Program Coordinator, after reviewing the request, will then forward the recommendation to the Registrar. There is no charge by AISCA for the service to obtain a TLA.

The school authority, however, **must**:

- ✓ Ensure that the teacher has completed and forwarded all of the forms required for application to Teacher Development and Certification Branch to have their professional credentials evaluated. Urge them to do so without delay. We will need the Certificate/File Number to process the TLA application. **Teacher Development and Certification Branch will not issue a TLA until a Confidential Disclosure and Criminal Record Check Authorization form is completed in full, signed and submitted.**

AISCA cannot forward the Request for a TLA until a file is opened at Teacher Development and Certification on that applicant. Official transcripts must be sent directly to the Registrar's Office from each institution attended. Once Teacher Development and Certification Branch has determined that the applicant's credentials are all in good order they will issue the teacher an Alberta Interim Professional Teaching Certificate.

Note: Certification of any kind may be denied to persons who have been convicted of indictable offences.

Letter of Authority (LA)

A Letter of Authority may be issued under specific circumstances when the services of a certificated teacher are not available. This is different than a Temporary Letter of Authority. Letters of Authority apply when a teacher needs to upgrade in order to meet Alberta certification requirements or does not hold permanent resident status. **Such letters are specific to a given school and are valid only for the current school year.** A Letter of Authority for following school years may be granted only upon receipt of evidence that the teacher has completed the required upgrading. Normally, the annual upgrading requirement is a minimum of 6 credits. **Teachers should receive and keep written approval from an Evaluator from Teacher Development and Certification, Alberta Education, (780) 427-2045, (toll free using 310-0000), Teacher.Certification@edc.gov.ab.ca for the selected upgrading courses before taking them.** Evidence of upgrading must be in the form of an official transcript sent directly from the institution of attendance to the Registrar's Office.

The following conditions apply:

- ✓ The individual must have completed a basic teacher preparation program leading to certification in the jurisdiction, be of good standing in that jurisdiction and in the jurisdiction where they last taught (if not one and the same).
- ✓ If permanent resident status has not yet been obtained, but all other certification requirements have been met, then the individual must present evidence of a work authorization valid for the entire school year.
- ✓ They are good for a limited time, normally to August 31st of the current school year.

What Do You Do?

- ✓ Use the form: **Request for a Letter of Authority** form in the Appendix of this handbook, print the form from our website www.aisca.ab.ca, or request one from our office. The school principal must sign the form. There is no cost for this service if it is the first request.

To issue a further Letter of Authority, the Teacher Development and Certification Branch requires evidence that the teacher has completed at least the minimum upgrading requirement noted on the Letter of Authority when issued. A fee applies as outlined in the schedule and listed on the form.

What will AISCA Do?

Upon receipt of the request form and, when applicable, the cheque for the Minister of Finance, we will ensure that the request is dealt with promptly at our office. We will forward the recommendation and the appropriate fee to the Registrar of the Teacher Development and Certification Branch.

Note: The school authority must indicate on the application for a Letter of Authority why it needs the services of a teacher who does not have full certification and that the school has attempted to recruit a certificated teacher.

Right to Hire Non-Certificated Teachers

Under the *School Act [RSA 2000]*, "the operator of an accredited private school may employ a competent individual to teach a language, culture or religion in the school under the supervision of a teacher who holds a certificate of qualification as a teacher issued under the Act." The supervising certificated teacher is responsible for assuring that lesson planning and delivery, assessment, and evaluation meet the teaching quality standard practices.

INTERIM PROFESSIONAL TEACHING CERTIFICATE: EXTENSION

Interim Professional Teaching Certificates are issued for a three-year term. There may be circumstances (e.g. part-time or substitute teaching or an interruption in the initial years of experience) that necessitate a request to extend an existing certificate. *It is the responsibility of the teacher and the school to request the extension to the current certificate for a further three years **before** the certificate expires on August 31.*

- ✓ Use the form: **Application for Extension of an Interim Professional Certificate** to apply before August 31. The form can be found in the Appendix of this handbook, on our website www.aisca.ab.ca, or you may request one from our office.
- ✓ Be sure to enclose the appropriate fee.

Note: If your interim certificate has expired, please see the form for Re-issuance of Interim Professional Certificate.

Teachers must be employed or hold an offer of employment for the school year in which the extended term of the certificate begins.

Upon receipt of the application and the cheque for the Minister of Finance, AISCA will ensure that the request and cheque are processed promptly through our office and forwarded to the Registrar of the Teacher Development and Certification Branch.

INTERIM PROFESSIONAL TEACHING CERTIFICATE: RE-ISSUANCE

Interim Professional Certificates that expire must be re-issued. The teacher may have quit teaching for some time, moved away and returned, or may have not met the two full school years eligibility requirement for a permanent certificate. *It is the responsibility of the school and the teacher to submit the request for a re-issuance. Applicants must also submit a Teacher Certification Confidential Disclosure and Criminal Record Check authorization form.* The form can be found in the Appendix of this handbook, on our website www.aisca.ab.ca, or you may request one from our office.

- ✓ Use the form: **Application for Re-issuance of an Interim Professional Certificate** to apply. The form can be found in the Appendix of this handbook, on our website www.aisca.ab.ca, or you may request one from our office.
- ✓ Be sure to enclose the appropriate fee.
- ✓ **Applicants must also submit a Teacher Certification Confidential Disclosure and Criminal Record Check authorization form.**

Teachers must be employed or hold an offer of employment to be eligible before being recommended for re-issuance.

PERMANENT PROFESSIONAL CERTIFICATE

Eligibility

When a teacher has taught in the Alberta school system, whether that be public, separate, or accredited independent schools for two full school years (normally four hundred operating days), then their Interim Professional Certificate may be made permanent. Private ECS Centre teachers must have taught two full years of approximately 950 hours each year to qualify. The teacher must have held valid authority issued by Alberta Education during this time, i.e. time taught while holding a Temporary Letter of Authority or an Interim Professional Certificate. **Time taught while holding a Letter of Authority or a Portability Certificate does not count.**

The AISCA-DSA Agreement with Alberta Education recognizes Designated Signing Authorities (DSAs) who serve as officers acceptable to the Minister of Education to evaluate all independent school and private ECS teachers. These DSAs will evaluate teachers according to the criteria stipulated in the Certification of Teachers Regulation A.R. 3/99* as amended by A.R. 213/2003, and determine if the teacher meets the appropriate criteria, which qualifies them for an Alberta Permanent Professional Certificate. Most teachers are evaluated by an AISCA-DSA during their second year of teaching to determine eligibility.

*A.R. 3/99 can be found on the web as an Adobe file at: <http://www.education.gov.ab.ca/educationguide/pol-plan/polregs/5certif.asp>.

Teaching Quality Standards Ministerial Order 016/97 can be found on the web as an Adobe file on the web at: <http://www.education.gov.ab.ca/educationguide/pol-plan/polregs/adobe/421.pdf>.

Limitations on Eligibility

Applicants for the Alberta Permanent Professional Certificate **must be Canadian citizens**. The recommendation form is valid for one year from the date of recommendation by the DSA. If citizenship is not received during that year, the teacher must repeat the permanent certification process. We recommend waiting until Canadian citizenship has been awarded before applying.

Who Applies For A Permanent Professional Certificate?

It is the responsibility of the school authority to ensure that their teachers, who will need the service of a DSA during the school year, properly complete a request form and mail it to AISCA. Use the appropriate form in the Appendix of this handbook for applying.

When to Apply

Teachers holding an Interim Professional Certificate are usually evaluated for Permanent Professional Certification *in the school year in which they will have completed two years of teaching experience*. Apply early enough in the school year to allow the process to be completed during that school year. Do not wait until the teacher has actually completed two full school years.

<p>Please apply before January 1 of the current school year. Applications received after April 2 may not be processed until the following school year.</p>

Documentation Required

Eligibility Period: The DSA will need to verify that an applicant will meet the required two full school years of teaching. It is the responsibility of the teacher and school to maintain records to establish that a teacher has completed two years' teaching experience in accordance with the conditions outlined in the Certification of Teachers Regulation. **Letters from former employers are adequate.**

PERMANENT PROFESSIONAL CERTIFICATE (continued)

Previous Evaluations: There must be at least one prior, formal, written evaluation of the teacher by a principal to be eligible for permanent certification. This evaluation is to be kept in the teacher's file at school. **In the event a first evaluation has not been completed, the teacher must inform AISCA at the time of application** so that the DSA can arrange for two evaluations of the teacher.

Maternity Leave: If you will be going on maternity leave before the end of the school year and need to be evaluated early, you **must** notify the AISCA office at the time of application.

Calculating Valid Teaching Time

Note 1: Part-time and substitute teachers must calculate the two-year equivalency based on the percentage of full-time specified in the contract, or on the basis of days or hours of classroom teaching. (5 hours per day for 200 days is equivalent to 1 full-time year.)

Note 2: Only teaching experience obtained **while holding a VALID Interim Professional Certificate** or a Temporary Letter of Authority may be counted towards the required two years, i.e. only days taught after the date of issue noted on the teacher's interim certificate count towards permanent certification.

What Does AISCA Do?

We will assign a DSA to conduct an evaluation of the teacher's teaching practice when we have received the request form and the cheque for the Minister of Finance. A letter acknowledging the application and outlining the next steps is sent to each applicant. Evaluations are usually done between January and late April.

What Will the DSA Do?

1. The DSA will contact the school and the teacher to make appropriate arrangements to carry out the evaluation and to discuss how the evaluation will be conducted.
2. The DSA will make at least one visit to observe the teacher's teaching practices. Subsequent visits are at the discretion of the DSA and may depend on the principal's compliance with the Teacher Growth, Supervision and Evaluation Policy. See the Teaching Quality Standards Ministerial Order 016/97.
3. The DSA must make a recommendation to issue or not issue a permanent professional teaching certificate. If the DSA's recommendation is to not issue a permanent certificate, he or she may recommend the extension of the interim certificate, if appropriate and necessary, to allow the teacher more time to qualify for the permanent certificate.
4. The DSA will give the teacher a copy of the recommendation.
5. The DSA will forward the recommendation to the AISCA office for submission to the Registrar.
6. **In the event of a negative recommendation**, the teacher may appeal under the Certification of Teachers Regulation upon receipt of the Alberta Education Registrar's notification of this decision. Grievance procedures are outlined at www.qp.gov.ab.ca/documents/Regs/1999_003.cfm

Conclusion

When the two-year eligibility period is complete, upon the recommendation of the DSA, the Teacher Development and Certification Branch will issue the Alberta Permanent Professional Certificate to the teacher. Remember that there are many certificates being processed at any given time and it may take some time before teachers receive their certificates in the mail. Most certificates are issued the end of August.

APPENDIX

1. Fee Schedules for Alberta Education
2. Canadian Addresses for Statements of Professional Standing
3. Request for Temporary Letter of Authority
4. Request for Letter of Authority
5. Request for the Extension of an Interim Professional Teaching Certificate
6. Request for the Re-issuance of an Interim Professional Teaching Certificate
7. Teacher Certification Confidential Disclosure and Criminal Record Check Authorization
8. Request for Permanent Professional Certification

Please photocopy these forms and use them as needed to request the services of a Designated Signing Authority for whichever certification situation applies. Additional copies of the request forms are available at AISCA's web site (www.aisca.ab.ca) or from the AISCA office.

IMPORTANT: To ensure prompt processing, be sure to include applicable fees to The Minister of Finance.

FEE SCHEDULE

ALBERTA EDUCATION
Teacher Development and Certification Branch
Fee Schedule 2009-2010

Initial Interim Certification:

Alberta Graduates	\$200
Out-of-Province in North America	\$225
Outside of North America	\$250
Extension of Interim Certificate	\$25 * submit with AISCA-DSA forms
Re-Issuance of Interim Certificate	\$25 * submit with AISCA-DSA forms
Issuance of Permanent Certificate	\$50 * submit with AISCA-DSA forms
Re-issue of Letter of Authority	\$25 * submit with AISCA-DSA forms

* These fees are payable to "The Minister of Finance" and must accompany requests for services, together with the forms for AISCA-DSA Services.

STATEMENTS OF PROFESSIONAL STANDING

British Columbia

College of Teachers
400, 2025 W. Broadway
Vancouver BC V6J 1Z6
Telephone: (604) 731-8170
Fax: (604) 731-9142
Website: <http://bcct.ca>

Saskatchewan

Director of Teacher Services
Department of Education
4635 Wascana Parkway
Regina, SK S4P 3V7
Telephone: (306) 787-6085
Fax: (306) 787-1003
Website: www.sasked.gov.sk.ca

Manitoba

Professional Certification Unit
PO Box 700, 402 Main Street
Russell, MB R0J 1W0
Telephone: (204) 773-2998
Fax: (204) 773-2411
Website: www.edu.gov.mb.ca/ks4/profcert

Ontario

Ontario College of Teachers
121 Bloor St. East, 6th Floor
Toronto, ON M4W 3M5
Telephone: (416) 961-8800
Fax: (416) 961-8822
Website: www.oct.ca

Quebec

Direction de la Formation et de la
Titularisation du Personnel Scolaire
1035 rue De la Chevrotière, 28 étage
Quebec, PC G1R 5A5
Telephone: (418) 646-6581
Fax: (418) 643-2149
Website: www.meq.gouv.qc.ca

Nova Scotia

Registrar, Department of Education
Trade Mart, Scotia Square
PO Box 578
402, 2021 Brunswick Street
Halifax, NS B3J 2S9
Telephone: (902) 424-5168

Newfoundland

Registrar of Teacher Certification
Department of Education
PO Box 8700
St. John's, NF A1B 4J6
Telephone: (709) 729-5097
Fax: (709) 729-5826
Website: www.gov.nf.ca/edu

Prince Edward Island

Registrar, Department of Education
PO Box 2000, 16 Fitzroy Street
Charlottetown, PE C1A 7N8
Telephone: (902) 368-4650
Fax: (902) 368-4663
Website: www.gov.pe.ca/educ

New Brunswick

Department of Education
PO Box 6000, Place 2000
Fredericton, NB E3B 5H1
Telephone: (506) 453-3678
Fax: (506) 453-3325
Website: www.gnb.ca/education

Northwest Territory

Registrar, Teacher Certification
Department of Education, Culture and
Employment
PO Box 1320
Yellowknife, NT X1A 2L9
Telephone: (867) 873-7392
Fax: (867) 873-0338
Website: www.ece.gov.nt.ca

Yukon Territory

Teacher Certification
Department of Education
PO Box 2703
Whitehorse, YT Y1A 2C6
Telephone: (867) 667-5141
Fax: (867) 393-6254
Website: www.gov.yk.ca

Nunavut Territory

Registrar, Nunavut Educators' Certification Service
Department of Education
PO Box 390

Avriat, NU X0C 0E0
Telephone: (867) 857-3081

Fax: (867) 857-3090
Website: www.gov.nu.ca/education/eng