



AISCA

Association of Independent Schools and Colleges in Alberta

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Teacher Certification Handbook 2011-2012



For Independent Schools and Private ECS Operators

Teacher Certification Handbook
2011 – 2012
Independent Schools and Private ECS Operators

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Introduction

Ensuring Appropriate Teaching Authority

Independent 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 in the province of Alberta. The Registrar of the Professional Standards 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 programs. All Alberta teachers are required to meet the Alberta Teaching Quality Standard throughout their career. 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 function of the Association of Independent Schools and Colleges in Alberta (AISCA) is coordinating the Designated Signing Authority (DSA) program to assist all the independent schools and private ECS operators in meeting certification requirements for teachers in their employ 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. Included in this handbook are the forms and checklists that must be used to obtain one's teaching authority but they are also available on the AISCA website for easy download and use.

It is mandatory that all teachers in accredited independent schools have their teaching authority duly recognized by the Professional Standards Branch prior to teaching in an Alberta classroom.

Portability Issues

Any certificated teacher moving from another province or country likely has run into challenges when trying to acquire appropriate recognition to teach in Alberta. 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.

The Professional Standards Branch of Alberta Education is responsible for determining the match between a teacher's academic and professional credentials acquired elsewhere, and teacher certification requirements for Alberta. AISCA encourages teachers to send the required documents for evaluation and assessment to Alberta Education as quickly as possible. The AISCA office will be pleased to assist teachers during this important step of acquiring appropriate teaching authority.

Teachers new to Alberta must first contact Alberta Education, Professional Standards Branch, to have a file opened in their name. Contact the website www.education.gov.ab.ca or phone 780-427-2045 (use the toll free number by dialing 310-0000 first).

Consistent with the terms of the Agreement on Internal Trade (AIT), effective April 1st, 2009, teachers who hold valid certification from another province in Canada 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 applicable only to individuals who hold a current valid teaching certificate in another Canadian jurisdiction. It does not apply to anyone who holds a certificate from another country or one 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 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.

All teachers with a valid teaching certificate from another province in Canada applying for Alberta certification will be required to provide the following;

- ✓ completed application form,
- ✓ application fee for processing,
- ✓ statement of professional standing from all Canadian jurisdictions in which the applicant has taught, indicating that 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, as applicable,
- ✓ immigration documentation (work authorization, permanent residency, citizenship), as 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.

Upon review of the 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 a fit and proper person, who are not proficient in English or French, or who have not practiced in the profession during the last ten years.

Portability Certificates

Individuals to whom Alberta Portability credentials may previously have been issued may be re-issued teaching authority. Please contact the Professional Standards Branch for details by calling 780-427-2045 or toll free at 310-0000 then 780-427-2045.

Currency of Teaching Experience

Alberta Education ensures that applicants for Alberta certification meet currency qualifications prior to entering the classroom. Applicants for an Interim Professional Certificate must provide evidence of acceptable teaching experience, or equivalencies that include the responsibility for planning, delivery and evaluation of an instructional program in which the curriculum reflects the educational system of Alberta.

Applicants must have engaged in teaching within the past ten years, which includes a minimum of either:

- ✓ 75 days of teaching experience in one academic year, or;
- ✓ 100 days of teaching experience over two consecutive academic years.

A written verification from employers or provincial/state Department of Education of teaching experience completed within the last ten years is required. The written verification must contain specific details

regarding one's employment as a teacher including the duration of employment (the number of days), and grade levels taught. The information must be written on official school authority letterhead, and be dated and signed by the appropriate authority.

If you have completed an acceptable teacher preparation program within the past 10 years you meet the teacher currency requirement.

To upgrade their credentials for currency, a teacher will be required to undertake coursework (nine credits if Alberta prepared, or 12 credits if prepared elsewhere) and nine weeks of supervised student teaching.

Teachers with a Permanent Professional Certificate applying for employment also will need to be current, i.e. have teaching experience within the past 10 years while holding a valid teaching certificate.

School authorities will be asked to review resumes for currency and, as needed, request individuals to complete upgrading or gain experience through substitute teaching totaling:

- ✓ 75 days of teaching experience in one academic year, or;
- ✓ 100 days of teaching experience over two consecutive academic years.

Temporary Letter of Authority

Circumstances for Issuing a Temporary Letter of Authority

Sometimes a school employs a teacher who appears to meet all the requirements for certification, and who 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 intend to begin teaching as soon as possible but has not yet obtained an Alberta certificate granting authority to teach. Perhaps the teacher's documentation in support of the application for a professional teaching certificate is delayed in processing between jurisdictions. In other situations, transcripts might have been delayed, a teacher's 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 Professional Standards Branch.

To apply for a TLA, the school authority should use the appropriate form and checklist which can be found on page 12 and 13 of this handbook. You can also visit AISCA's website: www.aisca.ab.ca to download the form and checklist or request them from AISCA's office. After reviewing the request, the AISCA-DSA Program Coordinator will forward the recommendation to the Registrar. There is no charge 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 Professional Standards Branch to have their professional credentials evaluated. The AISCA office will need the Certificate/File Number assigned by the Professional Standards Branch to process the TLA application. Professional Standards 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 Professional Standards Branch for that applicant. Official transcripts must be sent directly to the Registrar's Office from each institution attended. Once Professional Standards Branch has determined that the applicant's credentials are all in good order they will issue the teacher an Alberta Interim Professional Certificate.

Letter of Authority

A Letter of Authority may be issued under specific circumstances if a certificated teacher cannot be hired or when the services of a certificated teacher are not available and is used when a teacher needs to upgrade in order to meet Alberta certification requirements. Such letters are specific to a given school and are valid only for the current school year. A Letter of Authority for subsequent 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 Professional Standards Branch, 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 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 in which he/she 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;
- ✓ Letters of Authority are valid for a limited time, normally to August 31st of the current school year.

To apply for a Letter of Authority, use the appropriate form and checklist which can be found on page 14 and 15 of this handbook. You can also visit AISCA's website: www.aisca.ab.ca to download the form and checklist or request them from AISCA's office. The school principal must sign the form. There is no cost for this service if it is the first request. A fee applies for subsequent requests and is payable to the Ministry of Finance, not AISCA.

To issue a further Letter of Authority, the Professional Standards Branch requires evidence that the teacher has completed at least the minimum upgrading requirement noted on the Letter of Authority when issued. A fee payable to the Minister of Finance 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 forward the recommendation and the appropriate fee to the Registrar of the Professional Standards Branch.

The school authority must indicate on the application for a Letter of Authority why it requires 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 Certificate

Requirements

The Alberta Education website about teacher certification notes that individuals must provide to the Professional Standards 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.

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 post-secondary 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 currently is teaching or taught last. A Statement of Professional Standing also is required;

3. Statement of currency of teaching experience;

4. Canadian citizenship, Canadian permanent residency or a legal Canadian work permit;

5. Evidence of being a fit and proper person, and;

6. Proficiency in one of Canada's official languages (English or French).

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.

Degrees are subject to scrutiny on a course-by-course basis. Deductions in course credits 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.

School-based or employment-based teacher training programs, for example Graduate Teacher Programs (GTP) are not recognized for certification purposes.

Alberta Graduates

Graduates from one of Alberta's teacher preparation institutions are issued Alberta Interim Professional Certificates from the Professional Standards Branch of Alberta Education 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 Professional Standards Branch.

Teachers New to Alberta

Teachers educated outside Alberta must apply to the Professional Standards Branch of Alberta Education to have their academic and professional credentials evaluated before initial teaching authority will be issued.

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 <http://education.alberta.ca/teachers/certification.aspx> 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
Professional Standards Branch
Alberta Education
44 Capital Boulevard
10044 -108 Street
Edmonton, Alberta T5J 5E6

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 standing toward professional certification in Alberta.

Typically, applicants from outside North America should expect to have all the required documents on file with Professional Standards Branch 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.

Teachers who previously have held Alberta certification, but whose teaching authority has expired, must have their professional standing updated. This requires applying for a re-issuance of their Interim Professional Certificate and submission of a criminal record check authorization form and a statement of good standing from the last teaching position.

Interim Professional Certificate: Extension

Interim Professional 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.

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

To apply for an extension, use the appropriate form and checklist which can be found on page 16 and 17 of this handbook. You can also visit AISCA's website: www.aisca.ab.ca to download the form and checklist or request them from AISCA's office. Enclose the appropriate fee payable to the Ministry of Finance, not AISCA. Upon receipt of the application and the cheque for the Minister of Finance, AISCA will forward the application and cheque to the Registrar of the Professional Standards Branch.

Interim Professional 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 year eligibility requirement for a permanent certificate. It is the responsibility of the school and the teacher to submit the request for a re-issuance.

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

To apply for a re-issuance, use the appropriate form and checklist which can be found on page 18 and 19 of this handbook. You can also visit AISCA's website: www.aisca.ab.ca to download the form and checklist or request them from AISCA's office. Enclose the appropriate fee payable to the Ministry of Finance, not AISCA.

Applicants also must submit a Teacher Certification Confidential Disclosure and Criminal Record Check authorization form along with their application. This form can be found on pages 20 and 21 of this handbook, on AISCA's website www.aisca.ab.ca or you may request one from our office.

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 operator 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. 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 is not valid.

The AISCA-DSA Agreement with Alberta Education recognizes DSAs who serve as officers acceptable to the Minister of Education to evaluate all independent school and private ECS teachers for the purpose of certification. 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 him/her for an Alberta Permanent Professional Certificate. Most teachers are evaluated by an AISCA-DSA during their second year of full time teaching to determine eligibility.

A.R. 3/99 can be found on the web at: http://www.qp.alberta.ca/documents/Regs/1999_003.pdf

Teaching Quality Standards Ministerial Order 016/97 can be found at:
<http://education.alberta.ca/department/policy/standards/teachqual.aspx>

Limitations on Eligibility

Applicants for the Alberta Permanent Professional Certificate must provide a copy of their Canadian Birth Certificate issued by government or official evidence of their right to work in Canada. The recommendation form is valid for one year from the date of recommendation by the DSA.

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. To apply for a Permanent Professional Certificate, use the appropriate form and checklist which can be found on page 22 and 23 of this handbook. You can also visit AISCA's website: www.aisca.ab.ca to download the form and checklist or request them from AISCA's office. Enclose the appropriate fee payable to the Ministry of Finance, not AISCA.

When to Apply

Teachers holding an Interim Professional Certificate usually are evaluated for Permanent Professional Certification in the school year in which they will have completed two years of teaching experience. Please apply before January 1 of the current school year. Applications received after April 1 might not be processed until the following school year. Do not wait until the teacher has actually completed two full school years.

Documentation Required

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.

Calculating Valid Teaching Time

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. Five hours per day for 200 days is equivalent to 1 full-time year.

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

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 a teacher will be going on maternity leave before the end of the school year and needs to be evaluated early, the teacher must notify the AISCA office at the time of application.

What Does AISCA Do?

AISCA will assign a DSA to conduct an evaluation of the teacher's teaching practice when the request form and the cheque for the Minister of Finance are received at the office. 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?

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.

The DSA will make at least one visit to observe the teacher's teaching practices. Subsequent visits are at the discretion of the DSA.

The DSA must make a recommendation to issue or not issue a Permanent Professional Certificate. If the DSA's recommendation is to not issue a Permanent Professional Certificate, he or she may recommend the extension of the Interim Professional Certificate, if appropriate and necessary, to allow the teacher more time to qualify for the Permanent Professional Certificate.

The DSA will give the teacher a copy of the recommendation, and will forward the recommendation to the AISCA office for submission to the Registrar.

In the event of a recommendation not to issue the Permanent Professional Certificate, 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:
http://www.qp.gov.ab.ca/documents/Regs/1999_003.cfm

When the two-year teaching requirement has been met, and upon the recommendation of the DSA, the Professional Standards Branch will issue the Alberta Permanent Professional Certificate to the teacher. Many certificates are being processed at any given time and it may take some time before teachers receive certificates in the mail. Most certificates are issued at the end of August.

Fee Schedule for Alberta Education

ALBERTA EDUCATION
Professional Standards Branch
Fee Schedule 2011-2012

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.

Addresses to Obtain Statements of Canadian Professional Standing

Alberta

Professional Standards Branch
44 Capital Blvd.
10044 – 108 St.
Edmonton, AB T5J 5E6
Telephone: (780) 427-2045
Fax: (780) 422-4199
www.gov.ab.ca

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>

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

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

Newfoundland

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

North West Territories

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

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
Fax: (902) 424-0511
Website: www.ednet.ns.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

Ontario

Ontario College of Teachers
101 Bloor Street West
Toronto ON M5S 0A1
Telephone: (888) 534-2222
Fax: (416) 961-8822
Website: www.oct.ca

Prince Edward Island

The Registrar, Department of Education
and Early Childhood Development
Certification and Standards Section
Holman Building, Suite 101
205 Water Street
Summerside, PE C1N 1B6
Telephone: (902) 438-4130
Fax: (902) 438-4062
Website: www.gov.pe.ca/eecd

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

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

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

PROFESSIONAL STANDARDS BRANCH
REQUEST FOR TEMPORARY LETTER OF AUTHORITY

(Authorized by the Minister pursuant to the *School Act* RSA 2002 Chapter S-3, 92(1), 93 and 276
and the *Certification of Teachers Regulation* AR 3/99, as amended by AR 213/2003)

A Temporary Letter of Authority (TLA) to teach may be considered only for applicants who present, at a minimum, evidence of: (a) holding certification in the jurisdiction where initial teacher preparation was completed; and (b) good standing in the last jurisdiction of employment*. In addition, these applicants must be deemed likely to qualify in all other respects for the Alberta Interim Professional Certificate. Temporary Letters of Authority are issued for a three-month period to allow sufficient time to complete the application process.

* The jurisdiction of original certification may be the same as the last jurisdiction of employment as a teacher.

PLEASE PRINT

1. APPLICANT'S PERSONAL INFORMATION:			
Current Full Legal Name: _____			FILE/CERTIFICATE NO.
Title _____	Surname _____	First/middle names - in full _____	(from Alberta Education)
Mailing Address _____	City/Prov/Country _____	Postal Code _____	Date of Birth (yy/mm/dd) _____
Home Phone _____	Work Phone _____	E-mail _____	
List all other (previous) legal names: _____			
Provide acceptable evidence of name change(s): (a) a sworn declaration before a commissioner of oaths or notary public outlining all names used for legal purposes; or (b) the original* document(s) sent by registered mail. Do not send original birth or marriage certificates to AISCA. Send to Alberta Education, Professional Standards Branch. Original documents will be returned by registered mail. You may choose to submit an unaltered copy of your original document(s) accompanied by a <i>Statutory Declaration</i> form(s) obtained from Alberta Education, Professional Standards Branch , web site: http://education.alberta.ca/ or by calling 780-427-2045 or toll free by dialing 310-0000.			
Immigration Status: (check one)			
<input type="checkbox"/> Canadian citizen by birth		<input type="checkbox"/> Permanent resident	
<input type="checkbox"/> Canadian citizen by naturalization		<input type="checkbox"/> Other: _____	
Location of initial teacher preparation program: _____			
2. RECRUITMENT REQUEST: (to be completed by School Principal)			
Type of teaching position: _____ (e.g. Full-time, Half-time, Substitute, Language Instruction, ECS, Private School, Vocational Ed. or CTS, Special Ed., other)			
Period of Employment From: _____		To: _____	
(yy/mm/dd)		(yy/mm/dd)	
3. RECOMMENDATION: (to be completed by School Principal)			
Principal: (print name) _____		Signature: _____	
as recommending officer for (school name) _____ :			
			Yes/No
■ I verify that the above candidate has submitted to Professional Standards Branch of Alberta Education, a formal application for teacher certification. (If no, please instruct the candidate to contact the Professional Standards Branch immediately.)			_____
■ I am satisfied that the above individual may be entrusted with teaching duties and has not been convicted of a criminal offence in Canada or an equivalent offence elsewhere.			_____
■ It is my understanding that the above individual holds or held a valid teaching certificate in another jurisdiction.			_____
■ I also believe that this individual is in good standing in the jurisdiction where he/she last taught.			_____
4. RECOMMENDATION APPROVED: (to be completed by AISCA)			
Name of Recommending Officer: <u> Ary De Moor </u>		Title: <u> AISCA-DSA Officer </u>	
Signature of Officer: _____		Date: _____	
NO TEACHING AUTHORITY WILL BE CONSIDERED UNTIL THE MINIMUM CRITERIA NOTED ABOVE ARE MET.			
There is no fee for processing this form.			

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the *Certification of Teachers Regulation* and section 33 of the *Freedom of Information and Protection of Privacy Act* (FOIP Act). This information will be used for the purpose of processing your application to determine your eligibility for a temporary letter of authority. The personal information will be treated in accordance with the *FOIP Act*. Questions regarding the collection may be directed to the Director, **Professional Standards Branch, Alberta Education**, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, Alberta, T5J 5E6. Telephone 780-427-2045 or toll free by dialing 310-0000.

Teacher's Checklist
Application for Temporary Letter of Authority

Check list:

Complete section 1 of the form.

If necessary send acceptable evidence of name change or Immigration/Citizenship status **directly to:**

Professional Standards Branch
Alberta Education
44 Capital Boulevard
10044 – 108 Street
Edmonton, AB, T5J 5E6

Have the school principal complete parts 2 and 3.

Mail the completed form **to AISCA:**

AISCA-DSA Program
201, 11830 - 111 Avenue
Edmonton, AB, T5G 0E1

Sent to AISCA on: _____

Received response from Alberta Education on: _____

Keep this sheet with a copy of the form for your records

**Teacher's Checklist
Application for Letter of Authority**

Check list:

Complete section 1 of the form.

If necessary send acceptable evidence of name change or Immigration/Citizenship status **directly to:**

Professional Standards Branch
Alberta Education
44 Capital Boulevard
10044 – 108 Street
Edmonton, AB, T5J 5E6

Have the school principal complete parts 2 and 3.

For first time application there is no charge. If this is ***not*** the first time applying for a LA, write a cheque payable to **Minister of Finance** in the amount of \$25.00.

Mail the completed forms **and** the Minister of Finance cheque (if applicable) **to AISCA:**

AISCA-DSA Program
201, 11830 - 111 Avenue
Edmonton, AB, T5G 0E1

Sent to AISCA on: _____

Received response from Alberta Education on: _____

Keep this sheet with a copy of the form for your records

PROFESSIONAL STANDARDS BRANCH
APPLICATION FOR EXTENSION OF INTERIM PROFESSIONAL CERTIFICATE

(Authorized by the Minister pursuant to the *School Act*, R.S.A. 2002, Chapter S-3, 92(1), 93 and 276,
 and the *Certification of Teachers Regulation Act AR 3/99* as amended by AR 213/2003)

APPLICANT: If you hold an Alberta Interim Professional Certificate which will expire August 31 of the current school year, and wish to apply for an extension, **you must complete this application form in full.** Please return it to the recommending officer at the AISCA-DSA Program (address noted below) **before the end of the current school year**, along with the required fee. The recommending officer will then forward the form and the required fee to the Alberta Education's Professional Standards Branch.

Please Print

1. APPLICANT'S PERSONAL INFORMATION:

Current Full Legal Name: _____ **FILE/CERTIFICATE NO.** _____

Title _____ Surname _____ First/middle names - **in full** _____ (from Alberta Education)

Mailing Address _____ City/Prov/Country _____ Postal Code _____ Date of Birth (yy/mm/dd) _____

Home Phone _____ Work Phone _____ E-mail _____

List all other (previous) legal names: _____

Provide acceptable evidence of name change(s): (a) a sworn declaration before a commissioner of oaths or notary public outlining all names used for legal purposes; or (b) the original* document(s) sent by registered mail. **Do not send original birth or marriage certificates to AISCA.** Send to Alberta Education, Professional Standards Branch. Original documents will be returned by registered mail. (See **NOTE** below.)

Immigration/Citizenship Status:

If your immigration status has changed since last certification with Alberta Education, please provide proof in the form of the original document either in person at Alberta Education, Teacher Certification & Development or by registered mail direct to their office. (Also see **NOTE** below)

NOTE: For both evidence of legal name change and of immigration/citizenship status you may choose to submit an unaltered copy of your original document(s) accompanied by a *Statutory Declaration* form(s) obtained from **Alberta Education, Professional Standards Branch**, web site: <http://education.alberta.ca/> or by calling 780-427-2045 or toll free by dialing 310-0000.

2. While holding your current Interim Professional Certificate, did you teach outside of Alberta? ___ No ___ Yes

If **Yes**, please indicate each province, state or country: _____

Dates of employment _____
Dates of employment _____

If **Yes**, arrange to have a current Statement of Professional Standing sent **directly** to Alberta Education, Professional Standards Branch (see address on Applicant's checklist page) from the provincial, state, or national Department or Ministry of Education or College of Teachers responsible for certification.

3. Where are you contracted to teach next school year? _____

4. Self-Declaration:

I declare that I have read and understood the descriptors of knowledge, skills and attributes (KSAs) related to Interim Certification as outlined in the *Teaching Quality Standard Ministerial Order 016/97* and I hereby attest to possessing such KSAs and to my ability to apply them appropriately toward student learning. I also commit to teaching practice and ongoing professional growth in keeping with the Teaching Quality Standard and descriptors of quality teaching under *Ministerial Order 016/97*.

I declare that the particulars that have been furnished on this form are true and complete in all respects and that no relevant information has been withheld. I declare that all documentation that may be submitted by me has not been changed or altered in any way. I understand that a false declaration or willful omission, or submission of altered, tampered or forged documentation may result in the non-issuance, suspension or cancellation of my teaching certificate under the *Certification of Teachers Regulation*.

Applicant's Signature _____ Date of Application _____

5. Alberta School Jurisdiction/Authority Recommendation: (to be completed by AISCA & not the school principal)

The above-named applicant, _____, will be employed for the _____ school year
 by _____ (school name).

I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by *Ministerial Order 016/97*, and recommend the extension of such certificate.

Name of Recommending Officer: Ary De Moor Title: AISCA-DSA Officer Fee attached: _____ (initial)

Signature of Officer: _____ Date: _____

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the *Certification of Teachers Regulation*, and section 33 of the *Freedom of Information and Protection of Privacy Act* (FOIP Act). This information will be used for the purpose of processing your application to determine your eligibility for extension of your interim professional certificate. The personal information will be treated in accordance with the FOIP Act. Questions regarding the collection may be directed to the Director, Professional Standards Branch, Alberta Education, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB, T5J 5E6. Telephone: (780) 427-2045; toll free by dialing 310-0000.

**Applicant's Checklist
Extension to Interim Professional Certificate**

Check list:

Complete sections 1 to 4 of the form (#5 is completed by AISCA).

If necessary send acceptable evidence of name change or Immigration/Citizenship status **directly to:**

Professional Standards Branch
Alberta Education
44 Capital Boulevard
10044 – 108 Street
Edmonton, AB, T5J 5E6

Write a cheque payable to **Minister of Finance** in the amount of \$25.00.

Mail the completed form **and** the Minister of Finance cheque to **AISCA:**

AISCA-DSA Program
201, 11830 - 111 Avenue
Edmonton, AB, T5G 0E1

Sent to AISCA on: _____

Received response from Alberta Education on: _____

Keep this sheet with a copy of the form for your records

PROFESSIONAL STANDARDS BRANCH
APPLICATION FOR RE-ISSUANCE OF INTERIM PROFESSIONAL CERTIFICATE

(Authorized by the Minister pursuant to the *School Act*, RSA 2002 Chapter S-3, 92(1), 93 and 276,
 and the *Certification of Teachers Regulation Act AR 3/99* as amended by AR 213/2003)

Applicant: If you hold an expired Alberta Interim Professional Certificate, and wish to have it re-issued, **you must complete this form in full**, and send it to the recommending officer at the AISCA-DSA Program (address noted below), along with the required fee and criminal record check form. The AISCA-DSA recommending officer will then forward the forms and the required fee to Alberta Education's Professional Standards Branch.

PLEASE PRINT

1. APPLICANT'S PERSONAL INFORMATION:

Current Full Legal Name: _____

FILE/CERTIFICATE NO.

Title _____ Surname _____ First/middle names - **in full** _____ (from Alberta Education)

Mailing Address _____ City/Prov/Country _____ Postal Code _____ Date of Birth (yy/mm/dd) _____

Home Phone _____ Work Phone _____ E-mail _____

List all other (previous) legal names: _____

Provide acceptable evidence of name change(s): (a) a sworn declaration before a commissioner of oaths or notary public outlining all names used for legal purposes; or (b) the original* document(s) sent by registered mail. **Do not send original birth or marriage certificates to AISCA.** Send to Alberta Education, Professional Standards Branch. Original documents will be returned by registered mail. (See **NOTE** below.)

Immigration/Citizenship Status:

If your immigration status has changed since last certification with Alberta Education, please provide proof in the form of the original document either in person at Alberta Education, Teacher Certification & Development or by registered mail direct to their office. (Also see **NOTE** below)

NOTE: For both evidence of legal name change and of immigration/citizenship status you may choose to submit an unaltered copy of your original document(s) accompanied by a *Statutory Declaration* form(s) obtained from **Alberta Education, Professional Standards Branch**, web site: <http://education.alberta.ca/> or by calling 780-427-2045 or toll free by dialing 310-0000.

2. While holding your current Interim Professional Certificate, did you teach outside of Alberta? ___ No ___ Yes

If **Yes**, please indicate each province, state or country: _____
Dates of employment _____
Dates of employment _____

If **Yes**, arrange to have a current Statement of Professional Standing sent **directly** to Alberta Education, Professional Standards Branch (see address on Applicant's checklist page) from the provincial, state, or national Department or Ministry of Education or College of Teachers responsible for certification.

3. Where are you contracted to teach next school year? _____

4. Confidential Disclosure:

This form must be accompanied by a completed Teacher Certification Confidential Disclosure and Criminal Record Check Authorization form.

Have you ever been denied or had suspended or cancelled any certificate, permit, or authority to teach in Canada _____ NO YES
 or in another country?

Have you ever been convicted or given an absolute or conditional discharge or been pardoned of a criminal offence _____ NO YES
 in Canada or in another country?

If you have answered yes to either of the above you may be required to provide the Registrar with an official criminal record search document by fingerprint comparison at your own cost.

Self-Declaration: I declare that I have read and understood the descriptors of knowledge, skills and attributes (KSA) related to Interim Certification as outlined in the Teaching Quality Standard Ministerial Order 016/97 and I hereby attest to possessing such KSA and to my ability to apply them appropriately toward student learning. I also commit to teaching practice and ongoing professional growth in keeping with the Teaching Quality Standard and descriptors of quality teaching under Ministerial Order 016/97.

I declare that the particulars that have been furnished on this form are true and complete in all respects and that no relevant information has been withheld. I declare that all documentation that may be submitted by me has not been changed or altered in any way. I understand that a false declaration or willful omission, or submission of altered, tampered or forged documentation may result in the non-issuance, suspension or cancellation of my teaching certificate under the Certification of Teachers Regulation.

Applicant's Signature _____ Date of Application _____

5. Alberta School Jurisdiction/Authority Recommendation: (to be completed by AISCA)

The above-named applicant, _____, will be employed for the _____ school year

by _____ (school name).

I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by *Ministerial Order 016/97*, and recommend the extension of such certificate.

Name of Recommending Officer: Ary De Moor Title: AISCA-DSA Officer Fee attached: _____ (initial)

Signature of Officer: _____ Date: _____

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the *Certification of Teachers Regulation*, and section 33 of the *Freedom of Information and Protection of Privacy Act* (FOIP Act). This information will be used for the purpose of processing your application to determine your eligibility for re-issuance of Alberta Teacher certification. The personal information will be treated in accordance with the FOIP Act. Questions regarding the collection may be directed to the Director, Professional Standards Branch, Alberta Education, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB, T5J 5E6. Telephone: (780) 427-2045; toll free by dialing 310-0000.

**Teacher's Checklist
Re-Issuance of Interim Professional Certificate**

Check list:

Complete sections 1 to 4 of the form (#5 is completed by AISCA).

If necessary send acceptable evidence of name change or Immigration/Citizenship status **directly to:**

Professional Standards Branch
Alberta Education
44 Capital Boulevard
10044 – 108 Street
Edmonton, AB, T5J 5E6

Complete a *Teacher Certification Confidential Disclosure and Criminal Record Check Authorization* form.

Write a cheque payable to **Minister of Finance** in the amount of \$25.00.

Mail the completed forms **and** the Minister of Finance cheque **to AISCA:**

AISCA-DSA Program
201, 11830 - 111 Avenue
Edmonton, AB, T5G 0E1

Sent to AISCA on: _____

Received response from Alberta Education on: _____

Keep this sheet with a copy of the form for your records

TEACHER CERTIFICATION CONFIDENTIAL DISCLOSURE AND CRIMINAL RECORD CHECK AUTHORIZATION

All questions must be answered fully and precisely. A false declaration or omission may be grounds for the denial, suspension or cancellation of a teaching certificate. Despite your response to any of the questions below, on a random basis, you may be required to provide a criminal record check to the Registrar.

A. NAME/IDENTIFICATION:

File/Certification #:

Surname Given Names in Full (from Alberta Education)

All Other Previous Names Used Date of Birth (YY-MM-DD)

Address City/Town Province Postal Code

Telephone (Home) Telephone (Business)

B. SELF-DISCLOSURE

1. Have you ever been denied, or had suspended or cancelled any certificate, permit or license to teach, whether in Canada or in another country?

NO YES

If yes, Place: _____

Date: _____

Details: _____

2. Is your certification to teach currently under investigation in another jurisdiction?

NO YES

If yes, Place: _____

Date: _____

Details: _____

3. Have you ever voluntarily or involuntarily surrendered your credential, certificate, permit or license to teach in another jurisdiction?

NO YES

If yes, Place: _____

Date: _____

Details: _____

4. Are you currently charged with any offence under any statute, whether in Canada or in another country?

NO YES

If yes, Offence: _____

Place: _____

Date: _____

Details: _____

5. Have you ever been convicted or been pardoned under the Criminal Records Act of a criminal offence under any statute* whether in Canada or in another country? (*In Canada, any statute includes, but is not limited to the Criminal Code and the Controlled Drugs and Substances Act.)

NO YES

If yes, Offence(s)**: _____

Date: _____

Details: _____

If yes, please provide date of pardon: _____

**For each offense listed above, please provide all official notices of conviction directly from the Clerk of the Court of the jurisdiction of the conviction.

4. Have you ever been given a conditional discharge in respect to a criminal offence in Canada or in another country?

NO YES

If yes, please provide documentation that provides evidence showing the date of discharge and confirms whether the conditions of the discharge have been met.

Date of Discharge: _____

C. UNDERTAKING:

I understand that depending on the nature of my offence(s), I may be required to provide an official criminal record search document by fingerprint comparison. I understand that I am responsible for all costs involved in providing such documentation to the Registrar of the Professional Standards Branch of Alberta Education. I hereby undertake to provide, upon request, official police records when and as required.

D. AUTHORIZATION:

I hereby grant to the Registrar of the Professional Standards Branch of Alberta Education full authority to conduct, at his discretion, a criminal record check or background check or enquiry from any police authority or other authority, organization or institution with regard to any criminal conviction or charge or any of the other matters referred to in Section B.

I further authorize and consent to the release of such details of convictions and outstanding charges by any law enforcement agency or authority to the Registrar of Professional Standards Branch of Alberta Education.

I also consent to the release of confirmation of relevant convictions and outstanding charges to school authorities requesting such information.

E. DECLARATION:

I declare that the information provided on this form is true and complete and that no relevant information has been withheld or falsely represented. I declare that all documentation that may be submitted by me has not been changed or altered in any way. I understand that a false declaration or willful omission, or submission of altered, tampered or forged documentation may result in the non-issuance, suspension or cancellation of my teaching certificate under the *Certification of Teachers Regulation*.

Signature: _____ Date: _____

NOTE: The presence of a record of charges or convictions does not necessarily exclude you from certification. Each case will be reviewed to determine its relevance to the requirements of the teaching profession on an individual basis and in accordance with the Certification of Teachers Regulation.

THIS FORM MUST BE COMPLETED IN FULL AND RETURNED ATTACHED TO YOUR APPLICATION FOR RE-ISSUANCE OF ALBERTA TEACHING AUTHORITY.

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the *Certification of Teachers Regulation*, and 33 of the *Freedom of Information and Protection of Privacy Act* (FOIP Act). This information will be used for the purpose of processing your application to determine your eligibility for extension of your interim professional certificate. The personal information will be treated in accordance with the FOIP Act. Questions regarding the collection may be directed to the Director, Professional Standards Branch, Alberta Education, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB, T5J 5E6. Telephone: (780) 427-2045 or toll free by dialing 310-00

Request for the Services of a Designated Signing Authority for
PERMANENT PROFESSIONAL CERTIFICATION

Applicant: If, in the course of this school year, you will be completing the equivalent of two full school years of teaching, **while holding a valid interim professional certificate**, you must apply for an evaluation for permanent certification. Please read the entire form and the guidelines in the AISC Teacher Certification Handbook before completing this form. Use the Teacher Checklist, following this Application, to ensure all the steps are followed in order to avoid delays.

PLEASE PRINT:

Surname _____ Canadian Citizen Yes ___ No ___

GivenName(s) _____

Maiden/Previous Name _____ **Interim Certificate #** _____

Date of Birth _____ Interim Cert. Date of Issue _____
Year /Mo/ Day

Mailing Address _____ Interim Cert. Date of expiry _____

_____ School _____

_____ School Address _____
City/Town/Village Postal Code Street City

Home phone _____ School phone _____

Applicant's email _____

Declaration: I declare that I have read and understood the descriptors of knowledge, skills and attributes (KSAs) related to the Alberta Permanent Professional Certificate as outlined in Ministerial Order (#016/97) *Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta*, and I hereby attest to my ability and commitment to apply them appropriately toward student learning. I also commit to ongoing professional growth, in keeping with the *Teaching Quality Standard* and descriptors of quality teaching under Ministerial Order (#016/97).

Applicant's Signature: _____ Date of Application: _____

To Applicant: It is your responsibility to ensure that you held, and continue to hold, a valid interim certificate for all the teaching time listed on this form (i.e. experience while holding a Letter of Authority, or time between the interim expiring and a new interim being issued, does not count). For period of employment count only the Alberta experience gained while holding a valid Interim Professional Certificate. Please indicate exact date your contract commenced (attach separate sheet or write on back if necessary).

Reminder - part-time and substitute teachers should calculate the two year requirements on the basis of the percentage of full-time specified in their contracts, or on the basis of hours of classroom teaching.

Period of Employment						School or School Authority	Description of teaching experience. Indicate assignment: elementary (grade levels) or secondary (subjects)	# of School Operating Days	Subtotal (indicate FTE in years OR days)	
Commencement Date			End Date						Yrs	Days
Yr	Mo	Day	Yr	Mo	Day					
Total:										

Other Related Experience* (Specify the teaching-related duties performed instead of classroom teaching during the two years of experience on which this request is based, for example, librarian, administrator, etc.):

Important: The Designated Signing Authority will not be able to complete the recommendation if the teacher has not completed all requirements, including a prior formal evaluation by the principal kept in the teacher's file at school.

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the *Certification of Teachers Regulation*, and section 33 of the *Freedom of Information and Protection of Privacy Act* (FOIP Act). This information will be used for the purpose of processing your application to determine your eligibility for your permanent professional certificate. The personal information will be treated in accordance with the FOIP Act. Questions regarding the collection may be directed to the Director, Professional Standards Branch, Alberta Education, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB, T5J 5E6. Telephone (780) 427-2045, toll free by dialing 310-0000.

Teacher's Checklist
Application for Permanent Professional Certification

Complete the full form **including describing your experience** (any backup documentation regarding your teaching should be kept by you, do NOT send it in to AISCA). If you taught part-time, calculate the two year requirements on the basis of the percentage of full-time specified in your contract OR on the basis of hours of classroom teaching. Note that five (5) hours per day for 200 days equals one full year.

Write a cheque payable to **Minister of Finance** in the amount of \$50.00.

If your name has changed since your interim certificate was issued, send acceptable evidence of name change **directly** to the address below by registered mail or deliver in person:

Professional Standards Branch
Alberta Education
44 Capital Boulevard
10044 – 108 Street
Edmonton, AB, T5J 5E6

Note: For evidence of legal name change you may choose to submit an unaltered copy of your original document(s) accompanied by a *Statutory Declaration* form(s) obtained from **Alberta Education, Professional Standards Branch**, web site: <http://education.alberta.ca/> or by calling 780-427-2045 or toll free by dialing 310-0000.

Mail the completed form **and** the Minister of Finance cheque **to AISCA:**

AISCA-DSA Program
201, 11830 - 111 Avenue
Edmonton, AB, T5G 0E1

What's next?

Once the AISCA-DSA office has received and processed your application, you will receive a letter from the office outlining the next steps of the process. You should not expect any arrangements for visits or contact from your DSA until January, at the earliest. For those of you who apply in January or later, your DSA may take some time to contact you, depending on the time of year they receive the assignment. If you have not heard from your DSA by the end of April, please do not hesitate to contact the office.

Important points to remember:

1. We **cannot guarantee** evaluations for requests received after April 2 of the current school year.
2. Only days taught while holding a **valid interim professional certificate** count towards your permanent certificate.
3. Ensure a recent review performed by your principal has been done and filed in your personnel file at school.