

2010 - 2011

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

(Please read the entire form and the guidelines in the AISCA Teacher Certification Handbook.)

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 PRINT:

Surname _____	Canadian Citizen Yes _____ No _____
Full Name(s) _____	Social Insurance # _____
Maiden/Previous Name _____	Interim Certificate # _____
Home Address _____	Interim Cert. Date of Issue _____
Postal Code _____	Interim Cert. Date of Expiry _____
E-mail Address _____	School _____
Home Phone _____	School Address _____
Date of Birth _____	School Phone _____

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: _____

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).

RECORD OF SERVICE: 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).

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

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. (Five hours per day for 200 days equals 1 full year.)

Teaching Experience** - specify grade level (elementary) or subjects taught (secondary) during the two years of experience on which this request is based:

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.): _____

Applicant: Attach a **\$50** cheque made out to **The Minister of Finance**.

Important: all the above information must be accurate and accompanied by the appropriate fee. 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 Program fee is not refundable once the DSA has scheduled a visit.

Mail this form, along with the cheque, to: AISCA-DSA Program, 201, 11830 - 111 Avenue, Edmonton, AB, T5G 0E1

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, Teacher Development and Certification Branch, Alberta Education, 44 Capital Boulevard, 10044 - 108 Street, Edmonton, AB, T5J 5E6. Telephone (780) 427-2045, toll free by dialling 310-0000.

Teacher's Checklist

Application for Permanent Professional Certification

Done N/A

Complete the full form **including describing your experience** (any backup documentation regarding your teaching should be kept by you, don't 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.

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

If your name has changed since your interim certificate was issued, have you sent the required change information to Alberta Education by registered mail or taken it to their office in person?

Mail the completed form and cheque to AISCA.

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. You must be a Canadian citizen to receive your permanent certificate. If you are not a Canadian citizen by the date of your review, we suggest you wait one more year before applying.
4. Ensure a recent review performed by your principal has been done and filed in your personnel file at school.

Sent to AISCA on: _____

Received response from Alberta Education on: _____

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