

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

Check list:

Complete section 1 of the request form.

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

Teacher Certification 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 applicants there is no charge. If this is ***not*** the first time applying for a Letter of Authority, AISCA will contact you via e-mail regarding payment of \$25 through TWINS on-line self-service or via cheque or money order payable to Government of Alberta once your application is processed.

AISCA approves and submits all teacher certification requests on behalf of Independent Schools in the Province. A Designated Signing Authority officer appointed by the Registrar, with a position at the AISCA office, must sign off on the recommendation and then it will be submitted to the Teacher Certification Branch after it is reviewed.

Forward the completed form to AISCA by fax (780) 469-9880, by e-mail to office@aisca.ab.ca or by regular mail to:

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 request form for your records