

# AISCA

Association of Independent  
Schools & Colleges in Alberta



## Teacher Certification Handbook 2018-2019



**For Independent Schools and Private ECS Operators**

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# Teacher Certification Handbook

## Independent School Authorities and Private ECS Operators

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## Introduction

### Ensuring Appropriate Teaching Authority

Independent (private) school authorities and private community based 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 Teacher Certification Branch of Alberta Education may, in accordance with the *Certification of Teachers Regulation*, grant an appropriate certificate which recognizes that teaching 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 independent schools and private ECS operators in meeting certification requirements for teachers in their employ so that they may optimize 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 that they hold appropriate teaching authority. Included in this handbook are the forms and checklists that are used to obtain one's teaching authority. The forms are readily available on the AISCA website for easy download and use at [www.aisca.ab.ca](http://www.aisca.ab.ca)

It is mandatory that all teachers in accredited independent schools have their teaching authority duly recognized by the Teacher Certification 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 Teacher Certification 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, Teacher Certification Branch, to have a file opened in their name.** Check <http://www.education.alberta.ca/teachers/certification.aspx> 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 teachers' 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 submitted digitally to the Teacher Certification Branch,
- ✓ application fee for processing paid to the Government of Alberta,
- ✓ 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 with vulnerable sector, when requested,
- ✓ evidence of English or French language proficiency, when requested,
- ✓ official transcripts for all post-secondary studies, when requested.

Upon review of the submitted 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 Teacher Certification 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 of teaching experience completed within the last ten years from employers or from a provincial/state Department of Education 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 no paid teaching experience has been completed, a minimum of ten weeks of supervised student teaching within an initial teacher preparation program must have been completed within the last ten years to be considered current.

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 while holding a Letter of Authority:

- ✓ 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 (TLA) from Alberta Education that will be valid for 3 months. An extension of two additional months also may be granted by the Registrar of the Teacher Certification 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](http://www.aisca.ab.ca) to download the form and checklist or request the TLA form from AISCA's office. Submit the completed form to AISCA.

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 Teacher Certification Branch to have their professional credentials evaluated. The AISCA office will need the Certificate/File Number assigned by the Teacher Certification Branch to process the TLA application. Teacher Certification Branch will not issue a TLA until a Criminal Record Check (complete with vulnerable sector search) and a Letter of Professional Standing (if the teacher has previously taught in another province or country) are received by the Branch.

AISCA cannot forward the Request for a TLA until a file is opened with a reference number assigned at Teacher Certification Branch for that applicant. Official transcripts must be sent directly to the Registrar's Office from each institution attended. Once the Teacher Certification 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 Teacher Certification Branch, Alberta Education, 780-427-2045, (toll free using 310-0000), [Teacher.Certification@edc.gov.ab.ca](mailto: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 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;
- ✓ 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](http://www.aisca.ab.ca) to download the form and checklist or request the Letter of Authority form 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 Government of Alberta once the application has been processed by AISCA.

To issue a further Letter of Authority, the Teacher 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 payable to the Government of Alberta applies as outlined in the schedule and listed on the form. AISCA will notify you when and where payment should be made once the application is processed.

### What will AISCA Do?

Upon receipt of the request form we will forward the recommendation to the Registrar of the Teacher Certification Branch through the Teacher Workforce Information System (TWINS). AISCA will then e-mail the applicant with information about how to pay on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

### 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 Teacher 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.

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 Teacher Certification 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 Teacher Certification Branch.

Alberta Students graduating from an Alberta-approved teacher preparation program, who are offered employment upon program completion, will be able to work as teachers for 90 days while the Registrar awaits the Dean's attestation for certification.

Alberta graduates are required to get letters from their employer, the university, and the Registrar.

1. Once the graduate has completed the Interim Professional Certificate application (excluding Dean's attestation), a letter from the Registrar citing satisfaction that all application requirements have been successfully met, will be issued.
2. The graduate must then obtain a letter from his/her employer confirming an employment offer.
3. The graduate then obtains from the Dean of Education a letter stating that he/she has successfully completed his/her education program.
4. When all three letters have been obtained by the Alberta grad, the employer is able to allow this individual to enter the classroom.

Note: School authorities are **not** required to request a *Temporary Letter of Authority* for an Alberta graduate.

### Teachers New to Alberta

Teachers educated outside Alberta must apply to the Teacher Certification 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, Teacher Certification 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 AISC office. Only Alberta Education conducts the formal evaluation that determines standing toward professional teacher certification in Alberta.

Typically, applicants from outside North America should expect to have all the required documents on file with Teacher Certification 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 if outside Alberta.

## 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](http://www.aisca.ab.ca) to download the form and checklist or request the form for extension from AISCA's office. Submit the completed form to AISCA.

Upon receipt of the application, AISCA will forward the application to the Registrar of the Teacher Certification Branch through TWINS. AISCA will then e-mail the applicant with information about how to pay on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

AISCA's e-mail will also inform the applicant how to fill out a self-disclosure for the extension of the applicant's Interim Professional Certificate. The self-disclosure form is a true declaration of the applicant's certification status, background, and criminal records. The form is to be completed online through the [Teacher Registry Self-Service](#) site.

Teachers applying for extension must also provide to Alberta Education, Teacher Certification Branch, a current **original** Criminal Record Check that includes a vulnerable sector check; one that has been done within the last six months

## 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 not have 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 from an Alberta independent school authority 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](http://www.aisca.ab.ca) to download the applicable form and checklist or request the form for re-issuance from AISCA's office.

Upon receipt of the application, AISCA will forward the application to the Registrar of the Teacher Certification Branch through TWINS. AISCA will then e-mail the applicant with information about how to pay on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

Teachers applying for re-issuance must also provide to Alberta Education, Teacher Certification Branch, a current **original** Criminal Record Check that includes a vulnerable sector check; one that has been done within the last six months

AISCA's e-mail will also inform the applicant how to fill out a self-disclosure for the extension of the applicant's Interim Professional Certificate. The self-disclosure form is a true declaration of the applicant's certification status, background, and criminal records. The form is to be completed online through the [Teacher Registry Self-Service](#) site.

## 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 once an evaluation by a Designated Signing Authority is completed. 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 valid Interim Professional Certificate. Time taught while holding a Letter of Authority, Temporary 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 recommending teachers for Alberta permanent professional 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 them 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](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/departement/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 teachers in their employ and eligible to be evaluated for a permanent professional certificate will need the service of a DSA during the school year. The teacher must properly complete a request form for an evaluation and forward it to AISCA's office. To apply for a Permanent Professional Certificate, use the appropriate form and checklist which can be found on page 20 and 21 of this handbook. You can also visit AISCA's website: [www.aisca.ab.ca](http://www.aisca.ab.ca) to download the form and checklist or request the application form from AISCA's office.

### 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 February 1 might not be processed until the following school year. Do not wait until the teacher has actually completed two full school years. It is common practice for most teachers to be evaluated in their second year of teaching.

### 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 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. Generally, the school principal should have completed the evaluation. Circumstances may vary with private ECS operators.

### 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 in a timely manner.

### What Does AISCA Do?

AISCA will assign a DSA to conduct an evaluation of the teacher's teaching practice when the request form is 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.

Upon receipt of the DSA's recommendation, AISCA will forward the recommendation to the Registrar of the Teacher Certification Branch through the Teacher Workforce Information System (TWINS).

AISCA will then e-mail the applicant with information about how to pay on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

### 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](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 Teacher Certification 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 Teacher Certification Branch Fee Schedule**

Initial Interim Certification:

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

\* Upon receipt of the appropriate request form AISCA will forward the recommendation to the Registrar of the Teacher Certification Branch through the Teacher Workforce Information System (TWINS).

AISCA will then e-mail the applicant with information about how to pay on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

## Addresses to Obtain Statements of Canadian Professional Standing

### **Alberta**

Teacher Certification Branch  
44 Capital Blvd., 2<sup>nd</sup> floor  
10044 – 108 St.  
Edmonton, AB T5J 5E6  
Telephone: (780) 427-2045  
Fax: (780) 422-4199  
<http://education.alberta.ca/teachers/certification.aspx>

### **British Columbia**

College of Teachers  
400, 2025 W. Broadway  
Vancouver BC V6J 1Z6  
Telephone: (604) 731-8170  
Fax: (604) 731-9142  
Website: [www.bcteacherregulation.ca](http://www.bcteacherregulation.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/k12/profcert](http://www.edu.gov.mb.ca/k12/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](http://www.gnb.ca/education)

### **Newfoundland**

Registrar of Teacher Certification Depart. of Ed.  
PO Box 8700 St. John's, NF A1B 4J6  
Telephone: (709) 729-3020  
Fax: (709) 729-5026  
Website: [www.gov.nf.ca/edu](http://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) 874-2084  
Fax: (867) 873-0338  
Website: [www.ece.gov.nt.ca](http://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](http://www.ednet.ns.ca)

### **Nunavut Territory**

Nunavut Educators' Certification Service Curriculum &  
School Services  
Department of Education  
PO Box 390 Avriat, NU X0C 0E0  
Telephone: (867) 857-3081  
Fax: (867) 857-3090  
Website: [www.gov.nu.ca](http://www.gov.nu.ca)

### **Ontario**

Ontario College of Teachers  
101 Bloor St. West  
Toronto, ON M5S 0A1  
Telephone: (416)961-8800  
Fax: (416) 961-8822  
Website: [www.oct.ca](http://www.oct.ca)

### **Prince Edward Island**

Registrar, Department of Education and Early Childhood  
Development  
Certificate and Standards Section,  
Holman Centre Suite 101  
250 Water Street  
Summerside, PE C1N 1B6  
Telephone: (902) 438-4130  
Fax: (902) 438-4062  
Website: [www.gov.pe.ca/educ](http://www.gov.pe.ca/educ)

### **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) 646-6581Ext 3010  
Fax: (418) 643-2149  
Website: <http://www.mels.gouv.qc.ca>

### **Saskatchewan**

Saskatchewan Ministry of Education  
128, 1621 Albert St  
Regina, SK S4P 2S5  
Telephone: (306) 787-6085  
Fax: (306) 787-1003  
Website: [www.education.gov.sk.ca/educator-services](http://www.education.gov.sk.ca/educator-services)

### **Yukon Territory**

Teacher Certification  
Department of Education  
PO Box 2703  
Whitehorse, YT Y1A 2C6  
Telephone: (867) 667-8658  
Fax: (867) 667-5435  
Website: [www.gov.yk.ca](http://www.gov.yk.ca)

TEACHER CERTIFICATION 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**

<b>1. APPLICANT'S PERSONAL INFORMATION:</b>				<b>FILE/CERTIFICATE NO.</b>
Current Full Legal Name: _____				_____
Title	Surname	First/middle names - <b>in full</b>	(from Alberta Education)	
Mailing Address		City/Province/Country	Postal Code	Date of Birth (yy/mm/dd)
Home Phone	Work Phone	E-mail (please print clearly)		
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. <b>Do not send original birth or marriage certificates to AISCA.</b> Send to Alberta Education, Teacher Certification 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 <b>Alberta Education, Teacher Certification Branch</b> , web site: <a href="http://education.alberta.ca/">http://education.alberta.ca/</a> or by calling 780-427-2045 or toll free by dialing 310-0000.				
Citizenship 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: _____				
<b>2. RECRUITMENT REQUEST: (to be completed by School Principal)</b>				
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)
<b>3. RECOMMENDATION: (to be completed by School Principal)</b>				
Principal: (print name) _____		Signature: _____		
as recommending officer for (school name) _____ :				
				<b>Yes/No</b>
■ I verify that the above candidate has submitted to Teacher Certification Branch of Alberta Education, a formal application for teacher certification. (If no, please instruct the candidate to contact the Teacher Certification 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.				_____
<b>4. RECOMMENDATION APPROVAL BY DSA: (to be completed by AISCA DSA officer)</b>				
Name of Recommending Officer: _____		Title: _____		
Signature of Officer: _____		Date: _____		
<b>Please forward this application to AISCA by fax (780)469-9880, by e-mail <a href="mailto:office@aisca.ab.ca">office@aisca.ab.ca</a> or by mail #201, 11830 – 111 Ave. Edmonton, AB. T5G 0E1</b>				

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, **Teacher Certification 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 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.

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](mailto: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**



**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](mailto: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**

TEACHER CERTIFICATION 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.** The recommending officer will then forward the application to Alberta Education's Teacher Certification Branch.

**Please Print**

<b>1. APPLICANT'S PERSONAL INFORMATION:</b>			
Current Full Legal Name: _____			<b>FILE/CERTIFICATE NO.</b>
Title _____	Surname _____	First/middle names - <b>in full</b> _____	(from Alberta Education)
Mailing Address _____	City/Province/Country _____	Postal Code _____	Date of Birth (yy/mm/dd) _____
Home Phone _____	Work Phone _____	E-mail (please print clearly) _____	
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. <b>Do not send original birth or marriage certificates to AISCA.</b> Send to Alberta Education, Teacher Certification Branch. Original documents will be returned by registered mail. (See <b>NOTE</b> below.)			
<b>Citizenship Status:</b> (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: _____	
<b>NOTE:</b> 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 <i>Statutory Declaration</i> form(s) obtained from <b>Alberta Education, Teacher Certification Branch</b> , web site: <a href="http://education.alberta.ca/">http://education.alberta.ca/</a> or by calling 780-427-2045 or toll free by dialing 310-0000.			
<b>2. While holding your current Interim Professional Certificate, did you teach outside of Alberta?</b> ____ No ____ Yes			
If <b>Yes</b> , please indicate each province, state or country: _____			
		<small>Dates of employment</small> _____	FTE Years _____
		<small>Dates of employment</small> _____	FTE Years _____
If <b>Yes</b> , arrange to have a current Statement of Professional Standing sent <b>directly</b> to Alberta Education, Teacher Certification 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.			
<b>3. Which Independent school has contracted you to teach next school year?</b> _____			
<b>4. Self-Declaration:</b>			
I declare that I have read and understood the descriptors of knowledge, skills and attributes (KSAs) related to Interim Certification as outlined in the <i>Teaching Quality Standard Ministerial Order 016/97</i> 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 <i>Ministerial Order 016/97</i> .			
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 <i>Certification of Teachers Regulation</i> .			
Applicant's Signature _____		Date of Application _____	
<b>5. Alberta School Authority Recommendation: (Review and Approval by AISCA DSA, not school principal)</b>			
I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by <i>Ministerial Order 016/97</i> , and recommend the extension of such certificate.			
Name of Recommending Officer: <u>Ray Battochio</u>		Title: <u>AISCA-DSA Officer</u>	
Signature of Officer: _____		Date: _____	
<b>Please forward this application to AISCA by fax (780)469-9880, by e-mail <a href="mailto:office@aisca.ab.ca">office@aisca.ab.ca</a> or by mail to AISCA-DSA Program, #201, 11830 – 111 Ave. Edmonton, AB. T5G 0E1</b>			

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, Teacher Certification 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 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

Forward the completed form to AISCA by fax (780)469-9880, by e-mail to [office@aisca.ab.ca](mailto:office@aisca.ab.ca) or by mail at AISCA-DSA Program, #201, 11830 - 111 Avenue, Edmonton, AB, T5G 0E1

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](mailto:office@aisca.ab.ca) or by regular mail to:

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

Upon receipt of the request form, AISCA will forward the recommendation to the Registrar of the Teacher Certification Branch through the Teacher Workforce Information System (TWINS). AISCA will then e-mail the applicant with information about how to pay \$25 on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order payable to Government of Alberta and sent directly to Teacher Certification Branch.

AISCA's e-mail will also inform the applicant how to fill out a self-disclosure for the extension of the applicant's Interim Professional Certificate. The self-disclosure form is a true declaration of the applicant's certification status, background, and criminal records. The form is to be completed online through the [Teacher Registry Self-Service](#) site.

**Also** applicants must provide Alberta Education with an **original** current criminal record check including a vulnerable sector check; one that was done within the last six months.

Sent to AISCA on: \_\_\_\_\_

Received response from Alberta Education on: \_\_\_\_\_

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



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

Check list:

Complete sections 1 to 4 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

Forward the completed form to AISCA by fax (780)469-9880, by e-mail to [office@aisca.ab.ca](mailto:office@aisca.ab.ca) or by mail at AISCA-DSA Program, #201, 11830 - 111 Avenue, Edmonton, AB, T5G 0E1

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](mailto:office@aisca.ab.ca) or by regular mail to:  
AISCA-DSA Program,  
#201, 11830 - 111 Avenue,  
Edmonton, AB, T5G 0E1

Upon receipt of the application, AISCA will forward the application to the Registrar of the Teacher Certification Branch through TWINS. AISCA will then e-mail the applicant with information about how to pay on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

AISCA's e-mail will also inform the applicant how to fill out a self-disclosure for the extension of the applicant's Interim Professional Certificate. The self-disclosure form is a true declaration of the applicant's certification status, background, and criminal records. The form is to be completed online through the [Teacher Registry Self-Service](#) site.

**Also** applicants must provide Alberta Education with an **original** current criminal record check including a vulnerable sector check; one that was done within the last six months.

Sent to AISCA on: \_\_\_\_\_

Received response from Alberta Education on: \_\_\_\_\_

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

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 PRINT:**

Surname \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Maiden/Previous Name \_\_\_\_\_

Date of Birth \_\_\_\_\_  
Year /Mo/ Day

Interim Certificate # \_\_\_\_\_

Interim Cert. Date of Issue \_\_\_\_\_

Interim Cert. Date of expiry \_\_\_\_\_

Mailing Address

\_\_\_\_\_

School \_\_\_\_\_

\_\_\_\_\_

School Address \_\_\_\_\_

City/Town/Village

Postal Code

Street

City

Home phone \_\_\_\_\_

School Phone \_\_\_\_\_

Applicant's email (Please print clearly) \_\_\_\_\_

**Citizenship Status:** (check one)

- Canadian citizen by birth       Permanent resident  
 Canadian citizen by naturalization       Other: \_\_\_\_\_

**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					
<b>Total:</b>										

**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.):

\_\_\_\_\_

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 Certification 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 form **including the description of your teaching 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 requirement 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.

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:

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

Forward the completed form to AISCA by fax (780)469-9880, by e-mail [office@aisca.ab.ca](mailto:office@aisca.ab.ca) or by mail to: AISCA-DSA Program, #201, 11830 - 111 Avenue, Edmonton, AB, T5G 0E1  
Upon completion of the evaluation, AISCA will forward the recommendation to the Registrar of the Teacher Certification Branch through TWINS. AISCA will then e-mail the applicant with information about how to pay \$50 fee on-line through TWINS self-service or through alternate forms of payment such as a cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

### What's next?

Once the AISCA 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 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 February 1 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.