



Teacher Certification Handbook 2024-2025



For Independent Schools and Private ECS

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Introduction

Ensuring Appropriate Teaching Authority

Independent schools operate under a different mandate than government operated public schools. An independent school is created when a group of citizens with similar educational goals apply to the Alberta Ministry of Education for approval to operate a school.

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 Alberta Teacher and Leadership Certification Branch of Alberta Education may, in accordance with the *Certification of Teacher and Teacher Leaders 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 upload and use at www.aisca.ab.ca

It is mandatory that all teachers in accredited independent schools hold valid Alberta teaching authority issued by Alberta Teacher and Leadership Certification Branch prior to teaching in an Alberta classroom.

Labour Mobility 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 mobility issues are inevitable between various jurisdictions.

The Alberta Teacher and Leadership 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 submit a formal application for teacher certification at [Teacher certification | Alberta.ca](http://Teacher.certification|Alberta.ca). For specific information on teacher certification, please email the Alberta Teacher and Leadership Certification Branch at teacher.certification@gov.ab.ca or phone 780-427-2045 (within Alberta, use the toll-free number by dialing 310-0000 first).

Consistent with the terms of the Canadian Free Trade Agreement (CFTA), 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.

CFTA 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.

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 Alberta Teacher and Leadership Certification Branch,
- ✓ application fee for processing paid to the Government of Alberta,
- ✓ statement of professional standing from jurisdiction where the teacher preparation program was completed, and from all jurisdictions in which the applicant has taught, indicating that the certificate is current, valid, and in good standing,
- ✓ letters from previous Canadian employers verifying work experience and currency of practice,
- ✓ copies of government issued birth certificate and proof of name change (government issued name change certificate or marriage certificate) as applicable,
- ✓ immigration documentation (work authorization, permanent residency, citizenship), as applicable,
- ✓ current criminal record check with vulnerable sector
- ✓ 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 the Certification of Teacher and Teacher Leaders 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.

Teachers with valid Canadian certification who meet all the requirements are eligible for one of the following certificates:

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.

Portability Certificates

Individuals to whom Alberta Portability credentials may previously have been issued will need to contact the Alberta Teacher and Leadership Certification Branch to determine eligibility for further teacher certification. Please contact the Alberta Teacher and Leadership Certification Branch for details by email at teacher.certification@gov.ab.ca or by telephone at 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 semester hour credits of coursework and nine weeks of supervised student teaching).

School authorities will be asked to review resumes for currency and as needed, request individuals to complete upgrading or gain experience through teaching in an Alberta accredited classroom 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.

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 Alberta Teacher and Leadership Certification Branch, Alberta Education. Please email the Branch directly at Teacher.Certification@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 fillable form and [checklist](#) which can be found on [Page 16](#) and [Page 17](#) of this handbook. You can also submit an online application to AISCA at [Request For Letter Of Authority 2024-2025 | AISCA](#) . 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. 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 [TWINS \(alberta.ca\)](#) site.

To issue a further Letter of Authority, the Alberta Teacher and Leadership 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. AISCA's email will also inform the applicant how to complete the self disclosure on further requests for a Letter of Authority.

What will AISCA Do?

Upon receipt of the request form, we will forward the recommendation to the Registrar of the Alberta Teacher and Leadership Certification Branch through the Teacher Workforce Information System (TWINS). AISCA will then email the applicant with information about how to pay online 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 Alberta Teacher and Leadership Certification Branch.

Right to Hire Non-Certificated Teachers

Under the Education Act's Private Schools Regulation Alberta Regulation 127/2022 Section 9(2) "*The operator of an accredited private school may employ a competent individual to teach a language, culture or religion in school under the supervision of a teacher who holds a teaching certificate.*" 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

Teachers must submit application online at [Teacher certification | Alberta.ca](#). Inquiries can be directed to the Alberta Teacher and Leadership Certification Branch at teacher.certification@gov.ab.ca

The Alberta Education website about teacher certification notes that individuals must provide to the Alberta Teacher and Leadership 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:
 - ✓ 48 semester hour credits in professional teacher education coursework within a structured teacher preparation program
 - ✓ 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 Alberta Teacher and Leadership 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 Alberta Teacher and Leadership 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 pre-certification 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 graduate, the employer is able to allow this individual to enter the classroom.

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

Teachers New to Alberta

Teachers educated outside Canada must apply to the Alberta Teacher and Leadership 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.

Teachers must apply online at [TWINS \(alberta.ca\)](http://TWINS.alberta.ca). Inquiries can be directed to the Alberta Teacher and Leadership Certification Branch at teacher.certification@gov.ab.ca

All required documentation can be mailed directly to:

Registrar, Alberta Teacher and Leadership Certification Branch
Alberta Education
2nd floor, 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 teacher certification in Alberta.

Typically, applicants from outside North America should expect to have all the required documents on file with Alberta Teacher and Leadership Certification Branch before being granted authority to teach. Graduates from institutions outside North America will have to submit their original copies of high school transcripts as well as arrange for official post-secondary transcripts to be sent directly to Teacher Certification by the universities.

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 at minimum, a criminal record check authorization form and a statement of professional standing from all jurisdictions where they have taught and/or held certification.

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 fillable form and [checklist](#) which can be found on [Page 22](#) and [Page 23](#) of this handbook. You can also visit AISCA's website: [Application For Re-issuance Of Interim Professional Certificate 2024-2025 | AISCA](#) to complete the online application form.

Upon receipt of the application, AISCA will forward the application to the Registrar of the Alberta Teacher and Leadership Certification Branch through TWINS. AISCA will then e-mail the applicant with information required to finalize the application process.

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 be eligible for an extension, please do not submit an application **prior to 180 days** before the expiry date of the certificate.

To apply for an extension, use the appropriate fillable form and [checklist](#) which can be found on [Page 19](#) and [Page 20](#) of this handbook. You can also visit AISCA's website: [Application for Extension of Interim Professional Certificate 2024-2025 | AISCA](#) to apply directly online. Submit the completed form to AISCA.

Upon receipt of the application, AISCA will forward the application to the Registrar of the Alberta Teacher and Leadership 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 Alberta Teacher and Leadership 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 [TWINS Teacher Self-Service](#) site.

Teachers applying for extension must also provide to Alberta Education, Alberta Teacher and Leadership 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 [TWINS Teacher 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 the equivalency of two full-time school years 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 an IPC issued by Alberta Education during this time. 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 Teacher and Teacher Leaders Regulation* Alberta Regulation 123/2022, 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.

The *Certification of Teacher and Teacher Leaders Regulation* Alberta Regulation 123/2022 can be found on the web at: [2022_123.pdf \(alberta.ca\)](#). The *Teaching Quality Standard* can be found at: [Teaching Quality Standard - print ready \(alberta.ca\)](#).

Limitations on Eligibility

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 fillable request form for an evaluation and forward it to AISCA's office. To request a Permanent Professional Certificate evaluation, use the appropriate form and [checklist](#) which can be found on [Page 25](#) and [Page 26](#) of this handbook. You can also visit AISCA's website: [Application For Permanent Professional Certification 2024-2025 | AISCA](#) 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 (FTE) of teaching experience while under a valid Interim Professional Certificate. Please apply before January 1 of the current school year. Applications received after January 1 might not be processed until the following school year. **Do not wait until the teacher has 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 the teacher 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 Teacher and Teacher Leaders Regulation*. **Letters verifying employment from current and former employers are required to be submitted with the application to AISCA.** The letter must indicate your FTE (Full-Time = 1.0 FTE, Part-Time = 0.5 FTE), dates of employment, and description of your teaching experience as a certified teacher (i.e. Kindergarten teacher, Junior High Teacher, etc.).

Calculating Valid Teaching Time

Part-time teachers must calculate the two-year equivalency based on the percentage of full-time specified in the contract or based on days or hours of classroom teaching. For example, half-time teaching equals .5 FTE. Substitute teachers must have 400 days of accumulated teaching employment and for eligibility purposes where employers calculate hours per day, 4.75 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, for the purpose of recommendation for a Permanent Professional Certificate, by a principal for a teacher 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 by a principal cannot be 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 first evaluation. Circumstances may vary with private ECS operators.

Maternity/Paternity 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 and supporting documents are received at the office. A letter acknowledging the application and outlining the next steps is sent to each applicant and school principal. 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 Alberta Teacher and Leadership Certification Branch through the Teacher Workforce Information System (TWINS).

AISCA will then e-mail the applicant with information about how to review personal information and 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 Alberta Teacher and Leadership 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.

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. 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 teacher is welcome to apply again in subsequent years and AISCA will appoint a new DSA who will not be informed of the previous evaluation.

In the event of a recommendation not to issue the Permanent Professional Certificate, the teacher may appeal under the *Certification of Teacher and Teacher Leaders Regulation* upon receipt of the Alberta Education Registrar's notification of this decision. Appeal procedures are outlined in the Certification of Teachers and Teacher Leaders Regulation at: [Alberta King's Printer](#): on Page 16.

When the two-year teaching requirement has been met, and upon the recommendation of the DSA, the Alberta Teacher and Leadership 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.

ALBERTA EDUCATION	
Teacher Certification Branch	
Fee Schedule	
Initial Interim Certification	No Charge
Alberta Graduates	\$200.00
Out-of-Province in North America	\$225.00
Outside of North America	\$250.00
Extension of Interim Certificate	\$25.00
Re-Issuance of Interim Certificate	\$25.00
Issuance of Permanent Certificate	\$50.00
Re-issue of Letter of Authority	\$25.00

Upon receipt of the appropriate request form AISCA will forward the recommendation to the Registrar of the Alberta Teacher and Leadership 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 Alberta Teacher and Leadership Certification Branch

Addresses to Obtain Statements of Canadian Professional Standing

Alberta

Alberta Teacher and Leadership Certification Branch
44 Capital Blvd., 2nd floor
10044 – 108 St.
Edmonton, AB T5J 5E6
Telephone: (780) 427-2045
Website: Teacher certification | Alberta.ca

British Columbia

Ministry of Education and Childcare
201-828 8th Avenue West
Vancouver, BC V5Z 1E2
Telephone: (604) 660-2421
Toll Free: 1-800-663-7867
Website: [Ministry of Education and Childcare \(gov.bc.ca\)](http://Ministry of Education and Childcare (gov.bc.ca))

Manitoba

Professional Certification Unit
PO Box 700, 402 Main Street
Russell, MB R0J 1W0
Telephone: (204) 773-2998
Toll Free: (800)-667-2378 (Within Manitoba)
Website: [Professional Certification | Manitoba Education and Early Childhood Learning \(gov.mb.ca\)](http://Professional Certification | Manitoba Education and Early Childhood Learning (gov.mb.ca))

New Brunswick

Teacher Certification
Education and Early Childhood Development
PO Box 6000, Place 2000
Fredericton, NB E3B 5H1
Telephone: (506) 453-3678
Website: [Teacher Certification \(gnb.ca\)](http://Teacher Certification (gnb.ca))

Newfoundland

Department of Education
PO Box 8700, 3rd Floor, West Block Confederation Building
St. John's, NF A1B 4J6
Telephone: (709) 729-3020
Website: [Teacher Certification - Education \(gov.nl.ca\)](#)

Northwest Territories

Registrar, Teacher Certification
Education, Culture and Employment
PO Box 1320
Yellowknife, NT X1A 2L9
Telephone: (867) 767-9353 Ext. 71266
Website: [Teacher Qualification and Certification | Education, Culture and Employment \(gov.nt.ca\)](#)

Nova Scotia

Registrar – Teacher Certification Education and Early Childhood Development
PO Box 578
2021 Brunswick Street
Halifax, NS B3J 2S9
Telephone: (902) 424-6620
Website: [Office of Teacher Certification \(ednet.ns.ca\)](#)

Nunavut Territory

Registrar, Nunavut Educators Certification Service
Department of Education
PO Box 1000 Station 200
Iqaluit, NU X0A 0H0
Telephone: (867) 975-5600
Email: info.edu@gov.nu.ca
Web site: [Teach in Nunavut | Government of Nunavut](#)

Ontario

Ontario College of Teachers
101 Bloor St. West
Toronto, ON M5S 0A1
Telephone: (416)961-8800
Toll Free: (888)-534-2222 (Canada & USA)
Website: [Home | Ontario College of Teachers \(oct.ca\)](#)

Prince Edward Island

Registrar, Education and Early Years
Certification and Professional Development for Teachers
Holman Centre Suite 101
250 Water Street
Summerside, PE C1N 1B6
Telephone: (902) 438-4130
Website: [Request PEI Teacher Statement of Professional Standing Online | Government of Prince Edward Island](#)

Québec

Direction de la Formation et de la Titularisation
du Personnel Scolaire

1035 rue De la Chevrotière, 28 étage

Quebec, PC G1R 5A5

Telephone: (418) 643-7095

Toll Free: (866)-747-6626

Website: <http://www.education.gouv.qc.ca/en/home/>

Saskatchewan

Saskatchewan Professional Teachers Regulatory Board

204 - 3775 Pasqua Street

Regina, SK S4S 6W8

Telephone: (306) 352-2230

Toll Free: (844)-5254-2230 (Within Saskatchewan)

Website: [Home \(sptrb.ca\)](http://www.sptrb.ca)

Yukon Territory

Teacher Certification Department of Education

PO Box 2703

Whitehorse, YT Y1A 2C6

Telephone: (867) 471-0921

Toll Free: (800)-661-0408 Ext. 0921 (Within Yukon)

Website: [Teacher Certification Board | Government of Yukon](http://www.teachercertificationboard.ca)

**TEACHER CERTIFICATION BRANCH
REQUEST FOR LETTER OF AUTHORITY 2024-2025**

(Authorized by the Minister pursuant to the Education Act, the Certification of Teachers and Teacher Leaders Regulation Alberta Regulation 123/2022)

A Letter of Authority to teach may be considered only for applicants who have been deemed by the Teacher Certification Branch to possess an approved teacher preparation program and are in good standing in the jurisdiction of original certification and the last jurisdiction of employment as a teacher, but who do not immediately qualify for the Alberta Interim Professional Certificate. A Letter of Authority will be issued only for the current school year. Mandatory upgrading of one full course (6 semester hour credits) is required before further authority can be considered.

1. APPLICANT'S PERSONAL INFORMATION:

Current Full Legal Name:			FILE/CERTIFICATE NO.
Title	Surname	First/Middle Names	From Alberta Education

List all other (previous) legal names: _____

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, Teacher Certification Branch, web site: <https://education.alberta.ca/> or by calling 780-427-2045 or toll free by dialing 310-0000.

Provide acceptable evidence of name changes. Photocopies of government issued birth certificate, marriage certificate, or legal name change certificate. **Do not send original birth or marriage certificates to AISCA.** Send copies to Alberta Education, Teacher Certification Branch. These documents can be uploaded to Alberta Education by logging into your TWINS Teacher Self Service account at: <https://extranet.education.alberta.ca/twins.public/public/>

Date of Birth (yy/mm/dd)	Personal Phone	Work Phone	Personal E-mail
Work E-mail			

Citizenship Status: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Canadian citizen by birth | <input type="checkbox"/> Permanent resident |
| <input type="checkbox"/> Canadian citizen by naturalization (granted) | <input type="checkbox"/> Other |

Location of initial teacher preparation program: _____

2. Self-Declaration:

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 Teacher and Teacher Leaders Regulation.

Applicant's Signature

Date of Application

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the Certification of Teacher and Teacher Leaders 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.

3. 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)

Reason for Request:

Period of Employment From:	Year	Month	Year/	Month
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Declaration:

Yes No

I verify that the above candidate has submitted to Teacher Certification Branch of Alberta Education a formal application for teacher certificate: (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.

Principal's Name

Recommending School Name

Principal's Signature

For Office Use Only

Date Received:

Date Reviewed

Reviewed by:

Good for submission:

Submitted to TWINS on:

Applicant Notified:

I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by the Teaching Quality Standard and recommend the extension of such certificate.

Recommending Officer: Ray Battochio- AISCA DSA
Officer

Signature: Ray Battochio

Date of recommendation:

Applicant's Checklist
Application for Letter of Authority 2024-2025
Keep this sheet with a copy of the request form for your records

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
2nd Floor 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. **Alberta accredited international schools should submit requests for Letter of Authority directly to Alberta Education Teacher Certification.**

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,
200, 10458 Mayfield Road NW Edmonton, AB T5P 4P4

Sent to AISCA on: _____

Received response from Alberta Education on: _____

TEACHER CERTIFICATION BRANCH
APPLICATION FOR EXTENSION OF INTERIM PROFESSIONAL CERTIFICATE 2024-2025

(Authorized by the Minister pursuant to the Education Act, the Certification of Teachers and Teacher Leaders Regulation Alberta Regulation 123/2022)

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.

1. APPLICANT'S PERSONAL INFORMATION:

Current Full Legal Name:			FILE/CERTIFICATE NO.
Title	Surname	First/Middle Names	From Alberta Education

List all other (previous) legal names:

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, Teacher Certification Branch, web site: <https://education.alberta.ca/> or by calling 780-427-2045 or toll free by dialing 310-0000.

Provide acceptable evidence of name changes. Photocopies of government issued birth certificate, marriage certificate, or legal name change certificate. **Do not send original birth or marriage certificates to AISCA.** Send copies to Alberta Education, Teacher Certification Branch. These documents can be uploaded to Alberta Education by logging into your TWINS Teacher Self Service account at: <https://extranet.education.alberta.ca/twins.public/public/>

Date of Birth (yy/mm/dd)	Personal Phone	Work Phone	Personal E-mail
Work E-mail			

Citizenship Status: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Canadian citizen by birth | <input type="checkbox"/> Permanent resident |
| <input type="checkbox"/> Canadian citizen by naturalization (granted) | <input type="checkbox"/> Other: |

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:	Place of Employment	FTE Years
Start Date (Year/Month)	End Date (Year/Month)	
Province, state or country:	Place of Employment	FTE Years
Start Date (Year/Month)	End Date (Year/Month)	

If Yes, arrange to have a current Statement of Professional Standing sent **directly 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.

3. Which Independent school has contracted you to teach next school year?

Name of School:	Start Date (Year/Month)	End Date (Year/Month)
Name of Principal:	Principal Email Address:	

4. Self-Declaration:

I declare that I have read and understood the competencies related to Interim Professional Certification as outlined in the Teaching Quality Standard and I hereby attest to possessing such competencies 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 competencies and indicators identified in the Teaching Quality Standard. 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 Teacher and Teacher Leaders Regulation.

Applicant's Signature

Date of Application

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the Certification of Teacher and Teacher Leaders 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.

For Office Use Only

Date Received:	Date Reviewed
Reviewed by:	Good for submission:
Submitted to TWINS on:	Applicant Notified:
I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by the Teaching Quality Standard and recommend the extension of such certificate.	
Recommending Officer: Ray Battocchio- AISCA DSA Officer	Signature: Ray Battocchio
Date of recommendation:	

Applicant's Checklist
Extension to Interim Professional Certificate
Keep this sheet with a copy of the request form for your records.

Complete sections 1 to 4 of the request form.

Ensure your certificate is expiring within 180 days from the expiry date, early March of the school year.

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

Teacher Certification Branch Alberta Education
44 Capital Boulevard
2nd Floor 10044 – 108 Street
Edmonton, AB, T5J 5E6

Forward the completed form to AISCA by e-mail to office@aisca.ab.ca, by fax (780)469-9880, or by mail at AISCA-DSA Program, 200, 10458 Mayfield Road NW, Edmonton, AB T5P 4P4

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

AISCA-DSA Program,
200, 20458 Mayfield Road NW, Edmonton, AB T5P 4P4

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 online 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 TWINS [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: _____

TEACHER CERTIFICATION BRANCH
APPLICATION FOR RE-ISSUANCE OF INTERIM PROFESSIONAL CERTIFICATE 2024-2025

(Authorized by the Minister pursuant to the Education Act, the Certification of Teachers and Teacher Leaders Regulation
 Alberta Regulation 123/2022)

APPLICANT: If you hold an expired Alberta Interim Professional Certificate, and wish to have it re-issued, you must complete this application form in full. Please return it to the recommending officer at the AISCA-DSA Program (information 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.

1. APPLICANT'S PERSONAL INFORMATION:

Current Full Legal Name:			FILE/CERTIFICATE NO.
Title	Surname	First/Middle Names	From Alberta Education

List all other (previous) legal names:

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, Teacher Certification Branch, web site: Teacher certification | Alberta.ca or by calling 780-427-2045 or toll free by dialing 310-0000.

Provide acceptable evidence of name changes. Photocopies of government issued birth certificate, marriage certificate, or legal name change certificate. **Do not send original birth or marriage certificates to AISCA.** Send copies to Alberta Education, Teacher Certification Branch. These documents can be uploaded to Alberta Education by logging into your TWINS Teacher Self Service account at. [TWINS \(alberta.ca\)](http://TWINS (alberta.ca))

Date of Birth (yy/mm/dd)	Personal Phone	Work Phone	Personal E-mail
Work E-mail			

Citizenship Status: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Canadian citizen by birth | <input type="checkbox"/> Permanent resident |
| <input type="checkbox"/> Canadian citizen by naturalization (granted) | <input type="checkbox"/> Other: |

2. While holding your current Interim Professional Certificate, did you teach outside of Alberta?

___ No ___ Yes

If Yes, please indicate each province, state and country: Place of Employment FTE
Years

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Start Date (Year/Month) End Date (Year/Month)

--	--

Province, state and country: Place of Employment FTE
Years

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Start Date (Year/Month) End Date (Year/Month)

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If Yes, arrange to have a current Statement of Professional Standing sent **directly 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.

3. Which Independent school has contracted you to teach next school year?

Name of School:	Start Date (Year/Month)	End Date (Year/Month)
Name of Principal:	Principal Email Address:	

4. Self-Declaration:

I declare that I have read and understood the competencies related to Interim Professional Certification as outlined in the Teaching Quality Standard and I hereby attest to possessing such competencies 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 competencies and indicators identified in the Teaching Quality Standard. 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 Teacher and Teacher Leaders Regulation.

Applicant's Signature

Date of Application

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the Certification of Teacher and Teacher Leaders 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.

For Office Use Only

Date Received:	Date Reviewed
Reviewed by:	Good for submission:
Submitted to TWINS on:	Applicant Notified:
I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by the Teaching Quality Standard and recommend the extension of such certificate.	
Recommending Officer: Ray Battochio- AISCA DSA Officer	Signature: Ray Battochio
Date of recommendation:	

Applicant's Checklist
Re-Issuance of Interim Professional Certificate
Keep this sheet with a copy of the request form for your records

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
2nd Floor 10044 – 108 Street
Edmonton, AB, T5J 5E6

Forward the completed form to AISCA by e-mail to office@aisca.ab.ca, by fax (780)469-9880, or by mail at AISCA-DSA Program, 200, 10458 Mayfield Road NW, Edmonton, AB T5P 4P4

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.

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 online 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 re-issuance 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 TWINS [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: _____

TEACHER CERTIFICATION BRANCH

APPLICATION FOR PERMANENT PROFESSIONAL CERTIFICATION 2024-2025

(Authorized by the Minister pursuant to the Education Act, the Certification of Teachers and Teacher Leaders Regulation Alberta Regulation 123/2022)

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.

1. APPLICANT'S PERSONAL INFORMATION:

Current Full Legal Name:			FILE/CERTIFICATE NO.
Title	Surname	First/Middle Names	From Alberta Education

List all other (previous) legal names:

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, Teacher Certification Branch, web site: [Alberta Education](#) or by calling 780-427-2045 or toll free by dialing 310-0000.

Provide acceptable evidence of name changes. Photocopies of government issued birth certificate, marriage certificate, or legal name change certificate.

Do not send original birth or marriage certificates to AISCA. Send copies to Alberta Education, Teacher Certification Branch. These documents can be uploaded to Alberta Education by logging into your TWINS Teacher Self Service account at: [TWINS Teacher Self-Service](#)

Date of Birth (yy/mm/dd)	Personal Phone	Work Phone	Personal E-mail
Work E-mail			

Citizenship Status: (check one)

- Canadian citizen by birth
 Permanent resident
 Canadian citizen by naturalization (granted)
 Other:

2. Employment Information for Full-Time, Part-Time Employment:

Period of Employment:

Start Date (Year/Month)	End Date (Year/Month)	Authority/Jurisdiction Name of Employment	FTE Years
Country if from International School		Description of Teaching Experience. Indicate Assignment: Elementary (grade levels) or secondary (subjects)	
Start Date (Year/Month)	End Date (Year/Month)	Authority/Jurisdiction Name of Employment	FTE Years
Country if from International School		Description of Teaching Experience. Indicate Assignment: Elementary (grade levels) or secondary (subjects)	

3. Employment Information for Substitution Employment

Period of Employment:

Start Date (Year/Month)	End Date (Year/Month)	Authority/Jurisdiction Name of Employment	Days Worked

Country if from International School		Description of Teaching Experience. Indicate Assignment Elementary (grade levels) or secondary (subjects)	
Start Date (Year/Month)	End Date (Year/Month)	Authority/Jurisdiction Name of Employment	Days Worked
Country if from International School		Description of Teaching Experience. Indicate Assignment Elementary (grade levels) or secondary (subjects)	

Please provide Letters of Employment for all current and former employers with your application to AISCA- DSA Program by email office@aisca.ab.ca or by fax (780)469-9880 or by mail to AISCA-DSA Program, 200, 10458 Mayfield Road NW, Edmonton, AB T5P 4P4

4. Which Independent school has contracted you to teach current/next school year?

Name of School:	Start Date (Year/Month)	End Date (Year/Month)
City or Town where School is located where you are teaching:		Area of Teaching: (in class, virtual, Home Ed. Facilitator, etc.)
Name of Principal:	Principal Email Address:	

5. Self-Declaration:

I declare that I have read and understood the competencies related to Interim Professional Certification as outlined in the Teaching Quality Standard and I hereby attest to possessing such competencies 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 competencies and indicators identified in the Teaching Quality Standard. 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 Teacher and Teacher Leaders Regulation.

Applicant's Signature

Date of Application

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the Certification of Teacher and Teacher Leaders 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.

For Office Use Only	
Date Received:	Date Reviewed
Reviewed by:	Good for submission:
Submitted to TWINS on:	Applicant Notified:
I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by the Teaching Quality Standard and recommend the extension of such certificate.	
Recommending Officer: Ray Battochio- AISCA DSA Officer	Signature: Ray Battochio
Date of recommendation:	

Applicant's Checklist
Application for Permanent Professional Certification

Complete the form **including the description of your teaching experience**. Letters of Employment need to be submitted with the application to AISCA. If you taught part-time, calculate the two-year requirement based on 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
2nd Floor 44 Capital Boulevard
10044 –108 Street
Edmonton, AB, T5J 5E6

Forward the completed form to AISCA by e-mail office@aisca.ab.ca, by fax (780)469-9880, or by mail to: AISCA-DSA Program, 200, 10458 Mayfield Road NW, Edmonton, AB T5P 4P4

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.

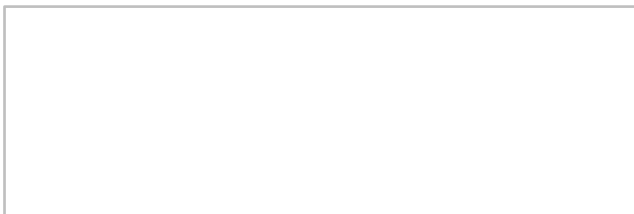
What's next?

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 January 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 evaluation performed by your principal has been done and filed in your personnel file at school.

Please complete this form and
 send back to AISCA at
office@aisca.ab.ca



INSERT SCHOOL LOGO HERE:

Identification

Teacher Name: _____ Maiden or Previous Name: _____

(Last, First, Middle Initial)

Experience

In the chart below, list any teaching experience that meets the following criteria:

- Days under contract in a position that required an Alberta teaching certificate, or recognized equivalent in the relevant governing jurisdiction, as a condition of employment, excluding leaves of absence without pay and vacation periods.
- Days employed as a substitute teacher within the preceding five years.

From: (MM/DD/YR)	To: (MM/DD/YR)	# Days Substitute Teaching:	# Years/Days Under Contract:	FTE: (e.g., 1.00, 0.451)
Total	Years:	Days:	Grid Placement (At time of issue)	

Certification

This is to certify that the above-named teacher taught for the time periods indicated, including the number of years and days, under the conditions listed as criteria for recognizing previous teaching experience.

School Board: _____ School District No.: _____

City: _____ Province/State: _____

Authorized Official's Name: Title: _____ Title: _____

(Print Name)

Signature: _____ Date: _____

(Must be signed by authorized representative in HR or Payroll)

Phone: _____ Email: _____

Revised August 2024

Leadership Certification

Just as the Teaching Quality Standard governs teacher certification, so the Leadership Quality Standard governs leadership certification. Since **September 1, 2019**, principals have been required to hold leadership certification in Alberta.

[Teaching Quality Standard](#)

Only those working in principal positions are required to hold a leadership certificate. Teachers working in other leadership roles (such as assistant, vice, or associate principals, as well as school jurisdiction leaders) are not required to hold leadership certification to work in their positions but are expected to meet the Leadership Quality Standard.

[Leadership Quality Standard](#)

Pathway to Leadership Certification

[Leadership certifications | Alberta.ca](#)

Leaders are responsible for registering through [TWINS \(alberta.ca\)](#) prior to applying for leadership certification.

Any Alberta certificated teacher that is interested in acquiring leadership certification should ensure they update their information in [TWINS](#).

Since September 1, 2019, teachers new to leadership roles or aspiring to them, are able to acquire leadership certification through the completion of an approved leadership training program offered by one of Alberta's post-secondary institutions.

Employment and Leadership Certification

Newly hired principals, who are certificated, or eligible to teach in Alberta under a Letter of Authority and have not yet attained leadership certification may still be able to take up principal roles under Temporary Leadership Certification. Leaders employed under temporary leadership certification are expected to complete the required programming leading to certification within three years.

Teachers can complete the leadership program at any time, including prior to taking a leadership position. They must meet all the requirements – including holding an Alberta permanent teaching certificate – before they will be granted a leadership certificate.

Temporary Leadership Certification

Temporary leadership certifications allow teachers to work in a principal or superintendent of schools position before they meet the full requirements of certification.

Temporary certification is valid from the issue date until August 31 of the third year, during which time principals and superintendents must complete any outstanding requirements for permanent leadership certification.

Temporary Leadership Certification

A teacher may temporarily work as a principal without holding leadership certification if the superintendent of schools, or their designate, submits a request through TWINS.

Recognition Under Labour Mobility

If you currently hold certification for principal or superintendent roles in another Canadian jurisdiction, please contact Alberta Education Teacher and Leadership Certification about your eligibility for leadership certification or superintendent leadership certification under labour mobility legislation.

Alberta Education Teacher and Leadership Certification:

Phone: [780-427-2045](tel:780-427-2045)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Email: teacher.certification@gov.ab.ca

Address:

2nd Floor, 44 Capital Boulevard

10044 108 Street

Edmonton, Alberta T5J 5E6

Permanent Leadership Certification

Eligibility

Eligible applicants must:

- complete approved coursework
- complete an online application through the [Teacher Workforce Information System \(TWINS\)](#)
- declare their ability to meet the Leadership Quality Standard, Superintendent Leadership Quality Standard, or both
- hold an Alberta permanent professional teaching certificate (PPC)

Any teacher can complete the required coursework and apply for leadership certification prior to taking up a leadership role.

Approved coursework or programs

Teachers must complete approved coursework or programs specifically aligned to the Leadership Quality Standard or Superintendent Leadership Quality Standard to get leadership certification.

The following Alberta post-secondary institutions offer coursework or programs aligned to the standards.

- Ambrose University
- Concordia University
- The King's University
- St. Mary's University
- University of Alberta
- University of Alberta Faculté Saint-Jean
- University of Calgary Werklund School of Education
- University of Calgary Continuing Education
- University of Lethbridge

Choices include:

- non-credit programming
- graduate coursework or graduate certificates
- Master's programs

Options begin at 2 courses or equivalent for leadership certification and one course for superintendent leadership certification. Coursework is provided in face to face, online and blended formats.

For more information about approved leadership coursework and approved university providers, download the [Leadership Certifications University Courses and Programs Guide \(alberta.ca\)](#) (PDF) and contact university providers directly.

How to apply

- Complete approved leadership coursework.

- Sign in to [TWINS](#) using your Google, Microsoft or Education account (If you don't have a TWINS account, sign up on the home page where indicated.)
 - Under the Home tab – click on Request Leadership Certificate or Request Superintendent Leadership Certificate, or both.
- Complete the application by:
 - verifying your contact information
 - providing program details
 - completing the declaration
 - submitting the form

You do not need to provide a transcript to verify completion, the university will send course completion information directly to Alberta Education Teacher Certification.

Please note that you must hold an Alberta Permanent Professional Certification (PPC) in order to submit an application for leadership certification. If you hold an interim professional certificate (IPC), an application for leadership certification will only be available to you in TWINS once you obtain a PPC.

Verifying education credentials

Leadership certification applicants do not need to request official transcripts or verify Bachelor of Education degrees.

Additional Leadership Certification Information

Is the standard for Alberta principals and school jurisdiction leaders relatively new?

Yes. Effective September 1, 2019, the Leadership Quality Standard applied to principals and school jurisdiction leaders.

In 2009, the Principal Quality Practice Guideline was published by Alberta Education, having been developed in consultation with education stakeholders. The guideline has been used extensively across the province and helped inform the development of the Ministry-authorized Leadership Quality Standard.

To whom does the Leadership Quality Standard (LQS) apply?

The LQS applies to all principals and school jurisdiction leaders.

"Principal" means, for the purposes of this standard, principal as defined in the Education Act, "School jurisdiction leader" means a central office staff member, other than the superintendent or chief deputy superintendent, required by their leadership position to hold an Alberta teaching certificate.

Where can I go to get resources to help me meet the Leadership Quality Standard?

Information about leadership certification and the Leadership Quality Standard can be found at [Leadership certifications | Alberta.ca](https://www.alberta.ca/leadership-certifications)

The Ministry of Education has contributed \$5.4M to the [Joint Commitment to Action on Indigenous Education](#). The professional learning providers that are signatories to this commitment are currently developing professional learning supports for educators.

Can a school authority hire a principal or school jurisdiction leader without leadership certification?

Newly hired principals or school jurisdiction leaders (including those from out of province) are required to complete their leadership certification. Principals do need to have a temporary LQS certificate. Then they would be required to complete the programming within three years.

How is the Leadership Quality Standard related to certification?

Just as the Teaching Quality Standard is the basis for certification of all teachers in Alberta, the Leadership Quality Standard forms the basis of the leadership certification program for principals and school jurisdiction leaders.

Are all new leaders required to have the leadership certification?

Only principals are **required** to hold a leadership certificate.

Teachers in other leadership positions identified under the Leadership Quality Standard (assistant, associate or vice principals, and school jurisdiction leaders), or teachers aspiring to leadership roles, can complete the certification requirements leading to the leadership certificate.

TEACHER CERTIFICATION BRANCH
REQUEST FOR TEMPORARY LEADERSHIP CERTIFICATE RECOMMENDATION 2024-2025

(Authorized by the Minister pursuant Education Act, the Certification of Teachers and Teacher Leaders Regulation Alberta Regulation 123/2022)

1. APPLICANT'S PERSONAL INFORMATION:

Current Full Legal Name:			FILE/CERTIFICATE NO.
Title	Surname	First/Middle Names	From Alberta Education

List all other (previous) legal names:

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, Teacher Certification Branch, web site: Education | Alberta.ca or by calling 780-427-2045 or toll free by dialing 310-0000.

Provide acceptable evidence of name changes. Photocopies of government issued birth certificate, marriage certificate, or legal name change certificate. Do not send original birth or marriage certificates to AISCA. Send copies to Alberta Education, Teacher Certification Branch. These documents can be uploaded to Alberta Education by logging into your TWINS Teacher Self Service account at. [TWINS \(alberta.ca\)](http://TWINS (alberta.ca))

Date of Birth (yy/mm/dd)	Personal Phone	Work Phone	Personal E-mail
Work E-mail			

Citizenship Status: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Canadian citizen by birth | <input type="checkbox"/> Permanent resident |
| <input type="checkbox"/> Canadian citizen by naturalization (granted) | <input type="checkbox"/> Other |

2. Self-Declaration:

I verify that I demonstrate the ability and commitment as a leader to meet the competencies outlined in the Leadership Quality Standard.

Name of School you are Principal at: _____

Employed From: (yy/mm/dd)	Employed To: (yy/mm/dd)
Applicant's Signature	Date of Application

The personal information collected as part of this application process for teacher certification is collected pursuant to the provisions of the Certification of Teacher and Teacher Leaders 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.

For Office Use Only

Date Received:

Date Reviewed

Reviewed by:

Good for submission:

Submitted to TWINS on:

Applicant Notified:

I confirm that this teacher continues to meet the requirements for the Alberta Interim Professional Certificate as prescribed by the Teaching Quality Standard and recommend the extension of such certificate.

Recommending Officer: Ray Battochio- AISCA DSA
Officer

Signature: Ray Battochio

Date of recommendation:

Applicant's Checklist
Application for Temporary Leadership Certificate Recommendation 2023-2024
Keep this sheet with a copy of the request form for your records

	Complete Section 1 & 2 of the application.
	If necessary, send acceptable evidence of name change or Immigration/Citizenship status Directly To: Alberta Teacher and Leadership Certification Branch 44 Capital Boulevard 2 ND Floor, 10044 – 108 St. Edmonton, AB T5J 5E6
	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 email to office@aisca.ab.ca, or by fax (780)469-9880, or by regular mail to:

AISCA-DSA Program
200, 10458 Mayfield Road NW
Edmonton, AB T5P 4P4

Sent to AISCA on: _____

Received response from Alberta Education on: _____