



Teacher Certification Handbook 2026-2027

For Alberta Independent Schools and ECS

AISCA
#200, 10458 Mayfield Rd NW
Edmonton, AB
T5P 4P4

Phone: 780-469-9868

Fax: 780-469-9880

Email: certification-admin@aisca.ab.ca

www.aisca.ab.ca

Contents

Teaching Authority in Alberta.....	1
Who Grants Teaching Authority in Alberta	2
Teacher Certification Branch (TCB)	3
Registrar’s Office	3
Alberta Accredited International Schools.....	3
Teacher Certification in AAIS	3
Initial Application for IPC.....	4
Letter of Authority.....	4
FEES for AAIS Teacher’s PPC Evaluation	4
Labour Mobility	5
Teachers Certified in Other Canadian Jurisdictions	5
Letter of Authority	6
Internationally Educated Teacher.....	7
Individuals with Subject Qualifications but No Teaching Certificate.....	8
Upgrading Courses	9
Right to Hire Non-Certificated Teachers	10
Interim Professional Certificate.....	10
Alberta Graduates	12
Teachers New to Alberta	12
Interim Professional Certificate: Re-issuance.....	13
Interim Professional Certificate: Extension	14
Permanent Professional Certificate	15
Eligibility	15
Who Applies for a Permanent Professional Certificate?	15
When to Apply	15
Documentation Required	16
Calculating Valid Teaching Time.....	16
Previous Evaluations.....	16

Limitations on Eligibility	17
Maternity/Paternity Leave.....	17
What Will AISCA Do?.....	17
What Will the DSA Do?	17
Fee Schedule	18
Criminal Record Check with Vulnerable Sector	19
Addresses to Obtain Statements of Canadian Professional Standing.....	19
Leadership Certification	23
Pathway to Leadership Certification.....	23
Employment and Leadership Certification.....	23
Recognition Under Labour Mobility	23
Temporary Leadership Certification	24
Permanent Leadership Certification.....	24
Eligibility.....	24
Approved Coursework or Programs	24
How to Apply for a Leadership Certificate	25
Verifying Education Credentials	25
Alberta Accredited International School Principals	26

Teaching Authority in Alberta

An independent school is established when a group of citizens with shared educational goals applies to the Alberta Ministry of Education for approval to operate a school. Independent school authorities and independent community-based Early Childhood Services (ECS) operators that offer accredited programs are responsible for ensuring that their teachers hold valid teaching authority in the province of Alberta.

The Registrar of the Alberta Teacher and Leadership Certification Branch is responsible for issuing teaching certificates in accordance with the Certification of Teachers and Teacher Leaders Regulation. AISCA assists independent schools with the teaching certification process in a variety of ways.

High-quality teaching is essential for delivering strong educational programs in both independent schools and independent ECS programs. All teachers in Alberta are required to meet the Alberta Teaching Quality Standard throughout their careers. Maintaining this standard—along with teaching practices aligned with each school’s mission—is critical to ensuring that students receive the best possible instruction. Studies confirm that the best predictor of student achievement is teacher quality.

(Darling-Hammond, L. (2000). Teacher Quality and Student Achievement. *Education Policy Analysis Archives*, 8, 1. <https://doi.org/10.14507/epaa.v8n1.2000>; https://files.eric.ed.gov/fulltext/ED509683.pdf?utm_source=chatgpt.com)

The Association of Independent Schools and Colleges in Alberta (AISCA) coordinates the Designated Signing Authority (DSA) program, under the authority of the Registrar’s office. This program supports independent schools and ECS operators in meeting teacher certification requirements, helping ensure that educators employed in these settings have the appropriate teaching authority.

This handbook outlines the services provided through the AISCA-DSA Program. It also explains the responsibilities of independent school principals, ECS operators, and teachers in ensuring that appropriate teaching authority is obtained and maintained.

Application forms for certification are available on the [AISCA website](#).

All teachers in Alberta schools must hold valid Alberta teaching authority issued by the Alberta Teacher and Leadership Certification Branch BEFORE teaching in an Alberta classroom.

Who Grants Teaching Authority in Alberta

Alberta Education and Childcare is a Ministry of the provincial government. The Ministry of Education manages the certification of teachers through the Teacher Certification Branch and the office of the Registrar. Teacher Certificates are evaluated and approved by the Teacher Certification Branch under the authority of the Office of the Registrar.

A teaching certificate is the authorization, under the Education Act, and Certification of Teacher and Teacher Leaders Regulation, and Independent Schools Regulation, that allows an individual to teach K-12 in Alberta accredited independent schools. Holding a certificate means that the individual has met the standards and requirements necessary to be employed and has obtained a valid certificate from the Alberta Minister of Education and Childcare, through the Office of the Registrar.

Following are excerpts from the Education Act and Independent Schools Regulations.

EDUCATION ACT

Qualifications re employment

198(1) Unless otherwise authorized under this Act, a board shall employ as a teacher only an individual who holds a teaching certificate.

(2) A board may employ a competent individual to teach a language or culture under the supervision of a teacher who holds a certificate referred to in subsection (1).

Qualifications re supervisory position

199 Unless a person holds a teaching certificate, that person is not eligible to hold a supervisory position that directly relates to the teaching functions of a teacher.

Unqualified teachers

221(1) Unless otherwise authorized under this Act, a board shall not knowingly employ as a teacher a person who does not hold a teaching certificate.

(2) Unless otherwise authorized under this Act, a person shall not teach in a school operated by a board unless that person holds a teaching certificate.

INDEPENDENT SCHOOLS REGULATION

Instructional staff

9(1) Subject to subsection (2), the operator of an accredited independent school shall employ as a teacher only an individual who holds a teaching certificate.

(2) The operator of an accredited independent 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 teaching certificate.

Teacher Certification Branch (TCB)

Teacher Certification Branch is the operations and processing arm. They are responsible for:

- Assessing applications for teacher certification
- Issuing teaching certificates (Interim, Permanent, etc.)
- Evaluating credentials (degrees, transcripts, out-of-province teachers)
- Handling upgrades or changes to certificates
- Providing client support to applicants

Registrar's Office

The Registrar is a statutory authority (a legally designated decision-maker under Alberta's Education Act).

The Registrar:

- Has the legal authority to approve, deny, suspend, or cancel certificates
- Sets or enforces certification requirements and standards
- Makes final decisions in complex or exceptional cases
- Oversees the integrity of the certification system

The TCB processes applications and makes recommendations and the Registrar (or delegated authority) makes the official certification decisions. Many routine decisions are delegated to TCB staff, but legally they act on behalf of the Registrar.

AISCA assists with the initial application processing for independent schools under the authority of the Office of the Registrar. Designated Signing Authorities are appointed annually by the Registrar.

Alberta Accredited International Schools

Teacher Certification in AAIS

Alberta Accredited International Schools (AAIS) are required to have Alberta certified teachers.

At the request of Alberta Education, AISCA acts as the agent of Alberta Education's Office of the Registrar for matters pertaining to the re-issuance and extension of interim professional certificates (IPC) and the evaluation of teachers for their permanent professional certificates (PPC).

The process for a teacher to apply for initial, extension, and re-issuance of an Interim Professional Certificate is the same for domestic and international independent schools. However, for AAIS, there are differences in how a teacher applies for a Letter of Authority, and in the process of evaluating a teacher for their Permanent Professional Certificate. The differences are important.

Initial Application for IPC

As for all teachers, the application for initial IPCs goes directly to the Registrar at Alberta Education. Applications are made through [TWINS](#).

Letter of Authority

Letters of Authority for teachers at an AAIS, must be requested directly from the Teacher Certification Branch at teacher.certification@gov.ab.ca. Applications for Letters of Authority for AAIS teachers do not come through AISCA. Teachers employed in AAIS may be issued a Letter of Authority, specific to a given school, and valid for a specific period of time, usually one year.

Note: Teachers in AAIS may be exempted from the requirement to hold Canadian citizenship or permanent resident status, if they are unlikely to teach in Canada while holding the Letter of Authority.

FEES for AAIS Teacher’s PPC Evaluation

Due to the prohibitive costs of international travel, evaluations will generally not be conducted on site. DSA’s will arrange with teachers and school administrators to conduct remote evaluations that will involve electronic sharing of documents, interviews via Zoom or other platforms and, wherever possible, viewing of live-streamed classes.

The DSA agreement between AISCA and the Alberta government does not pay for DSA services for AAIS. Therefore, AISCA charges a cost-recovery fee, per teacher, for DSA services. The fee is \$500.00 CDN per teacher for remote evaluations conducted in the 2025-2026 school year. AISCA will invoice the international school for all the teachers being evaluated for PPC that year. The fees should be paid via Flywire, before scheduled evaluation takes place. <https://www.aisca.ab.ca/payment-of-fees-by-schools-for-ppc-evaluations/>

AISCA does not charge a fee for the extension or reissuance of IPC service they provide.

Labour Mobility

Alberta supports labour mobility for certified teachers and works to reduce barriers for qualified educators who wish to move to the province. Teachers who hold credentials from other Canadian jurisdictions or from outside Canada may apply for Alberta teaching certification through the Alberta Teacher and Leadership Certification Branch of Alberta Education and Childcare.

The Teacher Certification Branch is responsible for assessing whether a teacher's academic and professional qualifications obtained elsewhere meet Alberta's certification requirements. AISCA encourages teachers who are new to Alberta to submit the required documents for evaluation as early as possible.

AISCA staff are available to assist teachers and schools in understanding the certification process and the documentation that may be required. However, **AISCA does not evaluate out-of-province or international credentials, transcripts, or teaching authority**. All certification assessments and decisions are made by the Alberta Teacher and Leadership Certification Branch.

Teachers new to Alberta must submit a formal application for teacher certification through the Government of Alberta teacher certification website: For more information, teachers may consult the [teacher certification website](#), email teacher.certification@gov.ab.ca or phone 780-427-2045 (within Alberta, dial 310-0000 first for toll-free access).

Teachers Certified in Other Canadian Jurisdictions

Under the Canadian Free Trade Agreement (CFTA), teachers who hold a valid teaching certificate from another Canadian province or territory may apply for certification in Alberta without being required to complete additional education or examinations, except in cases where the existing certificate has a *limited scope of practice*. A limited scope of practice means the certificate restricts teaching to certain grade levels or subject areas.

The CFTA provisions apply only to individuals who hold a current and valid teaching certificate from another Canadian jurisdiction. These provisions do not apply to certificates issued by other countries or to certificates that have been suspended, revoked, or expired.

Details of the requirements are available at <https://www.alberta.ca/teacher-certification>
Applicants with valid certification from another Canadian jurisdiction are typically required to submit:

- a completed application submitted digitally to the Alberta Teacher and Leadership Certification Branch

- payment of the application processing fee to the Government of Alberta
- a Statement of Professional Standing from the jurisdiction where the teacher preparation program was completed and from all jurisdictions where the applicant has been certified or has taught
- verification of teaching experience and currency of practice, when requested
- copies of government-issued identification and proof of any legal name changes, if applicable
- immigration documentation confirming authorization to work in Canada, if applicable
- a current (within 6 months) [criminal record check with vulnerable sector screening](#), when requested
- evidence of English or French language proficiency, when requested
- official transcripts for post-secondary studies, when requested

Additional documentation may be requested during the review process.

Under the [Certification of Teachers and Teacher Leaders Regulation](#), Alberta Education and Childcare may refuse certification if an applicant does not meet the requirements to be considered a [fit and proper person to teach](#), or if the applicant does not demonstrate proficiency in English or French.

Teachers with Canadian certification who meet Alberta’s requirements may be issued one of the following:

1. **Interim Professional Certificate (IPC)** – Issued to teachers from Canadian jurisdictions whose teaching certificate authorizes practice across kindergarten to Grade 12, consistent with Alberta’s scope of practice.
2. **Letter of Authority** – Issued to teachers whose certification from another Canadian jurisdiction limits their scope of practice to specific grade levels or subject areas. The Letter of Authority reflects the same scope and conditions established by the originating jurisdiction.

Letter of Authority

A Letter of Authority (LoA) may be issued under specific circumstances, when the services of a certificated teacher are not available. It may be issued 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. The LoA may indicate requirements to complete a number of credit hours of pedagogy courses, or other

upgrading requirements as stated by the Registrar's office. A LoA for subsequent school years may be granted only upon receipt of evidence that the teacher has completed the required upgrading.

Internationally Educated Teacher

When a school authority wishes to employ a person with a teaching certificate from another country, it is important for the person to create a TWINS account and begin the process of gaining an Alberta teaching certificate. To apply for a Letter of Authority for an internationally educated teacher, AISCA can submit a recommendation on behalf of the school, for the applicant.

- The individual would first need to apply for interim professional certification through [TWINS](#) and would need to submit the required documentation needed for their application, which would be detailed on their TWINS checklist.
- After they create their TWINS account, the authority (AISCA), on behalf of the school wishing to hire them as a teacher, would submit an online recommendation via TWINS for the individual.
- The application for a Letter of Authority is on the [AISCA website](#). AISCA submits the completed application on behalf of the school/teacher.
- If Teacher Certification Branch receives a recommendation for an internationally educated teacher, the review of the application would be prioritized.
- The individual must have completed a basic teacher preparation program leading to certification in another jurisdiction, be of good standing in that jurisdiction, and in the jurisdiction in which they last taught (if not the same)
- If the individual qualifies for an Interim Professional Certificate, it would then be issued to the individual.
- If the individual has upgrading to complete in order to meet the requirements in Alberta, the Teacher Certification Branch would then determine if they were eligible to teach under a Letter of Authority.
 - If they qualify, the Letter of Authority will indicate requirements to maintain their teaching authority in Alberta.
 - This authority would be temporary, normally till Aug 31 of the current school year; and it would allow them to accept an offer of employment as an Alberta teacher while they complete any requirements for the Interim Professional Certificate.
- 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 permit valid for the entire school year

- If they do not qualify for any teaching authority, they would be advised what upgrading they would need to complete to meet the requirements in Alberta.

Individuals with Subject Qualifications but No Teaching Certificate

When a school is unable to find an Alberta certified teacher, in certain situations, they may be able to request that an individual with a specialized subject area, but who does not have a teacher preparation program or B.Ed, be granted a Letter of Authority with limited scope of practice.

- The applicant must first apply for an Interim Professional Certificate using [TWINS](#). No application for Letter of Authority will be processed by Teacher Certification Branch until all the requested information on the applicant’s TWINS checklist has been provided.
- Information/documents required on the TWINS checklist will include official post-secondary institution transcripts submitted directly to Teacher Certification Branch at teacher.certification@gov.ab.ca, along with other necessary documents required on their TWINS checklist.
- An application for Letter of Authority is submitted to [AISCA](#). When it is apparent on the application that the person does NOT have a teaching certificate in another jurisdiction, AISCA will contact the school authority and ask for answers to the questions below.
- When AISCA has the answers from the school authority, AISCA will submit the LoA application, AND send an email to TCB explaining that the school is requesting special permission from the Minister for a LoA, and provide the answers to the questions below. Since it is an exceptional measure, permission is sought directly from the Minister to obtain a Letter of Authority for such circumstances.

The School must provide the following information:

What is the school’s name the individual will be teaching at?
What is the individual’s name being requested for the letter of authority?
What education qualification does this individual hold?
*If the individual is a Bachelor of Education student: <ul style="list-style-type: none"> • What is the post-secondary institution the individual is attending their teacher preparation program at? • Where is the individual in their studies? (i.e., specifics on what year they are in, and when their expected graduation date will be).
What subject(s) will the individual be teaching?
What grade(s) will the individual be teaching?
What recruitment efforts has the school authority taken to fill this position?
How long has your school authority been recruiting for this position?
How long are you requesting this letter of authority be valid for?

- After they apply for their IPC on TWINS, a Letter of Authority application has been submitted to AISCA, and Teacher Certification Branch receives an email from AISCA with answers to the questions above, then the request for a Letter of Authority would be forwarded by TCB to the Minister for approval, which may take several weeks.
- The Teacher Certification Branch will send a verification letter to the teacher once the Letter of Authority is granted. The Letter will specific the restrictions and terms of the LoA.
- If there are no changes to the teaching assignment, the teacher may apply for another LoA for the next year. AISCA will submit the application along with an email to TCB indicating that this LoA was previously approved by the Minister and there are no changes to the conditions of the request.

Note: A minimum 4 years of university education, inclusive of a recognized degree and pre-service teacher preparation program from an approved institution is required for an Alberta teaching certificate. The teacher preparation program must lead to teacher certification in the jurisdiction where the program was completed. A Master's degree is not an acceptable substitute for the Bachelor level teacher certification requirement.

Upgrading Courses

Normally, the annual upgrading requirements for a Letter of Authority are a minimum of 6 credits. Teachers should request, and keep, written approval they receive from an evaluator from Teacher Certification Branch regarding the courses they must complete to meet the requirements. It is not recommended that a teacher enrolls in courses without having those courses pre-approved by the evaluator. If the courses do not meet requirements of the LoA, they will not count toward future certification.

Email the Teacher Certification Branch directly at Teacher.Certification@gov.ab.ca for approval of 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 Teacher Certification Branch (mail or email). To issue further Letters 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.

Teacher and Leadership Certification Branch
Alberta Education and Childcare
2nd floor, 44 Capital Boulevard
10044 -108 Street
Edmonton, Alberta
T5J 5E6

To apply for a Letter of Authority, use the [online application \(AISCA\)](#). The school principal must sign the form. There is no cost for the first application for LoA. There is a fee for subsequent requests, payable to the Government of Alberta, once the application has been processed by AISCA.

What will AISCA do?

Upon receipt of the Letter of Authority request form, we will forward the recommendation to the Teacher Certification Branch through the [TWINS](#). AISCA will then email the applicant with information about how to pay online through TWINS self-service OR by cheque or money order made payable to Government of Alberta and sent directly to Teacher Certification Branch.

AISCA's email will also inform the applicant how to complete the self-disclosure on further requests for a LoA. 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](#).

Right to Hire Non-Certificated Teachers

Under the Education Act's [Independent Schools Regulation, Alberta Regulation 127/2022 Section 9\(2\)](#) "The operator of an accredited Independent 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 ensuring that lesson planning and delivery, assessment, and student supervision meet the Teaching Quality Standard.

Interim Professional Certificate

Teachers who do not yet have an Alberta Teaching Certificate must submit their IPC application online through [TWINS](#). Inquiries can be directed to the Alberta Teacher and Leadership Certification Branch at teacher.certification@gov.ab.ca

The Alberta Teacher Certification website notes that individuals must provide to 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:

- 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 and a statement of professional standing from all jurisdictions where they have taught and/or held certification;
 3. Canadian citizenship, Canadian permanent residency or a legal Canadian work permit;
 4. Evidence of being [a fit and proper person](#), and;
 5. 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 Alberta’s teacher preparation institutions are issued Alberta Interim Professional Certificates from the Teacher Certification Branch upon the recommendation of the Dean of the respective Faculty of Education. The Dean will submit the recommendation directly to the Registrar.

Alberta graduates also must submit the required application and confidential disclosure forms and fees to the Teacher Certification Branch. The applicant must create a [TWINS](#) account.

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.

In order to be eligible to teach prior to having an IPC issued, 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 a recent Alberta graduate who is awaiting their IPC.

Teachers New to Alberta

Teachers educated outside Canada must apply to the Alberta Teacher and Leadership Certification Branch to have their academic and professional credentials evaluated before initial teaching authority will be issued. Applicants will create a [TWINS](#) account and submit required documentation. It is important to log in to TWINS and regularly review the checklist of items requested by Teacher Certification Branch.

Teachers must apply online at [TWINS](#). AISCA does not evaluate credentials for IPC, inquiries related to IPC applications can be directed to the Alberta Teacher and Leadership Certification Branch at teacher.certification@gov.ab.ca

All required documentation can be submitted via TWINS or sent directly to Teacher Certification branch from the originating institutions, as appropriate. At times certain original documents should be mailed directly to:

Teacher and Leadership Certification Branch
Alberta Education and Childcare
2nd floor, 44 Capital Boulevard 10044 -108 Street
Edmonton, Alberta
T5J 5E6

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.

Applicants from outside Canada must have all the required documents on file with Teacher Certification Branch before being granted authority to teach.

Graduates from institutions outside Canada 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 Branch by the universities. These may need to be translated and notarized, as requested by Teacher Certification Branch.

Interim Professional Certificate: Re-issuance

Teachers who previously held Alberta certification, but whose teaching authority has expired, must have their Interim Professional Certificate re-issued. This requires applying (through AISCA if the teacher has a contract with an independent school) for a re-issuance of their Interim Professional Certificate and submission of, at minimum, a [criminal record with vulnerable section check](#) and a statement of professional standing from all jurisdictions where they have taught and/or held certification.

The teacher may have quit teaching for some time, moved away and returned, or may not have met the two full school years of teaching 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 for recommendation for re-issuance.

To apply for a re-issuance, visit [AISCA's website](#) to complete the online application form.

Upon receipt of the application, AISCA will forward the application to the Teacher Certification Branch through [TWINS](#). AISCA will then e-mail the applicant informing the applicant what is 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 have a valid teaching certificate to teach in Alberta.

Teachers must be employed or hold an offer of employment for the school year in which the extended term of the certificate begins. Alberta Education does not accept applications for extension prior to 180 days before the expiry date of the certificate.

To apply for an extension, complete the online application at [AISCA's website](#).

Upon receipt of the application, AISCA will forward the application to the Teacher Certification Branch through [TWINS](#). AISCA will then e-mail the applicant with information about how to pay on-line through TWINS 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 of the requirement 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](#).

Teachers applying for extension must also provide to Teacher Certification Branch, a current (within past 6 months) original [Criminal Record Check that includes a vulnerable sector check](#).

Permanent Professional Certificate

Eligibility

When a teacher with an IPC has taught in an Alberta accredited school for the equivalent of two full-time school years (approx. 400 days) they are eligible to be evaluated for their permanent professional certificate by a Designated Signing Authority (DSA). Independent ECS operator teachers must also have taught two full years of approximately 950 hours each year to qualify to be evaluated for their permanent professional certificate (PPC).

Only time teaching in a role that requires a teacher certificate, while holding a valid IPC, is eligible toward a PPC. Time taught while holding a Letter of Authority does not count toward eligible teaching time.

To submit verification of your valid teaching time, use the [Verification of Employment](#) template on AISCA's website. When school authorities have their own verification of employment forms that contain the required information, applicants may use them.

Alberta Education appoints DSAs, who serve as officers acceptable to the Minister of Education, to evaluate independent school and ECS teachers for the purpose of recommending teachers for an Alberta PPC. 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, qualifying 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.

Who Applies for a Permanent Professional Certificate?

It is the responsibility of the school authority to ensure that teachers they employ, who are eligible to be evaluated for a permanent professional certificate, will apply to be evaluated by a DSA during the school year. The application, and process of evaluation, is a professional responsibility of the teacher. School authorities should support the teacher to meet the requirements and submit the application in their second year of full-time teaching.

When to Apply

If a teacher completes two full time years of teaching during the contract year, the teacher should 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 during their second year of teaching.

Documentation Required

AISCA will 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 and provide records verifying that a teacher has completed two years teaching experience. Letters verifying employment from current and former employers must be submitted with the application to AISCA. The letter must indicate your FTE (i.e. 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, Online/virtual teacher, PUF Coordinator, etc.).

Calculating Valid Teaching Time

It is important to ensure that the information on the [verification of employment form](#) clearly communicates the number of days of teaching under a valid IPC. This includes indicating if the position was full or part time. When a teacher's contract continues to the end of the current school year, that should be indicated on the verification of employment form.

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 time. For eligibility purposes, where employers calculate hours per day, 4.75 hours per day for 200 days is equivalent to 1 full - time year.

Previous Evaluations

The principal must complete at least one prior, formal, written evaluation of the teacher, for the purpose of recommending a Permanent Professional Certificate. This evaluation, signed by both the teacher and principal, 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.

The role of Principal is legislatively defined. A principal must have authority to teach in Alberta (letter of authority, IPC, or PPC), have a Leadership Certificate (temporary or permanent), and be appointed as principal by the school's board. The school's Teacher Growth, Supervision and Evaluation policy will guide the evaluation process for certification.

The principal's evaluation should have clear connections to the [Teaching Quality Standards](#). The evaluation should state that the principal recommends the teacher receive their permanent professional certificate.

Note: ECS schools are not required to have a principal, so circumstances may vary with ECS operators. If an ECS does not have a principal, the DSA will complete two evaluations of the teacher for the purpose of recommending PPC.

Limitations on Eligibility

The PPC recommendation form is valid for one year from the date of recommendation by the DSA. Any outstanding documentation requirements or payments must be made by the teacher within one year of recommendation.

Maternity/Paternity Leave

If a teacher is going on 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. The teacher must complete the required two years of eligible teaching time before a recommendation for PPC can be made.

What Will AISCA Do?

When the PPC evaluation request form and supporting documents are received at the office, the Senior Manager of Teacher Certification will assign a DSA to conduct an evaluation of the teacher's practice. An email acknowledging the application and outlining the next steps is sent to each applicant and school principal. Evaluations by the DSA 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](#) or by cheque or money order, 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 not show up unannounced.

The DSA will make at least one visit to observe the teacher's teaching practices. Observations should be a minimum of two hours and include at least two different subjects. The DSA has discretion over the nature and time of the observations. Subsequent visits are at the discretion of the DSA.

After completing the evaluation(s), 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 who is not recommended 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](#) 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.

Fee Schedule

Fees are set by Alberta Education and paid via TWINS

- | | |
|--------------------------------------|-----------|
| • 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 certification request form, AISCA will forward the recommendation to Teacher Certification Branch through [TWINS](#).

AISCA will then e-mail the applicant with information about how to pay on-line through [TWINS](#) OR by cheque or money order, made payable to Government of Alberta and sent directly to Alberta Teacher and Leadership Certification Branch

Criminal Record Check with Vulnerable Sector

To hold a teaching certificate in Alberta, a teacher must be a “fit and proper person.” An applicant must provide a recent (within 6 months) criminal record check with a vulnerable sector check. The criminal record check must be from a jurisdiction in which you recently resided, if you have not lived in Alberta for more than 6 months. The criminal record check must be provided to Teacher Certification branch in specific ways. See information on the [teacher certification website](#) for details on how to submit your criminal record check.

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 \(gov.bc.ca\)](#)

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 \(gov.mb.ca\)](#)

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 \(gnb.ca\)](#)

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 \(ednet.ns.ca\)](http://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 \(oct.ca\)](http://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: [Government of Quebec Requesting Documents](#)

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://Home (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](#)

Leadership Certification

Just as the Teaching Quality Standard (TQS) governs teacher certification, so the Leadership Quality Standard (LQS) governs leadership certification.

Only teachers 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, however, they are expected to meet the [Leadership Quality Standard](#).

Additional information about the Leadership Certificate may be found at <https://www.alberta.ca/leadership-certifications>

Pathway to Leadership Certification

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

Teachers new to leadership roles or aspiring to them, can apply for 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 the 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 professional teaching certificate – before they will be granted a leadership certificate.

Recognition Under Labour Mobility

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

Teacher.certification@gov.ab.ca Phone: 780-427-2045. Toll free: 310-0000 before the phone number (in Alberta)

Temporary Leadership Certification

Temporary leadership certification allows teachers to work in a principal role before they meet the full requirements of a permanent leadership certificate. A teacher who has been appointed as the principal by the independent school board must apply for a temporary leadership certificate by applying to [AISCA](#). AISCA will submit a request through TWINS. The principal must complete the requirements of a permanent leadership certificate within 3 years.

Note: a teacher (principal) must have a PPC and complete the authorized leadership courses to qualify for a permanent leadership certificate.

Permanent Leadership Certification

Eligibility

Eligible applicants must:

- complete approved coursework
- complete an online application through the Teacher Workforce Information System ([TWINS](#))
- declaring their ability to meet the Leadership Quality Standard
- 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 to get a permanent 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 are equivalent for leadership certification. Coursework is provided face-to-face, online and blended course formats.

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

How to Apply for a Leadership Certificate

Complete approved leadership coursework.

Sign in to [TWINS](#) (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.

Complete the application by:

- verifying your contact information
- providing program details
- completing the declaration
- submitting the form

Verifying Education Credentials

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

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) or Letter of Authority, an application for leadership certification will only be available to you in [TWINS](#) once you obtain a PPC.

Alberta Accredited International School Principals

Note that an IPC and PPC can only be granted to a Canadian citizen or a person lawfully permitted to work in Canada.

[Certification of Teacher and Teacher Leaders Regulation](#) 10 (2) The Registrar may issue a permanent professional certificate only to a Canadian citizen or an individual lawfully permitted to work in Canada.

A Letter of Authority can be granted to a non-Canadian when the teacher will not work in Canada during the term of the LoA. Therefore, it is possible for a teacher in an Alberta accredited international school (AAIS) to receive a Letter of Authority from Alberta Teacher Certification Branch and qualify for a Temporary Leadership Certificate.

[Certification of Teacher and Teacher Leaders Regulation](#) 12 (3) The Registrar may waive the requirement set out in subsection (1)(c) if the Registrar is satisfied that the individual is not and will not be employed as a teacher in Canada during the term of the letter of authority

Having a PPC is a requirement to be eligible for a Permanent Leadership Certificate. If the principal is not a Canadian citizen, (or lawfully permitted to work in Canada) it may be possible for the principal in an Alberta accredited international school to maintain a series of Temporary Leadership Certificates, because there is no pathway to a Permanent Leadership Certificate without a PPC.

Where an individual has been issued a Temporary Leadership Certificate (TLC) for their role at an AAIS school, Teacher Certification Branch can continue to issue a TLC every 3 years for those individuals to continue in their role at the AAIS school, upon receipt of a recommendation for a re-issuance of the TLC submitted by the Designated Signing Authority (AISCA).