



**Application for
Teaching Certificate
endorsed
Teaching and Learning
Assistant**

Date Received

Teacher
Certification

1. Applicant Identification

Social Insurance Number [] [] [] [] [] []	Surname [] [] [] [] [] []	Given Names [] [] [] [] [] []	Initial [] []
	Previous Name (if applicable) [] [] [] [] [] []	[] [] [] [] [] []	[] []

2. Personal Data

Date of Birth (YY / MM / DD)

[] [] [] [] [] []

Mailing Address

No. Street _____ P.O. Box _____

City _____ Prov. _____ Postal Code _____

Phone No. (_____) _____ - _____ Email _____

3. Professional Training Data

List the institutions from which transcripts will be received. List the name of any degrees/diplomas or other credentials you hold.

Name of University (or Institution)	Name of Degree / Diploma / Certificate, if applicable
1	
2	
3	
4	
5	

4. Certification or Licensing History (by a regulatory body)

Have you ever been required to hold a license or certificate authorizing you to work as a Teaching and Learning Assistant (or in a similar role)? ☐ NO ☐ YES If YES, please list all places where you hold/held this authorization:

5. Credit of Teaching Experience

If requesting credit of teaching experience for incremental purposes, list the employers from which you have requested official statements of teaching service. Forms for this purpose can be found online.

1
2
3

6. Applicant's Signature

Date _____
YY / MM / DD

SIGNATURE OF APPLICANT _____

SEE REVERSE SIDE FOR INSTRUCTIONS

DOCUMENTATION REQUIRED

*** DOCUMENTS 1 – 5 BELOW ARE REQUIRED WITH THIS APPLICATION ****

1. A photocopy of your Canadian birth certificate. For applicants born outside of Canada, provide evidence of Canadian citizenship, a permanent resident card, or a work permit. For applicants that have changed their name, we will require photocopies of proof of name changes. E.g., a marriage certificate.
2. Official transcripts should be mailed or emailed directly to us from all institutions where you completed studies. Email address is teachercertification@gov.nl.ca. Applicants who have completed studies outside of Canada or the United States must submit a WES Course by Course ICAP Report.
3. The original copy of your completed Confidential Disclosure and Criminal Record Check Form. Your handwritten signature is required.
4. An original Canadian Criminal Record Vulnerable Sector Checks, dated within 6 months of the application.
5. A completed Payment Schedule and receipt of payment of the appropriate fee.

The following document is required from applicants who obtained Teaching and Learning Assistant Certification in a jurisdiction outside of this province.

6. Official Statements of Professional Standing from all provinces, territories, states, or countries where you hold/held a Teaching and Learning Assistant certificate or license (or similar role) stating that you are in good standing and have never had your certificate suspended, cancelled or revoked. These statements must be sent directly from the issuing authority (usually a regulator or government office) to this office.

**FORWARD COMPLETED
APPLICATIONS TO:**

Teacher Certification
Department of Education
P.O. Box 8700
St. John's, NL
A1B 4J6

For further information call: (709) 729-3020

Please Note: Applications cannot be accepted via email.