



**Application for
Teaching Certificate**
(Initial and Upgrade)

Date Received

Teacher
Certification

1. Applicant Identification

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

2. Application

Check one Initial Application Upgrade Application	Date of Birth (YY / MM / DD) [] [] [] [] [] []
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Mailing Address

No. Street _____ P.O. Box _____
City _____ Prov. _____ Postal Code _____
Phone No. (_____) _____ - _____ Email _____

3. Professional Training Data

For **initial** applications: list the institutions from which transcripts will be received. List any degrees/credentials you hold.

For **upgrade** applications: list the institutions from which **new** transcripts will be received, and any new degrees/credentials.

Institution	Degree/ Credential
1	
2	
3	
4	
5	

Check Professional Training Completed
Primary Elementary Secondary

4. Certification Request

Certificate Level Requested

Level IV
Level V
Level VI
Level VII

5. Credit of Teaching Experience

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

1.
2.
3.
4.
5.

6. Applicant's Signature

Date _____ SIGNATURE OF APPLICANT _____
YY / MM / DD

SEE REVERSE SIDE FOR INSTRUCTIONS

DOCUMENTATION REQUIRED

- ** ALL DOCUMENTS BELOW ARE REQUIRED WITH INITIAL APPLICATIONS.**
***** ONLY DOCUMENTS 2 & 3 ARE REQUIRED WITH UPGRADE APPLICATIONS.**
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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, mailed or emailed (teachercertification@gov.nl.ca) directly from the institution to this office.

For initial applications: transcripts should be sent from all institutions where you completed studies. If you completed your studies outside of Canada or the United States of America you must request a WES Course by Course ICAP Report It be forwarded directly from WES to our office.

For upgrade applications: transcripts should be sent from all institutions where you completed studies since your last application. If you have completed a new program, we will require a letter from the institution stating that you meet the requirements for the program and the date on which you met them.

3. A completed Payment Schedule and a Payment Receipt of the appropriate fee. Print receipt during on-line payment.
4. The original copy of your completed Confidential Disclosure and Criminal Record Check Form. Your hand written signature is required.
5. Original Canadian Criminal Record Check and Vulnerable Sector Check, dated within 6 months of the application.

The following documents are required from applicants who completed Bachelor of Education programs at an institution other than Memorial University:

6. Official Statements of Professional Standing from all provinces, territories, states, or countries where you hold/held a teaching certificate, stating that you are in good standing, licence has never been suspended, revoked or cancelled and you are free to accept employment as a teacher. These statements must be sent directly from the issuing authority to this office. Mail or Email accepted.
7. If your country does not provide a Statement of Professional Standing, a Statement of Professional Competency (i.e. reference letter) from a recent Superintendent, School Inspector, or School Principal is required.

MAIL COMPLETED INITIAL APPLICATIONS TO:

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

EMAIL COMPLETED UPGRADE APPLICATIONS TO:

For further information call: (709) 729-3020

teachercertification@gov.nl.ca