



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. Authorization to Teach

Have you been authorized to teach in another jurisdiction?
If yes, list the province/country below.

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 2-4 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 for study within Canada or United States of America. If transcripts do not show conferral of degrees a confirmation letter from the university is also required. Transcripts must be sent directly from the university to email or mailing address below.
3. WES ICAP Report for studies completed outside of Canada or the United States of America. The report must be sent directly from WES to Office of Teacher Certification.
4. A completed Payment Schedule and receipt of payment.
5. Confidential Disclosure and Criminal Record Check Form. Your handwritten signature is required.
6. Original Canadian Criminal Record Check and Vulnerable Sector Check, dated within 6 months of the application.

For applicants you have completed Bachelor of Education degree outside of NL

7. Official Statements of Professional Standing from all provinces, territories, states, or countries 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 using mailing address or email address below.
8. If the 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 stating you are in good standing as a teacher.

MAIL COMPLETED INITIAL APPLICATIONS TO:

Teacher Certification
Department of Education
P.O. Box 8700
St. John's, NL
A1B 4J6
For further information call: (709) 729-3020

EMAIL COMPLETED UPGRADE APPLICATIONS TO:

teachercertification@gov.nl.ca