



Resource Guide for Internationally Educated Teachers





Written and compiled by the Office of Teacher Certification and Records,
Evaluation & Research Division,
Department of Education & Early Childhood Development
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ACKNOWLEDGEMENTS

The recognition of foreign credentials is an important part of the integration process of internationally educated teachers (IETs) into the economic, social and cultural fabric of Newfoundland and Labrador. The settlement experience as challenging as it is, requires initiatives which can ensure the adequate accommodation of IETs into the provincial labour market. This resource guide is one of such initiatives. Its goal is to provide IETs with clear and coherent information about the provincial teacher certification application process.

This project was carried out under the Office of Teacher Certification and Records of the Department of Education and Early Childhood Development. It is a result of the Foreign Qualification Recognition in Newfoundland and Labrador: Developing Provincial Capacity project.

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This resource guide was put together based on the following practices on foreign qualification recognition: the *Resource Guide for Internationally Educated Teachers* from the Prince Edward Island Office of the Registrar, Certification and Standards Section; the *Registration Guide: Requirements for Becoming a General Education Teacher in Ontario* from the Ontario College of Teachers; the *Application Forms for IETs* from the Manitoba Professional Certification and Student Records Unit; and the *Required Documents Chart* from Alberta Education.

This project was funded by the Government of Canada's Foreign Qualification Recognition Program.

The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of the Government of Canada.

The word "Canada" in a large, black, serif font, with a small red and white Canadian flag icon above the letter 'a'.

INTRODUCTION

The Newfoundland and Labrador Office of Teacher Certification and Records recognizes the settlement challenges faced by teachers who have been educated in countries other than Canada. One of the many challenges is access to specific, reliable and accurate information regarding teacher certification for those with foreign qualifications. **The Newfoundland and Labrador Resource Guide for Internationally Educated Teachers** provides assistance in understanding teacher certification requirements. Additionally, its content touches on pre-arrival information to assist newcomers, as well as instructions about how and where access available support services. The guide’s target demographic is IETs who are interested in pursuing a career in the Newfoundland and Labrador K-12 public school system or in private schools.

WHAT DOES THE GUIDE CONTAIN?

You will find information about:

- Newfoundland and Labrador and its education system;
- What is necessary to work as a teacher in the province;
- The requirements for teacher certification: the applicability of certain requirements; a step-by-step application guide; application checklists; and, details regarding the assessment of an application;
- How and where to acquire supporting documents;
- The applicability of alternative documentation; where to find newcomer services; the provincial labour market; access to professional resources; education programs available in the province; and alternate pathways in the education career.

GUIDE’S SCOPE

The guide’s scope was defined based on the pathways to recognition in Canada from the Forum of Labour Market Ministers. It represents the steps and processes for an individual seeking to put their foreign qualifications to use in the Canadian Labour Market:

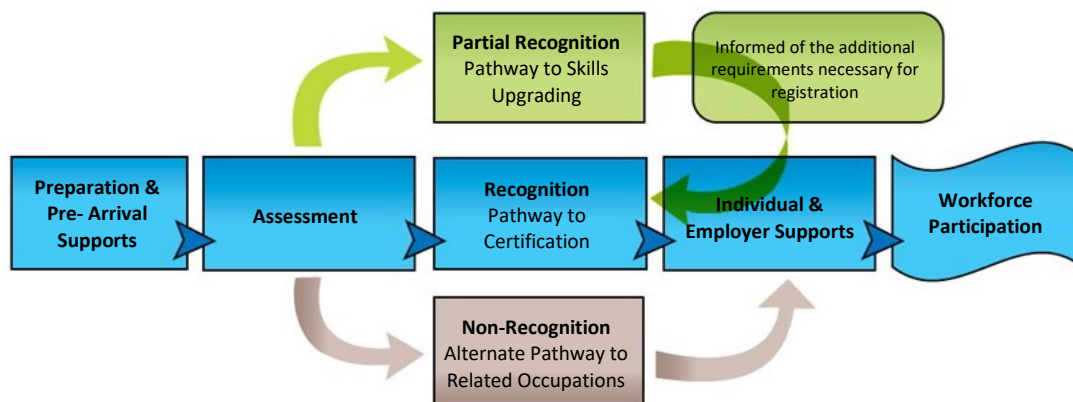


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1 BEING A TEACHER IN NEWFOUNDLAND AND LABRADOR

1.1 What you need to know about our Education System

Canada does not have a federal department or a national system of education. Provincial and territorial governments set up and run their own school systems (elementary, secondary and post-secondary education). They are much the same across Canada, but there are some differences among provinces and territories.

In Newfoundland and Labrador, the Department of Education and Early Childhood Development is responsible for early childhood learning and development, the K-12 school system and public libraries with the objective of building an educational community in the province that fosters safe, caring and inclusive learning environments for all children and youth in early childhood settings, regulated child care and family resources centres, and pre-school to grade 12.

The past 50 years in Newfoundland and Labrador have been marked by the development of a highly educated teaching force; construction of state-of-the-art schools; a modern, relevant curriculum; and growth in programs and services for students with exceptionalities.

Public school boards in Newfoundland and Labrador administer the daily operations of Kindergarten to Grade 12 schools within the province. The boards are funded by the Department of Education and Early Childhood Development; are guided by trustees, and operate as the Newfoundland and Labrador English School District (with regional offices in Happy Valley-Goose Bay, Corner Brook, Gander and St. John's) and the Conseil Scolaire Francophone. These public school boards are the main institutions responsible for the employment of teachers in the province.

The Newfoundland and Labrador English School District represents all English speaking students and schools. If you wish to know more about the board and how the NLESD Employment Application System works, visit their website at <https://nlesd.ca/>.

Le Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador (CSFP) is responsible for the delivery of French first language educational services and programs of the provincial Department of Education from Kindergarten to Grade 12. To learn more about the francophone school board visit <http://www.csfp.nl.ca/>. To find out information regarding employment for francophone teachers go to <http://www.csfp.nl.ca/emploi/>.

1.2 Requirements to work as a Teacher

In order to teach in primary/elementary/secondary schools of our province, a teacher is required by law to hold a valid **Newfoundland and Labrador Teaching Certificate**. Under Section 18 (1) of the *Teacher Training Act*, an individual cannot be employed to teach in a school, unless they hold a valid certificate issued in accordance with provincial regulations.

Teaching certificates are endorsed according to the type of professional study completed: primary/elementary; secondary, or primary/elementary/secondary. In other words, the certificate levels are assigned based on your educational background. There are no endorsements for subject areas, for example, a Math Teacher’s Certificate, or Chemistry Teacher’s Certificate. Certificate levels do not determine teachable subjects.



Attention: The Office of Teacher Certification and Records is responsible for certifying teachers in the province. One can only work as a teacher if certified by the Registrar. For employment information, you are advised to contact the school district offices (see page 58). Section 4.5 provides more information regarding the labor market in Newfoundland and Labrador.

1.3 Teachers Certificate Levels

There are different levels of teaching certificates which, in general terms, represent increasingly higher levels of approved degree programs and additional years of university study. A certificate level in Newfoundland and Labrador may not have the same name, value, or requirements in another province or territory in Canada. The certificate levels in our jurisdiction are the following:

Certificate Level IV

Primary/Elementary Education Teaching Certificate: You must successfully complete a credited 40-course Bachelor of Education (B.Ed.) program resulting in a degree in primary/elementary education.

Secondary Education Teaching Certificate: You must successfully complete a credited 40-course Bachelor of Education (B.Ed.) program resulting in a degree *in other than* primary/elementary education.

Certificate Level V

Your qualifications must meet the requirements for a Certificate Level IV and you must have 50 credited courses, hold a B.Ed. degree and your additional courses have to compose an integrated program of studies¹.

Certificate Level VI

Your qualifications must meet the requirements for a Certificate Level V and you must have 60 credited courses; hold a B.Ed. degree resulted from a 50 credit course program and have completed an integrated program of studies.

Certificate Level VII

Your qualifications must meet the requirements for a Certificate Level VI and you must have 70 credited courses; hold a Master’s or Doctorate degree and your additional courses have to compose an integrated program of studies.

- For detailed information see the [Teacher Certification Regulations](#) under the [Teacher Training Act](#).

Certificates can be endorsed as primary, elementary and secondary.



A Primary/Elementary Teaching Certificate allows you to teach all primary or elementary school grades.

A Secondary Teaching Certificate allows you to teach all secondary school grades.

1.4 Newfoundland and Labrador Program of Studies (2019-20)

The curriculum in K-12 education in Newfoundland and Labrador is organized by outcomes and is based on [The Atlantic Canada Framework for Essential Graduation Learning in Schools \(1997\)](#). Essential Graduation Learnings provide a consistent vision for the development of a coherent and relevant curriculum. The Essential Graduation Learnings statements offer students clear goals and a powerful rationale for academic achievement.

Curriculum outcomes statements articulate what students are expected to know and be able to do in particular subject areas. These outcomes statements also describe the expectations at a particular grade level. Through the achievement of curriculum outcomes, students demonstrate

¹ A program which makes it possible for students to work towards two degrees concurrently. Usually, it allows students who have made an early commitment to teaching to begin studying Education within the first two years of their university studies.

the Essential Graduation Learnings. To learn more about the Newfoundland and Labrador Program of Studies see the complete report [here](#).

Each grade level encompasses specific teachable subjects which are outlined in the table below:

GRADE LEVEL	PROGRAMS	
Primary (Kindergarten to Grade 3)	English Language Arts	
	Mathematics and Science	
	Art, Health, Music, Physical Education, Religious Education, and Social Studies	
Elementary (Grades 4 to 6)	Art	
	English Language Arts	
	French	
	Health	
	Mathematics	
	Music	
	Physical Education	
	Religious Education	
	Science	
	Social Studies	
Intermediate (Grades 7 to 9)	Core French	
	English Language Arts	
	Health	
	Home Economics	
	Mathematics	
	Music and Art	
	Physical Education	
	Religious Education	
	Social Studies	
	Science	
	Technology Education	
	PROGRAMS	REQUIRED CREDITS
High School (Students from level I to III)	Career Education	
	English Language Arts	
	Fine Arts	
	Mathematics	
	Physical Education	
	Social Studies	
	Science	
	Other Required Credits	

	<i>Selected from Core French, Enterprise Education, Family Studies, Religious Education, and Technology Education</i>	
	Any Subject Area	6
	TOTAL:	36
English Second Language	<i>ESL programs are intended for students whose first language is not English and who are unable to benefit fully from regular classroom instruction because of a lack of comprehension or facility in English. The intent of this type of program is to enable these students to develop the necessary English language skills to function adequately in school and in the community.</i>	
Literacy Enrichment and Academic Readiness for Newcomers (LEARN)	<i>The LEARN Program is developed to meet the academic needs of immigrant students with gaps in formal education. Many of these students are arriving in Canada as Government Assisted Refugees.</i> <i>LEARN-1 consists of two components, Language Arts and Mathematics. LEARN-2 consists of four high school academic enabling courses.</i>	

French Language Education in Newfoundland and Labrador

Français Langue Première

Français Langue Première is designed for francophones who want their children to continue their schooling in French. This program focuses on cross-disciplinary learning outcomes as formulated by the province, with the additional mandate to safeguard and enhance language skills and preserve the cultural heritage of the Francophone population. Instruction is done in French at all levels in all subjects except for the second language, English. The purpose of the curriculum is to meet the needs of Francophone minorities. To learn more about Français Langue Première click [here](#).

French Immersion (FI)

French Immersion consists of programs and courses designed for English-speaking students in which French is the language of instruction and, as much as possible, the means of communication of the classroom. French immersion serves to achieve the Essential Graduation Learnings.

In Newfoundland and Labrador, two options in French immersion studies are available: early French immersion (EFI) and late French immersion (LFI). EFI extends from Kindergarten to Level III, beginning at the Kindergarten level with 100 percent of instruction in French. With the introduction of English Language Arts at Grade 3 and other subjects in English in later grades, the percentage of instructional time in French decreases through the years of schooling.

LFI extends from Grade 7 to Level III with approximately 75 percent of instruction in French in Grades 7 and 8. The percentage of instruction in French decreases through the years of schooling. To learn more about French Immersion Programs click [here](#).

Core French Program Programs

French second language programs are an integral part of the curriculum in each of the Atlantic Provinces. In an effort to provide a unified perspective with regard to desired curriculum outcomes upon completion of a Core French program, the Atlantic Provinces Education Foundation (APEF) in 1997 set up the Core French Regional Curriculum Committee with representatives from each province. Click [here](#) to access the committee's 1997 report.

In Newfoundland and Labrador, most students study French as a second language through the Core French program. In a Core French program, students learn French during a regularly scheduled time slot in the school day. In this province, the Core French program is organized sequentially: [elementary](#) (Grades 4, 5 and [6](#)); [intermediate](#) (Grades 7, 8 and 9) and senior high (French [1200](#), [2200](#), and [3200](#)). Click on the links above to access the curriculum guides and find out what each core French program covers.

1.5 Eligibility for Teacher Certification: Self-Assessment

Your eligibility is defined by both academic and professional credentials. Before discussing which those should be, we encourage you to take a moment to consider the following questions. They touch on important aspects of the evaluation process.

I am not a Canadian citizen. Am I eligible for a Teacher's Certificate? If you are not a Canadian citizen you may apply for teacher certification in Newfoundland and Labrador. As part of the application process, you will have to submit proof of a valid work permit as well as a Canadian Social Insurance Number (SIN). There are other documents that are required in order for you to be considered for a Teacher's Certificate. You will find detailed information regarding the supporting documents to complete your application in this resource guide. You may begin the application process even if you reside outside of Canada.

Will I qualify for Teacher Certification? To be qualified for certification you must hold an approved education degree; and, you must have been certified to teach in the jurisdiction where you completed your education program. Your application will be assessed by the Registrar of Teachers who is responsible for determining if you meet the criteria outlined in the Newfoundland and Labrador Teacher Certification Regulations under the Teacher Training Act.

What will the Registrar evaluate? The Registrar will assess your *Academic and Professional Background, Professional Suitability, and Eligibility to Work in Canada*. After an evaluation takes place, the Registrar decides if you are qualified for a non-expiring teacher’s certificate which remains valid unless suspended, cancelled or revoked. A Newfoundland and Labrador Teacher’s Certificate permits you to work as a teacher in the province.



Attention: The Registrar **MAY** require proof of language competency, if your first language is not English or French, or if you completed an academic program or a portion of your education in a language other than English or French. See section 2.1.

Should I contact the Office of the Registrar for a pre-assessment of my eligibility? No. The Registrar can only review your application once all required documents have been received in the proper fashion. The Registrar does not determine if you should apply or not. Then, do not contact the Office of Teacher Certification and Records inquiring about your eligibility. This resource guide’s goal is to provide assistance in understanding an applicant’s requirements.

Is the application fee the only cost related to the certification process? No. There is an application fee (which is refundable, see page 30), but there are other costs you should take into consideration. You will be asked to provide supporting documents for your application, and the acquisition of such documents may impose additional costs. You **MAY** have to pay for official documents, such as transcripts and statements of professional standing, language-proficiency tests, official translations, postal services, criminal record checks and vulnerable sector checks. Such services are provided by third-party entities, meaning that the Newfoundland and Labrador Office of Teacher Certification and Records has no responsibility for such matters. Additional costs are your responsibility.

Will some documents be submitted on my behalf by institutions and/or regulatory bodies? Yes. This is an important part of the application process. Some documents are your responsibility to enclose with the application package, whereas other documents will have to be submitted on your behalf by third-party entities, such as universities, school boards, testing institutions, etc. **Pay close attention to the sections in this guide that specify which documents are submitted on your behalf or not.** To prevent delays, you should request documents, particularly from international institutions, at the beginning of your application process. The Registrar is unable to assess your application and render a decision until all required documents have been received and deemed acceptable. Any missing or incomplete documents will delay the processing of your application.

Minimum Academic and Professional Requirements

Academic Requirements

If you are considering applying for teacher certification in Newfoundland and Labrador, there are some minimum academic qualifications which have to be met. Such requirements are:

- An approved education degree from [Memorial University of Newfoundland](#) or the equivalent as determined by the Registrar of Teacher Certification;

Teacher education programs that are **NOT** recognized in Newfoundland and Labrador for teacher certification include:

- non-university teacher education programs;
- employment-based programs;
- school-based programs and programs completed at the secondary school level;
- programs that are shorter than one year of full-time study;
- programs that are not designed for the Kindergarten to Grade 12 school system such as adult education programs;
- programs that are not awarded university credit;
- programs that are entirely delivered by distance education;
- programs that are not recognized by the jurisdiction in which they are offered.

Professional Credentials

Your professional credentials are an important part of your application. Your professional suitability will be assessed based on the following **minimum requirements**:

- your **Canadian work authorization**. Those applying for a Newfoundland and Labrador Teacher’s Certificate must provide proof that they are eligible to work in Canada;
- your **Canadian Social Insurance Number (SIN)**. You have to hold a social insurance number (SIN) and provide a photocopy of your SIN card to verify that you have permission to work in Canada;
- a **completed Confidential Disclosure Form**. You have to complete a form that grants the Registrar full authorization to make an inquiry from any police authority or other authority, organization or institution with regard to any criminal conviction or charge or any of the other matters outlined in the agreement;
- a **Canadian Criminal Record Check and Vulnerable Sector Check, dated within 6 months of application**. You must submit an original, signed, Canadian criminal record check and vulnerable sector check reports.

- the **teaching certificate** from the jurisdiction where you completed your initial pre-service teacher education program. If you completed a teacher education program outside Newfoundland and Labrador and/or were licensed in another jurisdiction, you must submit a copy of your teaching certificate. This applies even if you did not teach there.
- a **Statement of Professional Standing** from the jurisdiction where you completed your initial pre-service teacher education attesting that your license in that jurisdiction is in good standing and has never been revoked, cancelled or suspended. This applies even if you did not teach there;
- **proof of Language Proficiency, if applicable.** Applicants who have completed a teacher education program or a portion of their education in a language other than English or French **MAY** be asked to provide acceptable results on an approved language proficiency test before being granted full certification.



Attention: In some cases additional information and/or documentation is required. Remember, the above are *minimum requirements*. The following sections outline all aspects of the Teacher Certification process in Newfoundland and Labrador. Read it thoroughly to see which ones apply to you.

TAKE NOTE:

Throughout this resource guide, you will come across alarm clocks in different colours. These clocks will advise you about processing time. In other words, they will give you an estimate of **how time-consuming** a specific stage of the application process might be. Use these clocks to guide your application. Accuracy may vary depending on your situation. For example, acquiring a Canadian work permit might be a long process (red clock); whereas, you can complete the application form for Teacher Certification within an hour (green clock). The clocks **DO NOT** inform how long the evaluation of your application takes. They inform how time-consuming the acquisition of required documents can be.



HIGH



INTERMEDIATE



LOW

Self-Assessment

This self-evaluation² form will help you review the **minimum requirements** to obtain teaching certification in Newfoundland and Labrador. Then, you can decide whether you wish to proceed with your application or not.

REMEMBER: These are general requirements which apply to all applicants. Specific information can be found in the sections to follow.

GENERAL REQUIREMENTS	YES	NO
I am a Canadian Citizen, or landed immigrant (permanent resident in Canada) or hold a valid work visa.	<input type="checkbox"/>	<input type="checkbox"/>
I have a Canadian Social Insurance Number (SIN).	<input type="checkbox"/>	<input type="checkbox"/>
I have completed a minimum Bachelor of Education program.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that I have to complete a Confidential Disclosure and Criminal Record Check form.	<input type="checkbox"/>	<input type="checkbox"/>
I hold a teaching certificate from the jurisdiction where I completed my teacher education program.	<input type="checkbox"/>	<input type="checkbox"/>
My teaching certificate has never been suspended or revoked.	<input type="checkbox"/>	<input type="checkbox"/>
I have never been convicted of, nor am I presently charged with a criminal offence of a sexual nature.	<input type="checkbox"/>	<input type="checkbox"/>
I have never been convicted of, nor am I presently charged with a criminal offence involving a minor.	<input type="checkbox"/>	<input type="checkbox"/>
I am fluent in English and/or French.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that the Teacher Certification Office and Records is not responsible for employment.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that I need to prepare my application package in advance: I am aware that some documents are submitted by me and others can only be submitted on my behalf by the issuing institution/organization/entity.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that all the costs related to the application process are my responsibility.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that the Registrar can only evaluate my application once all required documents have been received by their office in the proper fashion.	<input type="checkbox"/>	<input type="checkbox"/>
I will attentively read this resource guide before making the decision of applying for teacher certification in Newfoundland and Labrador.	<input type="checkbox"/>	<input type="checkbox"/>

² Adapted from Manitoba Education and Training: Professional Certification and Student Records Unit.

2 INTERNATIONALLY EDUCATED TEACHERS: APPLICATION PROCESS

It is important to clarify the applicability of certain requirements of the application process for internationally educated teachers. Take into consideration the following information before applying for a Teacher’s Certificate in Newfoundland and Labrador.

2.1 Language Proficiency Requirement

Canada’s official languages are English and French. Internationally educated teachers must be proficient in either one of the two official languages. In Newfoundland and Labrador, there are two publicly funded school districts: Newfoundland and Labrador English School District (NLESD) and Le Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador (CSFP). The province’s schools are classified as follows: 260 public, six private, and three First Nation, as of 2018-19. In order to teach in any of them, you **MUST** hold a Newfoundland and Labrador Teacher’s Certificate.

If your first language is **not** English or French, or if you completed an academic program or a portion of your education in a language **other than** English or French, the Registrar **MAY** require proof of language proficiency. The test results must not be older than one full year from the date of submission of your application. You are responsible for the cost of the language proficiency test. Test costs may vary.

The Registrar accepts results from the tests below:

International English Language Testing System (IELTS) <i>(academic test only)</i>	Test of English as a Foreign Language Internet-based Test (TOEFL iBT)	Test pour étudiants et stagiaires au Canada (TESTCan)
On a single test, you must have an overall score of at least 7 on the IELTS (academic test only), with scores of at least 6.5 in reading and listening and 7 in writing and speaking.	On a single test, you must have an overall score of 103 with scores of at least 23 in listening, 24 in reading, 28 in writing and 28 in speaking.	You must have a minimum score of 5 in each of writing, reading and listening, and 4.5 in speaking. Contact TESTCan for information on combining scores from separate tests.

For more information on specific tests, costs, and locations in Canada and internationally, see pages 46, 47, and 48.

Before making a decision of whether you should take a language proficiency test or not, there are a few things to be considered. Presently, if you have completed your teacher education program in one of the countries listed below, **it is very unlikely** that you will need to provide the Registrar with proof of language proficiency.


ENGLISH		FRENCH
Anguilla	Jamaica	Benin
Antigua and Barbuda	New Zealand	Cameroon
Australia	Nigeria	Canada
Bahamas	Republic of Ireland	Congo – Dem Republic
Barbados	Saint Kitts-Nevis	Congo – Republic Monaco
Belize	St. Lucia	France
Benin	St. Vincent	French Guyana
Bermuda	Seychelles	Guadeloupe
Botswana	Sierra Leone	Guinea
British Virgin Islands	Trinidad and Tobago	Haiti
Cameroon	Turks & Caicos Islands	Ivory Coast
Canada	Uganda	Luxembourg
Cayman Islands	United Kingdom	Mali
Dominica	United States of America	Senegal
Ghana	US Virgin Islands	Seychelles
Grenada	Zambia	Togo
Guyana	Zimbabwe	

Source: Ontario College of Teachers

Furthermore:

- if you completed your teacher education program in a country not on the list above but you are certified in another Canadian jurisdiction; and, at the time of certification you were assessed for language proficiency and met that jurisdiction’s requirements; you **MAY NOT** need to provide proof of language proficiency.

The Registrar decides if test results are needed in order for an applicant to meet the language proficiency requirements. If you have taken any one of the language proficiency tests that are accepted by the Registrar and the results are not older than one full year from the date of submission, you may ask the testing agency to send your results to the Office of the Registrar to support your application. **REMEMBER:**

- 
Proof of language proficiency must come directly from the testing institution to the Newfoundland and Labrador Office of Teacher Certification and Records. The Registrar cannot accept proof from you, even in an unopened, sealed envelope. The Registrar cannot waive the requirement for this document.

- **It is not possible for the Registrar to make a decision prior to receiving all of the required documents in the proper fashion.** After assessing your application, the Office of the Registrar will inform you whether proof of language proficiency may be necessary.

2.2 Documents NOT in English or French

The assessment of your application is completed in English. The documents submitted to the Office of the Registrar **MUST** be in one of the two official languages. If the original documents were issued in a language **other than** English or French, the Registrar **MAY** require official translations. You must arrange for a translator acceptable to the Registrar to translate any required documents.

Since there are documents which will be submitted by the applicant and others on the applicant’s behalf by educational institutions, regulatory bodies, etc., we advise that:

- For documents you submit yourself, such as a birth certificate, include the original translation with a copy of the document in the language in which they were first issued.
- For documents submitted on your behalf, such as official transcripts:
 - arrange with the granting institution (i.e. university) to send the original document directly to the Office of the Registrar, in the language in which they were first issued;
 - arrange with an acceptable translator to send an official translation of the same document directly to the Office of the Registrar.



All translations must be accompanied by an original statement from the translator indicating:

- a. the translation is accurate and authentic;
- b. the translator belongs to one of the acceptable categories;
- c. the identification number and/or seal, name, address and telephone number of the translator ;
- d. printed name and original signature of the translator.

To find out which translators are accepted by the Registrar see page 46.

2.3 External Assessment of Academic Credentials

In some Canadian jurisdictions, internationally educated applicants must first obtain an assessment of their academic credentials through third-party organizations. External assessment of academic credentials is **NOT A REQUIREMENT** for Teacher Certification in Newfoundland and Labrador. The Registrar is the one responsible for the evaluation of academic credentials, both national and foreign.

If you had or wish to have your academic credentials assessed by one of the six members of the Alliance of Credential Evaluation Services of Canada (ACESC), you **MAY** submit their assessment report along with your application package.

What are the impacts of submitting an external assessment of academic credentials?

External assessments can streamline the processing time of your application. In other words, the Registrar **MAY** evaluate your application in a shorter period of time.



Attention: There are no guarantees that external assessments will streamline your application process and **YOU** are responsible for arranging for academic credential assessment services. The decision is yours to make.

ACADEMIC CREDENTIAL ASSESSMENT SERVICES

Contact one of the academic credential assessment services to obtain detailed information on:

- application forms;
- how to submit your international academic credentials for assessment;
- timelines and fees for obtaining an academic credential assessment report.



An academic credential assessment for general purposes can take between several weeks to several months to obtain. It is strongly recommended that you begin this process before submitting your application for teacher certification.

The Registrar **MAY** accept an assessment report issued by one of the following members of ACESC. You may contact one of the organizations to begin the process.

World Education Services - Canada

[http://www.wes.org/ca/
contactca@wes.org](http://www.wes.org/ca/contactca@wes.org)

Phone: (+1) 416-972-0070
Toll Free: (+1) 866-343-0070
Fax: (+1) 416-972-9004

ADDRESS(ES)

1400 - 2 Carlton Street
Toronto, Ontario M5B 1J3 Canada

**International Qualifications
Assessment Service**

<http://www.alberta.ca/iqas>

Phone: (+1) 780-427-2655
Toll Free: (+1) 310-0000
780-427-2655
Fax: (+1) 780-422-9734

ADDRESS(ES)

9th floor, 9942 108 Street
Edmonton, Alberta T5K 2J5 Canada

Comparative Education Service

<http://learn.utoronto.ca/ces>
ces.info@utoronto.ca

Phone: (+1) 416-978-0393
Fax: (+1) 416-978-2185

ADDRESS(ES)

162 St. George Street, University of Toronto
School of Continuing Studies
Toronto, Ontario M5S 2V8 Canada

**Ministère de l'Immigration, de la
Francisation et de l'Inclusion du Québec**

[http://www.immigration-
quebec.gouv.qc.ca/en/working-
quebec/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html)

Phone: (+1) 514-864-9191
Toll Free: (+1) 877-864-9191

ADDRESS(ES)

Direction de l'enregistrement et de
l'évaluation comparative (DEÉC), 285 Rue
Notre-Dame Ouest, 4e étage
Montréal, Québec H2Y 1T8 Canada

**International Credential Assessment
Service of Canada**

<http://www.icascanada.ca>
info@icascanada.ca

Phone: (+1) 519-763-7282
Toll Free: (+1) 800-321-6021
Fax: (+1) 519-763-6964

ADDRESS(ES)

102 - 100 Stone Road West
Guelph, Ontario N1G 5L3 Canada

International Credential Evaluation Service

<http://www.bcit.ca/ices/>
icesinfo@bcit.ca

Phone: (+1) 604-432-8800
Toll Free: (+1) 866-434-9197
Fax: (+1) 604-435-7033

ADDRESS(ES)

3700 Willingdon Avenue
Burnaby, British Columbia V5G 3H2 Canada

All six members of the Alliance adhere to the [Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials](#), and their assessments are used by many organizations. For more information on the Alliance, please visit its [website](#).

2.4 How to Apply

Now that you know the **MINIMUM REQUIREMENTS** for teacher certification in Newfoundland and Labrador (Section 1), it is time to understand how you should apply for it. **You are responsible for ensuring that your application package is complete and ready for assessment.** Prior to submitting your completed application to the Office of the Registrar, we advise you to use one of the check-lists (pages 28 and 31) to ensure that your application package is complete.



Attention: You have to enclose some documents with your application and others **MUST** be sent directly from the issuing institution. Each step outlined in this section clarifies which documents you are responsible for enclosing and which ones are the issuing institution’s responsibility.

STEP 1: Completing your Application Form

Applicants who completed their education program outside of Canada must fill out the application form available for download on the Department of Education and Early Childhood Development’s website. Click [here](#) to access and download the application form.

The Teacher Certification Application Form can be completed online **but must be printed, SIGNED and submitted with the necessary documents to be processed.** Also, you can print off the form and fill in the information by hand.

The Registrar requires a completed application form with your **ORIGINAL PHYSICAL SIGNATURE.** Electronic signatures are not accepted.

Incomplete applications will delay the application process.

Instructions:


1. Complete the application form;
2. Print the application form;
3. Sign the application form.





The next segment lays out the necessary documents for your application. If you are unsure about how and where to acquire specific documents, **DO NOT WORRY!** Section 3 contains relevant information on how internationally educated teachers can gather required documents.


STEP 2: Supporting Documents


The following section describes the documents that will support your application. Remember to keep copies of what you submit as the Newfoundland and Labrador Office of Teacher Certification and Records **does not return documents**.

- 

➤ **Proof of Identity:** You can submit with your application a copy of your birth certificate as proof of your identity. Alternatives to a copy of a birth certificate include a Canadian or foreign passport (must include middle names, if applicable), a Permanent Resident Card (front and back required), a Canadian Immigration Record and Visa Record of Landing (front and back required);
- 

➤ **Canadian Work Authorization:** You **must** submit with your completed application form a copy of your *Social Insurance Number (SIN)* card as proof that you have permission to work in Canada. For out-of-country applicants who are non-Canadian citizens and/or do not hold a Landed Immigrant Status, **a valid work permit issued by the federal government** indicating that you are not restricted from working in a school environment is also required;
- 

➤ **Confidential Disclosure Form:** You have to complete a Confidential Disclosure Form. The completion of the form is **mandatory** and the Registrar requires the original document signed. Click [here](#) to access and download the form. You can print off the form and fill in the information by hand. For every affirmative answer, you are asked to provide detailed information referencing the question. The Registrar requires the completed Confidential Disclosure Form with your **ORIGINAL PHYSICAL SIGNATURE**.
- 

➤ **Proof of Professional Suitability:** You **must** demonstrate that you are of good character to teach in the provincial school system. All individuals applying for a Newfoundland and Labrador Teacher’s Certificate are required to submit a signed original of a **Canadian Criminal Record** current to within *six* (6) months of the submission of your application; and, a signed original **Vulnerable Sector Check** current to within *six* (6) months of the submission of your application. The documents must include your current and past full names. These will have to match your proof-of-identity documents. The police record report must indicate that a search was done on all of your names (including first, middle, last and any former names) using the Canadian Police Information Centre.
- 

➤ **Proof of Change of Name (if applicable):** If your name was changed during your educational or work experience, please provide a copy of a legal document which

supports this change of names such as a copy of a Marriage Certificate, a Divorce Certificate, a Change of Name Certificate or a Court Order.

- **Fee Schedule:** You **must** complete the Fee Schedule form and pay the \$115.00 (in Canadian currency) evaluation fee. Click [here](#) to access and download the fee schedule. Debit, VISA, and MasterCard payments can be made online: www.gov.nl.ca/pay-online.html. The Newfoundland and Labrador Office of Teacher Certification and Records ***does not accept checks or money orders.*** Online payment only. Once the fee is paid, print off and complete the fee schedule with the pertinent information.



STEP 3: Documents AN INSTITUTION must submit on your behalf

Some documents must be submitted by institutions directly to the Newfoundland and Labrador Office of Teacher Certification and Records. The Registrar **cannot** accept these documents from you even if they are in a sealed envelope. If you have difficulty obtaining a document, you may be able to submit an alternative, see page 49.

Ensure that you request from the appropriate institutions and/or organizations the following official documents:

- **Official Transcripts:** Official records of all your academic achievements: proof of all the educational programs you have completed. For example, B.Ed., M.Ed., D.Ed., etc. These proofs should be in the form of official transcripts of marks ***sent directly to the Registrar from the university where the programs were completed.*** The transcript(s) must indicate that a degree was awarded.
- **Statement of Professional Standing:** Proof that your teacher’s certificate from the jurisdiction where you completed your education program is valid and in good standing. You **must** arrange to have this statement sent to the Office of the Registrar from the jurisdiction where you completed your teacher education and from every jurisdiction in which you have been certified to teach.



Attention: The Statement of Professional Standing must confirm that your teacher’s certificate has never been suspended or revoked and is in good standing in that jurisdiction. The Statement of Professional Standing must not be older than one year from the date the Registrar receives it.

➤ **Statements of Teaching Service (if applicable):** If you have previous teaching experience, your former employer **MAY** be required to submit a statement of teaching service on your behalf. There are two forms available for download on our website:



- a. [Statement of Teaching Service \(K-12\);](#)
- b. [Statement of Post-Secondary Teaching Service.](#)

➤ **Statement of Professional Competency - Reference Letter (if applicable):** If you have previous teaching experience, the Registrar **MAY** require proof of professional competency. A reference letter **must** be sent directly from the head of the last school where you taught to the Newfoundland and Labrador Office of Teacher Certification and Records. The letter must be current and outline the dates and length of your employment as well as verify that you were never suspended for any disciplinary reason and that your conduct was satisfactory. In some cases, the Registrar **MAY** require more than one letter.



➤ **Proof of Language Proficiency (if applicable):** Internationally educated teachers may be required to demonstrate effective communication skills in either English or French. If neither of these two languages is your native language, or if you completed your education program in a language other than English or French, the Registrar **MAY** ask you to provide acceptable results of an approved language proficiency test. Test results **must** be sent from the testing agency directly to the Newfoundland and Labrador Office of Teacher Certification and Records.



DO NOT include with your application form, photographs, résumés, portfolios, copies of your curriculum vitae, and personal references. Only provide course or program outlines or syllabuses when specifically requested by the Registrar.

STEP 4: Submitting your application to the Office of Teacher Certification and Records

Once you have gathered all the required documents, you must mail your application package to the address below:



REGISTRAR OF TEACHER CERTIFICATION

Department of Education and Early Childhood Development
 P.O. Box 8700
 3rd Floor, West Block
 Confederation Building
 St. John's, NL A1B 4J6

A required documents checklist³ can be found on page 28. The checklist will help you ensure that all required documents and information have been acquired. Your application cannot be processed until a complete and accurate application package has been received. It is important to review the checklist carefully before submitting your application to the Newfoundland and Labrador Office of Teacher Certification and Records. We recommend attaching the checklist to your application package.



Attention: All documents received by the Registrar become property of the Department of Education and Early Childhood Development. Applicants are strongly encouraged to make photocopies of all documents submitted to the Office of the Registrar. The Office of the Registrar does not make a practice of returning documents received from applicants. The Office of the Registrar does not provide third parties with copies of your documents nor with original documents received to support your application.

³ Adapted from Manitoba Education and Training: Professional Certification and Student Records Unit.

2.4.5 Application Review: Required Documents Chart

The chart⁴ below summarizes the documents an applicant has to submit when applying for an INITIAL Newfoundland and Labrador Teacher’s Certificate. Credentials assessment varies based on where the applicant acquired their Bachelor of Education degree.

DOCUMENT	MUN Graduates	Canadian Graduates	Internationally Educated	How to submit	Original Required?
<u>Application Form</u>	Required	Required	Required	By mail	Yes
Identity Documents	Required	Required	Required	By mail	No
Work Authorization and SIN	Required	Required	Required	By mail	No
<u>Confidential Disclosure Form</u>	Required	Required	Required	By mail	Yes
Canadian Criminal Record and Vulnerable Sector Check	Required	Required	Required	By mail	Yes
Evidence of language proficiency	May be required	May be required	May be required	Mailed directly from testing institution	Yes
Official Transcripts	Required	Required	Required	Mailed directly from all education institutions	Yes
<u>Fee Schedule</u>	Required	Required	Required	By mail	Yes
Statement of Professional Standing	No*	Required	Required	Mailed directly from all certifying jurisdictions	Yes
Evidence of all name changes	Required if applicable	Required if applicable	Required if applicable	By mail	No
Proof of Degree	Required if applicable	Required if applicable	Required if applicable	By mail	No
<u>Statement of Teacher Service</u>	Required if applicable	Required if applicable	Required if applicable	Mailed directly from former employer	Yes
Reference Letter	Required if applicable	Required if applicable	Required if applicable	Mailed directly from former employer	Yes

*Does not apply to M.Ed. graduates if B.Ed. was conferred from an international institution. Statement of Professional Standing is required.

⁴ Adapted from Alberta Education: Teacher Certification Branch.

REQUIRED DOCUMENTS CHECKLIST

We recommend that you complete this checklist to help you ensure that your application package is complete and ready to be submitted to the Newfoundland and Labrador Office of Teacher Certification and Records.

Please include all the ENCLOSED (see below) documents and make arrangements for the REQUESTED (see below) documents to be sent DIRECTLY to the Newfoundland and Labrador Office of Teacher Certification and Records on your behalf.

Surname: _____ **Given Name(s):** _____

S.I.N.: _____ **Previous Name(s):** _____

I am enclosing the following documents:

ENCLOSED

- | | |
|---|--------------------------|
| a. Completed and signed Newfoundland and Labrador Teacher’s Certificate application form . | <input type="checkbox"/> |
| b. Photocopy of proof of Canadian Citizenship, Landed Immigrant Status or a valid Work Visa . | <input type="checkbox"/> |
| c. Photocopy of Birth Certificate (or other proof of identity) . | <input type="checkbox"/> |
| d. Completed and signed Confidential Disclosure Form . | <input type="checkbox"/> |
| e. Original and current (no more than 6 months old) Canadian Criminal Record Check accompanied by a Vulnerable Sector Check if you hold valid Canadian Citizenship, Landed Immigrant status or a valid Work Visa. | <input type="checkbox"/> |
| f. Photocopy of official name change documents (if applicable).
(Marriage Certificate or Divorce Certificate or Certificate of Name Change). | <input type="checkbox"/> |
| g. A completed fee schedule and payment of the appropriate fee (\$115.00 CAD). | <input type="checkbox"/> |

I have requested the following documents to be sent on my behalf:

REQUESTED

- | | |
|---|--------------------------|
| a. Official Transcript(s) from each educational institution. | <input type="checkbox"/> |
| b. Official Statement(s) of Professional Standing from each jurisdiction. | <input type="checkbox"/> |
| c. Verification of Teaching Experience (if applicable). | <input type="checkbox"/> |
| d. Statement of Professional Competency – Reference Letter (if applicable) | <input type="checkbox"/> |

Translation of documents not in English or French:

CHECK JUST ONE BOX

- | | |
|--|--------------------------|
| a. My documents are in English or French therefore, translation of the documents is not required. | <input type="checkbox"/> |
| b. I have arranged for an original notarized translation of my documents in English or French to be sent to the Newfoundland and Labrador Office of Teacher Certification and Records (if applicable). | <input type="checkbox"/> |

Remember to attach this checklist to your application package

2.5 How your application will be assessed

The Registrar will assess applications based upon the Teacher Certification Regulations under the Teacher Training Act of Newfoundland and Labrador. Generally, this is how the evaluation process takes place:

- 1.** Once all required documents have been received by the Office of the Registrar, the Registrar's Administrative Assistant will pass your file to the Registrar for evaluation.
- 2.** Each document received will be reviewed and assessed for authenticity and validity as well as to confirm that the information is consistent with the other documents you have provided.
- 3.** The Registrar will ensure that there are no documents missing from your application. If documentation is missing or clarification is required, you will be contacted by the Office of Teacher Certification and Records. Make sure you provide accurate and up-to-date contact information, from phone number to email address.
- 4.** Your application will be reviewed to determine if you meet both academic and professional requirements. Including but not limited to:
 - a.** a review of the university where you completed your B.Ed. program to ensure that it is accredited and authorized to confer degrees in education.
 - b.** your transcripts will be reviewed to determine if you meet the minimum undergraduate degree requirements in addition to an approved pre-service teacher education program.
 - c.** a credential and credit hours calculation will be done to determine the level which will be assigned to your Teacher's Certificate.
 - d.** further, your professional eligibility and conduct will be evaluated. The Registrar will consider aspects from work authorization to proof that you are in good standing in every jurisdiction where you have been certified to teach or have taught, for instance.
- 5.** Once the assessment of your application is complete, the Newfoundland and Labrador Office of Teacher Certification and Records will inform you what the outcome of the Registrar's evaluation is. The evaluation processing-time may vary depending on the number of applications being assessed at the time you apply. Applications are processed on a first-in, first-out basis.

6. The Newfoundland and Labrador Office of the Registrar will reply to you within 45 business days upon receipt of your completed application. If after the 45 business days you have not been contacted by the Newfoundland and Labrador Office of the Registrar, you may inquire about the status of your application. You are encouraged to contact the Office of the Registrar via an e-mail at teachercertification@gov.nl.ca.



In the subject line of your e-mail please write “**Status Update Requested.**” In the body of your e-mail clearly identify yourself, the nature of your application and your inquiry.

2.6 Recognition of Teaching Experience

In Newfoundland and Labrador, the number of years of teaching experience that you have accumulated is not used to determine whether or not you are eligible for a teacher’s certificate. Nor does it impact the level of certification which is assigned to your teacher’s certificate.

It **MAY** help to determine your level on the salary scale once you have been certified and once you have accepted a contract to teach with a Newfoundland and Labrador School Board. You may apply for one-year recognition for teaching service in public and private schools outside of the Newfoundland and Labrador public school system as well as for one year for two years recognition for work experience that is comparable or allied to teaching.

For more information see article seven (7) from the [2016-20 Provincial Collective Agreement](#).

2.7 Refunds



The application fee for a Newfoundland and Labrador Teacher’s Certificate is **refundable**. However, there is no specific timeframe for the refund process to take place. Refunds can take up to 26 weeks to be processed. All fees associated with obtaining supporting documents for your application are **YOUR** responsibility.

2.8 What is a Teaching and Learning Assistant?

The Teaching and Learning Assistant, or TLA, is responsible for supporting teaching and learning in an inclusive environment in the areas of planning, instruction, social-emotional learning, assessment, evaluation and collection of student data. Reporting to the Principal of the school the TLA will work with the classroom teacher to:

- Assist with the planning and organization of learning experiences for students in accordance with established policies and procedures.
- Assist the classroom teacher in implementing programs and services for students including the delivery of instructional supports.
- Assist the teacher in assessing, evaluating, reporting and recording student progress.
- Work collaboratively with the classroom teacher to develop supportive educational environments.
- Participate as a member of school teams in meeting the needs of students.
- Maintain effective professional working relationships.

TLAs and teachers are two different positions. In practical terms, TLAs provide teachers and students with extra support in the classroom and around the school. In order to work as a Teaching and Learning Assistant, you must hold a Teacher’s Certificate Level Two (2), commonly known as a TLA Certificate. The minimum requirements are:

Option 1: Complete University credited studies of not less than 20 courses (60 credit hours) in length at Memorial University or another approved post-secondary institution.

Option 2: Complete a 2-year Early Childhood Education diploma with a minimum level 2 ECE certification recognized by AECENL. The Teacher Certification Committee approves studies accepted for certification purposes and may recognize additional areas of study.

The application process for a TLA certificate is very similar to the Teacher’s Certificate process. However, there is a specific [Application Form](#) and a different [Fee Schedule](#). You can find more information regarding these positions on the Newfoundland and Labrador English School District’s [website](#).

More information about the application process for a TLA Certificate can be found on our website: <https://www.gov.nl.ca/eecd/k12/teaching/assistant-certification/>.

REQUIRED DOCUMENTS CHECKLIST FOR TEACHING AND LEARNING ASSISTANT

We recommend that you complete this checklist to help you ensure that your application package for Teaching and Learning Assistant is complete and ready to be submitted to the Newfoundland and Labrador Office of Teacher Certification and Records.

Please include all the ENCLOSED (see below) documents and make arrangements for the REQUESTED (see below) documents to be sent DIRECTLY to the Newfoundland and Labrador Office of Teacher Certification and Records on your behalf.

Surname: _____ **Given Name(s):** _____

S.I.N.: _____ **Previous Name(s):** _____

I am enclosing the following documents:

ENCLOSED

- | | |
|---|--------------------------|
| a. Completed and signed Newfoundland and Labrador TLA application form . | <input type="checkbox"/> |
| b. Photocopy of proof of Canadian Citizenship, Landed Immigrant Status or a valid Work Visa . | <input type="checkbox"/> |
| c. Photocopy of Birth Certificate (or other proof of identity) . | <input type="checkbox"/> |
| d. Completed and signed Confidential Disclosure Form . | <input type="checkbox"/> |
| e. Original and current (no more than 6 months old) Canadian Criminal Record Check accompanied by a Vulnerable Sector Check if you hold valid Canadian Citizenship, Landed Immigrant status or a valid Work Visa. | <input type="checkbox"/> |
| f. Photocopy of official name change documents (if applicable).
(Marriage Certificate or Divorce Certificate or Certificate of Name Change). | <input type="checkbox"/> |
| g. A completed fee schedule and payment of the appropriate fee (\$60.00 CAD). | <input type="checkbox"/> |

I have requested the following documents to be sent on my behalf:

REQUESTED

- | | |
|--|--------------------------|
| h. Official Transcript(s) from each educational institution. | <input type="checkbox"/> |
| i. Official Statement(s) of Professional Standing from each jurisdiction (if you hold/held a Teaching and Learning Assistant position). | <input type="checkbox"/> |
| j. Verification of Teaching Experience (if applicable). | <input type="checkbox"/> |
| k. Statement of Professional Competency – Reference Letter (if applicable) | <input type="checkbox"/> |

Translation of documents not in English or French:

CHECK JUST ONE BOX

- | | |
|--|--------------------------|
| l. My documents are in English or French therefore, translation of the documents is not required. | <input type="checkbox"/> |
| m. I have arranged for an original notarized translation of my documents in English or French to be sent to the Newfoundland and Labrador Office of Teacher Certification and Records (if applicable). | <input type="checkbox"/> |

Remember to attach this checklist to your application package

2.9 Possible Responses from the Office of the Registrar

Once the evaluation is complete, there are three possible outcomes:

YOU ARE ELIGIBLE FOR CERTIFICATION

The Registrar has determined that *you are eligible to be certified as a teacher in Newfoundland and Labrador*. You will be contacted by the Newfoundland and Labrador Office of Teacher Certification and Records via e-mail. The e-mail states that your Teacher's Certificate has been issued along with a scanned copy. The certificate remains valid unless suspended, cancelled or revoked. Then, a hard copy is mailed out to the address you specified on your fee schedule.

YOU STILL HAVE TO MEET SOME REQUIREMENTS FOR CERTIFICATION

The Registrar has determined that *you still have to meet some requirements to be certified as a teacher in Newfoundland and Labrador*. The Newfoundland and Labrador Office of Teacher Certification and Records will inform what may be required. Your application will remain active for 24 months from the day you are contacted. You can either seek to meet those conditions or withdraw your application.

YOU ARE **NOT** ELIGIBLE FOR CERTIFICATION

The Registrar has determined that *you are ineligible for certification in Newfoundland and Labrador at this time*. You will receive an explanatory e-mail specifying the reasons of your ineligibility. The Registrar **MAY** advise you to take an alternate pathway to related education occupations in the province, such as Teaching and Learning Assistant, based on the assessment. Once you know what requirements you must meet for full certification, you can work on acquiring them and apply for a Newfoundland and Labrador Teacher's Certificate again in the future.

3 GATHERING REQUIRED DOCUMENTS: HOW AND WHERE

This section contains detailed information about the acquisition of supporting documents. Whenever additional explanation is required, you will be directed to the webpage of the respective institution, organization, or regulatory body. Pay attention to which requirements apply to your situation.

3.1 Work Authorization

Internationally Educated Teachers living in Canada

Internationally educated teachers who are already living in Canada and hold one of the following: Canadian Citizenship, Landed Immigrant Status (Permanent Residency) or a valid Work Visa, **MUST** provide a copy of one of these documents, along with a copy of their Social Insurance Number (SIN - see section 3.2).

Internationally Educated Teachers living in Canada without a Work Permit

Internationally educated teachers who are already in Canada but **DO NOT** hold one of the following: Canadian Citizenship, Landed Immigrant Status (Permanent Residency) or a valid Work Visa, **MUST** apply for work authorization (permanent residency or work permit) and a SIN. *Most foreign nationals need a work permit to work in Canada.* You can [find out if you need a work permit here](#).

Internationally Educated Teachers living outside of Canada

Internationally educated teachers who are applying from outside of Canada **MUST** apply for work authorization: Landed Immigrant Status (Permanent Residency) or a valid Work Visa. *Most foreign nationals need a work permit to work in Canada.* You can [find out if you need a work permit here](#). The Canadian federal government is responsible for issuing work authorizations, and you can find all the information you need on the Immigration and Citizenship's [website](#). There is a variety of work permits and applications for temporary workers, business people, students and caregivers in the Live-In Caregiver Program.

The application process is country-based and processing-time varies.

Application fees **start at** \$155 (Canadian currency).

Currently, there are different immigration programs in place. You can find useful information about the programs on the **Newfoundland and Labrador Office of Immigration and Multiculturalism's** website: <https://www.gov.nl.ca/immigration/>.
Moreover:

For enquiries regarding the Newfoundland and Labrador Provincial Nominee Program: pnp@gov.nl.ca.

For enquiries regarding the Atlantic Immigration Pilot Program: immigration@gov.nl.ca.

For enquiries regarding Settlement and Integration, Multiculturalism, or Diversity: diversity@gov.nl.ca.

For all other immigration related enquiries, please contact the Office via: immigration@gov.nl.ca.

Telephone: (+1) 709-729-6607; **Facsimile:** (+1) 709-729-7381

You can get more information about immigration from a [Canadian embassy, consulate](#) or [Immigration Canada](#).



3.2 Social Insurance Number (SIN)

What is it? The Social Insurance Number (SIN) is a 9 digit number that you need to work in Canada or to have access to government programs and benefits.

Who is issued to? A SIN is issued to one person only and it cannot legally be used by anyone else. You are responsible for protecting your SIN. Store any document containing your SIN and personal information in a safe place—do not keep your SIN with you.

Who needs a SIN number? If you are a Canadian citizen, a permanent resident or a temporary resident (i.e. if you hold a valid work permit), you need a Social Insurance Number (SIN) to work in Canada.

What do you need before you apply? To apply for a Social Insurance Number (SIN), to request a confirmation of your SIN or to amend your SIN record, you must provide a valid primary document (see below) that proves your identity and legal status in Canada.

If the name indicated on your primary document is different than the name you are currently using, you must also provide supporting documents.

PRIMARY DOCUMENTS WHEN APPLYING FOR SIN

A primary document is an official document that proves your identity and status in Canada.

Canadian citizens must provide an **original** of one of the following:

- a. Certificate of birth or birth certificate issued by the vital statistics agency in the province or territory where you were born.
- b. Certificate of Canadian Citizenship issued by Immigration, Refugees and Citizenship Canada (IRCC).
- c. Certificate of Registration of Birth Abroad issued before 1977 by IRCC.



Attention:

- You must provide original documents when applying for a SIN; photocopies are not accepted.
- Refer to the translation requirements below.
- In most cases, original certificates of birth and birth certificates are considered acceptable to apply for a SIN. However, some birth certificates, although they are original documents issued by a vital statistics agency, may no longer be considered valid by the issuing province or meet the requirements for various reasons. Service Canada must review the document to determine its validity.
- Quebec proof of birth documents issued prior to 1994 is not accepted.

Permanent residents must provide an **original** of one of the following:

- a. **Permanent resident card** issued by Immigration, Refugees and Citizenship Canada (IRCC).
- b. **Confirmation of Permanent Residence** issued by IRCC, accompanied by either a travel document (for example, a foreign passport) or an alternate photo identification issued by a provincial/territorial authority (for example, a driver's licence). **Note:** The Confirmation of Permanent Residence is acceptable if used within one year of the date you became a permanent resident. The permanent resident card is required after this period.
- c. **Record of Landing** issued by IRCC before June 28, 2002.
- d. **Verification of Landing** issued by IRCC. This document is provided when an original Record of Landing or the Confirmation of permanent residence is not available (if it has been lost, for example). This document is only acceptable to amend a SIN record or to obtain a confirmation of an existing SIN.
- e. **Status Verification or Verification of Status** issued by IRCC. This document is only acceptable to amend a SIN record or to obtain a confirmation of an existing SIN.

Temporary residents must provide an **original** of one of the following:

- a. Work permit issued by Immigration, Refugees and Citizenship Canada (IRCC).
- b. Study permit issued by IRCC, indicating that you are authorized to work in Canada:
- c. a study permit that indicates the permit holder “may accept employment” or “may work” in Canada; or
- d. a study permit and a “confirmation to work off-campus” letter issued by IRCC prior to February 11, 2015.
- e. If neither of these requirements is met, you must contact IRCC to verify if you are eligible to apply for an amended study permit.
- f. Visitor record issued by IRCC, indicating you are authorized to work in Canada.
- g. Diplomatic identity card and a work authorization issued by Global Affairs Canada.

Temporary residents will receive a letter confirming that a temporary SIN has been issued.

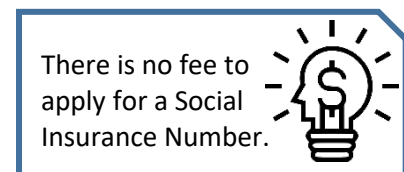
Individuals residing outside Canada: Individuals residing outside Canada, who are not Canadian citizens or Registered Indians with no legal status in Canada but who are eligible to receive a Canadian government benefit or pension must provide both of the following original documents:

- a. Birth Certificate issued by a state authority from your country of birth (if not in English or French, see translation requirements below); and
- b. Letter confirming eligibility for pension or benefits from Canada Pension Plan (CPP), Old Age Security (OAS) or Régime des rentes du Québec (RRQ).

For further information regarding Supporting Documents (i.e. proof of names change), applying for someone else, and translations requirements, visit the Employment and Social Development Canada’s official [website](#).

HOW TO APPLY FOR A SIN

Applying in person



To apply for your SIN, to obtain a confirmation of your SIN or to amend your SIN record, simply gather all the required original documents and take them to the **nearest Service Canada office**.

When you want to access your file at a Service Canada Centre, you must show one government-issued photo ID (with legal name, date of birth and/or your signature) or two IDs. If you present two IDs both must contain your legal name and one of the following: your date of birth, photo or signature. You may also be asked verification questions.

If everything is in order, you will get your SIN during your visit.

Special measures are in place to accommodate individuals who cannot apply in person at a Service Canada office.

Applying by mail

Only individuals in these circumstances are permitted to apply by mail:

- a. Individuals living 100 km or more from the nearest Service Canada office, in an inaccessible area or where outreach is very infrequent may apply by mail.
- b. Individuals who have other extenuating limitations that prevent them from visiting a Service Canada point of service and who cannot use the assistance of another individual to submit an application on their behalf may be eligible to apply by mail. Note: Individuals must call 1-800-206-7218 and select option 3 to determine if they are eligible to apply by mail.
- c. **Individuals applying from outside Canada.**

What you need to apply by mail:

1. A completed SIN [application form](#) (if you are unable to print the application form, you can order the form by phone at 1-506-548-7961; long-distance charges apply).
2. The required original documents.

Send your completed application form and original documents (**photocopies are not accepted**) to:

**Service Canada
Social Insurance Registration Office
PO Box 7000
Bathurst, New Brunswick E2A 4T1
Canada**

If you send your application by registered mail, your document(s) will be returned in the same way. Service Canada is not responsible for documents lost in the mail.

If your SIN application meets the requirements, you will receive a letter with your SIN by mail within 20 business days from the date the application is received. If more than 25 business days have passed and you would like to find out the status of your application, [contact the SIN program](#). For further information visit the Employment and Social Development Canada's official [website](#).

3.3 Confidential Disclosure Form

What is the Confidential Disclosure Form? It is a required document for teacher certification. The form states that you wish to share information for evaluation purposes, but also wish to restrict such information from wider use and dissemination. The Registrar does not disclose non-public information outlined in the Confidential Disclosure Form.

What is the purpose of the document? By completing the form you will:

- grant to the Registrar of Teachers, Department of Education and Early Childhood Development, full authorization to make an inquiry from any police authority or other authority, organization or institution with regard to any criminal conviction or charge or any of the other matters referred in the form;
- further authorize and consent to the release of such details of convictions and outstanding charges by any law enforcement agency or authority to the Registrar of Teachers, Department of Education and Early Childhood Development. (if applicable)

DOWNLOAD AND COMPLETE THE FORM:

The Confidential Disclosure Form is available for download on the Newfoundland and Labrador Department of Education and Early Childhood Development’s website. The Registrar requires an original copy with your physical signature. Click [here](#) to access the form.

3.4 Canadian Criminal Record Check and Vulnerable Sector Check

What is a Criminal Record Check (CRC)? A criminal record check, or criminal background check, determines if you have been charged or convicted of a crime. If a name-based criminal record check does not provide a definite way of confirming your identity, you may be asked to provide fingerprints.

What is a Vulnerable Sector Check (VSC)? When the police conduct a Vulnerable Sector Check (VSC) they provide a more comprehensive report. For example, a VSC will disclose whether the individual is a pardoned sex offender, whereas the Criminal Records Act ordinarily prohibits the disclosure of criminal records, which have been pardoned or suspended. It may also disclose other types of information if the police believe it to be pertinent. Vulnerable sector checks include checks of national databases maintained by the Royal Canadian Mounted Police (RCMP) and local police records where the applicant lives.

Why are you required to provide these documents? A teacher works directly with vulnerable persons. People who volunteer or have jobs where they are in positions of trust or authority over children or vulnerable persons can be asked to obtain a vulnerable sector check. Being in a position of trust or authority is more than just having contact with children or vulnerable persons. To meet the legal requirements for a vulnerable sector check, the nature of the position – not the person – must cause the person to have authority over, or trust of, children or vulnerable persons. Children are defined as being anyone under the age of 18. Vulnerable persons are people who, because of their age, disability or other circumstance, are more vulnerable than others.

Does the Newfoundland and Labrador Office of Teacher Certification and Records accept a CRC and VSC from the applicant’s country of origin? No. The Office of Teacher Certification and Records only accepts CRC and VSC issued by local, regional or national Canadian police services.

HOW AND WHERE YOU CAN OBTAIN A CANADIAN CRC AND VSC

Canadian Residents living in Newfoundland and Labrador

In order to obtain a Criminal Record Check in Canada, you must have a local address. There are three royal constabulary cashier offices from the Newfoundland and Labrador's Provincial Police Service in the province. If you reside within one of the municipalities below, you must obtain your Certificate of Conduct and/or Vulnerable Sector Check (this document includes your Criminal Record Check) from one of the following local police offices:

- **1 Fort Townshend, St. John’s**
Hours of Operation: Monday to Friday 9:00 a.m. to 4:00 p.m.
Phone Number: 709-729-8033
- **9 University Drive, Corner Brook**
Hours of Operation: Monday to Friday 8:30 a.m. to 3:30 p.m.
Phone Number: 709-637-4100
- **417 Booth Avenue, Labrador City**
Hours of Operation: Monday to Friday 9:00 a.m. to 4:00 p.m.
Phone Number: 709-944-7603

Residents who live outside of these three municipalities must obtain their Police Record Check from the Royal Canadian Mounted Police (RCMP). The contact information for RCMP detachments in Newfoundland and Labrador is available [here](#).

An applicant **must** provide: two (2) valid pieces of identification, one of which must be government-issued and include the applicant's name, date of birth, signature and photo.

You have to submit the forms below when applying for a Certificate of Conduct and/or Vulnerable Sector Check:

- [Certificate of Conduct](#);
- [Consent for Criminal Record and Vulnerable Sector Check](#).

Follow the instruction outlined in the Certificate of Conduct (above) to proceed with your application. Applicants must ensure the information displayed on the applicant's invoice is correct. Any errors may result in the application not being processed or may create a delay. If an error is identified, please contact the Royal Newfoundland Constabulary Cashier's Office.

You may visit the Royal Newfoundland Constabulary Cashier's Office's [website](#)

OR

contact the RCMP Newfoundland and Labrador Office at:

- 709-772-5400 (General Inquiries)
- 1-800-709-RCMP (7267) (Non-emergency)

Canadian Residents living in other jurisdictions

If you live in British Columbia, follow the process defined by the [British Columbia Criminal Records Review Program](#). In all other cases, **contact your local police service**. You will be required to provide the police service with the following information:

- A description of the position;
- The name of the organization staffing the position;
- Details about the children or vulnerable persons (e.g. age, or other factors that can show how the person is vulnerable);
- If the position is volunteer, provide a letter from the organization stating the person will not be paid for services or any other personal expenses incurred.

Once the police service has determined that the position meets the requirements for a vulnerable sector check, a name-based search will be conducted. *In some cases*, you will be required to submit fingerprints to confirm your identity. The use of fingerprints ensures the accuracy of the identification process.

Once the vulnerable sector check is completed, the police service conducting the vulnerable sector check will send the results to the requesting organization and/or the applicant.

For additional information visit the Royal Canadian Mounted Police’s [website](#).

From outside Canada

The RCMP does not allow any third-party agencies to conduct Vulnerable Sector Check (VCS) due to its sensitive nature. **Canadian Criminal Record Checks and Vulnerable Sector Checks are ONLY available for Canadian residents. The RCMP can only issue these documents to people who have been living in Canada for at least 6 months.**

3.4.1 Positive Result on a Police Record Check

If there is a positive result or something indicated on your criminal record, and if you self-declared an offence on the Confidential Disclosure Form, you are required to provide the Registrar with a letter with full details of the conviction. Your application will not proceed until the *Office of the Registrar* receives this explanatory letter from you. Each report is assessed individually. A positive declaration and/or information from a Criminal Record Check may delay the processing of your application. However, if you make false statements or knowingly neglect to declare an offence or incident, you will not qualify.

3.5 Official Transcripts

A transcript is a detailed record of your marks or grades that has been generated by your current or former university. Usually, this will be a document with a list or table of the individual modules, papers or courses you have completed with a numerical and/or letter grade against each. It may also give an overall grade for your qualification.

The Registrar requires an **official copy of your transcripts sent directly from the educational institution** where you completed your teacher education program. You must contact the registrar’s office at the institution where you completed your program to find out how to order your transcript. Each institution has its own methods for issuing official transcripts.



Attention: If an institution does not send official transcripts to third-party organizations; or if you are unable to acquire an official copy of your academic records; or if you hold ‘irreplaceable copies’, see page 49.

What an official transcript must include?

Official transcripts must:

- have the institution's seal;
- show the name of the degree or credential;
- show the date it was granted;
- be signed by the registrar or equivalent official;
- show the length of practicum in hours, days or weeks;
- show the hours or credits of study you completed for each course according to each term or year of study;
- be in the original language in which they were issued.

The transcript(s) must indicate that a degree was awarded.

Applicants should include an official transcript for each education institution where they completed courses. Only course work completed at the university level (and at recognized post-secondary institutions, for TLA applications) will be recognized for certification purposes.

The information listed on an academic transcript can vary, depending on the jurisdiction. If your transcript does not contain all of the above information, please arrange for the institution to enclose a verification letter containing the additional information.

This letter must have the institution's seal and the signature of the registrar or equivalent official. If your education program was outside Canada or the US, sending a copy of your course descriptions — regardless of jurisdiction — can be helpful.

3.6 Statement of Professional Standing

A Statement of Professional Standing (SPS) is a letter from a licensing body or an education ministry that says your right to teach has never been suspended, revoked or cancelled.

This statement provides the Registrar with information regarding your past professional practice as a teacher. For example, it states whether your authorization to teach has ever been taken away for disciplinary reasons or whether you would still be welcome to teach in that country, province or state.

You must arrange to have this statement sent to the Newfoundland and Labrador Office of Teacher Certification and Records from the jurisdiction(s) where you have been certified to teach.

The statement must:

- verify you were authorized to teach in that jurisdiction;
- state that your authorization was never suspended, cancelled or revoked;
- come directly to the Registrar from the licensing authority or department of education;
- be an original and signed by the appropriate official;
- not be more than one year old when the Office of the Registrar receives it;
- be in the official language of the country in which you taught.

The Newfoundland and Labrador Office of Teacher Certification and Records understands that some jurisdictions have no central authority governing the teaching profession. These are the countries that, currently, **do not issue**⁵ Statements of Professional Standing:

- Bangladesh
- Brazil
- Chile
- China
- India
- Pakistan

If you completed your education in one of the countries above (or in a country not listed above which does not issue an SPS), you must arrange for the head of the last school where you taught to **send a letter of reference directly to the Registrar**. The letter **must** be current. It **must** list the dates and length of your employment; and, say that you were never suspended for any disciplinary reason and that your conduct was satisfactory.

3.7 Proof of Degree (if applicable)

In addition to your transcript, the Registrar **may** require a copy of the degree, diploma or certificate you received.

3.8 Official Name Change Document (if applicable)

If your name was changed during your educational or work experience, please provide a copy of a legal document which supports this change of names such as a **copy** of a Marriage Certificate, a Divorce Certificate, a Change of Name Certificate or a Court Order. A photocopy is acceptable and you can submit it yourself.

⁵ Source: Ontario College of Teachers.



If you had a change of name(s), remember to specify your previous and current name(s) on your application form. Incomplete and/or incorrect information may delay the evaluation process.

3.9 Statement of Teaching Service (if applicable)

A Statement of Teaching Service is the official record of your teaching employment provided by a recognized school or employer. If you have previous teaching experience, you must arrange with your former employer to complete one of the forms available on our website:

- a. [Statement of Teaching Service \(K-12\);](#)
- b. [Statement of Post-Secondary Teaching Service.](#)

Official statements of teaching service (above) **MUST** be completed by your previous employer(s) and **returned directly to the Newfoundland and Labrador Office of Teacher Certification and Records by that employer.**

3.10 Statement of Professional Competency – Reference Letter (if applicable)

If you have previous teaching experience, the Registrar **MAY** require a Reference Letter from your previous employer. You must arrange for the head of the last school where you taught to **send a Reference Letter directly to the Registrar.** The letter **must** be current. It **must** list the dates and length of your employment and say that you were never suspended for any disciplinary reason and that your conduct was satisfactory. It **must** be an original and signed by the appropriate official. In some cases, the Registrar **MAY** require more than one letter.

3.11 Acceptable Translators

The Registrar accepts translations from:

- The consulate, high commission or embassy to Canada of the country that issued the documents; this information is available at <https://travel.gc.ca/assistance/embassies-consulates>;
- A translator who has received accreditation through a federal, provincial or municipal government in Canada;
- COSTI translation services, if no other certified translator is available; COSTI-IIAS Immigrant Services at 416-658-1600, info@costi.org or costi.org;
- A translator certified by a professional association of translators in Canada, a list of which is available on the website of the Canadian Translators, Terminologists and Interpreters Council at cttic.org;
- A translator certified by The Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), a list of which is available at ottiaq.org.

Canadian Translators, Terminologists and Interpreters Council (CTTIC)

The Canadian Translators, Terminologists and Interpreters Council, generally recognized as the national body representing professional translators, interpreters and terminologists, contributes to high quality inter-language and intercultural communication. You may contact one of its members and inquire about translation services:

- [Association of Translators and Interpreters of Nova Scotia \(ATINS\)](#)
- [Corporation of Translators, Terminologists and Interpreters of New Brunswick \(CTINB\)](#)
- [Association of Translators and Interpreters of Ontario \(ATIO\)](#)
- [Association of Translators and Interpreters of Manitoba \(ATIM\)](#)
- [Association of Translators and Interpreters of Saskatchewan \(ATIS\)](#)
- [Association of Translators and Interpreters of Alberta \(ATIA\)](#)
- [Society of Translators and Interpreters of British Columbia \(STIBC\)](#)

3.12 Language Proficiency Tests

A satisfactory score (see page 17) on a language proficiency test in either English or French **MAY** be required by the Registrar. Information about acceptable language tests as follows:

ENGLISH

The Test of English as a Foreign Language internet-based (TOEFL iBT)

The TOEFL iBT test measures your ability to use and understand English at the university level. It evaluates how well you combine your listening, reading, speaking and writing skills to perform academic tasks. There are two formats for the TOEFL test. The format you take depends on the location of your test center. Most test-takers take the TOEFL iBT test. Test centers that do not have internet access offer the Paper-based Test (PBT). Educational Testing Services (ETS) is the organization that develops and administers the TOEFL tests; for all information concerning those tests, including how, when and where to take them:

TOEFL iBT

Includes information on testing done overseas.

PO Box 6151 Princeton, NJ 08541 USA

Phone: (+1) 609-771-7100

Fax: 610-290-8972

TTY: 609-771-7714

Email: toefl@ets.org

Website: toefl.org

The International English Language Testing System-Academic (IELTS-Academic)

The International English Language Testing System (IELTS) is the organization that develops and administers IELTS tests. Tests can be taken at various times throughout the year. In Newfoundland and Labrador the two places where you can take the test are:

Memorial University

IELTS Test Centre

230 Elizabeth Avenue

St. John’s, Newfoundland and Labrador

A1B 3X9, Canada

Phone: (+1) 902-491-8683

Website: smu.ca/international/tlc/ielts

Email: ielts@smu.ca

Queen’s College of Newfoundland

IELTS Test Centre

210 Prince Philip Drive,

St. John’s, Newfoundland and Labrador

A1B 3R6, Canada

Phone: (+1) 902-480-6156

Website: etcatlantic.ca

Email: info@etcatlantic.ca

For additional information about IELTS tests, including how, when and where to take them:

IELTS Test Centre Canada

IELTS Subject Officer

Cambridge International Examinations

Conestoga College of Applied Arts and
Technology - IELTS Administrator
299 Doon Valley Drive
Kitchener, ON - N2G 4M4
Phone: (+1) 519-748-3516
Fax: 519-748-3505
Email: ielts@conestogac.on.ca
Website: conestogac.on.ca/ielts

1 Hills Road, Cambridge CB1 2EU
United Kingdom
Phone: 1223 553558
Fax: 1223 553554
Email: international@ucles.org.uk
Website: ielts.org

FRENCH

Test de français pour étudiants et stagiaires au Canada (TESTCan)

TestCan is an assessment of French language competencies. It aims to determine if your knowledge of French meets the requirements for admission to Canadian post-secondary institutions and other professional associations. The results of the TestCan will also give you an idea of where you should be placed in terms of continuing French language training. The TestCan tests the four competencies of speaking, reading, writing listening comprehension. TestCan is operated from the University of Ottawa through its Official Languages and Bilingualism Institute (OLBI). You can visit their website to learn more about the test, including test sites, times and dates.

TESTCan (French)

Official Languages and Bilingualism Institute University of Ottawa
600 King Edward Avenue
Room 114, Ottawa – ON, K1N 6N5
Phone: (+1) 613-562-5800, ext. 3461
Fax: 613-562-5126
Email: testcan@uottawa.ca
Website: testcan.uottawa.ca

4 RELEVANT INFORMATION

This section contains additional information for further reference in understanding the Newfoundland and Labrador Teacher Certification application process and the settlement experience in Canada.

4.1 Inability to provide required documents

The Newfoundland and Labrador Office of Teacher Certification and Records understands that some applicants may face additional challenges when gathering required documents. Circumstances beyond your control do not automatically disqualify you for teacher certification in Newfoundland and Labrador. The Registrar is aware that an institution:

- may no longer have the academic records for an applicant;
- may no longer exist and is not functioning;
- has lost records due to war, upheaval, natural disaster or other crises;
- only issues a single copy of an official document to the person for whom it was prepared;
- may not issue one of the required documents (i.e. statement of professional standing);

and that some internationally educated teachers:

- hold irreplaceable original documents;
- are in high-risk situations;
- come from places where there is political unrest.

In such situations, you should consult with the Registrar about alternatives to meeting one of the teacher certification requirements.


4.1.1 Alternative Documentation

There are some alternative documents that can be submitted to support your application. Before submitting one of the alternatives below, consult with the Registrar to ensure that such a document will be accepted based on your situation.


Irreplaceable or One-Time-Issued Transcripts

In what situations? If you hold a single copy of your official transcripts and are unable to acquire another copy for certification purposes; or if the issuing institution does not send official transcripts to third-party organizations.

Alternative Documents:

-  a. You may submit an **external assessment of your academic credentials (see pages 20 and 21)**. The World Education Services (WES), for example, usually has in-house expertise—and a database of sample documents—that can help in determining the legitimacy of original or photocopied transcripts. You may not have to submit your one-time-issued transcripts to get a WES assessment. They accept a photocopy in some cases. To find out which documents WES require for an assessment go to <https://www.wes.org/required-documents/>. **Remember:** The costs associated with external assessment services are your responsibility.

OR

-  b. You may submit **a notarized* copy of your transcripts along with a verification letter from the university where you completed your teacher education program.** You must arrange for the university to send a verification letter (**directly to the Registrar**) for your teacher education program and for each degree listed on your application.

Verification letters from the university must be signed by one of the following:

- Registrar;
- deputy registrar;
- controller of examinations;
- assistant controller of examinations.

The verification letters must confirm the following:

- dates you attended and length of the program;
- course content and hours or units of study, if not on the mark-sheets;
- name of the degree and the date on which it was awarded;
- for your teacher education program, the number of weeks and the grade levels and subjects you taught in the supervised practice teaching.




***Attention:** For details regarding notarial services, you may contact the nearest Canadian government office abroad. They can provide an up-to-date list of local lawyers, notaries and legal translation services. You can find information by countries and territories here: <https://bit.ly/375ymJA>.

Statement of Professional Standing

In what situations? If the jurisdiction where you completed your teacher education program does not issue a Statement of Professional Standing. For example, in countries such as Bangladesh, Brazil, Chile, China, India, and Pakistan.

Alternative Documents:

-  a. You may submit a **Statement of Professional Competency – Reference Letter**. You must arrange for the head of the last school where you taught in that jurisdiction to send a letter of reference directly to the Registrar. The letter **must** be current. It **must** list the dates and length of your employment and say that you were never suspended for any disciplinary reason and that your conduct was satisfactory. It **must** be an original and signed by the appropriate official. Depending on specific circumstances the Registrar may require more than one letter of reference.



Attention: All documents received by the Registrar become property of the Department of Education and Early Childhood Development. Applicants are strongly encouraged to make photocopies of all documents submitted to the Office of the Registrar. The Office of the Registrar does not make a practice of returning documents received from applicants. The Office of the Registrar does not provide third parties with copies of your documents nor with original documents received to support your application.

4.1.2 Help obtaining Alternative Documentation

If an institution does not make a practice of mailing official documents (e.g., official transcripts, **Statements of Professional Standing**) to regulators such as the Newfoundland and Labrador Office of Teacher Certification and Records when requested, you may be required to look for a means of authenticating any original documents and/or information that you must provide to support your application. Foreign consulates representing your country of origin in Canada may be able to assist. Or, you may be required to contact Canadian offices in the country from which the document comes to obtain assistance:

1. The Consulate, High Commission or Embassy to Canada of the country that issued the documents:

Visit the website of Global Affairs Canada at <https://bit.ly/2O69wk4>. From there you can click on the relevant country of origin and locate its contact information.

2. A Canadian Embassy, Consulate, or High Commission in the country from which the Document Comes:

Visit the website of Global Affairs Canada at <https://bit.ly/2CK3SPw>. Click on the country you wish to obtain information about.

4.2 About Newfoundland and Labrador

The Tourism Industry and the Department of Tourism, Culture, Industry and Innovation provide online tools, relevant data, and useful documents about the province's people and culture, natural landscapes, history and heritage, climate and weather, as well as practical information. Visit the department's [website](#).

For Newfoundland and Labrador facts click [here](#).

For practical information about the province click [here](#).

4.3 Assistance for Newcomers

There are local, regional, and national organizations, institutions, and agencies which offer newcomer services. A number of them offer free assistance; for further details and information, you may contact them directly.

Immigration, Refugees and Citizenship Canada: Newcomer Services

Immigration, Refugees and Citizenship Canada's (IRCC) website offer a variety of newcomer services which include the following:

- **Finding newcomer services near you:** through its database, you can find settlement professionals in the area you are located who can help you with daily life and adjusting to your community. Many organizations offer services in French.
- **Expanding your network:** you will be able to connect through settlement organizations, volunteering community centers, sports teams, social clubs, and places of worship.
- **Finding a job in Canada:** you will have access to job listings for private companies and government organizations; you may also apply for the Federal Internship for Newcomers.
- **Welcoming women in Canada:** detailed information about services focused on newcomer women.

- **Getting health care in Canada:** you will learn about the universal health care system and how it works in a specific province or territory.
- **Filing taxes and applying for benefits in Canada:** you will find out how to file your first tax return and apply for benefits and credits.
- **Improving your language skills:** you can find information on how to assess your English and French proficiency and sign up for language classes.

Information on the topics listed above is available [here](#).

You may also [contact](#) Immigration, Refugees and Citizenship Canada.

Newfoundland and Labrador Association for New Canadians

The Association for New Canadians (ANC) is a non-profit, community-based organization delivering settlement and integration services to immigrants and refugees in Newfoundland and Labrador. For 40 years, the Association has delivered programs and services that support all aspects of immigrant integration, ranging from settlement information and orientation to language learning, skills development and employment.

Some of the programs and services provided are the following:

- Resettlement Assistance Program (RAP);
- Settlement, Orientation, and Integration Services;
- English as a Second Language (ESL) Training Program (Language Instruction for Immigrants to Canada);
- Children and Youth Supports (including the Settlement Workers in the Schools [SWIS] Program);
- AXIS (Acquiring Experience; Integrating Skills) Career and Employment Services;
- Language for Work Program (Education and Support for Employment);
- Settlement Outreach/Distance Supports;
- Volunteer/Community Connections Program;
- Translation/Interpretation Services (in over 60 languages);
- Specialized Programming for Women/Men/Children/Youth/Young Adults/Seniors/Stay-at-Home Mothers;
- Diversity Training/Public Education;
- Designated Service Provider for the Atlantic Immigration Pilot (AIP);
- Designated Sponsorship Agreement Holder (Private Sponsorship of Refugees Program).

Newfoundland and Labrador Association for New Canadians' contact information:

Mailing Address

Courier Address – Main and SWIS Offices

144 Military Road
St. John's, NL A1C 2E6

Courier Address – ESL Training Centre

148 Elizabeth Avenue
St. John's, NL A1B 1S4

Mailing Address – All Offices

P.O. Box 2031, Station C
St. John's, NL A1C 5R6

Phone, Fax, & Email

GENERAL INQUIRIES

Phone: (709) 722-9680
Toll Free: 1-833-222-0921
Email: information@ancnl.ca

Central Region

Phone: (709) 489-0235
Email: central@ancnl.ca

Happy Valley-Goose Bay

Phone: (709) 896-3427
Email: hvgb@ancnl.ca

Western Region

Phone: (709) 634-2656
Email: western@ancnl.ca

Labrador West

Phone: (709) 944-7775
Email: labradorwest@ancnl.ca

Labrador Straits

Phone: (709) 931-2887
Email: forteau@ancnl.ca

Webpage: <http://www.ancnl.ca/>



The NL Association for New Canadians has a number of publications available online or in print that are designed to assist newcomers in the inclusion and integration process. These include the Newcomers' Guide to Services and Resources in Newfoundland and Labrador (in English only), An Immigrant Parents' Guide to the Newfoundland and Labrador School System, and Peace and Harmony: A Society of Respect, among many others.

To access ANC's publications and resources go to <http://www.ancnl.ca/publications-resources/>

Newfoundland and Labrador Office of Immigration and Multiculturalism

The Office of Immigration and Multiculturalism's website offers unique information about immigrating to Newfoundland and Labrador. You can find information about:

- The Way Forward on Immigration to Newfoundland and Labrador;
- Employers;
- Newfoundland and Labrador (NL) Immigration Programs: Frequently Asked Questions;
- Provincial Nominee Program;
- Atlantic Immigration Pilot Program;
- Webinars on Immigration Programs;

- Immigration Policies;
- Myths and facts;
- Settlement and resources.

For detailed information visit the office's [website](#).

The Office of Immigration and Multiculturalism has developed a guide that contains information on the benefits of immigration, immigration programs, and the role of communities and other stakeholders in supporting immigration in Newfoundland and Labrador:

- [Guide to Immigration in Newfoundland and Labrador](#)
- [Guide pour Immigrer à Terre-Neuve-et-Labrador](#)

Immigration and Citizenship Canada

On the Immigration and Citizenship Canada's [website](#), you can find useful information for immigrants. They offer different types of newcomer services such as the following:

- Francophone service provider;
- Help finding a job;
- Job-specific language training;
- Help with daily life;
- Find or become a mentor to a newcomer;
- Services for refugees;
- Services for women;
- Services for seniors;
- Services for youth;
- Services for LGBTQ2;
- Language assessment;
- Language training (general);

Click [here](#) to access CIC's database.

If you are outside Canada, you may be able to get [pre-arrival services](#) in your home country before you move.

If you are in Québec, find services the Government of Québec offers on their [website](#).



CIC's YouTube channel contains a number of informative videos that touch on the many aspects of immigration. The channel's content is available in English and French; some of it in other languages, such as Spanish and German. The content produced by CIC is accurate and reliable. You should refer to it as one of your sources of information:

<https://www.youtube.com/user/CitImmCanada/videos>

Réseau de Développement Économique de Terre-Neuve-et-Labrador (RDEE)

RDDE Terre-Neuve-et-Labrador is an economic development nonprofit organization that contributes to the prosperity of the province's Francophone communities through several business lines: employment, entrepreneurship, immigration and tourism. RDDE Terre-Neuve-et-Labrador offers a great number of services for francophone newcomers. Refer to their [website](#) for further information on employment, immigration, and tourism.

You may contact one of their offices:

Bureau de l'Est (Siège Social)

65, Ridge Road, bureau 245
St. John's (TNL) A1B 4P5
info@rdeetnl.ca
(709) 726-5976

Bureau de l'Ouest

R.R. # 1, Case postale 190
La Grand'Terre (TNL) A0N 1R0
ouest@rdeetnl.ca
(709) 642-5155

Bureau du Labrador

308 Hudson Dr.
Labrador City, (TNL) A2V 1L5
labrador@rdeetnl.ca
(709) 944-5169

Or one of their team members:

Diego Toledo

Executive Director
St. John's
ed@rdeetnl.ca
(709) 726-5974

France J. Bélanger

Administrative Assistant
St. John's
admin@rdeetnl.ca
(709) 726-5976

Eric Tremblay

Communications Coordinator
St. John's
communications@rdeetnl.ca
(709) 757-2855

Aurore Lambert

Tourism Development Officer
St. John's
promotion@exploretnl.ca
(709) 726-5973

Samir Jaouadi

Economic Development Officer
East of Newfoundland
east@rdeetnl.ca
(709) 757-2858

Mustapha Fezoui

Economic Development Officer
Labrador
labrador@rdeetnl.ca
(709) 944-5169

Wendy Brake

Economic Development Officer
West of Newfoundland
west@rdeetnl.ca
(709) 642-5155

Régis Guyot

Economic Immigration Officer
immigration@rdeetnl.ca
(709) 757-2861

Other Francophone Organizations

The Association Communautaire Francophone de St-Jean (ACFSJ)

A not-for-profit corporation whose mission is to inspire and support the development and action of the francophone community in St. John's by means of the Centre scolaire et communautaire des Grands-Vents. The ACFSJ has as its vision that the Centre scolaire et communautaire des Grands-Vents become the primary focus for the development and action of the francophone community.

Information

65, chemin Ridge, suite 254, Saint-Jean (Terre-Neuve-et-Labrador) A1B 4P5

Phone: (709) 726-4900

Fax: (709) 726-0437

culture@acfsj.ca

Association Francophone du Labrador (AFL)

A not-for-profit organization committed to protecting the rights of Francophone communities in Labrador. It is part of the Fédération des francophones de Terre-Neuve et du Labrador (FFTNL), the official representative of Francophonie in the province.

Information

308, Hudson Drive, Labrador City (Terre-Neuve-et-Labrador) A2V 1L5

Phone: (709) 944-6600 ou (709) 944-6606

Fax: (709) 944-5125

info@afltnl.ca

Femmes Francophones de l'Ouest du Labrador (FFOL)

The organization's mandate is to represent the region's women and girls in order to offer them what they need to reach their full potential. The organization also offers Francophone women and girls the services and resources that will help them feel secure despite living in a minority environment.

Information

505 Bristol Crescent, Labrador City (Terre-Neuve-et-Labrador) A2V 1J2

Phone: (709) 944-3556

Fax: (709) 944-7422

ffol@francotnl.ca

Fédération des francophones de Terre-Neuve et du Labrador (FFTNL)

A not-for-profit organization that defends and promotes the rights and interests of the Francophone and Acadian communities in Newfoundland and Labrador. The FFTNL works to protect the rights of Francophones in minority situations. Its mission is to promote and facilitate the development of Francophonie in Newfoundland and Labrador. The FFTNL was created by members of the community for the purposes of targeted lobbying and public consultation.

Information

65, chemin Ridge, suite 233, Saint-Jean (Terre-Neuve-et-Labrador) A1B 4P5

Phone: (709) 800-6200

info@fftnl.ca

The Centre de la petite enfance et famille - Les p'tits cerfs volants

An educational daycare service offered mainly to Francophone parents and families in Newfoundland and Labrador. The creation of the centre in 2003 was the result of the efforts of the Francophone community in St. John's and the province, more specifically the Fédération des parents francophones de Terre-Neuve et du Labrador.

Information

65, chemin Ridge, suite 120, Saint-Jean (Terre-Neuve-et-Labrador) A1B 4P5

Phone: (709) 757-2850

direction@ptitscerfsvolants.ca

4.4 Labour Market

The main employers of certified teachers in Newfoundland and Labrador are the provincial school boards. Current listings of teaching jobs in the public school system are available on their websites.

School Boards

The Newfoundland and Labrador English School District currently employs more than 9000 teaching and support staff and provides a positive, team-oriented work environment that allows individuals to meet their full potential. Hiring and assignment of all positions will be made without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age (unless based on a bona fide occupational requirement). Refer to the following links:

- [Administrative and Leadership Positions](#)
- [Teaching and Teaching and Learning Assistant Positions \(TLA\) Positions](#)
- [Substitute Teaching and Substitute Teaching and Learning Assistant Positions \(TLA\) Positions](#)
- [External Employment Opportunities](#)

Le Conseil Scolaire Francophone Provincial: the hiring of teachers, specialists and teaching assistants is the responsibility of the Directorate of Educational Services of the CSFP. Principals' responsibility is to provide school staff support.

Those interested in teaching at the CSFP can apply at any time by e-mailing the following documents to emploi@csfp.nl.ca:

- a. a resume;
- b. a letter of intent;
- c. proof of certification to teach in Newfoundland and Labrador or the possibility of obtaining it;
- d. contact information of three people who can attest to your professional or academic performance.

For job openings go to <http://www.csfp.nl.ca/emploi/offres-demploi/>.

Private Schools

Currently, there are six private schools in Newfoundland and Labrador. You can teach in one of them if you hold a Newfoundland and Labrador Teacher's Certificate. You may contact the schools directly and inquire about job openings:

Corner Brook

Immaculate Heart of Mary (469)
(K-8)
112 Humber Road
Corner Brook, NL A2H 1E8
Telephone: 1-709-634-1700
Fax: 1-709-634-0620
www.ihmschool.ca

Mount Pearl

First Baptist Academy (373)
(K-3,6-12)
1 Ambassador Place
Mount Pearl, NL A1N 5C3
Telephone: 1-709-364-8928
Fax: 1-709-364-8928

St. Alban's

Holy Cross Community School Inc. (479)
(K-9)
P.O. Box 530
St. Alban's, NL A0H 2E0
Telephone: 1-709-538-3524
Fax: 1-709-538-3683
www.stalbans.ca/holycrossschool.htm

St John's

St. Bonaventure's College (450)
(K-12)
Bonaventure Avenue
St. John's, NL A1C 6B3
Telephone: 1-709-726-0024
Fax: 1-709-726-0148
www.stbonaventuresschool.ca

**Lakecrest – St. John's
Independent School (375)**
(K-9)
58 Patrick St.
St. John's, NL A1E 2S7
Telephone: 1-709-738-1212
Fax: 1-709-738-1701
www.lakecrest.ca

Anchor Academy (501)
(K-6)
1 Escasoni Pl
St. John's, NL A1A 0K7
Telephone: 1-709-765-0775
www.anchoracademynl.com

Aboriginal Schools

Currently, there are three aboriginal schools in Newfoundland and Labrador. You can teach in one of them if you hold a Newfoundland and Labrador Teacher's Certificate. You may contact the schools directly and inquire about job openings:

Conne River

St. Anne's School (376)
Se't A'newey Kina'mation 'kuom
P.O. Box 100
Conne River, NL A0H 1J0
Telephone: 1-709-882-2747
Fax: 1-709-882-2528
Velma Piercey (7-12)
Email: vpiercey@setaneway.ca

Natuashish

Mushuau Innu Natuashish School (019)
P.O. Box 189
Natuashish, NL A0P 1A0
Telephone: 1-709-478-8972/8970/8971/8973
Fax: 1-709-478-8989
Dave Jackman (K-12)
Email: djackman@innueducation.ca

Sheshatshiu

Sheshatshiu Innu School (018)
Box 70
Sheshatshiu, NL A0P 1M0
Telephone: 1-709-497-3533
Fax: 1-709-497-3588
Clarence Davis (K-12)
Email: cdavis@innueducation.ca

Labour Market Information (LMI)

The Department of Advanced Education, Skills and Labour offers market information, or LMI, to assist people from various walks of life in making informed decisions about the labour market. LMI on occupations or industry, for example, can help you make important decisions about

study and training, your first job, or the next step in your career. Having quality and timely LMI also allows us to prepare for the economy of tomorrow, by ensuring the right people are available for future work and also by encouraging the development of new skills which can take our economy in new, productive directions. You can find LMI about the teaching profession in the links below:

- [Secondary, Elementary and Kindergarten Teachers](#)
- [Elementary and Secondary School Teacher Assistants](#)

For more information refer to the Department of Advanced Education, Skills and Labour's [website](#) or the Human Resources and Skills Development Canada's [website](#).

4.5 Substituting for a Teacher

Substitute teachers are hired based on similar conditions governing the hiring of teachers for permanent or replacement contracts. School Boards will select teachers based on the assessment of competence, suitability, and qualifications. For detailed information refer to the Newfoundland and Labrador Teachers' Association's document on the [hiring of substitute teachers](#).

4.6 Education Programs at Memorial University (MUN)

The Faculty of Education offers many programs to students who are looking to pursue an education degree.

The faculty offers ten general degrees and one diploma program in its [Undergraduate programs](#) that open many careers opportunities for roles in teaching, school administration, curriculum design, student counselling or education policy. There are also alternatives to the traditional school environment, such as teaching online or teaching English abroad.

The [Graduate programs](#) enable students to enrol in diploma programs or complete a Masters or PhD degree with a variety of specializations.

Future Students

Considering enrolling in the Faculty of Education? The menus for [Undergraduate](#) and [Graduate](#) programs provide information on admission requirements and supporting documents you'll need to apply for our programs.

Also, check out the FAQs for [undergraduate](#) and [graduate](#) programs which may answer any questions you have about admission requirements, certifications or other topics related to the Faculty of Education. There's also information about important dates and deadlines and tuitions and fees.

Contact Information

For enquiries related to the programs, operations or research within the Faculty of Education, or to reach the dean or associate deans, please use the following contact lists:

- i. [Dean and Administrative Contacts](#)
- ii. [Academic Program Contacts](#)
- iii. [Faculty Members](#)
- iv. [Sessional Instructors](#)
- v. [Faculty/Staff Directory \(2019\)](#)

4.7 Education Programs at the College of North Atlantic (CNA)

The College of North Atlantic (CNA) offers Early Childhood Education programs which lead to a certificate or diploma. Individuals with a minimum Level 2 Early Childhood Educator (ECE) certification may qualify for a Teacher's Certificate Level Two (2), also known as *Teaching and Learning Assistant Certificate* (see pages 8 and 31). CNA offers both on-campus and online programs.

Early Childhood Educators have a lasting, positive impact on the development of children, and provide essential support for families, communities, and society. Early literacy and numeracy, socialization, indoor and outdoor physical activities, and creative experience in art, music, movement, and dramatic play are some of the areas in which students will acquire knowledge and skills to support and encourage children's development. Students will have the opportunity to apply their learning on field placements, with different age groups, in the College's demonstration childcare centres and a variety of childcare settings.

The usual work environment for ECEs involves daily indoor and outdoor activity. Being in good health and having, energy, patience, physical stamina, good communication and interpersonal skills are assets that will help students in this profession. Refer to the College's website to find out more details regarding entrance requirements, the differences between an ECE diploma and certificate, program objectives, field placement, and future opportunities:

- [Early Childhood Education – Certificate/Diploma](#)
- [Early Childhood Education – Distributed Learning](#)

4.8 Upgrading your Level of Certification

If you already hold a Newfoundland and Labrador Teacher's Certificate, you may wish to continue your academic studies to upgrade the level of certification assigned to you by the Registrar.

Options for Teacher Certification Upgrading

CERTIFICATE LEVEL VI:

Option 1:

Complete another degree, diploma, or certificate program of not less than 10 courses (30 credits) in length which has the prior approval of the Registrar of Teacher Certification. Programs such as a bachelor of arts, bachelor of special education, and the diploma in technology education are acceptable. Other programs offered through universities other than Memorial University are also acceptable if prior approval is given by teacher certification.

Option 2:

Complete an Integrated Program of Studies. This is a program that you structure for your own professional needs or interests. It consists of 15 additional undergraduate credits and 12 graduate credits. Your Integrated Program of Studies must be approved by the Registrar of Teacher Certification before you begin any of these studies. The following rules apply to these courses:

- the undergraduate courses must be completed at the 3000 level or above;
- the undergraduate courses must be completed in approved subject areas such as education or subject areas of the provincial curriculum;
- the graduate courses must be part of an approved master's degree program.

If you have completed the three-semester B.Ed. (Intermediate/Secondary) at Memorial University you may not need to complete the 15 undergraduate credits listed above, to attain certificate level VI. Please check with the Registrar of Teacher Certification for verification before you begin further studies.

Option 3:

Complete the first 24 credits of study on an approved master's degree program. Approval must be obtained from the Registrar of Teacher Certification before you begin any of these studies.

CERTIFICATE LEVEL VII:

The requirements for upgrading to level VII will depend on the option chosen to obtain certificate level VI. If option 1 or 2 was chosen you need only complete the approved master's

degree to attain level VII. If option 3 was used to complete certificate level VI, the full master’s degree plus additional graduate study may be required to satisfy the requirements for certificate level VII. The additional study required will be determined by the Registrar of Teacher Certification upon review of the graduate program completed.



Attention: All studies beyond those completed for your initial certification must have PRIOR written approval from the Registrar of Teacher Certification. Direct your inquiries to the Registrar of Teacher Certification well in advance of your plans to begin an additional program of study. Since the above requirements may change over time it is essential that you consult with the registrar of teacher certification to have your plans for certification up-grading approved in advance of any course/program registration. You should contact the Registrar by e-mail:

teachercertification@gov.nl.ca.

In the subject line write: **Seeking Course Approval for Upgrade.**

4.10 Student Aid

The Government of Canada and the Government of Newfoundland and Labrador work together to provide student financial assistance. Both loans and grants are available to help you access and pay for post-secondary education. With one application you will be assessed for both federal and provincial financial assistance. To be eligible for student financial assistance you must meet some basic requirements:

Full-Time Students:

- you are a Canadian citizen, permanent resident or have protected person status;
- you are a permanent resident of Newfoundland and Labrador;
- you have a valid Canadian social insurance number;
- you have demonstrated financial need;
- you pass a credit check (only for first-time applicants 22 years of age or older);
- you are not in default on previous federal and/or provincial student loans;
- you are pursuing full-time studies at a [designated educational institution](#);
- you are enrolled full-time in a program of study leading to a degree, diploma or certificate that is at least 12 weeks long;

Part-Time Students

- be a Canadian citizen, a permanent resident of Canada, or designated as a protected person;
- be a resident of Newfoundland and Labrador;

- demonstrate financial need;
- be enrolled in 20 to 59 per cent of a full course load;
- be enrolled in a degree, diploma, or certificate program that runs for at least 12 weeks within a 15-week period and is offered by a designated post-secondary educational institution;
- maintain satisfactory grades; and
- pass a credit check if you are 22 or older and applying for the first time.

For more information on how to apply, course load requirements, eligible costs, federal and provincial assistance, forms, and documentation, refer to the following links:

- [Full-Time Students](#)
- [Part-Time Students](#)

Additional Supports Available for Students with Permanent Disabilities

- [Students with Permanent Disabilities](#)

Repayment Information and Assistance

- [Student Loans Repayment](#)

Contact Information

Main Office – St. John’s

Tel: 1-709-729-5849

Toll-Free: 1-888-657-0800

Fax: 1-709-729-2298

Questions:

studentaidenquiry@gov.nl.ca

Document Submission:

studentaidmailbox@gov.nl.ca

National Student Loan Service Centre:

Toll-Free: 1-888-815-4514

Website: [National Student Loans Service Centre](#)

Mailing Address:

P.O. Box 8700

St. John’s, NL Canada

A1B 4J6

Office Location:

Coughlan College

216 Prince Phillip Drive

Memorial University

St. John’s Campus

Regional Student Aid

Information Officer

Corner Brook:

Tel: 1-709-637-7451

1-3 Union Street,

Corner Brook, NL A2H 6J8

5 USEFUL LINKS AND PUBLICATIONS

Immigration, Refugees and Citizenship Canada (IRCC) offers a number of publications and manuals for newcomers. You should refer to its publications for further and specific information. Some of the following can be helpful:

- [Asylum and immigration: Separate Processes](#)
- [Blended Visa Office-Referral Program Refugee Resettlement in Canada Information Bulletin](#)
- [Canada welcomes newcomers: opportunities to work in Canada](#)
- [Canada’s Biometric Requirement](#)
- [Federal/Provincial/Territorial Action Plan for Increasing Francophone Immigration Outside of Quebec](#)
- [Francophone Immigration Strategy: meeting our objectives](#)
- [Government-Assisted Refugee Resettlement in Canada Information Bulletin](#)
- [Planning to Work in Canada? An essential workbook for newcomers](#)
- [Privately Sponsored Refugee Information Bulletin](#)
- [Resettlement Assistance Program \(RAP\) Service Provider Handbook](#)
- [Temporary foreign workers – Your rights are protected](#)
- [The Start-Up Visa Program: Canada wants entrepreneurs!](#)
- [Welcome to Canada: What you should know](#)

Some of these publications and manuals are available in other languages. Visit the CIC’s [webpage](#) to have access to them.

Operational Instructions and Guidelines

Immigration, Refugees and Citizenship Canada (IRCC) and Canada Border Services Agency employees consult operational bulletins (OBs) and manuals for guidance in the exercise of their functions and in applying the Immigration and Refugee Protection Act, the Citizenship Act and their Regulations. Click [here](#) to access the program delivery instructions and operational manuals.

6 LIST OF REFERENCES

College of the North Atlantic. Early Childhood Education: <https://www.cna.nl.ca/program/early-childhood-education>.

Council of Ministers of Education, Canada. Certification and Workforce Integration: Experiences of Internationally Educated Teachers 2014: <https://bit.ly/33j4Ltl>.

Forum of Labour Market Ministers. Pathways to recognition in Canada: A Pan-Canadian Framework for the Assessment and recognition of Foreign Qualifications 2009: <https://bit.ly/2KRzdUU>.

Government of Alberta. Education and Training: Teacher Certification Branch: Supporting Documents Chart: <https://bit.ly/376tsfy>.

Government of Canada. Employment and Social Development Canada: <https://bit.ly/32OYbdB>.

Government of Canada. Global Affairs Canada: <https://bit.ly/2NRQiqT>.

Government of Canada. Immigration and Citizenship: <https://www.canada.ca/en/services/immigration-citizenship.html>.

Government of Canada. Royal Canadian Mounted Police: <http://www.rcmp-grc.gc.ca/en>.

Government of Canada: Immigration, Refugees and Citizenship Canada: <https://bit.ly/2KpsRfc>.

Government of Manitoba. Education and Training: Professional Certification and Student Records Unit. Self-Evaluation Form for Internationally Educated Teachers: <https://bit.ly/32LADqe>.

Government of Manitoba. Education and Training: Professional Certification and Student Records Unit. Teacher Certification Form for Internationally Educated Teachers: Required Documents Checklist: <https://bit.ly/2QhGi4v>.

Government of Newfoundland and Labrador. Department of Advanced Education, Skills and Labour: <https://www.gov.nl.ca/immigration/>.

Government of Newfoundland and Labrador. Department of Education and Early Childhood Development: <https://www.gov.nl.ca/eecd/>.

Government of Newfoundland and Labrador. Department of Education and Early Childhood Development. The Way Forward: Education Action Plan, June 2018. <https://bit.ly/376gmPr>.

Government of Newfoundland and Labrador. Department of Education and Early Childhood Development. Program of Studies 2019-2020: <https://bit.ly/2Qj5A2j>.

Government of Newfoundland and Labrador. Newfoundland and Labrador Tourism:
<https://www.newfoundlandlabrador.com/>.

Government of Newfoundland and Labrador. Teacher Certification Regulations – Teacher Training Act:
<https://bit.ly/2OaPwgk>.

Government of Prince Edward Island. Department of Education and Early Childhood Development:
Certification and Standards Section. 2012 Resource Guide for Internationally Educated Teachers Seeking
Certification in Prince Edward Island: <https://bit.ly/2Qj84hd>.

Le Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador (CSFP): <http://www.csfp.nl.ca/>

Loo, B. (2016). Recognizing refugee credentials: Practical tips for credential assessment. New York:
World Education Services (WES).

Memorial University of Newfoundland and Labrador. Faculty of Education:
<https://www.mun.ca/educ/>.

Newfoundland and Labrador English School District (NLESD): <https://nlesd.ca/>.

Newfoundland and Labrador Teachers' Association. Hiring of Substitutes Teachers:
<https://bit.ly/2rZEza3>.

Newfoundland and Labrador's Provincial Police Services. Royal Newfoundland Constabulary:
<https://www.rnc.gov.nl.ca/services/certificate-of-conduct/>.

Ontario College of Teachers. Internationally Educated Teachers: Country Specific Information and
Registration Guides: <https://bit.ly/2qcp91u>.

The Canadian Information Centre for International Credentials (CICIC). Learn About Qualification
Recognition: <https://bit.ly/2QkITf6>.

The Canadian Translators, Terminologists and Interpreters Council: www.cttic.org.

The Royal Canadian Mounted Police. Criminal Records and Vulnerable Sector Checks:
<http://www.rcmp-grc.gc.ca/en/criminal-records>.



Office of Teacher Certification and Records
P.O. Box 8700
St. John's, NL A1B 4J6
Tel: 1.709.729.5097
teachercertification@gov.nl.ca

