

DOCUMENTATION REQUIRED

- **FOR INTIAL CERTIFICATION APPLICATION ONLY**

- A photocopy of your Canadian birth certificate. For applicants born outside of Canada, provide evidence of Canadian citizenship, a permanent resident card, or a work permit.
- Official proof of name changes, if applicable (e.g., copy of a marriage certificate)
- A completed Payment Schedule and receipt of payment.
- Confidential Disclosure and Criminal Record Check Form. Handwritten signature is required.
- Original Canadian Criminal Record Check and Vulnerable Sector Check, dated within 6 months of the application.
- Proof of registration as a Psychologist under the *Psychologist Act, 2005 and in good standing*.

- **FOR INTIAL CERTIFICATION AND CERTIFICATE UPGRADE APPLICATION**

- **Applicants who have completed studies within Canada** - Official transcripts, sent directly from the academic institution by mail or email. If transcripts do not show conferral of degrees a confirmation letter from the university is also required.
- **Applicants who have completed studies outside of Canada** - Apply to World Education Services (WES) <https://www.wes.org/credential-evaluations> for credential and/or language competency assessment. ICAP Reports must be sent directly to Office of Teacher Certification from WES.

**MAIL
COMPLETED
APPLICATION TO:**

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