



TEACHER QUALIFICATIONS SERVICE (TQS)
APPLICATION FOR
TEACHER CERTIFICATION
AND SALARY EVALUATION

Your application will be considered complete when the following items have been received:

1. Completed application form
2. The required fee of \$60
3. Birth or citizenship certificate
4. Confirmation of employment
5. Official and complete transcripts
6. Verification of teaching experience
7. A current official Statement of Professional Standing
8. A photocopy of your current Canadian teaching certificate
9. Proof of name change (eg: a marriage certificate)

A. PERSONAL INFORMATION

1. Name
Indicate your full legal name and provide evidence of name change if applicable. The name you entered will be the name that appears on your certificate in the event that you meet the requirements for certification.
2. Address
Provide your current mailing address and notify TQS of any future address changes.
3. Social Insurance Number
Provide your social insurance number, which will be used for the sole purpose of matching records.
4. Language Abilities
Provide details of your language abilities
5. Citizenship Statement
Indicate your place and date of birth as reported on your birth certificate and forward a photocopy of your birth certificate or citizenship certificate along with the application.

B. EMPLOYMENT INFORMATION

Employing NWT Divisional Education Council (DEC) or District Education Authority (DEA).
Supply employment information status to authorize the release of a statement of qualification directly to the DEC or DEA.

C. EDUCATIONAL INFORMATION

Official Transcripts:

- You are required to write to the Registrar of each institution attended requesting that official and complete transcripts be sent directly to the NWTTQS. Institutions do not release documents to a third party without the written consent of the individual.
- Photocopies, facsimiles, university statements of marks or midterm grade reports are not accepted as official documentation.
- A comprehensive transcript from one institution covering study at another institution is not acceptable for evaluation purposes.
- Documents presented in languages other than English should be accompanied by an official notarized English translation. Should these translations not be provided, you may be required to pay the cost of having them translated.
- All transcripts become the permanent property of NWTTQS and will not normally be released or copied for use by a second party.
- Where courses have been completed in addition to the normal degree/diploma/certificate requirements, you may be requested to provide an official statement from the institution identifying the additional courses before further recognition may be considered for those courses.

D. PROFESSIONAL TEACHER EDUCATION OR PEDAGOGICAL PREPARATION

Provide program details.

E. TEACHER QUALIFICATIONS

Provide information regarding certification by:

- Indicating the Ministry or Department of Education that issued the teaching certificate
- Providing a photocopy of your teaching certificate and indicating the number, type and date on the application form
- Requesting a current Statement of Professional Standing. This official statement must be sent directly to our office from the Ministry or Department of Education which issued your teaching credential. The statement may be requested from the addresses provided.

F. TEACHING EXPERIENCE

- Provide information regarding experience by indicating your previous employer's name, location, and dates.
- Request from your previous employer a statement confirming your previous teaching experience and forward to the address below.

G. DECLARATION

Sign, date and return the completed application form and relevant documents to the address provided below.

EVALUATION INFORMATION:

Salary evaluations are completed in accordance with the NWTTA Collective Agreements, the Education Act and Regulations, and the NWT Teacher Qualification Service policies.

If dissatisfied with your evaluation, you may request, in writing to the address below, a reassessment by the NWT Teacher Qualification Service (NWTQOS).

01/02

Office of the Registrar
Education, Operations and Development
Education, Culture and Employment
Government of the NWT, Box 1320
Yellowknife, NT X1A 2L9

Phone: (867) 873-7392 Fax: (867) 873-0338

D. PROFESSIONAL TEACHER EDUCATION OR PEDAGOGICAL PREPARATION

1. Did the training include a formal supervised period of student training? Yes _____ No _____
2. If yes, indicate: Grade level(s) _____ Number of weeks _____
3. Teacher Training: Primary _____ Elementary _____ Junior _____ Senior _____ Vocational _____

E. TEACHER QUALIFICATIONS (Previous teaching authority held. List in chronological order)

MINISTRY OR DEPT OF EDUCATION THAT ISSUED THE CERTIFICATE	CERT #	TYPE OF CERTIFICATE OR LICENSE	DATE		STATEMENT OF PROFESSIONAL STANDING REQUESTED	
			ISSUED	EXPIRED	YES	NO

If you have not obtained your teaching authority from the jurisdiction where you received your initial teacher preparation, please explain:

(Please note that you must also provide a letter from the institution verifying that the program you completed was an approved teacher education program and that you would have qualified for a certificate if you had applied.)

Have you ever had your certificate or other qualifications to teach suspended, cancelled, or withdrawn? Yes _____ No _____
 If yes: When (Month/Year) _____ Where (Province/State) _____

F. TEACHING EXPERIENCE (Proof of previous teaching experience must be provided)

Employer (Name of School/Board)	Location (city, town, prov/state)	Dates (D/M/Y)		Number of Years/Days
		From	To	

A year of teaching experience consists of:

- 1) any combination of teaching experience totaling 195 or fewer sessional days; or
- 2) a minimum of 150 teaching days in a single academic year;
- 3) an accumulation of prorated part time days which total to the equivalent of 195 full days;
- 4) a year of teaching as certified by a previous employer

G. DECLARATION

I understand that the Minister, or his designate, may make full enquiry with regard to any criminal conviction and hereby authorize the obtainment of any information from institutions or organizations as may be relevant to full consideration of this application.

I also understand that a false declaration or willful omission may result in the non-issuance, suspension or cancellation of my teaching certificate under the Certification of Teachers Regulations and/or prosecution under the Criminal Code of Canada.

I hereby certify that the particulars that have been furnished on this form are true complete in all respects and that no relevant information has been withheld. To the best of my knowledge and understanding, the information given is true and correct.

Applicant's Signature

Date

REQUIRED FEE

Review of application for an interim teaching certificate and an assessment of credentials for placement on a salary grid.	\$60.00	<i>Cheque or Money Order made payable to the Government of the Northwest Territories must accompany all applications.</i>
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STATEMENT OF PROFESSIONAL STANDING

A *Statement of Professional Standing* must be requested by you, to be sent directly to our office from the Ministry/Department of Education that issued your current teaching certificate. You must ask for a *Statement of Professional Standing* and not a statement of scholarship, statement of qualifications, record of standing, record card, qualification card, etc.

The *Statement of Professional Standing* is a document used as a Canada-wide notification system between certifying bodies. The statement advises a hiring jurisdiction that a teacher certified in another province has not had their teaching certificate suspended or cancelled for any reason and is in **"GOOD STANDING"**.

The following are the addresses for requesting a *"Statement of Professional Standing"*:

Registrar
BC College of Teachers
#405- 1385 West 8th Avenue
Vancouver, BC
V6H 3V9
(604) 731-8170

Ontario College of Teachers
6th Floor
121 Bloor Street East
Toronto, ON
M4W 3M5
(416) 961-8800

Direction de la formation et de la
titularisation du personnel enseignant
Ministère de l'Éducation
1035 Rue de la
Chevrotière 28 étage
Quebec, PQ
G1R 5A5
(418)-646-6581

Registrar, Alberta Education
Devonian Building
11160 Jasper Avenue
Edmonton, AB
T5K 0L2
(780) 427-2045

Teacher Certification
Department of Education
Box 6000
Fredericton, NB
E3B 5H1
(506) 453-3678

Teacher Certification
Department of Education
Trade Mart, Scotia Square
Box 578
Halifax, NS
B3J 2S9
(902) 424-6620

Teacher Services Unit
Saskatchewan Education
1500 - 4th Avenue
Regina, SK
S4P 3V7
(306) 787-6085

Office of the Registrar
Department of Education
Box 2000
Charlottetown, PEI
C1A 7N8
(902) 368-4650

Registrar
Teacher Certification Division
Department of Education
3rd Fl. Confederation Bldg
West Block, Box 8700
St. John's, NF
A1B 4J6
(709)729-3020

Professional Certification
402 Main Street North
Box 700
Russell, MB
R0J 1W0
(204) 773-2998

Department of Education
Government of the Yukon
Box 2703
Whitehorse, YT
Y1A 2C6
(867) 667-5141

Registrar
Nunavut Educators' Certification Service
Early Childhood & School Services Division
Department of Education
Government of Nunavut
P.O. Box 390
Arviat, NU
(867) 857-3077

CONFIRMATION OF EMPLOYMENT

No person shall be employed as a teacher unless he or she holds a teaching certificate issued under the NWT Education Act and Regulations. (Exemption: Does not apply to a person employed to teach for not more than 20 consecutive teaching days, an adult educator, a person hired for local programs or a parent of a student instructing the student under a home schooling program).

Employee's Name:	
School	Community
Position Type	Position Number

I wish to confirm that this individual is:	
Currently employed (start date)	_____
Will be employed on (start date)	_____

Employer's Signature	Date
*Employer's Name	Position Title

Registrar, Teacher Certification
Education, Operations & Development
Education, Culture & Employment
Government of the NWT, P.O. Box 1320
Yellowknife, NT X1A 2L9

Phone: (867) 873-7392 Fax: (867) 873-0338

A photocopy of your job offer may be submitted in place of this form

CERTIFICATION LEVELS

A Professional Certificate authorizes teaching of Kindergarten to and including Grade 12 and is issued to individuals who have completed a minimum of 4 years of training and has been awarded a degree. Eg:

- a) A 4 or 5 year Bachelor of Education
- b) A 4-year acceptable degree, which includes a minimum of one year of teacher training (eg. BA (Educ), BHomEc, BPhysEd)
- c) A 3-year acceptable degree (eg. BA, BSc, etc) plus a minimum of one year of professional teacher training (teachers' college, one year B Ed after degree program, Diploma in Education, etc.)

A Standard Certificate authorizes teaching of Kindergarten to and including Grade 9 and is issued to individuals who have completed a minimum 2 or 3-year teacher education program. Eg:

- a) Completion of a NWT Teacher Education Program
- b) Completion of a 3 or 4-year teacher education program (no degree awarded) but certification from home province awarded (eg. Nova Scotia Teachers' College – a three year teacher training program – no degree is awarded – graduates obtain an Associate in Education)
- c) Completion of a minimum of a one-year teacher training from a Teachers' College (phased out since 1960s) plus 5 courses in a recognized degree program.



VERIFICATION OF TEACHING EXPERIENCE (K – 12)

Surname _____ First Name _____ Initial _____ Previous Name (if applicable) _____

Date of Birth: _____ Social Insurance Number: _____

SCHOOL & DISTRICT IN WHICH THE TEACHING EXPERIENCE WAS COMPLETED:

District: _____ School: _____

Address: _____ Tel. No. _____

_____ Fax No. _____

Description of teaching position held: _____

The following section is to be completed by an authorized official of the school or school board

Dates taught dd/mm/yy to dd/mm/yy	Status: F/T or P/T (%)	Number of full time days or full time equivalent days taught, including holidays, paid leave, etc.	How many days comprise a full time teaching year in this school or district?

- Please verify the following with a check mark: Yes No
1. A teaching certificate was necessary for employment;
 2. The employee was under the supervision of a recognized educational authority;
 3. The employing authority was supported by public funds or was eligible for public funds;

I certify that the information given is a true and accurate statement of teaching service for the above named teacher.

Authorized Official (please print and provide a signature) _____ Position title _____

Telephone No. _____ Date _____

Return to: Teacher Qualification Service
Education, Operations and Development
Government of the NWT, P.O. Box 1320
Yellowknife, NT X1A 2L9
CANADA

Tel: 867-873-7392 Fax: 867-873-0338