Education, Early Learning and Culture

APPLICATION TO REQUEST A STATEMENT OF PROFESSIONAL STANDING

Send your completed application form to:

Office of the Registrar
Certification and Standards Section
Department of Education, Early Learning and Culture
Holman Building, Suite 101
250 Water Street
Summerside, Prince Edward Island
C1N 1B6

To contact the Office of the Registrar:

Telephone: 902 438-4130
E-mail: registrar@edu.pe.ca

EFFECTIVE FROM SEPTEMBER 10,2015 FORM NUMBER RSOPS - Eng

FREQUENTLY ASKED QUESTIONS

1.What is a Statement of Professional Standing?

A Statement of Professional Standing is an official document that attests to your teacher certification in the province of Prince Edward Island. It confirms that your right to teach has never been suspended, revoked or cancelled. This Statement provides the Regulator where you are seeking licensing with information with respect to your professional status as a teacher in the province. It informs the Regulator with respect to whether your authorization to teach has ever been taken away for disciplinary reasons or whether you would still be welcome to teach in Prince Edward Island.

2. When will I Require a Statement of Professional Standing issued by the PEI Registrar?

If you are applying for a teacher's license outside of Prince Edward Island, you will be asked by the Regulatory Body to provide a Statement of Professional Standing. A Statement of Professional Standing will be required a) if you completed your initial pre-service teacher education program at the University of Prince Edward Island or b) if you were ever licensed to teach or if you ever held a license to teach in Prince Edward Island. This applies even if you have never taught in the province.

3. Who will Require a Statement of Professional Standing?

The regulatory body responsible for licensing teachers in the jurisdiction where you are planning to teach will require a Statement of Professional Standing. In all Canadian provinces and territories, with the exception of Ontario, teachers are licensed through a branch of government; typically through the ministry of education. In Ontario, the teaching profession is self-regulated and you must apply to the Ontario College of Teachers for your license to teach in that province.

A full listing with contact information for the Canadian Registrars for Teacher Certification is found on our web site at: http://www.gov.pe.ca/forms/pdf/1776.pdf

Internationally, in some countries teachers are licensed through a central or regional body or through a college of teachers.

4. How is the authenticity of a Statement of Professional Standing Ensured?

To be authentic, a Statement of Professional Standing must a) be an original document, b) be signed by the Registrar for Teacher Certification c) bear the Department's official stamp, d) be mailed directly from the Registrar, e) not be older than one year from date of issue and f) verify that you were licensed to teach in Prince Edward Island.

5. How do I Apply?

To apply to have a PEI Statement of Professional Standing sent to an organisation or your behalf, you must complete and return this form with the appropriate fee of $25.00. Our mailing information is shown on the front cover of this application package. The fee must be paid by cheque or by money order written out to "the Minister of Finance". You can pay by cash at the Reception Desk or by Credit Card. To pay by Credit Card, complete the PEI Credit Card Payment Form at: http://www.gov.pe.ca/forms/pdf/2931.pdf. Call in your credit card information to Natalie Arsenault at 902 438-4130. Include the completed PEI Credit Card Payment Form with your application

6. What if I am Applying to More than One Jurisdiction?

Please complete a separate request form for each province, territory, state, country or organisation where you require that we send a PEI Statement of Professional Standing.

7. How do I check on the status of my request?

Requests are handled on a 'first come, first serve' basis. When you receive your copy in the mail, you can assume that the original was sent as requested. If you haven't received your copy in the mail and require an update, to check on the status of your request, please e-mail: registrar@edu.pe.ca and insert "Status Update Request" in the subject line of your e-mail.

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CERTIFICATE HOLDER INFORMATION

FIRST NAME	MIDDLE NAME	SURNAME
OTHER NAME IF APPLICABLE	DATE OF BIRTH	SOCIAL INSURANCE NUMBER
PEI CERTIFICATE LAST HELD	CERTIFICATE # IF KNOWN	DATE LAST ISSUED IF KNOWN

CERTIFICATE HOLDER'S CONTACT INFORMATION

MAILING ADDRESS:	
TELEPHONE NUMBER:	E-MAIL ADDRESS:

RECIPIENT INFORMATION
MAILING ADDRESS OF WHERE THE STATEMENT OF PROFESSIONAL STANDING IS TO BE SENT:

FEE PAYMENT	
I have enclosed a cheque in the amount of $25.00 to cover the cost of sending one Statement of Professional Standing.	I have enclosed a money order in the amount of $25.00 to cover the cost of sending one Statement of Professional Standing.
I have completed the PEI Credit Card Payment Form and have called in my Credit Card Information to Natalie Arsenault at 902 438-4130.	I am paying in cash at the Reception area of the Department of Education

AUTHORIZATION TO RELEASE INFORMATION	
I hereby authorize the Registrar for the PEI Teacher Certification and Standards section to send the above Education Ministry or Licensing Body a Statement of Professional Standing concerning the status of my PEI teaching certificate.	
DATE:	**SIGNATURE:**

Pursuant to sections 7 and 11 of the *School Act* R.S.P.E.I. 1988, Cap. S-2.1 , personal information on this form will be used for the purpose of verifying identity. If you have any questions about this collection of personal information, you may contact Registrar's Office of the PEI Department of Education, Early Learning and Culture, Tel. 902-438-4130.

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RESET FORM