



Education and Early  
Childhood Development

# Teacher's Certificate Academic

**Application Package  
intended for Applicants who  
completed their teacher education program  
in a Canadian jurisdiction outside of PEI**

Send all documentation to:

**Office of the Registrar  
Department of Education and Early Childhood Development  
Suite 101, Holman Centre  
250 Water Street  
Summerside, Prince Edward Island C1N 1B6  
Tel:(902) 438-4130  
Fax:(902) 438-4062  
[registrar@edu.pe.ca](mailto:registrar@edu.pe.ca)  
[www.gov.pe.ca/go/reg](http://www.gov.pe.ca/go/reg)**

## **Employing Authorities: School Boards**

**Western School Board**  
272 MacEwen Road  
Summerside, P.E.I.  
C1N 2P7  
(902)888-8400

**Eastern School District**  
P.O. Box 8600  
Charlottetown, P.E.I.  
C1A 8V7  
(902)368-6990

**La Commission scolaire de  
langue française**  
P.O. Box 124, RR#1  
Wellington Station, Î.-P.-É  
COB 2E0  
(902)854-2975

Effective Date: May 11, 2011

Form ATC-CAN # 2

# GUIDELINES FOR APPLYING FOR A PEI ACADEMIC TEACHER'S CERTIFICATE

## For Applicants who Completed Teacher Education within Canada

*Please Read Carefully Before Completing this Application for an Academic Teacher's Certificate*

No candidate for a teaching position in the public school system of the province of Prince Edward Island may enter into an agreement to teach, verbal or otherwise, with a school board until they have had their academic and professional credentials evaluated by the provincial Registrar and until they have been issued a valid PEI teacher's certificate attesting that they are free to teach in the public K to 12 schools of this province.

### **Initial Certification in Another Jurisdiction:**

All applicants who completed their teacher education program in a jurisdiction outside of Prince Edward Island **must provide proof that they were certified to teach first in the Canadian province of territory where they completed their teacher education program**, even if they never taught there.

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## APPLICATION REQUIREMENTS

Applicants for an evaluation of teacher certification status who completed their teacher education program in a Canadian jurisdiction outside of Prince Edward Island, must provide the following to the *Office of the Registrar*:

Please note: Some documents should be enclosed with your completed application form, while others must be sent directly from the issuing institution. When requesting that official documents be sent on your behalf, please ensure that they are sent to the *Office of the PEI Registrar* at the address shown on the cover. Please ensure that all documents sent on your behalf contain identifiable information such as *your full name, your date of birth and/or your social insurance number*.

- ✓ proof of identity such as a copy of your Birth Certificate
- ✓ proof of eligibility to work in Canada such as a copy of your Social Insurance Number card
- ✓ a copy of a Criminal Background Check current to within *three (3) months* of the submission of your application
- ✓ a copy of a Vulnerable Sector Screen current to within *three (3) months* of the submission of your application
- ✓ proof of completion of a recognized pre-service teacher education program such as an official transcript of marks sent directly to the PEI Registrar from the university where the teacher education was completed
- ✓ proof of completion of all post-secondary education such as official transcript(s) sent directly from all post-secondary institutions where you have attended

- ✓ proof that you were certified to teach in the Canadian jurisdiction in which you completed your pre-service teacher education program such as a copy of your teacher's certificate
- ✓ proof that your teacher's license from the jurisdiction where you completed your teacher education program is valid and in good standing. The **Statement of Professional Standing** must confirm that your teacher's certificate has never been *suspended or revoked* and that your teaching license is *in good standing* in that jurisdiction
- ✓ proof of professional status from ALL of the jurisdictions where you have been certified and taught. The **Statement of Professional Standing** from other jurisdictions where you have taught must confirm that your teacher's certificate has never been *suspended or revoked* and that your teaching license is *in good standing* in that jurisdiction.
- ✓ a completed application form for an Academic Teacher's Certificate [ATC-CAN #2].
- ✓ A \$100.00 evaluation fee in the form of a cheque or money order made out to the **Minister of Finance and Municipal Affairs**.

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## PERSONAL BACKGROUND INFORMATION:

### **Proof of Identity:**

Alternatives to a copy of a Birth Certificate include, a Canadian or Foreign Passport (must include middle names), a Certificate of Baptism if born in Quebec, a Certificate of Baptism if born in Newfoundland and Labrador prior to January 1994, a Permanent Resident Card (front and back required), a Canadian Immigration Record and Visa Record of Landing (front and back required). Driver's Licenses, Provincial Health Cards and Canadian Citizenship Cards are not acceptable as proof of identity.

### **Proof of Change of Name (if applicable):**

If your name was changed throughout your educational or work experience, please provide a copy of a legal document which supports this change of name such as a marriage certificate.

### **Proof of Eligibility to Work In Canada:**

A Teaching Certificate will not be issued until proof of eligibility to work in Canada has been provided to the Registrar. For out-of-country applicants, a valid work permit

issued by the federal government indicating that the applicant is not restricted from working in a school environment is required on the front and back of your *Permanent Resident Card* or *Record of Landing Form*.

### **Criminal Background Check and Vulnerable Sector Screen:**

You must submit an original (or a copy of an original) of a signed, Canadian criminal record check report including a Vulnerable Sector Screen. The report must current to within *three* (3) months of the submission of your application. The report must include your current and past full names. These will have to match your proof-of-identity documents. You can obtain a criminal record check from a local, regional or national police service.

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## **ACADEMIC AND PROFESSIONAL CREDENTIALS**

### **Official Transcripts**

Official transcripts bearing the institution's name and the educational institution's Registrar's signature must be sent directly to the *Office of the Registrar* in a sealed envelope. ***Faxed, e-mailed or hand-delivered copies of transcripts will not be accepted.*** The official transcript must contain the title of the degree that you were awarded and the date when you successfully completed your degree. It must outline the courses and credit hours completed, the completion date as well as the length of the program. Applicants should include a transcript for each post-secondary institution at which courses were completed.

### **Official Transcripts for Teacher Education Program:**

Applicants must provide proof that they have completed an approved and recognized pre-service teacher education program. The official transcript must contain the name of the degree that you were awarded and the date when you successfully completed your degree. It must outline the courses and credit hours completed as well as the length of the supervised practicum. An acceptable pre-service teacher education program must include completion a minimum of *thirty* (30) credit hours and a supervised practicum of a minimum length of *twelve* (12) weeks or *sixty* (60) days. Individuals are asked not to apply for a PEI teacher's certificate until such time as they have successfully completed their teacher training program.

### **Statement of Professional Standing**

If you have completed a teacher education program in a Canadian jurisdiction, you would have most likely applied for and have been granted a teacher's certificate in that jurisdiction. You must request that an official Statement of Professional Standing be sent on your behalf from the certification authorities in all jurisdictions where you held a teacher's certificate even if you never taught there including the jurisdiction where you completed your teacher education program. The statement (s) must confirm that your teacher's certificate is valid and is in good in the jurisdiction (s). Please note that the Statement of Professional is not a

copy of your teacher's certificate nor is it an evaluation of your teaching. The Statement of Professional Standing must be issued by the Ministry or College who holds the authority to license teachers and mailed directly. This is with the exception of Ontario. In Ontario, the online statement is acceptable for certification purposes in PEI. You must provide the Registrar with your OCT registration number so that your Statement of Professional Standing can be accessed online.

### **Language Proficiency**

Applicants must be able to communicate effectively in either English or French to teach in Prince Edward Island schools. Applicants who have completed a portion of their education in a language other than English or French may be required to complete and provide acceptable results in an approved language proficiency test.

### **PEI Academic Teacher's Certificate Classes**

The PEI Registrar evaluates the credentials submitted by each applicant and assigns a certificate level according to the following criteria:

#### **Academic Teacher's Certificate 4**

An Academic Teacher's Certificate Level 4 may be granted to an applicant who has successfully completed an approved pre-service teacher education program and a minimum of *one hundred and twenty* (120) approved credit hours of post-secondary study. This could include: an approved *ninety* (90) credit hour undergraduate degree along with an approved *thirty* (30) credit teacher education program or an approved *one hundred and twenty* (120) credit hour bachelor of education degree.

#### **Academic Teacher's Certificate 5**

An Academic Teacher's Certificate Level 5 may be granted to an applicant who has successfully completed an approved pre-service teacher education program and a minimum of *one hundred and fifty* (150) approved credit hours of post-secondary study. This could include an approved *one hundred and twenty* (120) credit hour undergraduate degree plus an approved teacher education program of a minimum of *thirty* (30) credit hours or a consecutive bachelor and bachelor of education program of a minimum of *one hundred and fifty* (150) credit hours.

#### **Academic Teacher's Certificate 5A**

An Academic Teacher's Certificate Level 5A may be granted to an applicant who has successfully completed a minimum of an approved one full academic year of study totalling *thirty* (30) credit hours beyond the Certificate 5 where the additional course work did not result in the granting of a masters degree.

#### **Academic Teacher's Certificate 6**

An Academic Teacher's Certificate Level 6 may be granted to an applicant who has successfully completed an approved one full year of academic year of study totalling *thirty* (30) credit hours beyond the Academic Teacher's Certificate Level 5 and an approved academic master's degree.

#### **Academic Teacher's Certificate 7**

Beginning in October 2013 the achievement of an approved doctoral degree or an approved additional masters degree resulting in a minimum of two hundred and ten (210) credit hours beyond the Academic Certificate 6 may be recognized for a Academic Teacher's Certificate 7.

In order to ensure that you are placed at the appropriate level, you should provide the Registrar with all relevant post-secondary transcripts.

### Appeal Policy

An applicant may appeal to the Certification and Standards Board the decision of the Registrar to refuse to issue a license or a class of license no later than *twenty* (20) working days of notification. In the event of a hearing, the decision of the Board is binding and final.

### Effective Date:

An Academic Teacher's Certificate becomes effective from the date when the Office of the Registrar has received all of the required documentation and in the event that all documentation has been approved by the Registrar and meets the requirements outlined in Certification and Standards Boards policies. An Academic Teacher's Certificate remains valid from the date of issue unless suspended, revoked or cancelled.

### Translation Policy:

All documents must be received in English, French, or the official language of the granting institution. Foreign language documents must be accompanied by a covering letter in English or French, which includes your name and date of birth. When the Registrar receives official documents from the granting institution, we will send copies to you. You must use these copies to arrange for official translation. Translations will only be accepted from a document translation service that has been approved by the Registrar. This could include the consulate or high commission or embassy in Canada of the country that issued the documents or a translator that has been accredited by the federal or provincial government.

## EMPLOYMENT ISSUES

Although Teacher Certification is handled by the Registrar's Office of the Department of Education and Early Childhood Development, all employment matters are dealt with by the employing authorities; the three school boards listed on the cover. When seeking employment, applicants will need to contact the appropriate school board and make application for employment.

### Experience Recognition

Recognition for teaching experience, contractual, short-term contractual and substitute outside of Prince Edward Island not exceeding *one hundred and eighty-five* (185) days in each school year may be granted upon application to applicants who qualify. The application form for work experience and allied work experience recognition is found on the Certification and Standards web site. Please use this form when applying for work experience recognition. You may attach the Work Experience Application form with this application. Please note letters from employers will be required to support all applications for Work Experience Recognition.

## Applying for Substitute Teacher Authorization

Teachers who have been certified to teach on Prince Edward Island may apply to substitute teach and will receive a Certified Rate of Pay. You must, however, receive an *Authorization to Substitute for a Teacher* first. If you wish to substitute right away, please indicate on this form that you wish to receive an *Authorization to Substitute for a Teacher*. If you wish to apply to substitute at a later date, you will be required to complete and submit the *Initial Substitute Teacher Application* form found on the web site. This authorization is recognized in all three Prince Edward Island school boards. However, Certified Substitute Teachers are responsible for notifying the school boards at the beginning of each school year as to their eligibility to substitute for the current school year.

## FEE POLICY

The required fee of \$100.00 as well as the completed application form and required documentation must be received by the Office of the Registrar before an application for a teacher's certificate will be evaluated or issued. The fee is non-refundable unless the application is withdrawn and in the event that no staff time has been invested in processing the application. The application fee must be paid by cheque or by money order made out to: **The Minister of Finance and Municipal Affairs**. Or, it can be paid in cash in person at the Office of the Registrar. Forward the application and all supporting documents to:

The Office of the Registrar  
PEI Department of Education and Early Childhood  
Development  
Suite 101, Holman Centre  
250 Water Street, Summerside, PEI C1N 1B6

## PROCESSING TIME:

Applications are processed on a *first in, first out basis*. Please allow *three* (3) weeks from the date when all required documentation has been received by the Office of the Registrar.

## INQUIRING ABOUT THE STATUS OF YOUR APPLICATION:

If you having questions concerning the receipt by the Office of the Registrar of transcripts and/ or other documents or to inquire about the status of your application, you are asked to contact the Office of the Registrar via e-mail at: registrar@edu.pe.ca In the subject line of your email please write "*Status Update Requested*". In the body of your e-mail clearly identify yourself, the nature of your application and your inquiry.

## OBTAINING ASSISTANCE:

Other inquiries may be directed to the Registrar's Administrative Assistant by calling (902) 438-4130.

## FOR FURTHER INFORMATION

When seeking information on teacher certification in general, on applying for substitute teacher authorizations and on obtaining recognition for teaching experience outside of Prince Edward Island please visit the Certification and Standards web site found at: [www.gov.pe.ca/go/reg](http://www.gov.pe.ca/go/reg)

# Application Form for an Academic Teacher's Certificate

(for Applicants who completed their teacher education program in Canada but outside of Prince Edward Island.)

**REQUIRED DOCUMENTATION** Please indicate the documents you are enclosing (Enclosed) with this application form, the documents which you have requested (Requested) to be sent on your behalf and any documentation which is not applicable to your application (N/A).

|  | Enclosed                 | Requested                | N/A                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Proof of Identity such as a copy of your birth certificate  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Proof of eligibility to accept employment in Canada such as a copy of your social insurance card  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Copy of a Criminal Background Check current to within <i>three (3)</i> months of the date of submission of the application.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Copy of a Vulnerable Sector Screen current to within <i>three (3)</i> months of the date of submission of the application.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Proof of completion of all post-Secondary studies completed such as official transcripts sent directly from the relevant post-secondary institution(s)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Proof of completion of a recognized pre-service teacher education program in the form an official transcript of marks from the university where you completed this program.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Proof of your authorization to teach in the Jurisdiction in which you completed your teacher education program such as a copy of a teaching certificate   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Proof of professional teaching status from the jurisdiction where you completed your teacher education program such as an official <i>Statement of Professional Standing</i> sent directly to the Office of the Registrar.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. If you were certified to teach and/or taught in other jurisdictions outside of the jurisdiction where you completed your teacher education program, provide a copy of your teacher's certificate or authorization to teach for each jurisdiction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Proof of Professional Status such as a <i>Statement of Professional Standing</i> from ALL other jurisdictions where you have taught and /or have been certified to teach.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. The \$100 evaluation fee cheque or money order made out to the <i>Minister of Finance and Municipal Affairs</i> .  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## IDENTIFICATION

|   |                |                          |             |
|---|----------------|--------------------------|-------------|
| First Name  | Middle Name    | Surname                  |             |
| Address   |                |                          |             |
| Community   |                | Province                 | Postal Code |
| Telephone   | E-mail Address |                          |             |
| Date of Birth<br>Day _____ Month _____ Year _____ |                | Social Insurance Number: |             |

**Other Name** (If you were educated or previously certified in a name other than that used above please indicate your former name below. Also, please provide copies of documentation to support this legal name change such as a copy of your Marriage Certificate, Certification of Name Change, Court Order)

Previous Name:

Supporting Document (s) (Describe the copies of supporting documents that you are providing):

## EDUCATION

### HIGH SCHOOL EDUCATION

|                         |                          |
|-------------------------|--------------------------|
| Name of High School:    | Highest Grade Completed: |
| Address of High School: | Graduation Year          |

**POST SECONDARY EDUCATION** Official transcripts are required for ALL post secondary study that you completed. Official Transcripts must be sent directly to the Office of the Registrar at the above address from the Post-Secondary Institution.

### TEACHER EDUCATION PROGRAM

|  |                            |
|--|----------------------------|
| Name and Address of Post Secondary Institution Where You Completed Your Pre-Service Teacher Education program: | Name of Degree Attained:   |
| Dates Attended: From: Month _____ Year _____   | To: Month _____ Year _____ |

**OTHER** Indicate here degrees, diplomas, certificates, course work completed etc.

|  |  |
|--|--|
| Name and Address of Post Secondary Training Institution: | Degree, Diploma, Certificate, Course work, other attained: |
| Dates Attended: From: Month _____ Year _____             | To: Month _____ Year _____                                 |
| Name and Address of Post Secondary Training Institution: | Degree, Diploma, Certificate, Course work, other attained: |
| Dates Attended: From: Month _____ Year _____             | To: Month _____ Year _____                                 |
| Name and Address of Post Secondary Training Institution: | Degree, Diploma, Certificate, Course work, other attained: |
| Dates Attended: From: Month _____ Year _____             | To: Month _____ Year _____                                 |
| Name and Address of Post Secondary Training Institution: | Degree, Diploma, Certificate, Course work, other attained: |
| Dates Attended: From: Month _____ Year _____             | To: Month _____ Year _____                                 |
| Name and Address of Post Secondary Training Institution: | Degree, Diploma, Certificate, Course work, other attained: |
| Dates Attended: From: Month _____ Year _____             | To: Month _____ Year _____                                 |

If you wish to include additional post-secondary studies, please include on a separate sheet. All must be supported with transcripts.

| LANGUAGE OF INSTRUCTION          |                                | (Please indicate language of instruction for each level.) |                                |
|----------------------------------|--------------------------------|---|--------------------------------|
| Primary                          | Secondary                      | Post-Secondary  | Post Secondary                 |
| <input type="checkbox"/> English | <input type="checkbox"/> Other | <input type="checkbox"/> English                          | <input type="checkbox"/> Other |
| <input type="checkbox"/> French  | _____                          | <input type="checkbox"/> French                           | _____                          |
|                                  |                                | Undergraduate   | Post Graduate                  |
|                                  |                                | <input type="checkbox"/> English                          | <input type="checkbox"/> Other |
|                                  |                                | <input type="checkbox"/> French                           | _____                          |

## EMPLOYMENT

**PREVIOUS TEACHING EXPERIENCE** Please include name of school(s) and school board(s)/ district (s) where you taught, number of years. Do NOT include your teaching practicum (s).

|                             |                                      |                             |                           |
|-----------------------------|--------------------------------------|-----------------------------|---------------------------|
| Name and Address of School: | Name and Address of School District: | From:<br>Month ___ Year ___ | To:<br>Month ___ Year ___ |
| Name and Address of School: | Name and Address of School District: | From:<br>Month ___ Year ___ | To:<br>Month ___ Year ___ |
| Name and Address of School: | Name and Address of School District: | From:<br>Month ___ Year ___ | To:<br>Month ___ Year ___ |

To obtain service recognition for your previous teaching experience outside of Prince Edward Island, you must apply using the application form found on the web site at [www.gov.pe.ca/go/reg](http://www.gov.pe.ca/go/reg)

**SUBSTITUTE TEACHING** Holders of a valid PEI Teacher's Certificate are eligible to substitute teach in PEI public schools.

Please indicate if you wish to receive an Authorization to Substitute for a Teacher

Yes, please issue an Authorization to Substitute for a Teacher
  No, I do not wish to be issued an Authorization to Substitute for a Teacher at this time

If yes, please indicate the school board (s) where you would like your Authorization to Substitute for a Teacher to be sent.

Eastern School District
  Western School Board
  Commission scolaire de langue française

**APPLYING TO SCHOOL BOARDS** Please indicate, if applicable, the school board (s) where you would like your certification information sent.

Eastern School District
  Western School Board
  Commission scolaire de langue française
  Other \_\_\_\_\_

**PERSONAL BACKGROUND DISCLOSURE QUESTIONS** All questions in this section must be answered unless otherwise indicated. For every affirmative answer (yes), please attach a written explanation on a separate piece of paper referencing the question number

1. Have you ever been convicted, given an absolute or conditional discharge, or received a pardon for a criminal offence?

Yes  No

2. Are there any outstanding charges against you?

Yes  No

3. Have you ever had an application for a teacher's certificate in any other jurisdiction rejected?

Yes  No

4. Have you ever been found guilty of misconduct by a teaching authority or other educational organization?

Yes  No

5. Have you ever, for any reason other than non-payment of fees had a teacher's certificate suspended or revoked in another jurisdiction?

Yes  No

6. Have you ever had an application for an Authorization to Substitute for a Teacher suspended or revoked?

Yes  No

Submission of an application that is misleading or false, in whole or in part, may lead to the denial of certification.

## DECLARATION

I declare that all information given on this application is true, correct and complete to the best of my knowledge and I hereby authorize the Department of Education and Early Childhood Development to verify the above information. I accept responsibility for advising the Department of Education and Early Childhood Development for advising, in writing, of any change to the information contained in the Personal Background Information section.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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 is collected under Section 7 & 11 of the *School Act* R.S.P.E.I.1988, Cap. S-2.1 and will be used for the purpose of verifying identity and for salary placement purposes. If you have any questions about this collection of personal information, you may contact The Office of the Registrar, Certification and Standards Section, PEI Department of Education and Early Childhood Development, Suite 101, Holman Centre, 250 Water Street, Summerside, PEI C1N 1B6



**Education and Early  
Childhood Development**