



Education and Early Childhood Development

REQUEST FOR AN ADDITIONAL COPY OF A PRINCE EDWARD ISLAND TEACHERS CERTIFICATE

1. Applying for an Additional Teaching Certificate. When you apply for your initial Teacher's Certificate or for an upgrade, the cost of receiving a certificate is included in the fee. Should you require an additional certificate, the cost is \$10.00.

2. How do I Apply ? To apply for an additional copy of your Teacher's Certificate, please complete this form and mail it 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.*

3. How much does it Cost? There is a \$10.00 fee to cover the cost of providing an additional copy of a Teacher's Certificate. You may pay by cheque or by money order written to the *Provincial Treasurer of PEI.* Cash payment may be made at Office of the Registrar.

CERTIFICATE HOLDER INFORMATION

Your Given Name:

Your Surname:

Your Previous Surname:

Your Date of Birth:

Your Mailing Address:

Telephone Number:

E-mail address:

Most Recent Certificate Held:

Place of Employment: (School, School Board, Department of Education, Other)

RECIPIENT Please indicate where you would like your additional certificate sent:

to my address shown above

to the organization at the address shown below

Name of Licensing Body/ Authority or Organization:

Mailing Address:

REQUEST TO RELEASE INFORMATION:

I hereby request that the Registrar of the Prince Edward Island Certification and Standards Section send to the above Organization a copy of my PEI Teacher's Certificate.

Date Signed:

Signature: