



Education and Early
Childhood Development

Teacher's Certificate

Academic

Application Package for applicants
who completed their teacher education program
in Prince Edward Island

Send all documentation to:

Office of the Registrar
Certification and Standards Section
Department of Education and Early Childhood Development
Holman Centre, Suite 101
250 Water Street
Summerside, Prince Edward Island C1A 7N8

Tel:(902) 438-4130

Fax:(902) 438-4062

registrar@edu.pe.ca

www.gov.pe.ca/go/reg

Employer Contact Information:

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 2EO
(902)854-2975

Effective Date: May 11, 2011

GUIDELINES FOR APPLYING FOR A PEI TEACHER'S CERTIFICATE

Please Read Carefully Before Completing this Application for a PEI Academic Teacher's Certificate

Certification Requirement

No candidate for a teaching position in 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 credentials evaluated by the provincial Registrar for Teacher Certification. To be accepted for a teaching assignment in a PEI school board, the candidate must have been issued a valid PEI teacher's certificate attesting that they possess the necessary qualifications for teacher certification and indicating that they are free to teach in the public schools of the province of Prince Edward Island.

Application Requirements:

Applicants for an evaluation of credentials for teacher certification status who have graduated from the University of Prince Edward Island with a bachelor of education degree must ensure that the following items are furnished to the Office of the Registrar.

*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 [A PEI Teacher's Certificate will not be issued to an applicant who is **not** authorized to work in Canada. Rather, a *Letter of Eligibility* will be issued to those who qualify until a proof of authorization to work in Canada is provided.]

*A Criminal Background Check not older than 3 months

*A Vulnerable Sector Screen not older than 3 months

*Official transcript(s) sent directly from all post-secondary institutions attended

*A completed application form

*A \$100.00 Evaluation Fee

Please note: Some of the above listed items should be included with the application form when submitting. Other items must be requested separately. Official transcripts should be ordered by the applicant and mailed **directly** from the post-secondary institution to the Office of the Registrar.

Document Policy:

All documents received by the Registrar become the property of the Department of Education and Early Childhood Development. Applicants are advised to make copies of documents before submitting them to the Registrar.

Original Documents Requiring Translation (when in languages other than English or French):

Original documents must be provided to the Registrar in the language in which they were issued. If the original documents are written in a language other than English or French, the Registrar will provide a copy of the original document to the applicant who then must arrange for an official translation to be completed by an accredited translator. The official translation must be returned with the copy of the original to the Registrar.

Language Proficiency Requirements:

Applicants should be aware that a satisfactory level of language proficiency in English and/ or in French is required to teach in Prince Edward Island public schools. Proof of language proficiency may be requested and required where applicants have completed one or more of their educational levels in a language other than English or French.

Assignment of a Certificate Level:

The Registrar will examine the credentials provided by the applicant including all official transcripts and copies of degrees and diplomas and assign a level based upon these credentials according to the criteria outlined in Certification and Standards Board policy #11-03. Applicants should take care to ensure that all official supporting academic documentation is provided to the Registrar in order to ensure that they are assigned a certificate level commensurate with their qualifications.

Academic Certificate Levels are Assigned as follows:

An Academic Level Certificate IV...

may be granted to those who have successfully completed an approved one hundred and twenty (120) semester hour post-secondary bachelor's degree in education or equivalent, or a ninety (90) semester hour undergraduate degree plus a minimum thirty (30) semester hour bachelor of education degree.

An Academic Certificate Level V...

may be granted to those who have successfully completed an approved undergraduate academic bachelor's degree or equivalent and an approved bachelor's degree in education or equivalent totalling a minimum of one hundred and fifty (150) semester hours.

An Academic Certificate Level V-A...

may be granted to those who have successfully completed an approved year of study which includes a minimum of thirty (30) semester hours beyond the requirements for the Certificate V.

An Academic Certificate Level VI...

may be granted to those who have successfully completed a masters degree program in an approved academic area or in education and a bachelor of education degree where such degrees represent a minimum of one hundred and eighty (180) semester hours of cumulative study at the post-secondary level.

Please Note: The assigned certificate level impacts pay levels and become effective only once a teacher has been hired under a contract with a PEI school board. Certificate levels vary from province to province. An Academic Certificate V, for example, may not have the same name, value or requirements in other jurisdictions.

School Board Employers:

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. That is, the three school boards listed on the cover of this application package. If you wish to seek employment teaching in Prince Edward Island, you will need to contact the appropriate school board and make application for employment. When applying for a teaching position or to substitute teach, you will be required to provide a copy of your teacher's certificate.

SUBSTITUTE TEACHING

Initial Applications:

Once certified, you may be interested in working as a substitute teacher. In order to be eligible to substitute teach in the school boards of Prince Edward Island, you must first obtain an Authorization to Substitute Teach from the Registrar's Office of the Department Education and Early Childhood Development. Applicants may apply for a Substitute Teacher Authorization by completing Section 5 of the application form contained in this application package. If you are already authorized as a non-certified substitute teacher and wish to move to a certified authorization, please indicate in Section 5. When completing Section 5, check the school board(s) where you would like the Registrar to send your Authorization to Substitute Teach. With this Substitute Authorization you are eligible to substitute teach in all three Prince Edward Island school boards.

Please Note: Once you have been issued your Authorization to Substitute Teach, you must apply directly to the employing school board. The school boards will require that you provide additional employment-related information and documentation. While Certified Substitute Teachers are not required to renew their authorization each school year as are non-certified substitutes, they are responsible for notifying the school board(s) each school of their eligibility to substitute. Non-Certified Substitutes may not accept assignments longer than 20 consecutive days while Certified Substitutes can accept contract positions. Employers are required to call Certified Substitute Teachers first prior to calling Non-Certified Substitutes for Teachers.

Substitute Teacher Authorization Renewals:

If you were already authorized during the current school year as a non-certified substitute teacher, you are not required to pay the \$50 fee again. Simply indicate in Section 5 of this form that you are requesting that the Registrar notify the school boards where you wish to work that your status has changed from *non-certified* to *certified*.

Applying for Certification Outside of PEI

Applicants who completed their teacher education program in Prince Edward Island who wish to apply for certification in a jurisdiction outside of this province, will be required to provide the regulatory body (a ministry or department of education or a college of teachers) where you are applying with a *Statement of Professional Standing* from the PEI Registrar. This is to attest that your PEI teacher's certificate is in good standing and that your teaching license has never been **suspended, cancelled** or **revoked**. The Statement of Professional Standing is generally required even if you have never taught in the jurisdiction where you completed your teacher education program. The cost of issuing one *Statement of Professional Standing* is \$25. The form requesting a Statement of Professional Standing can be obtained on our web site or by completing Section 4 of the application form found in this package. You must include a \$25 payment for each Statement of Professional Standing requested.

Submission of the Application:

Required fees must be made payable to the **Minister of Finance and Municipal Affairs**. The fee along with the completed application form and required supporting documentation must be received by the Office of the Registrar prior to the issuance a Teacher's Certificate or of a Statement of Professional Standing. All documents must be sent to:

Office of the Registrar
Certification and Standards Section
PEI Department of Education and Early
Childhood Development
Suite 101, Holman Building
250 Water Street
Summerside, PEI C1N 1B6

Fees Policy

Fees may be paid by cheque or by money order made payable to the **the Minister of Finance and Municipal Affairs**. The fee may be paid in cash at the Office of the Registrar. Fees are **non-refundable** unless the application has been withdrawn and in the event that no staff time has been invested in processing the application.

Fee Structure:

Evaluation of Credentials for a PEI Teacher's Certificate.....\$100.00
Request for a Statement of Professional Standing\$25.00

For Help or Assistance:

E-mail the Office of the Registrar at: registrar@gov.pe.ca

When requesting an update on the status of your application application, please include "**Application Status Update Request**" in the subject line.

Telephone Inquiries:

902-438-4130

Fax:

902-438-4062

For more information, visit our web site at:

www.gov.pe.ca/go/reg

Application for an Academic Teacher's Certificate

(Applicants who completed their teacher education program in Prince Edward Island)

Applicants must provide the official transcripts of years of post-secondary study, sent directly from the training institution to the Office of the Registrar. The appropriate fee(s) made payable to *the Minister of Finance and Municipal Affairs* must be included with this application form.

SECTION 1: REQUIRED DOCUMENTATION AND FEES			
Please indicate if the following documents are enclosed, have been requested from the issuing authority or not applicable to you.			
	Enclosed	Requested	Not Applicable
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 Number Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Official Transcripts sent Directly from all Post-Secondary Institutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The Criminal Background and Vulnerable Sector Checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The \$100.00 fee to obtain a Teacher's Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The \$25.00 fee to have a Statement of Professional Standing sent to another jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2: IDENTIFICATION		
Please indicate below if you were educated in, or have gone by a name other than the one shown here. Please provide documentation to support the name change such as a marriage certificate.		
First Name	Middle Name (s)	Surname
Address		
Community	Province	Postal Code
Telephone	E-mail Address	
Date of Birth	Social Insurance Number	
Previous Name:	Describe Support Document Provided	

SECTION 3: EDUCATION

Post Secondary Education

Official transcripts are required for all post-secondary study that you completed. Transcripts must be requested by yourself and sent directly to the Office of the Registrar. Please list from most recent institution attended.

Name & Address of Post Secondary Institution:	Name of Degree/ Diploma Attained:
--	--

Dates Attended: From (Month & Year) : To (Month & Year) :
--

Name & Address of Post Secondary Institution:	Name of Degree/ Diploma Attained:
--	--

Dates Attended: From (Month & Year) : To

Name & Address of Post Secondary Institution:	Degree/ Diploma Attained:
--	----------------------------------

Dates Attended:	From	To
------------------------	-------------	-----------

Secondary Education

Name of High School:	Graduation Year:	Address of High School:
-----------------------------	-------------------------	--------------------------------

Language of Instruction:

Please indicate by checking and/ or indicating the language of study for each education level completed.

Primary/ Elementary (K to 6) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____	Secondary (7 to 12) <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____	Post Secondary Undergraduate <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____	Post Secondary Postgraduate <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other _____
--	---	--	---

SECTION 4: TEACHING OUT-OF-PROVINCE

Requesting a Statement of Professional Standing be sent to another, or to other jurisdictions your behalf. Please list the name and address of the regulatory body where you wish to have your Statement of Professional Standing sent. If you are not currently planning on seeking certification outside of PEI, skip this section.

1. Name of Licensing Body or Authority	Address:	<input type="checkbox"/> \$25.00 fee included
2. Name of Licensing Body or Authority	Address:	<input type="checkbox"/> \$25.00 fee included
3. Name of Licensing Body or Authority	Address:	<input type="checkbox"/> \$25.00 fee included
I hereby request that the Prince Edward Island Registrar for Teacher Certification send the above licensing authority or authorities a Statement of Professional Standing concerning the status of my Prince Edward Island Teaching Certificate.		
Date Signed:	Signature:	

SECTION 5: SUBSTITUTE TEACHER AUTHORIZATION

Requesting an Authorization to Substitute Teach at the Certified Rate. If you are not planning to substitute teach in Prince Edward Island, you may skip this section.

Would you like to apply for an Authorization to Substitute Teach at the Certified Rate?	<input type="checkbox"/> Not at this time	<input type="checkbox"/> Yes	<input type="checkbox"/> No Fee Required
If you hold an authorization to substitute teach at the non-certified rate for the current school year and would like to move to a Certified Substitute Teacher Authorization, please indicate.	<input type="checkbox"/> Not at this time	<input type="checkbox"/> Yes	<input type="checkbox"/> No Fee Required
Yes, please indicate the school board or school boards where you would like your Certified Substitute Teacher Authorization sent.	<input type="checkbox"/> Eastern School District	<input type="checkbox"/> Western School Board	<input type="checkbox"/> Commission scolaire de langue française

DECLARATION

I declare that the information provided by myself in this application is complete and accurate to the best of my knowledge. I authorize the Department of Education to verify the above information.

Date Signed:	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 is collected under section 7 and 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 salary placement purposes. If you have any questions about this collection of personal information, you may contact Registrar's Office, PEI Department of Education and Early Childhood Development, Holman Centre, Suite 101, 250 Water Street, Summerside, PEI C1N 1B6 Tel. 902-4384130.



**Education and Early
Childhood Development**