



Education, Early  
Learning and Culture

# APPLICATION FOR A TEACHER'S LICENSE

This application package is intended for persons who  
completed their professional teacher education program  
in Prince Edward Island

Send all documentation to:  
Office of the Registrar  
Certification and Standards Section  
Department of Education, Early Learning and Culture  
Holman Centre, Suite 101  
250 Water Street  
Summerside, Prince Edward Island C1A 1B6

**Contact information:**  
Tel:(902) 438-4130  
Fax:(902) 438-4062  
*registrar@edu.pe.ca*

Effective Date: August 20, 2016

Form # TL - PEI - Eng

# GUIDELINES FOR APPLYING FOR A PEI TEACHER'S LICENSE

*Please read through this package carefully and follow the directions carefully before completing and submitting the application form.*

## 1. WHY APPLY FOR A PEI TEACHER'S LICENSE

Section 67 (1) of the *Education Act* R.S.P.E.I. 1988, Cap. -.02. states that an education authority (a school board) shall not employ a person as a teacher unless that person holds a valid teacher's license. When applying for a teaching position outside of PEI, you will be required to provide proof that you met licensure requirements in the jurisdiction where you completed your professional teacher education program.

## 2. WHAT ARE THE REQUIREMENTS FOR APPLYING FOR A TEACHER'S LICENSE?

Section 98 of the Act outlines that applicants for a teacher's license must apply in the form and manner required. The following is a checklist of items required by the Registrar under the authority of the *Education Act*.

### a. Fill in the application form, include the following documents and leave in Room 402 of Memorial Hall with the Administrative Assistant

✓ Proof of identity such as a copy of your Birth Certificate. [Alternately, a copy of your passport, permanent resident card, baptismal certificate]

✓ Proof of eligibility to work in Canada such as a copy of your Social Insurance Number card or your SIN Confirmation. [If you do not hold a Canadian work permit, you can still apply, but a condition will be placed on your license. This condition will be removed once you can provide proof that you are authorized to work in Canada.]

✓ A copy of a Criminal Background Check and Vulnerable Sector Screen not older than three months from the date received by the Registrar\*

✓ \$125.00 evaluation fee

✓ Any other pertinent fees such as for the issuance of a Statement of Professional Standing. There is a fee of \$25 for each Statement of Professional Standing issued.

\*As per section 99 (4)(f) of the *Education Act*, the Registrar may refuse a license to an applicant

who has been found guilty of an offence under the *Criminal Code of Canada* and the *Controlled Drugs and Substances Act* of Canada and who the Registrar believes, based on the nature of the offence, that the applicant's presence in the school would endanger the health, safety or well-being of students or other persons.

### b. Contact the universities you have attended and request that they mail official transcripts to our address as shown on the cover of this application package.

- ✓ Official transcript must be mailed directly from all universities you attended to our office
- ✓ Official transcripts for your teacher education program at UPEI must be mailed directly to our office.

**We do not accept transcripts that are faxed, e-mailed, hand-delivered or addressed to the student.**

For UPEI students, proof of successful completion of the Bachelor of Education program will be forwarded to our office on your behalf following the deliberations of the Senate at the end of April. This Senate confirmation of your eligibility to graduate is required prior to the issuance of a PEI Teacher's license.

## 3. WHAT ARE THE POLICIES ON DOCUMENTATION?

a. All documents received by the Registrar **become the property of the Department**. You are therefore advised to make a copy for your own personal records of each document that you submit to support your application.

b. Incomplete applications are held in the Administrative Assistant's Pending file for two full years. If there has been no activity on the file and the application is not processed after two years, the application and supporting documents will be disposed of.

c. While the Office of the Registrar will accept a copy of the Criminal Record Check/ Vulnerable Sector Screen, the education authorities require the original. [You should hold on to the original of your CRC/VSS as the employing school boards will ask for the original.]

d. Documents must be submitted in the original language in which they were issued. If any of the documents, or copies of documents, you submit are written in a language *other than English or French*, the Registrar will require an official translation from an accredited translation service. To this end, we will provide you a copy of the original document. You must then arrange to take this copy of the original to an accredited translator for translation. The official translation must be returned with the copy of the original to the Registrar.

e. As per section 99(4)(h) of the *Education Act*, the Registrar may refuse to issue a teacher's license on the grounds that an applicant knowingly made a false statement in the application or accompanying documents. As per section 102 of the Act and section 2 (d)(e) of the Teacher Discipline regulations, the Registrar may suspend a teacher's license on the grounds that they misrepresented their qualifications in an application for a teacher's license, or if they failed to possess the required qualifications required under the Act at the time the teacher's license was issued.

f. It is your duty to report within 48 hours to the Registrar any charges or convictions under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act of Canada*.

#### 4. WHAT ABOUT LANGUAGE PROFICIENCY REQUIREMENTS?

Teachers are language models for students. Teachers must be effective communicators in order to offer effective instruction. A strong command of the language is required. You should be aware that proof of a satisfactory level of language proficiency in English is required of persons intending to teach in the English language system, and in French for persons intending to teach in the French language system. Proof of language proficiency may be requested by the Registrar *if you completed one or more of your* <sup>3</sup> *educational levels in a language other than*

*English or French*. Authorized tests and language proficiency standards are required under the authority of the *Education Act* and the Teacher Certification and Standards regulations. For more information on the recognized language tests and minimum requirements, contact the Registrar.

#### 5. WHAT WILL MY TEACHER'S LICENSE LOOK LIKE?

The Registrar will examine your academic credentials including all official transcripts and copies of degrees and diplomas. If you qualify for a PEI Teacher's License, your license will be assigned both a Qualification Level and a Basic Designation.

##### a. Basic Designations:

If you completed the Primary/Elementary Stream of the UPEI Bachelor of Education program, your license will be assigned a Primary/Elementary Designation. If you completed the Intermediate/ Senior stream, you will be assigned an Intermediate/ Senior Designation.

##### b. Qualification Levels:

Your PEI Teacher's license will be assigned a level according to the criteria outlined in the Teacher Certification and Standards regulations. The assigned level is based upon an assessment of completed academic studies at the university level. The assigned qualification level determines your pay rate once you have signed a contract with an education authority and are working under contract. The qualifications levels are as follows:

##### A Qualification Level 4...

may be assigned to the license of an applicant who has successfully completed an approved *one hundred and twenty* (120) credit hour pre-service teacher education program, or a *ninety* (90) credit hour undergraduate degree plus a minimum *thirty* (30) credit hour recognized pre-service teacher education program resulting in a degree.

### **A Qualification Level 5...**

may be assigned to the license of an applicant who has successfully completed at an accredited university, an approved undergraduate academic bachelor's degree or equivalent and an approved preservice teacher education bachelor's degree program or equivalent totalling a minimum of *one hundred and fifty* (150) credit hours.

### **A Qualification Level 5-A...**

may be assigned to the license of an applicant who has successfully completed at an accredited university one full additional approved academic year of study in education which includes a minimum of *thirty* (30) credit hours beyond the requirements for the Certificate 5.

### **A Qualification Level 6...**

may be assigned to the license of an applicant who has successfully completed a master's degree program, at an accredited university, in education or in an approved academic area which is related to the PEI public school system degree resulting in a minimum of *one hundred and eighty* (180) credit hours of cumulative study at the university level. [A master's degree which was counted as the pre-service teacher education program for certification purposes can not be counted towards this level. ]

### **A Qualification Level 7...**

may be assigned to the certificate of an applicant who has completed an additional masters degree or doctoral degree in an approved area resulting in a minimum of two hundred and ten (210) credit hours of cumulative student at the university level.

**PLEASE NOTE:** Certificate levels vary from province to province and from jurisdiction to jurisdiction. A Qualification Level 5, for example, may not have the same value or requirements in other jurisdictions. Qualification levels are determined by the legislation of each jurisdiction.

If upon receipt of your PEI Teacher's License you feel that you were not assigned the appropriate qualification level, you should contact the Registrar immediately. If you are still not satisfied, you have 15 business days to launch an appeal.

## **6.HOW DOES A PERSON APPLY FOR EMPLOYMENT ONCE LICENSED?**

### **a. Seeking Employment in P.E.I.**

#### **(i) Full-time Employment**

When seeking employment teaching in Prince Edward Island, you will need to contact the appropriate education authority (The Public Schools Branch and/ or the Commission scolaire de langue française). When applying for a full-time teaching position or, for part-time work as a substitute teacher, you will be required to provide a copy of your PEI teacher's license. You may indicate in **Section 5 a** of the application form, the employer where you wish to have your licensing information sent by the Registrar. We will send to the education authority indicated by you on your application form your Certificate of Professional Qualification.

#### **(ii)Substitute Teaching**

Once certified, you may be interested in working as a substitute teacher. In order to be eligible to substitute teach in the public schools of Prince Edward Island, you must provide proof to the employer that you hold a valid PEI teacher's license. You may obtain a *Verification Letter* from the Office of the Registrar by applying for a Licensed Substitute Authorization on **Section 5 b.** of this application form. If you are already authorized under a Temporary Permit as a non-licensed substitute teacher and wish to move to a licensed authorization, please indicate this as well in **Section 5 b** of this form. As the holder of a PEI teacher's license, you are no longer required to apply for a Temporary Permit and pay the \$75.00 fee. You are, however, responsible for notifying the education authority each school year of your availability to substitute teach. The education authority requires your information in order to inform schools of your availability. The Public Schools Branch uses a call centre system known as AESOP. Employers are obliged to call a licensed teacher in advance of the holder of a Temporary Permit to fill suitable assignments. Licensed teachers receive a higher daily pay rate for substituting and are eligible to accept contract of over 20 consecutive days.

### (iii) PEI Employer Contact Information

#### The Public School Branch

2-234 Shakespeare Drive  
Stratford, PE C1B 2V8

#### Mailing Address:

P.O. Box 8600

Charlottetown, PE C1A 8V7

Toll Free Telephone: 1-800-280-7965

Telephone: 902-368-6990

Fax: 902-368-6960

E-mail: [elsb-web@edu.pe.ca](mailto:elsb-web@edu.pe.ca)

#### La Commission scolaire de langue

française 1596, route 124

Abram-Village, PE C0B 2E0 Telephone :

(902) 854-2975

Fax : (902) 854-2981

E-mail: [cslf@edu.pe.ca](mailto:cslf@edu.pe.ca)

### b. Seeking Employment Outside of PEI

If you are not from Prince Edward Island and plan on returning to your home province to teach, or if you are planning on applying for teaching positions in other jurisdictions outside of PEI, you will require that a *Statement of Professional Standing* be issued and sent on your behalf by the Registrar. A Statement of Professional Standing attests that your PEI Teacher's License is in good standing and that your license to teach has never been *suspended, revoked or cancelled*. The Statement of Professional Standing is required by the regulatory body in each jurisdiction. This could be a ministry or department of education or a college of teachers. The cost of issuing one Statement of Professional Standing is \$25. You can request a Statement of Professional by completing Section 5 c. of the application form found in this package. You must include \$25 for each Statement of Professional Standing requested.

**Please Note:** If you wish to request a *Statement of Professional Standing* at a later time, including anytime since you submitted this application, you may apply using the application form on our web site.

### 7. HOW DO I PAY THE FEE?

The required fee of \$125.00 may be paid by cheque or money order made payable to the *Minister of Finance*. To pay by credit card over the phone, download the form.



[Proof of payment must be received by the Registrar along with the completed application form and required supporting documentation before an evaluation will be commenced and before a PEI teacher's license will be issued.]

### 8. WHERE SHOULD THE APPLICATION BE SUBMITTED?

UPEI Bachelor of Education Students may drop their application off at the UPEI Faculty of Education Administrative Support Person in Room 402 on the Fourth Floor of Memorial Hall.

### 9. HOW MAY A PERSON ACCESS ASSISTANCE?

\*When requesting information on the status of your application, please submit your request via e-mail to "[registrar@gov.pe.ca](mailto:registrar@gov.pe.ca)". Include "*Application Status Update Request*" in the subject line of your e-mail and in the body include your full name & the nature of your inquiry.

\*To ask a question or obtain information, you may e-mail the Registrar at: [registrar@gov.pe.ca](mailto:registrar@gov.pe.ca)

\*To obtain assistance with your application form, you may telephone the Office of the Registrar at 902-438-4130

\*For general information, visit our web site.



## APPLICATION FOR A PEI TEACHER'S LICENSE

(For persons who completed their teacher education program in P.E.I.)

### SECTION 1: REQUIRED DOCUMENTATION AND FEES

Please indicate if the following documents are *enclosed*, have been *requested* from the issuing authority or are *not applicable* to you.

	Enclosed	Requested	Not Applicable
1. Proof of identity such as a copy of your birth certificate			
2. Proof of eligibility to accept employment in Canada such as a copy of your Social Insurance Number card.			
3. Criminal Background Check & Vulnerable Sector Screen			
4. Official transcripts sent directly from all post-secondary institutions you have attended including UPEI			
5. The \$125.00 evaluation fee			
6. A \$25.00 fee for each Statement of Professional Standing			

### SECTION 2: IDENTIFICATION

<b>FIRST NAME:</b>	<b>MIDDLE NAME:</b>	<b>SURNAME*:</b>
<b>*PREVIOUS NAME IF APPLICABLE</b>	Document provided to support name change (ie. marriage license, divorce certificate, a change of name certificate, court order etc.)	
<b>DATE OF BIRTH:</b>	<b>SOCIAL INSURANCE NUMBER:</b>	

### SECTION 3: CONTACT INFORMATION

<b>COMPLETE MAILING ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	<b>E-MAIL ADDRESS:</b>

## SECTION 4: EDUCATIONAL BACKGROUND

### a. SECONDARY EDUCATION

Name and Address of School where you graduated from High School.

Highest Grade Attained:

Year you Graduated:

### b. POST-SECONDARY EDUCATION

List in chronological order your university studies from most recent. Original official transcripts must be provided to support each credential attained. If there are other studies beyond what you have listed here, please include on a separate sheet and attach to the application form.

1. Name & Address of University:

Credential Attained (Diploma, Certificate, Degree):

Dates Attended:

From:

Month

Year

To:

Month

Year

2. Name & Address of University:

Credential Attained (Diploma, Certificate, Degree):

Dates Attended:

From:

Month

Year

To:

Month

Year

<b>3. Name &amp; Address of University:</b>			<b>Credential Attained (Diploma, Certificate, Degree):</b>		
<b>Dates Attended:</b>					
<b>From:</b>	<b>Month</b>	<b>Year</b>	<b>To:</b>	<b>Month</b>	<b>Year</b>
<b>4. Name &amp; Address of University:</b>			<b>Credential Attained (Diploma, Certificate, Degree):</b>		
<b>Dates Attended:</b>					
<b>From:</b>	<b>Month</b>	<b>Year</b>	<b>To:</b>	<b>Month</b>	<b>Year</b>

<b>c. LANGUAGE OF INSTRUCTION</b>			
<b>Please indicate by checking or by indicating the language of study for each education level completed.</b>			
<b>Primary/ Elementary (K to 6)</b>	<b>Secondary (7 to 12)</b>	<b>Post Secondary Undergraduate</b>	<b>Post Secondary Postgraduate</b>
English	English	English	English
French	French	French	French
Other _____	Other _____	Other _____	Other _____
Other _____	Other _____	Other _____	Other _____



## SECTION 5: APPLYING FOR EMPLOYMENT

If you are not planning on applying to teach in Prince Edward Island, you may skip part a. If you are not planning to substitute teach in PEI, you may skip part b. If you are not planning on applying to teach outside of PEI, skip part c.

### a. APPLYING FOR TEACHING ASSIGNMENTS IN PRINCE EDWARD ISLAND

When applying for teaching assignments, the education authority employer will ask for your licensing information. Please indicate below the education authority or education authorities where you authorize the Office of the Registrar to send your licensing information on your behalf.

PUBLIC SCHOOLS BRANCH

COMMISSION SCOLAIRE DE LANGUE FRANÇAISE

I hereby authorize the Registrar for Teacher Certification to forward my licensing information to the education authorities as indicated above.

Date Signed:

Signature:

### b. APPLYING FOR AN AUTHORIZATION TO SUBSTITUTE TEACH

If you have never substitute taught in the province before, complete this section and indicate the education authority or education authorities where you would like to have a Verification of your Eligibility to Substitute Teach sent. If you currently hold a Temporary Permit, indicate where you would like to have your Verification of Eligibility to Substitute Teach sent.

PUBLIC SCHOOLS BRANCH

COMMISSION SCOLAIRE DE LANGUE FRANÇAISE

I hereby authorize the Registrar for Teacher Certification to forward my authorization as a certified substitute teacher to the education authorities as indicated above.

Date Signed:

Signature:

### c. APPLYING FOR LICENSING OUTSIDE OF PEI

If you are applying for a teacher's license in a jurisdiction or jurisdictions outside of PEI, you will require that a *Statement of Profession Standing* be forwarded by the PEI Registrar on your behalf to the appropriate regulatory body or bodies stating that your PEI teacher's license has never been suspended, cancelled or revoked. Please list below the name and address of the regulatory body or bodies where you wish to have a Statement of Professional Standing mailed on your behalf. A complete list of the names and contact information for Teacher Licensing in each province and territory can be found on our web site at:



1. Name and Address of Regulator

**\$25.00 fee  
included**

<b>2. Name and Address of Regulator</b>	<b>\$25.00 fee included</b>
<b>3. Name and Address of Regulator</b>	<b>\$25.00 fee included</b>

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 6: PERSONAL BACKGROUND DISCLOSURE QUESTIONS

All questions in this section must be answered. For every affirmative answer (yes), please attach a written explanation on a separate piece of paper.

1. Have you ever had an application for an authorization to substitute teach suspended or revoked?	YES	NO
2. Have you ever had an application for a teacher's license denied in any other jurisdiction?	YES	NO
3. Have you ever been found guilty of misconduct by a teaching authority or other educational organization?	YES	NO
4. Have you ever, for any reason other than non-payment of fees had a teacher's license suspended or revoked in another jurisdiction?	YES	NO
5. Have you ever been asked by a teacher education program provider to withdraw from a teacher education program or practicum?	YES	NO
6. Have you ever been convicted, been given an absolute or conditional discharge, or received a pardon for a criminal offence?	YES	NO
7. Are there any outstanding charges against you?	YES	NO

It is your duty to report to the Registrar within 48 hours of any charges or convictions against you under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act of Canada*.

## 7. DECLARATION

As per section 99(4)(h) of the *Education Act*, the Registrar may refuse to issue a teacher' license on the grounds that an applicant knowingly made a false statement in the application or accompanying documents. As per section 102 of the Act and section 2 (d)(e) of the Teacher Discipline regulations, the Registrar may suspend a teacher's license on the grounds that they misrepresented their qualifications in an application for a teacher's license, or if they failed to possess the required qualifications required under the Act at the time the teacher's license was issued.

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 PEI Department of Education, Early Learning and Culture to verify the above information. I accept responsibility for advising in writing the PEI Department of Education, Early Learning and Culture of any change to the information contained in the Personal Background Disclosure section or any other section of this form.

DATE:

SIGNATURE:

Personal information on this form is collected under sections 98 and 100 of the *Education Act* R.S.P.E.I. 1988, Cap. E-.02 and will be used for the purpose of verifying identity and educational credentials. If you have any questions about this collection of personal information, you may contact the Registrar's Office at 1-902-438-4130  
Form last updated on August 20, 2016



**Education, Early  
Learning and Culture**