

# TERMS AND CONDITIONS FOR OBTAINING A QUÉBEC TEACHING PERMIT

For holders of a teaching licence  
issued outside Canada



**Title of original document:**

*CONDITIONS ET MODALITÉS POUR OBTENIR UN DROIT D'ENSEIGNER AU QUÉBEC  
Pour les titulaires d'une autorisation d'enseigner obtenue à l'extérieur du Canada*

**For additional information, contact:**

General Information  
Direction des communications  
Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche  
1035, rue De La Chevrotière, 28<sup>e</sup> étage  
Québec (Québec) G1R 5A5  
Telephone: 418-643-7095  
Toll-free: 1-866-747-6626

An electronic version of this document is available  
on the Ministère's Web site at:  
**[www.meesr.gouv.qc.ca](http://www.meesr.gouv.qc.ca)**

© Gouvernement du Québec, October, 2015

ISBN 978-2-550-74213-5 (PDF)  
ISBN 978-2-550-74212-8 (French, PDF)

Legal Deposit – Bibliothèque et Archives nationales du Québec, 2015

15-00388

# TABLE OF CONTENTS

<b>1. TEACHING IN QUÉBEC .....</b>	<b>3</b>
1.1 THE QUÉBEC EDUCATION SYSTEM.....	3
1.2 TEACHING LICENCES AND LEVELS OF EDUCATION.....	3
1.3 VERIFICATION OF JUDICIAL RECORDS .....	4
1.4 THE LANGUAGE OF INSTRUCTION .....	4
1.5 HIRING OF TEACHERS .....	4
 <b>2. THE QUÉBEC TEACHING PERMIT.....</b>	 <b>5</b>
2.1. CONDITIONS FOR OBTAINING A TEACHING PERMIT .....	5
2.1.1 General education at the preschool, elementary and secondary levels .....	5
2.1.2 Vocational training at the secondary level.....	7
2.2 APPLYING FOR A TEACHING PERMIT .....	9
2.2.1 Declaration Concerning a Judicial Record .....	10
2.2.2 Required documents .....	10
2.2.3 Where to send the application for a teaching permit .....	12
2.3 ELIGIBILITY FOR A TEACHING PERMIT.....	13
2.4 RENEWING A TEACHING PERMIT .....	13
2.5 OBTAINING A TEACHING DIPLOMA.....	14
 <b>ADDITIONAL REFERENCES.....</b>	 <b>15</b>
 <b>PREPARING YOUR FILE.....</b>	 <b>16</b>

## 1. TEACHING IN QUÉBEC

### 1.1 THE QUÉBEC EDUCATION SYSTEM

Québec students receive a general education at the preschool and elementary levels for their first seven years of schooling, and at the secondary level for five years following their elementary studies. This general education leads to postsecondary studies. Students can also be admitted into vocational training programs after the third, fourth or fifth year of secondary school. These programs equip them to enter the labour market and practise various occupations.

### 1.2 TEACHING LICENCES AND LEVELS OF EDUCATION

For anyone wishing to teach in general education at the preschool, elementary and secondary levels or in vocational training at the secondary level, **teacher training is compulsory**.

Preschool and elementary education is provided by homeroom teachers who teach all the subjects, except for second language, physical education and health, and arts education.<sup>1</sup>

Secondary education is provided by teachers whose training is concentrated in one or two of the subjects set out in the *Basic school regulation for preschool, elementary and secondary education*<sup>2</sup>, and includes all of the programs of study leading to a Secondary School Diploma.

Furthermore, in keeping with current regulations in Québec, anyone wishing to teach in an educational institution in either the public or private sector must hold a teaching licence issued by the Ministère.

Please note that postsecondary educational institutions (colleges and universities) are not governed by the same standards, and they hire teachers according to their own respective rules. No teaching licence is required or issued to teach at these institutions.

Persons who have pursued and completed their teacher training outside Canada and whose training meets the conditions<sup>3</sup> set out in the regulations may obtain a teaching permit.

---

<sup>1</sup> In Québec, teachers must hold a bachelor's degree in Early Childhood and Elementary Education in order to teach at the preschool level or in any cycle of elementary school. Candidates from other Canadian provinces or territories may thus obtain a teaching licence for the preschool and elementary levels, even if they hold a licence without conditions for a specific cycle at the elementary level.

<sup>2</sup> In Québec, teachers at the secondary level are not required to be trained to teach two subjects in order to obtain a teaching permit. For a list of subjects set out in the [Basic school regulation for preschool, elementary and secondary education](#).

<sup>3</sup> For more information on the conditions to be met, see section 2.1, or consult the [Regulation respecting teaching licences](#).

### 1.3 VERIFICATION OF JUDICIAL RECORDS

In order to ensure the safety and well-being of students, anyone applying for a licence to teach in Québec in general education in the youth sector, in general education in the adult sector or in vocational training, must provide a [Declaration Concerning a Judicial Record](#). For more information in this regard, see the document entitled [Verification of judicial records—Information guide for applicants for a teaching licence and teaching licence holders](#).

### 1.4 THE LANGUAGE OF INSTRUCTION

In most educational institutions in Québec, French is the language of instruction. Under the *Charter of the French language*, instruction is to be given in French at the preschool, elementary and secondary levels. However, students who meet specific requirements of the Charter may receive their schooling in English. These students account for approximately 11.2% of the total enrollment in Québec's elementary and secondary schools. The Charter does not apply at the college and university levels.

### 1.5 HIRING OF TEACHERS

Responsibility for hiring and assigning school staff lies with the employers, that is, the school boards and private educational institutions. The Ministère does not hire teachers.

To offer their services for a full-time, part-time or contract position, teachers must hold a teaching licence issued by the Ministère and apply directly to the human resources department of the school board or private educational institution of their choice. Directories listing the names and addresses of Québec school boards and private educational institutions are available on the MINISTÈRE Web site, in the “Search for an Educational Institution” section. A number of educational institutions also have an employment section on their Web site, for example:

- ✓ for school boards: [www.fcsq.qc.ca](http://www.fcsq.qc.ca) (available in French only)
- ✓ for private educational institutions : [www.emploifeep.com](http://www.emploifeep.com) (available in French only)

## 2. THE QUÉBEC TEACHING PERMIT

### 2.1 CONDITIONS FOR OBTAINING A TEACHING PERMIT

#### 2.1.1 General education at the preschool, elementary and secondary levels

To obtain a teaching permit in general education, persons who were educated outside Canada must hold a teaching licence issued by the competent authority in the country where they completed their studies. They must also have successfully completed a university education equivalent to no less than a three-year bachelor's degree in Québec. In addition, candidates are required to meet all five of the following conditions:

- 1) Have successfully completed an educational psychology training program

Training in educational psychology completed outside Québec is compulsory and must consist of no less than 30 university credits (which correspond to one complete year of full-time studies or 450 hours of courses) and be evaluated by the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) as being equivalent to at least a certificate program or a minor in Québec. If the educational psychology training is part of another program, such as a bachelor's degree or a certificate, the Ministère requires that this training represent at least 450 hours of courses (courses in psychology, didactics or methodology in no less than one subject, evaluation of learning, classroom management, as well as school-based internships).

- 2) Have successfully completed a program that is relevant to the subjects set out in the *Basic school regulation*

Applicants who wish to teach at the preschool or elementary level must have completed a university program equivalent to no less than 90 or 120 credits of an undergraduate degree in preschool and elementary education offered at a Québec university. The training must be relevant to subjects set out in the *Basic school regulation* that are taught by homeroom teachers, and cannot include Physical Education and Health, Arts Education or a second language.

Applicants who wish to teach at the secondary level must have completed their training in a university in at least one of the subjects set out in Québec's *Basic school regulation*. A minimum of 45 credits (or 675 hours) is required in order to teach only one subject or to teach Mathematics, language of instruction, Ethics and Religious Culture or a specialty subject (Physical Education and Health, Arts Education or a second language). Specialty subjects are also taught at the elementary level, but not by homeroom teachers.

In order to teach two subjects other than Mathematics, language of instruction, Ethics and Religious Culture or a specialty subject, the training must include no less than 30 credits (or 450 hours) in one subject and 15 credits (or 225 hours) in the other subject.



To sum up, the main subjects set out in the *Basic school regulation* and the number of credits required are as follows :

Mathematics	45 credits
Language of Instruction (French or English)	45 credits
Second Language (French or English)	45 credits
Arts Education (Visual Arts, Music, Drama, Dance)	45 credits
Physical Education and Health	45 credits
Ethics and Religious Culture	45 credits
Other subject (elective) <sup>4</sup>	45 credits
Science and Technology (Physics, Chemistry, Biology)	
Only one subject	45 credits
More than one subject	30 credits for the first subject and no fewer than 15 credits for the second subject
Social Sciences (Geography, History and Citizenship Education, Contemporary World)	
Only one subject	45 credits
More than one subject	30 credits for the first subject and no fewer than 15 credits for the second subject

Applicants who wish to teach at the preschool and elementary levels must have completed no less than 45 credits in all the subjects taught at the elementary level (Mathematics, English language of instruction, Social Sciences, French second language, Ethics and Religious Culture, Science and Technology).

Applicants who wish to teach in special education at the elementary and secondary levels must have completed no less than 45 credits in all the subjects taught at these levels (Mathematics, English language of instruction, Social Sciences, French second language, Ethics and Religious Culture, Science and Technology).

- 3) Be a Canadian citizen, a permanent resident, a temporary resident, a refugee or a protected person<sup>5</sup> as set out in section 2 of the *Regulation respecting teaching licences*.
- 4) Provide proof that the studies were pursued in French or English by completing the form entitled [Declaration Concerning the Language of Study Outside Canada](#), where applicable, and have passed a French or English language examination recognized by the Minister (Test de certification en français écrit pour l'enseignement [TECFÉE] or the English Exam for Teacher Certification [EETC]).

<sup>4</sup> A third language, for example

<sup>5</sup> See section 2.2.2, article 9 or 10.

- 5) Have met the requirements with respect to judicial records.

All programs of study completed outside Canada and on which an application for a Québec teaching permit is based must be evaluated by the Ministère de l'Immigration, de la Diversité et de l'Inclusion.

**TEACHING EXPERIENCE CANNOT REPLACE TRAINING IN EDUCATIONAL PSYCHOLOGY ALTHOUGH IT MAY BE CONSIDERED AN ASSET BY A FUTURE EMPLOYER.**

### **2.1.2 Vocational training at the secondary level**

Vocational training consists of programs that lead to the practice of an occupation (e.g. mechanic, cook, hairdresser). To obtain a teaching permit in vocational training, a person who received his or her training outside Canada must hold a teaching licence issued by the competent authority in the country where he or she studied and must meet all of the following conditions :

- 1) Hold the equivalent of a Diploma of Vocation Studies (DVS) at the secondary level (e.g. maintenance mechanics), a Diploma of College Studies (DCS) in a technical program (e.g. nursing), or a bachelor's degree (e.g. electrical engineering) that is relevant to the vocational program the applicant wishes to teach;
- 2) Have obtained, outside of Canada, a degree in a university program equivalent to a minor or a certificate of at least 30 credits (450 hours) of training in educational psychology or teacher training (e.g. courses in psychology, didactics, evaluation of learning, classroom management, as well as school-based internships);
- 3) Be a Canadian citizen, a permanent resident, a temporary resident, a refugee or a protected person<sup>6</sup> as set out in section 2 of the *Regulation respecting teaching licences*;
- 4) Provide proof that the studies were pursued in French or English by completing the form entitled [Declaration Concerning the Language of Study Outside Canada](#), where applicable, and have passed a French or English language examination recognized by the Minister (Test de certification en français écrit pour l'enseignement [TECFÉE], English Exam for Teacher Certification [EETC]);
- 5) Have acquired at least 3000 hours of experience in practising or teaching an occupation relevant to the vocational training program described in paragraph 1 (e.g. hold a diploma in hairdressing and have taught hairdressing or worked as a hairdresser; hold a diploma in automobile mechanics and have taught automobile mechanics or worked as a mechanic);
- 6) Have met the requirements with respect to judicial records.

---

<sup>6</sup> See section 2.2.2, article 9 or 10.



Vocational training programs are grouped under the following sectors :

1. Administration, Commerce and Computer Technology
2. Agriculture and Fisheries
3. Food Services and Tourism
4. Arts
5. Woodworking and Furniture Making
6. Chemistry and Biology
7. Buildings and Public Works
8. Land Use Planning and the Environment
9. Electrotechnology
10. Motorized Equipment Maintenance
11. Mechanical Manufacturing
12. Forestry and Pulp and Paper
13. Communications and Documentation
14. Maintenance Mechanics
15. Mining and Site Operations
16. Metallurgical Technology
17. Transportation
18. Fashion, Leather and Textiles
19. Health Services
20. Social, Educational and Legal Services
21. Beauty Care

## 2.2 APPLYING FOR A TEACHING PERMIT

Study programs completed outside Canada that are presented in support of an application for a Québec teaching permit must be evaluated by the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI). Once this evaluation is completed, the MIDI will issue an *Évaluation comparative des études effectuées hors du Québec* (comparative evaluation of studies done outside Québec). Only diplomas evaluated by the MIDI and included in this evaluation will be considered by the Ministère when it examines an application for a Québec teaching permit.

To find out how to obtain a comparative evaluation of studies done outside Québec, please consult the MIDI Web site at : [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)

The applicant must submit all the **original documents or certified and clearly legible copies** of the documents specified in **point 2.2.2**.

Non-certified copies cannot be considered because they have no legal value. To be certified, all copies must be made from original documents (and not printed from the Internet) and bear the original signature of a person acting as a representative of the organization that issued the document or a person representing the authority recognized for certifying documents as true. See the Web site : [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca). This person must indicate his or her contact information on the document (name, printed in block letters, address and telephone number where the Ministère can reach him or her).

In cases where it is impossible for an applicant to obtain **original or certified copies**, the Ministère may exceptionally accept **copies sworn to be true under oath administered by a Commissioner for Oaths**. This person must indicate his or her contact information on the document (name, printed in block letters, address and telephone number where the Ministère can reach him or her). To find a Commissioner for Oaths, go to: [www.assermentation.justice.gouv.qc.ca](http://www.assermentation.justice.gouv.qc.ca).

To obtain this exemption, the applicant must apply for it in writing and state the reasons why it is impossible for him or her to provide **certified copies**. The following are some examples of situations where MIDI may grant this request :

- The documents originate from a university or government body that no longer exists.
- The issuing organization has changed roles.
- The records were destroyed in a war or natural disaster.

This list of examples is not exhaustive and any other reason provided will be considered depending on the case.

**THE FILE WILL BE EXAMINED ONLY WHEN IT CONTAINS ALL THE DOCUMENTS REQUIRED UNDER THE REGULATION RESPECTING TEACHING LICENCES.**

Once the **file is complete**, the Ministère undertakes to provide an answer within **60 working days**.

The file remains open for one year from the date of receipt of the application. After this period, if the Ministère has not received the documents necessary for examining the file and the applicant fails to inform the Ministère, in writing, that he or she is continuing efforts to obtain the required documents, the file is destroyed.

If the applicant is dissatisfied with the decision by the Ministère **or if new supporting documents or other important elements are added to the file**, he or she may request a **formal review** at any time. **The written request must be signed** and be sent to :

Comité de réexamen  
Direction de la formation et de la titularisation du personnel scolaire  
Ministère de l'Éducation et de l'Enseignement supérieur  
1035, rue De La Chevrotière, 28<sup>e</sup> étage  
Québec (Québec) G1R 5A5

### 2.2.1 Declaration Concerning a Judicial Record

The [Declaration Concerning a Judicial Record](#) must be included with the application for a teaching permit.

**A TEACHING LICENCE WILL NOT BE ISSUED IF THE DECLARATION CONCERNING A JUDICIAL RECORD FORM IS NOT DULY COMPLETED AND FORWARDED.**

### 2.2.2 Required documents

Applicants must submit the duly completed » Application for a Québec Teaching Permit » form and all of the documents listed below.:

1. **A certified copy** of the document **authorizing the applicant to teach** in the country or state where he or she received training in educational psychology or teacher training. This document may be known under different names, such as registration certificate, certificate of qualification, teaching aptitude certificate, permanent teaching certificate, ministerial order of certification, permit, diploma, certification decision, CAPES, etc.
2. **A letter attesting that the applicant's right to teach has not been revoked, suspended or withdrawn.** The letter must be **dated less than three months** prior to the current date and **must be sent directly** from the organization or institution that issued the licence to teach **to the Ministère office** where the applicant will submit his or her request for a teaching permit. If the country or state in which the applicant is authorized to teach does not issue teaching licences, the applicant must ask his or her university or the government concerned to send a letter directly to the Ministère, attesting that the diploma in question authorizes the applicant to teach.
3. **A certified copy of the** *Évaluation comparative des études effectuées hors du Québec (comparative evaluation of studies done outside Québec)* issued by the **Ministère de l'Immigration, de la Diversité et de l'Inclusion** for all studies pursued outside Canada, supporting the application.
4. **A certified copy** of each of the **diplomas** supporting his or her application.

5. **Original transcripts or certified copies** related to the diplomas awarded. Applicants who wish to teach in the vocational training sector must also provide transcripts for any vocational or technical training program supporting the application for a teaching permit. **Transcripts downloaded from the Internet are not accepted.**

In certain cases where the transcript is not sufficiently clear, i.e. the transcript only shows course initials or abbreviations or provides no information on the number of hours for each course or on school-based internships, the Ministère requires a course outline or the program of study for each course. **The course outline must clearly indicate the full titles of the courses taken along with their codes, descriptions and total length in hours, and it must match the courses shown on the transcript.**

**ACADEMIC MARKS HAVE NO BEARING ON THE EXAMINATION OF THE FILE, PROVIDED THAT THE COURSES WERE PASSED.**

6. **A letter or a declaration from the educational institution** indicating the language in which the studies were pursued (see the form "[Declaration Concerning the Language of Study Outside Canada](#)").
7. A requirement limited to applicants wishing to teach in the **vocational training sector: original documents or certified copies** issued by the employer(s) attesting to no fewer than 3000 hours of **field-specific work or teaching experience in the occupation** that is relevant to the program the applicant wishes to teach.

**Documents attesting to experience** in practising or teaching the occupation must include the following information:

- ✓ employment start and end dates;
  - ✓ number of hours of work per week and the number of work weeks per year or the total number of hours worked;
  - ✓ title of the position held and type of work performed, or the subject taught in the case of teaching experience;
  - ✓ employer's contact information and signature.
8. A certified copy of the applicant's birth certificate, act of birth or valid passport. A certified copy of **the marriage certificate is required** for women using their spouse's family name. **Except where a person's legal name has been changed, only the name at birth is used** in official documents in **Québec**. The applicant's file will therefore be opened under his or her name at birth. If applicable, please provide a certified copy of the legal name change document.
9. A certified copy **of one of the documents** establishing entitlement to reside in Canada:
- a) the Canadian Citizenship Certificate or Canadian Citizenship Card (**front and back**);
  - b) a confirmation of permanent residence (form IMM 5292) or a permanent resident card (**front and back**);
  - c) a **work permit of a minimum duration of one year**;
  - d) the **court's decision** attesting that the applicant has been recognized as a refugee;
  - e) the **ministerial decision** attesting that the applicant has been **granted protection under the *Immigration and Refugee Protection Act*** (section 2, paragraph 2, subparagraph 3, *Regulation respecting teaching licences*);
  - f) the **decision of the federal government** authorizing the applicant to submit an application for permanent residence once in Canadian territory.

10. A certified copy of a valid **certificate of selection** issued under the *Act respecting immigration to Québec*, in cases d), e) and f) under point 9 above.

**Submit certified copies only and keep the originals for your files.**

**AN INITIAL EXAMINATION OF THE FILE CAN BE CARRIED OUT EVEN IF THE APPLICANT IS STILL WAITING FOR THE DOCUMENTS MENTIONED IN POINTS 9 AND 10 ABOVE.**

### **Translations into French or English only**

All diplomas, transcripts and other documents related to the application that are written in a language other than French or English must have been **translated** by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ: [www.ottiaq.org](http://www.ottiaq.org)). If the translation was done by someone else, it must be verified by a member of OTTIAQ. To be valid, each translation must be accompanied by a certified copy of the translated document.

**THE TRANSLATIONS MUST BE ATTACHED TO THE CERTIFIED COPIES OF THE TRANSLATED DOCUMENTS.**

### **2.2.3 Where to send the application for a teaching permit**

Applicants must mail their application **and** their Declaration Concerning a Judicial Record to the following address:

Direction de la formation et de la titularisation du personnel scolaire  
Ministère de l'Éducation et de l'Enseignement supérieur  
1035, rue De La Chevrotière, 28<sup>e</sup> étage  
Québec (Québec) G1R 5A5

## **2.3 ELIGIBILITY FOR A TEACHING PERMIT**

If, after your file has been evaluated, your request for a teaching permit is granted, you will receive a **notice of conditional eligibility** as well as a document about the language exam you will have to pass.

This **notice of conditional eligibility** is issued for a two-year period. If you have not taken or passed the language examination during this period, you may apply for a new notice by completing the [Request for a New Notice of Conditional Eligibility](#) form.

If your request is refused, the person responsible for teacher certification will send you a letter of explanation.

## **2.4 RENEWING A TEACHING PERMIT**

The applicant will receive a teaching permit once the requirements stated in the **notice of conditional eligibility** have been met and his or her judicial record has been verified.

The teaching permit (provisional authorization), which is valid for a **five-year period**, may be renewed at the holder's request provided he or she has successfully completed all of the required courses. The teaching permit is not renewable unless these conditions are met.

**A teaching permit in general education at the preschool, elementary and secondary levels** may be renewed only if the applicant has passed the course on the Québec school system and earned 12 credits in educational psychology in his or her teacher training program.

**A teaching permit in vocational training at the secondary level** may be renewed only if the applicant has passed the course on the Québec school system.

**Note:** Having completed a probationary period does not constitute a condition for renewing a teaching permit.

## 2.5 OBTAINING A TEACHING DIPLOMA

A **teaching diploma** (permanent authorization) may be issued to the holder of a teaching permit provided that he or she proves his or her Canadian citizenship or permanent resident status and meets the following conditions :

- 1) for general education :
  - ✓ has successfully completed a probationary period, required by regulation, which demonstrates the applicant's ability to teach in Québec schools
  - ✓ has successfully completed the course on the Québec school system
  - ✓ has earned 12 credits in educational psychology as part of the teacher training program indicated on the teaching permit issued by the Ministère

As set out in the *Regulation respecting teaching licences*, the courses taken must be part of a recognized teacher training program in a Québec university and be directly related to the program underlying the teaching permit, including:

- ✓ at least six credits in didactics pertaining to the subject for which the teaching permit was issued
  - ✓ at least three credits in the evaluation of learning
  - ✓ at least three credits in working with students with handicaps, social maladjustments or learning disabilities
- 2) for vocational training:
    - ✓ has successfully completed a probationary period, required by regulation, which demonstrates the applicant's ability to teach in Québec schools
    - ✓ has successfully completed the course on the Québec school system
  - 3) has met the requirements with respect to a judicial record.



## ADDITIONAL REFERENCES

- ☞ Teacher training and certification : <http://www.education.gouv.qc.ca/teaching-in-quebec>
- ☞ [The probationary period-information document](#)
- ☞ [Basic school regulation for preschool, elementary and secondary education](#)
- ☞ Vocational and technical training in Québec : [www.inforoutefpt.org](http://www.inforoutefpt.org)
- ☞ L'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) : [www.ottiaq.org](http://www.ottiaq.org)
- ☞ Le Comité d'agrément des programmes de formation à l'enseignement (CAPFE) : [www.capfe.gouv.qc.ca](http://www.capfe.gouv.qc.ca)
- ☞ Information sheets on the teaching profession, published by the Ministère de l'Immigration, de la Diversité et de l'Inclusion : [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)
- ☞ Le Carrefour national de l'insertion professionnelle en enseignement (CNIPE) : [www.insertion.qc.ca](http://www.insertion.qc.ca) (French only)
- ☞ Le Conseil pédagogique interdisciplinaire du Québec (CPIQ) : [www.conseil-cpiq.qc.ca](http://www.conseil-cpiq.qc.ca) (French only)

## PREPARING YOUR FILE

### → What is a certified copy?

It is a copy that is made from an original document and bears **the original signature of a person acting as a legal representative of the organization that issued the document**. This person must print his or her contact information in block letters on the copy (name, title or function, address and telephone number where the Ministère can reach him or her).

### → What is a sworn copy?

It is a copy which the holder has declared, under an oath before a Commissioner for Oaths, to be a true copy of the original document. The person who acts as a commissioner for oaths in Québec or outside the province [www.assermentation.justice.gouv.qc.ca](http://www.assermentation.justice.gouv.qc.ca) must print his or her contact information in block letters on the copy (name, title or function, address and telephone number where the Ministère can reach him or her).

- Remember to fill out and sign the following forms : [Declaration Concerning a Judicial Record](#), [Application for a Québec Teaching Permit](#) and [Declaration Concerning the Language of Study Outside Canada](#).

**A TEACHING PERMIT WILL NOT BE ISSUED IF THE DECLARATION CONCERNING A JUDICIAL RECORD FORM IS NOT DULY COMPLETED AND SENT.**

### → Who can translate documents that are not in French or English?

Documents written in a language other than French or English must be translated by **a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec** [www.ottiaq.org](http://www.ottiaq.org). If the translation was done by someone else, it must be verified by a member of OTTIAQ. To be valid, each translation must be accompanied by a **certified copy** of the translated document.

### → Sending the complete file to the Ministère

Once all the documents have been collected and **the file is complete**, mail the application and the [Declaration Concerning a Judicial Record](#) to the following address :

Direction de la formation et de la titularisation du personnel scolaire  
Ministère de l'Éducation, de l'Enseignement supérieur  
1035, rue De La Chevrotière, 28<sup>e</sup> étage  
Québec (Québec) G1R 5A5

**THE FILE WILL BE EXAMINED ONLY WHEN IT CONTAINS ALL THE REQUIRED DOCUMENTS. THE MINISTÈRE KEEPS ALL OF THE DOCUMENTS AND DOES NOT RETURN ANY OF THEM TO THE SENDER.**

### For further information :

Telephone: 418-646-6581  
Telephone: 1-866-747-6626 (toll free)

## **Information collected by the Ministère**

- The personal information collected by the Ministère is essential to the exercise of its functions, as provided for under the Regulation respecting teaching licences.
- This information may also be used for research or statistical purposes. It is treated confidentially and is accessible only to authorized staff who need it to carry out their duties.
- You have the right to request access to your personal information held by the Ministère and to request that it be corrected. To exercise this right, please contact the person responsible for access to documents and the protection of personal information.