



Under the legislative provisions of the *Education Act* dealing with judicial records (integrated into this Act by Chapter 16 of the Statutes of Québec of 2005), a judicial record must mention:

- any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been obtained for that offence
- any charge still pending for a criminal or penal offence committed in Canada or elsewhere
- any court order subsisting against the applicant in Canada or elsewhere

Some definitions and useful information

Criminal offence

An offence created by a federal law to impose a sanction for grave misconduct that infringes the fundamental values of society. Laws that define criminal offences include the *Criminal Code* and the *Controlled Drugs and Substances Act*.

Penal offence

An offence created by a federal or provincial law to impose a sanction for conduct that harms the public interest. For example, the *Employment Insurance Act* and the *Canadian Environmental Protection Act* include penal offences created by a federal law; the *Highway Safety Code* and the *Youth Protection Act* include penal offences created by a provincial law. A penal offence may also result from the exercise of powers granted to municipal authorities (e.g. an offence covered by a municipal by-law).

Charge still pending

A charge that has been laid in a case where the judicial or administrative tribunal has not yet rendered a decision.

Court order

A decision by a judge requiring a person to respect certain conditions, such as a surety under sections 810 and following of the *Criminal Code*, a probation order, an order of prohibition to drive or to possess firearms, a restitution order or an order prohibiting a person from contacting persons under age 14 or being in a place where such persons are likely to be encountered. This list is not comprehensive. Under the *Criminal Code*, a discharge is considered a court order.

Conviction for an offence for which a record suspension (pardon) has been obtained

An offence for which a pardon has been obtained need not be mentioned in the declaration. For more information on applications for pardon, see the Parole Board of Canada Web site at: <http://pbc-clcc.qc.ca/>

Other useful information

The information document *Verification of judicial records—Information guide for applicants for a teaching licence and teaching licence holders* is available on the MEESR Web site at :
<http://www.meesr.gouv.qc.ca/enseignants/enseigner-au-quebec/autorisations-denseigner/>.

The *Act to amend the Education Act* and the *Act respecting private education*, which make the *Declaration Concerning a Judicial Record* compulsory, can be viewed on the Publications du Québec Web site at <http://www.publicationsduquebec.gouv.qc.ca/>.

For more information :

Ministère de l'Éducation et de l'Enseignement supérieur
Direction de la formation et de la titularisation du personnel scolaire
1035, rue De La Chevrotière, 28^e étage
Québec (Québec) G1R 5A5
Telephone: 418-646-6581, extension 3010
Toll-free number: 1-866-747-6626

PLEASE COMPLETE THIS DECLARATION FORM LEGIBLY, USING BLOCK LETTERS

Ministère file number :

SECTION 1 PERSONAL INFORMATION

Last name at birth (If you have more than one last name, please enter them in the usual order.)

First name (1)

First name (2)

Date of birth (yyyy-mm-dd)

Sex

Telephone number

Male Female

Current address (number, street, apartment)

City

Province

Postal code

Previous address (number, street, apartment) (if you have lived at your current address for less than five years)

City

Province

Postal code

✓ Check the appropriate boxes in each of the following sections. If you need more space to provide all the information requested, continue on a separate sheet and enclose it with this form. Enter your name at the top of any additional sheets.

SECTION 2 CONVICTIONS

A – CRIMINAL OFFENCES

I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a record suspension (pardon).

Or

I have been convicted, in Canada or elsewhere, of the following criminal offence(s):

Offence	Date	Location of court

B – PENAL OFFENCES

I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a penal offence, I have obtained a record suspension (pardon).

Or

I have been convicted, in Canada or elsewhere, of the following penal offence(s):

Offence	Date	Location of offence and, where applicable, of court

SEE OVER →

SECTION 3 CHARGE(S) STILL PENDING

A – CRIMINAL OFFENCES

I am not subject to any pending charges for a criminal offence in Canada or elsewhere.

Or

I am subject to one or more pending charges, in Canada or elsewhere, for the following criminal offence(s):

Offence	Date	Location of court

B – PENAL OFFENCES

I am not subject to any pending charges for a penal offence in Canada or elsewhere.

Or

I am subject to one or more pending charges, in Canada or elsewhere, for the following penal offence(s):

Offence	Date	Location of offence and, where applicable, of court

SECTION 4 COURT ORDERS

I am not subject to any court order made against me in Canada or elsewhere.

OR

I am subject to the following court order(s) made against me in Canada or elsewhere:

Order	Date	Place where order was made

SEE OVER →

Reserved for the Ministère
File number:

This declaration form is submitted with (please check the box that best describes your situation and provide the requested information):

An application for the issue of a teaching licence:

- Teaching diploma Teaching permit Teaching authorization for vocational training
 Provisional teaching authorization Do not know

An application for the renewal of a teaching licence:

- Teaching permit Provisional teaching authorization Teaching authorization for vocational training
- If you are finishing a teacher training program in a Québec university, **please indicate the name of this institution.**
 - If you are a graduate of a teacher training program outside Québec, **please indicate the country, and the state or province where you completed your program.**

I hold a teaching licence

The Education Act specifies that:

- this form must be sent to the Ministère de l'Éducation et de l'Enseignement supérieur when submitting a request for a teaching licence or its renewal
- a teaching licence holder must, within 10 days of being notified of a change in his or her judicial record, inform the Ministère de l'Éducation et de l'Enseignement supérieur of the change, regardless of whether he or she has already filed a declaration concerning his or her judicial record
- the Ministère de l'Éducation et de l'Enseignement supérieur may verify the declaration or have it verified, in particular by a Québec police force, and may communicate or receive any information for the purposes of the verification

NOTICE

- A declaration form will be considered incomplete and will be returned to the sender if it is not signed, or if one or more questions remain unanswered.
- A false declaration may lead to the rejection of the application for a teaching licence.
- The full judicial record must be declared. However, only the offences that, in the opinion of the Minister, are relevant to the exercise of the teaching profession will be considered. For this purpose, your file could be submitted to a committee of experts or an inquiry committee, according to the circumstances, which may advise the Minister on ascertaining the connection between the judicial record and the teaching profession or evaluate whether a serious fault in the exercise of a teacher's functions or an act derogatory to the honour or dignity of the teaching profession was committed.
- Any person may have access to information concerning him or her that is held by the Ministère de l'Éducation et de l'Enseignement supérieur, and have this information corrected, where applicable, by telephoning the Ministère at 418-646-6581, extension 3010.

If you have a judicial record, you can facilitate the processing of your application by including with this declaration all the documents relevant to the examination of your file (indictment, judgment or minutes of court decision, surety or order, etc.).

I certify that all the information provided in this declaration form is accurate and complete.

Signature

Date (YYYY-MM-DD)

If you expect to graduate from a teacher training program, send this declaration form to your university, according to the procedure established by the university. However, if you are a fourth-year student who is enrolled in a teacher training program leading to a bachelor's degree and who is applying for a provisional teaching authorization to hold a position in an educational institution, you must mail this declaration form 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^e étage
Québec (Québec) G1R 5A5

In all other cases, including that of fourth-year students who are enrolled in a teacher training program leading to a bachelor's degree and who are applying for a provisional teaching authorization, this declaration form must be attached to his or her request for the issue or renewal of a teaching licence.

Your *Declaration Concerning a Judicial Record* will be validated by the Sûreté du Québec under an agreement in principle between the Ministère de l'Éducation et de l'Enseignement supérieur and the Ministère de la Sécurité publique.