

Ministère file number: _____

A- INSTRUCTIONS

- Read the document *Terms and Conditions for Obtaining a Québec Teaching Licence: For Holders of a Teaching Licence Issued in Canada, but Outside Québec* before completing this form.
- Gather the forms and documents listed in sections D and E.
- Check off the documents attached.
- Place the documents in an envelope, in the requested order.
- **If your application is incomplete, it will be returned to you.**

B- Information on the applicant's identity (please print)

Last name at birth		First name	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (yyyy-mm-dd)	Status <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Holder of a work permit <input type="checkbox"/> Permanent resident <input type="checkbox"/> Other: _____		Social insurance number
Address			Apartment
City	Province	Country	Postal code
Telephone number (home)	Other numbers (cell, work)	Email address	

C- Language and subject

Language in which you did your University studies: <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Other: _____	Province or territory where you received your teacher training
Language of correspondence: <input type="checkbox"/> French <input type="checkbox"/> English	
For what subject did you receive teacher training in your province or territory? _____	
Level of education: <input type="checkbox"/> Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Vocational training (teaching an occupation)	

D- Other forms to be attached

Section reserved for the Ministère

- | | |
|---|--------------------------|
| <input type="checkbox"/> Declaration Concerning the Language of Study Outside Canada, where applicable
To be completed and signed by the applicant | <input type="checkbox"/> |
| <input type="checkbox"/> Declaration Concerning a Judicial Record
To be completed and signed by the applicant | <input type="checkbox"/> |

E- Documents to be attached

Please provide a certified copy of each of the documents listed below. If certified copies cannot be provided, the Ministère may, exceptionally, accept sworn copies if the candidate presents valid reasons why, as defined in the document *Terms and Conditions for Obtaining a Québec Teaching Licence: For Holders of a Teaching Licence Issued in Canada, but Outside Québec*.

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. A person acting as a commissioner for oaths in Québec or outside the province (<http://www.assermentation.justice.gouv.qc.ca/ServicesPublics/Accueil.aspx>) 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).

If your documents are in a language other than French or English, please attach a certified copy of the translation to the certified copy of the document issued in the original language. The translation must be produced or verified by a certified translator, for example by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (www.ottiaq.org).

E- Documents to be attached (cont.)	Section reserved for the Ministère
<input type="checkbox"/> Certified copy of the document authorizing the applicant to teach in the country, State, province or territory where teacher training was received, if applicable	<input type="checkbox"/>
<input type="checkbox"/> Official letter confirming the validity of the teaching licence The date on the original of this official letter must fall within the preceding three months, except for applicants possessing a teaching licence from Ontario, who do not have to provide this document.	<input type="checkbox"/>
<input type="checkbox"/> Certified copy of the Comparative Evaluation of Studies Done Outside Québec This document is issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion.	<input type="checkbox"/>
<input type="checkbox"/> Certified copy of each diploma supporting his or her application for a teaching licence	<input type="checkbox"/>
<input type="checkbox"/> Certified copy of the transcripts for each successfully completed training program supporting the teaching licence application	<input type="checkbox"/>
<input type="checkbox"/> For vocational training, a certified copy of an attestation to 3000 hours of experience acquired in the practice or teaching of an occupation or a trade directly related to the program to be taught A document attesting to experience (letter from an employer) must contain the following information: <ul style="list-style-type: none"> • employment start and end dates • the number of hours worked each week, 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 occupation or trade taught in the case of teaching experience • employer's contact information and signature 	<input type="checkbox"/>
<input type="checkbox"/> A certified and valid copy of one of the following documents (proof of status in Canada): <ul style="list-style-type: none"> • Canadian Citizenship Certificate • Canadian birth certificate • Canadian passport • Canadian Permanent Resident Card • work permit Please note that a valid Canadian passport and a Canadian birth certificate attest both to identity and status.	<input type="checkbox"/>
<input type="checkbox"/> Certified and valid copy of one of the following documents (proof of identity) <ul style="list-style-type: none"> • act of birth • birth certificate • passport • marriage act or certificate for married women who use their spouse's family name 	<input type="checkbox"/>
<input type="checkbox"/> A certified copy of a valid Québec certificate of selection , if applicable This document is issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion.	<input type="checkbox"/>
F- Attestation and consent	
<input type="checkbox"/> I attest that I have attached all the forms and documents needed for the examination of my application and I understand that the time required to process it is 60 working days from the date on which the Ministère determines that the file is complete. <input type="checkbox"/> I authorize the Ministère to verify the information contained in the attached documents by contacting the institutions or organizations that issued them. <input type="checkbox"/> I certify that the information provided in this application is accurate and complete. <input type="checkbox"/> I hereby request that a Québec teaching licence be issued in my name.	
Signature of the applicant	Date (yyyy-mm-dd):

Personal information

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.

**After completing and signing the forms,
send your application to one of 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