

Ministère file number.:

### A- Instructions

- 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"/> Permanent resident		Social insurance number	
		<input type="checkbox"/> Holder of a work permit <input type="checkbox"/> Other: _____			
Address				Apartment	
City	Province		Country	Postal code	
Telephone number (home)	Other numbers (cell, work)		Email address		

### C- Assignment and reason for the request—section to be completed by the employer

		Level of education: <input type="checkbox"/> Preschool <input type="checkbox"/> General education in the youth sector		<input type="checkbox"/> Elementary <input type="checkbox"/> Adult general education		School year
Teacher training program (subject)			The training given in support of this request was received in: <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Other: _____			
<p>Promise of employment: By virtue of this application for a provisional teaching authorization, we _____ (name of employer, school board or private educational institution) whose head office is located at _____ (address of employer) hereby declare that we intend, within the current school year, to hire the above-mentioned candidate to teach a general education subject directly related to his or her training and that this job cannot be filled by the holder of a teaching licence. The teaching load represents _____ % of the task, carried out on a full-time basis.</p>						

EMPLOYER'S SEAL	Name of the person in charge (block letters)	
	Position	Telephone number and extension
	Signature of an administrator	Date (yyyy-mm-dd)

### D- Other form to be attached

Section reserved  
for the Ministère

- Declaration Concerning a Judicial Record  
To be completed and signed by the applicant

## E- Documents to be attached

Please attach a certified copy of each of the documents listed below. If certified copies cannot be provided and the candidate presents valid reasons why (e.g. 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), the Ministère may, exceptionally, accept sworn copies.

### 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](http://www.ottiaq.org)).

## E- Documents to be attached (cont.)

### Section reserved for the Ministère

#### Certified and valid copy of one of the following documents (proof of status in Canada):

- Canadian Citizenship Certificate or Canadian Citizenship Card (front and back)
- 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.

#### Certified and valid copy of one of the following documents (proof of identity):

- act of birth
- birth certificate
- passport
- marriage act or certificate for married women who use their spouse's family name

#### Certified copies of the following documents for case 1 or case 2:

##### Case 1: The applicant meets **one of the following two conditions**:

**Condition 1:** The applicant holds a bachelor's degree in a subject listed in Québec's *Basic school regulation* and is enrolled in an accredited teacher training program directly related to the bachelor's degree obtained. For example, the person holds a bachelor's degree in English literature and is enrolled in a master's degree for teaching English Language Arts.

**Condition 2:** The applicant holds a bachelor's degree in psychology, psychoeducation or remedial teaching and is enrolled in an accredited teacher training program in special education.

#### Attestation of 45 credits in subject-specific training (for condition 1 only)

To be completed and signed by the university where the applicant is enrolled in a teacher training program and by the applicant

#### Certified copy of the transcript attesting that the applicant has earned at least 6 credits in an accredited teacher training program

#### Certified copies of the transcripts and the university diplomas obtained

These documents confirm the subject in which the applicant studied.

#### Certified copy of the Comparative Evaluation of Studies Done Outside Québec, if applicable

This document is issued by the Ministère de l'Immigration, de la Diversité et de l'Inclusion.

##### Case 2: The applicant is completing the fourth year of an accredited teacher training program leading to a bachelor's degree.

#### Certified copy of the transcript demonstrating that the applicant is completing the fourth year of an accredited teaching training program leading to a bachelor's degree

#### Certified copy of the permission letter from the university

This letter attests that the university grants the student the right to hold a job while he or she is completing an accredited teacher training program leading to a bachelor's degree.

## F- Attestation and consent

- I attest that I have attached all the forms and documents needed for the study 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.
- I authorize the Ministère to verify the information contained in the attached documents by contacting the institutions or organizations that issued them.
- I certify that the information provided in this application is accurate and complete.
- I hereby request that a Québec provisional teaching authorization in general education 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 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

## Section reserved for the Ministère

<b>DECISION</b>	<input type="checkbox"/> <b>Provisional teaching authorization in general education issued</b> <input type="checkbox"/> Fourth-year student <input type="checkbox"/> Bachelor's degree in the subject to be taught <input type="checkbox"/> Master's degree in education <input type="checkbox"/> Bachelor's degree in education		
	<input type="checkbox"/> <b>Candidate notified that he or she does not meet the minimum requirements:</b> <input type="checkbox"/> Teacher training <input type="checkbox"/> Training in the subject to be taught <input type="checkbox"/> Permission of the university <input type="checkbox"/> Promise of employment		
Comments: _____ _____			
<b>Teacher training program</b> _____ <b>Subject</b>	<b>Level of education:</b> <input type="checkbox"/> Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> General education in the youth sector <input type="checkbox"/> Adult general education	<b>Language in which the teacher training in support of the request was received:</b> <input type="checkbox"/> French <input type="checkbox"/> English <input type="checkbox"/> Other: _____	<b>Date that the last document was received (yyyy-mm-dd)</b> _____
<b>Signature of an authorized person</b> _____			<b>Date (yyyy-mm-dd)</b> _____
<b>Document no.</b> _____	<b>Initials</b> _____	<b>Date of issue</b> _____	