

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"/> 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- Assignment and reason for the request—section to be completed by the employer

	Level of education: <input type="checkbox"/> Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> General education in the youth sector <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)</p> <p>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.</p> <p>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

<input type="checkbox"/> Declaration Concerning a Judicial Record To be completed and signed by the applicant	<input type="checkbox"/>
--	--------------------------

**Section reserved
for the Ministère**

E- Documents to be attached

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 (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).

	Section reserved for the Ministère
<input type="checkbox"/> A certified or sworn valid copy of one of the following documents (proof of status in Canada): <ul style="list-style-type: none"> • Canadian Citizenship Certificate or Canadian Citizenship Card (front and back); • Canadian Permanent Resident Card (both sides); • Work permit valid for at least a year; For persons born in Canada, sworn copy of the birth certificate or a sworn copy of an act of birth certifies status in Canada.	<input type="checkbox"/>
<input type="checkbox"/> A certified or sworn valid copy of one of the following documents (proof of identity): <ul style="list-style-type: none"> • act of birth • birth certificate • marriage act or certificate for married women who use their spouse's family name If these documents cannot be provided, a sworn statement stating the reasons why they cannot be provided, and the date and place of birth may be accepted	<input type="checkbox"/>
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 <i>Basic school regulation</i> 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.	
<input type="checkbox"/> 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	<input type="checkbox"/>
<input type="checkbox"/> Certified copy of the transcript attesting that the applicant has earned at least 9 credits in an accredited teacher training program	<input type="checkbox"/>
<input type="checkbox"/> Certified copies of the transcripts and the university diplomas obtained These documents confirm the subject in which the applicant studied.	<input type="checkbox"/>
<input type="checkbox"/> Certified or sworn copy of any other documentation supporting studies conducted outside of Canada, such as the Comparative Evaluation of Studies Done Outside Québec (issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration), if applicable.	<input type="checkbox"/>
Case 2: The applicant is completing the fourth year of an accredited teacher training program leading to a bachelor's degree.	
<input type="checkbox"/> 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	<input type="checkbox"/>

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 general education 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 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

Section reserved for the Ministère

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