

Ministère file number : _____

A- Identity of candidate

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs.	Last name (at birth)	First name		
Date of birth (yyyy-mm-dd)	Permanent code	Status <input type="checkbox"/> Canadian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Work permit <input type="checkbox"/> Other _____	Social insurance number	
Address				Apartment
City		Province	Postal code	
Telephone (home)	Other numbers (cell, work)		E-mail address	

B- Renewal periods (section 37 of the *Regulation respecting teaching licences*)

I am the holder of a provisional teaching authorization for vocational training; I am completing a Bachelor of Education in vocational training; and :

- I am requesting a renewal for a first period of three school years (I have earned at least 15 credits in teacher training in my teacher training program, excluding those granted in recognition of knowledge acquired through practising the occupation).
- I am requested a renewal for a second period of two school years (I have earned at least 39 credits in teacher training in the same teacher training program, no more than nine credits of which were granted in recognition of knowledge acquired through practising the occupation).
- I am requesting a renewal for a final period of two school years (I have earned at least 63 credits in teacher training in the same teacher training program, no more than nine credits of which were granted in recognition of knowledge acquired through practising the occupation, not including those that were counted for the second renewal).

C- Documents that the candidate must attach (section 40 of the *Regulation respecting teaching licences*)

- Certified copy of the university transcript attesting that the candidate has earned the credits required to successfully complete a vocational teacher training program.
- [Declaration Concerning a Judicial Record](#) (section 25.1 of the *Education Act*) available on the Ministère Web site.
- Certified copy of the candidate's certificate of Canadian citizenship, permanent resident document, work permit or Québec certificate of acceptance authorizing the candidate to work in Québec, if these documents have not already been provided.

If certified copies cannot be provided and the candidate presents valid reasons why, the Ministère may, exceptionally, accept sworn copies.

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.

I hereby request that my provisional teaching authorization for vocational training be renewed.

Signature _____

Date _____

D- Reserved for the Ministère usage

DÉCISION	<input type="checkbox"/> Renouvellement accordé (baccalauréat de 120 unités) <input type="checkbox"/> Premier renouvellement <input type="checkbox"/> Deuxième renouvellement <input type="checkbox"/> Dernier renouvellement		
	<input type="checkbox"/> Refus à la candidate ou au candidat qui ne satisfait pas aux exigences minimales relatives au renouvellement de l'autorisation provisoire en formation professionnelle		
Commentaires : _____			
Signature de la personne autorisée		Date	Date dernier document reçu
N° du document	Initiales	Date d'émission	

Send your request to :
 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