

Agreement on Internal Trade (AIT) and Application for a Teaching Diploma for the Holder of a Québec Teaching Permit

Ministère file number :

A- Identity of candidate

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

B- Justification for the application

I declare that I am the holder of teaching permit number _____ and I am applying for a teaching diploma in accordance with my rights under the Agreement on Internal Trade.

C- Documents that the candidate must attach

Official attestation dated within the last three months confirming the validity of the candidate's permanent or temporary teaching licence issued and sent to the Ministère by the competent authority of the province or territory. If this authority has already sent the official attestation to the Ministère at the address indicated on this form, you do not need to provide it again.

[Declaration Concerning a Judicial Record](#) (section 25.1 of the *Education Act*) available on the Ministère Web site.

Holders of an Ontario teaching licence issued need only submit a certified copy of their certification document and membership card issued by the Ontario College of Teachers.

If the teaching licence is temporary, also attach the document setting out the conditions for obtaining a permanent licence.

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 declare that I have read the information on the reverse side of this form and I request that a Québec teaching diploma be issued in my name.

Signature _____

Date _____

D- Reserved for the Ministère

DECISION	Requirements		
	<input type="checkbox"/> Language examination <input type="checkbox"/> Declaration Concerning a Judicial Record		
	Remarks:		

Signature of the authorized person _____			Date _____
MEESR file number	Document number	Initials	Date of issue

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

The Agreement on Internal Trade (AIT) promotes the mobility of holders of a teaching licence from one of the provinces or territories of Canada. If you already hold a Québec teaching permit, you may:

- 1) Keep this teaching permit and meet the requirements listed on it to eventually obtain a teaching diploma equivalent to completion of one of the Québec teacher training programs (see Schedule II of the *Regulation respecting teaching licences*), and this equivalency will be indicated on the diploma.
- 2) Apply for a Québec teaching diploma under the AIT without meeting the requirements listed on your teaching permit. However, an equivalency corresponding to the completion of one of the Québec teacher training programs will not be indicated on your diploma if an analysis of your file reveals that your training is not equivalent (see the schedules of the *Regulation respecting teaching licences*). In addition, you will have to:
 - ✓ pass the language examination required by the Ministère, if you have not already done so
 - ✓ attach a completed Declaration Concerning a Judicial Record
 - ✓ attach the official attestation dated within the last three months confirming the validity of the permanent or temporary teaching licence issued by the competent authority of the province or territory. If the official attestation was already sent to the Ministère by the competent authority to the address indicated on the form, you do not need to provide it again. Holders of an Ontario teaching licence issued need only submit a certified copy of their certification document and membership card issued by the Ontario College of Teachers. If the teaching licence is temporary, also attach the document setting out the conditions for obtaining the permanent licence.

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