

Application for a teaching licence Recommendation by the university

For use by applicants who have successfully completed an accredited teacher training program in Québec

Ministère file number :

For teaching in **the vocational training sector**
 For teaching in **the adult education sector**
 (training completed before September 1, 2008)

A- Instructions

- Gather the forms and documents listed in sections E and F.
- 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	
Permanent code			Has successfully passed: The French exam <input type="checkbox"/> The English exam <input type="checkbox"/>		
Address				Apartment	
City	Province	Country	Postal code		
Telephone number (home)	Other numbers (cell, work)	Email address			

C- Information on the teacher training program

Diploma upon admission to the teacher training program
Title of the teacher training program
Name of the activity sector, for vocational training
Subject or speciality, for adult education

D- Recommandation

The university recommends the issue of a		Decision of the Ministère											
FOR VOCATIONAL TRAINING AND ADULT EDUCATION (programs closed to registration since September 2003)		Number								Date			Initials
										yyyy	mm	dd	
Teaching permit <input type="checkbox"/>	<input type="checkbox"/>	P	P										
FOR VOCATIONAL TRAINING (120-credit bachelor's degree)		L	I										
Teaching authorization for vocational training (90 credits) <input type="checkbox"/>	<input type="checkbox"/>												
Teaching diploma (120 credits) <input type="checkbox"/>	<input type="checkbox"/>	B	R										
University representative	Date (yyyy-mm-dd)	Ministère's representative						Date (yyyy-mm-dd)					

E- Other form to be attached

Section reserved for
the Ministère

- Declaration Concerning a Judicial Record:
To be filled out and signed by the applicant.

F- Documents to be attached

Please attach 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 Permit*.

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).

F- Documents to be attached (cont.)

Section reserved to the Ministère

Certified copies of the diploma and transcript demonstrating the qualifications required for admission to the teacher training program

Certified copy of the transcript demonstrating the successful completion of the teacher training program, or the number of credits earned in the case of a teaching authorization for vocational training

Proof of 800 hours of teaching experience (for programs closed to registration since September 2003)

For vocational training, a certified copy of the attestation of at least 4500 hours of experience in the practice or teaching of an occupation or a trade directly related to the program to be taught (for programs closed in September 2003)

For vocational training, a certified copy of the attestation of at least 3000 hours of experience in the practice or teaching of an application or a trade directly related to the program to be taught (for new bachelor's degrees)

A document attesting to experience (letter from an employer) must contain the following information:

- 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 subject taught in the case of teaching experience employer's contact information and signature

G - 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 moment when the Ministère determines that the file is complete.

I authorize the university to send this request for a teaching licence to the Ministère for the purpose of its issue.

I certify that the information provided in this application is accurate and complete.

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.