

Probationary period

Attestation of success
Notice of failure

Ministère file number:

Duration of the probationary period (600 to 900 hrs.)

Number of teaching hours
completed:

A- Instructions for the employer

- Before completing this form, please read the document entitled *The probationary period for teachers in preschool, elementary and secondary education: The provisions of the Regulation respecting teaching licences and the evaluation of professional competencies expected of teachers.*
- Familiarize yourself with sections 14 to 26 of the *Regulation respecting teaching licences.*

B- Information on the candidate'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 citizenship <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- Institution where the candidate completed his or her probationary period

Name of the educational institution		Name of school board (if applicable)			
Address of the educational institution or school board			Postal code	Telephone	

D- Attestation

We, the undersigned, after having verified the duration of the probationary period of the above-mentioned person, attest that he or she:

<input type="checkbox"/> attained the objective of the probationary period.	_____	_____	Date		
	Name of school principal (please print)	Signature	Year	Month	Day
Seal	_____	_____	Date		
	Name of person in charge of probationary period (please print)	Signature	Year	Month	Day

I have read this attestation of success.	_____	_____	Date		
	Teacher's signature	Year	Month	Day	

<input type="checkbox"/> has not attained the objective of the probationary period.	_____	_____	Date		
	Name of school principal (please print) (please print)	Signature	Year	Month	Day
Seal	_____	_____	Date		
	Name of person in charge of probationary period (please print)	Signature	Year	Month	Day
		Telephone: _____			

I have read this notice. I have received a copy of the evaluation report that accompanies it.	_____	_____	Date		
	Teacher's signature	Year	Month	Day	

Application to serve a secondary probationary period (to be submitted to the Ministère within 60 days of receipt of the notice of failure issued by the employer)

I hereby request authorization from the Ministère to serve a second probationary period, in accordance with section 25 of the *Regulation respecting teaching licences*.

Signature

Date (yyyy-mm-dd)

A teacher who refuses to sign the notice of failure may apply for a second probationary period by completing the form entitled *Application to serve a second probationary period*, available on the Ministère's website at <http://www.education.gouv.qc.ca/en/teachers/teaching-in-quebec/teaching-authorizations/>.

In accordance with section 14 of the *Regulation respecting teaching licences*, the probationary period must be served in educational institutions in the following categories:

- educational institutions established under the *Education Act* (CQLR, c. I-13.3) or the *Education Act for Cree, Inuit and Naskapi Native Persons* (CQLR, c. I-14)
- private educational institutions governing by the *Act respecting private education* (CQLR, c. E-9.1)
- special status educational institutions under agreement with the Minister

PROCEDURE

1. The attestation of success or notice of failure may be completed at any time during the school year.
2. The educational institution may issue an attestation of success or a notice of failure only if the candidate for a teaching diploma has completed his or her probationary period (see the information document entitled *The probationary period for teachers in preschool, elementary and secondary education: The provisions of the Regulation respecting teaching licences and the evaluation of professional competencies expected of teachers*, available on the Ministère's website).
3. Submission of the completed file:

The employer sends the duly completed attestation of success or notice of failure to the Ministère and gives a copy to the person who has completed the probationary period.

In the case of failure, the supporting documents listed in section 24 of the *Regulation respecting teaching licences* must be sent to the candidate and to the Ministère. This section reads as follows:

An employer who concludes that the probationary period objective has not been attained must so notify the teacher trainee in writing. The notice must contain reasons and mention the suggestions made to correct the shortcomings identified in the evaluation reports.

A copy of the notice must be sent to the Minister with the evaluation reports, a description of the evaluation procedures and the measures taken, if applicable, pursuant to section 21.

The file and supporting documents required in the case of failure must be sent 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

4. The request made under section 25 of the Regulation to serve a secondary probationary period must be accompanied by the Declaration Concerning a Judicial Record form available on the Ministère's website, **but only if the teaching permit is about to expire and must be renewed**. A person who meets all of the regulatory requirements for obtaining a teaching diploma must also provide a Declaration Concerning a Judicial Record form.

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.

Section reserved for the Ministère	
<input type="checkbox"/> Successful completion of probationary period	Conditions for the issue of a teaching diploma <ul style="list-style-type: none"> <input type="checkbox"/> Course on the Québec school system <input type="checkbox"/> Successful completion of 12 credits in educational psychology <input type="checkbox"/> Valid permanent residence or Canadian citizenship
<input type="checkbox"/> Failure of probationary period	Comments
Signature	Date (yyyy-mm-dd)