

MAIL TO: Teacher Development and Certification Branch, 44 Capital Boulevard, 10044 – 108 Street, Edmonton, Alberta T5J 5E6
Please submit the appropriate fee along with the completed form.

Surname	Interim Professional Certificate Number								
Given Names	Mailing Address: (Apt., Street, Box Number or Rural Route)								
Previous Name	City, Town, Village								
Date of Birth YY MM DD	Province			Postal Code					

Declaration:

I declare that I have read and understood the descriptors of knowledge skills and attributes (KSAs) related to the Alberta Permanent Professional Certificate as outlined in the *Teaching Quality Standard Ministerial Order 016/97* and I hereby attest to my ability and commitment to apply them appropriately toward student learning. I also commit to ongoing professional growth in keeping with the *Teaching Quality Standard* and descriptors of quality teaching under *Ministerial Order 016/97*.

_____ Date of Application _____ Applicant's Signature

THIS IS TO CERTIFY THAT as of the date of completion of this form, the above named applicant

has completed the required teaching service in an approved Alberta setting (see page two) as follows:

A. PERIOD OF EMPLOYMENT		B. ALBERTA SCHOOL AUTHORITY	C. DESCRIPTION OF TEACHING EXPERIENCE <small>Indicate assignment: elementary(grade level) or secondary (subjects)</small>	D. NO OF DAYS IN THE RELEVANT SCHOOL YEAR.	E. SUB-TOTAL* <small>(Indicate FTE in years or days.)</small>
FROM YY MM DD	TO YY MM DD				

*Refer to "Calculation of Teaching Service for Permanent Certification"

F. GRAND TOTAL	(Years or Days)
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As Recommending Officer:

I wish to report that the work of this applicant has been observed and evaluated. I attest that this Teacher's practice consistently demonstrates the Teaching Quality Standard as per Ministerial Order 016/97 and I RECOMMEND that this applicant be issued a permanent Alberta certificate provided The Department records show that he/she has completed all the requirements.

OR

I wish to report that the work of this applicant has been observed and evaluated. I recommend that this applicant NOT be issued a permanent Alberta certificate at this time. Reasons for this recommendation are attached.

Please Note: A copy of this recommendation must be given to the teacher.

SIGNATURE OF RECOMMENDING OFFICER

(Must be authorized by Alberta Education to be an acceptable officer for certification purposes.)

X	YEAR	MONTH	DAY
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NAME AND TITLE OF OFFICER (PLEASE PRINT) _____

Name of Jurisdiction _____

CALCULATION OF TEACHING SERVICE FOR PERMANENT CERTIFICATION

1. The Certification of Teachers Regulation states that a teacher must have taught for the equivalent of two school years as defined by section 56 of the *School Act*, while holding valid Alberta teaching authority.
2. Acceptable officers (section 3 of the Certification of Teachers Regulation) are required to indicate in years, teaching experience for teachers who have been employed on a full- or part-time, ongoing basis by an Alberta school authority (e.g. school board, charter school board, an accredited private school, or and Early Childhood Services private operator).
3. Teachers who are not in full- or part-time, ongoing teaching positions, but provide remunerated teaching service, must have completed two full school years* of teaching service to be eligible for permanent certification.
4. Acceptable officers are required to calculate days and years of teaching service in such a way that time accrued can be equated to the length of the teaching day and the teaching year generally required of teachers employed by school jurisdictions.
5. Acceptable officers are required to acknowledge previous full- or part-time teaching completed by the applicant in another school jurisdiction, a charter school, an accredited private school, or a private Early Childhood Services centre in calculating the equivalent of two years of teaching experience.
6. Teachers are required to provide evidence of prior teaching service to the recommending officer.
7. An applicant for the Permanent Professional Certificate must hold an interim teaching certificate at the point of being recommended, and only experience accumulated while holding a valid Alberta Interim Professional Certificate may be considered.

Please Note: Experience while holding a Temporary Letter of Authority preceding the issuance of the Interim Professional Certificate may be considered for the purposes of calculating eligibility for the permanent certificate.

* a full school year constitutes the number of the days of school operation under section 56(1)(b) of the *School Act*.

CERTIFICATION OF TEACHER REGULATION A.R. 3/99 AS AMENDED BY A.R. 213/2003

PERMANENT CERTIFICATES

- 10(1) The Registrar may issue a permanent professional certificate to an applicant who
- (a) while holding an interim professional certificate, has completed the equivalent of 2 school years, as describe in section 56 of the Act,
 - (i) of full-time teaching experience in a setting where the courses, education programs and instructional materials are prescribed, authorized or approved by the Minister pursuant to section 39(1) of the Act in
 - (A) a school in Alberta,
 - (B) an institution operated or approved by the minister,
 - (C) a public college or private college as defined in the *Colleges Act*, or
 - (D) a technical institute as defined in the *Technical Institutes Act*,
 - or
 - (ii) of related professional experience that is acceptable to the Registrar,
 - (b) declares in writing that the applicant has completed the requirements for that certificate as prescribed by *Ministerial Order 016/97, Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta*.
 - (c) provides the Registrar with a recommendation under section 11 indicating that the applicant has completed the requirements for that certificate as prescribed by *Ministerial Order 016/97, Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta*.

RESTRICTIONS

- 10(2) The Registrar may issue a permanent professional certificate to a Canadian citizen only.

RECOMMENDATION

- 11(1) In this section, “institution” means a board as defined in the Act and includes a person providing an early childhood services program, an operator of an accredited private school and an operator of a charter school.
- (2) Where an individual has completed the requirements of section 10(1)(a), the officer for the institution at which the individual completed those requirements must provide to the individual and to the Registrar a recommendation in the form required by the Minister.
 - (3) A recommendation under this section must indicate
 - (a) that the individual has completed the requirements for a permanent professional certificate as prescribed by order of the Minister, or
 - (b) that the individual has not completed the requirements for a permanent professional certificate as prescribed by order of the Minister and must include reasons.
 - (4) A recommendation under this section must be provided by August 31 of the year in which the individual completes the requirements of section 10(1)(a)
 - (5) A recommendation relating to an individual who has completed the requirements of section 10(1)(a)(ii) must indicate how the professional experience obtained by the individual is related to the quality of teaching provided by the individual to students.
 - (6) This section applies whether or not an individual who has completed the requirements of section 10(1)(a) applies to the Registrar for a permanent professional certificate.