

For holders of a teaching licence issued
outside Canada

TERMS AND CONDITIONS

FOR OBTAINING
A QUÉBEC TEACHING PERMIT

(December 10, 2007)

*Éducation,
Loisir et Sport*
Québec 

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1. GENERAL INFORMATION

1.1 THE QUÉBEC EDUCATION SYSTEM

Québec students receive a general education at the preschool and elementary levels for their first seven years of schooling, and at the secondary level for five years following their elementary studies. This general education leads to postsecondary studies. Students can also be admitted into vocational training programs after the third, fourth and fifth year of secondary school. These programs enable them to enter the labour market and practise various trades.

1.2 TEACHING LICENCES AND THE LEVELS OF EDUCATION

For anyone wishing to teach at the preschool, elementary or secondary level, teacher training is compulsory. Furthermore, in keeping with current regulations in Québec, anyone wishing to teach in an educational institution in either the public or private sector must hold a **teaching licence** issued by the Minister of Education, Recreation and Sports.

Please note that postsecondary educational institutions (colleges and universities) are not governed by the same standards, and they hire teachers according to their own respective rules. No licence is required or issued to teach at these institutions.

Persons who have pursued and completed their teacher training outside Québec and whose training meets all the conditions set out in the regulations may obtain a **teaching licence**. This licence is provisional, however, and is called a **teaching permit**. Teachers holding a teaching permit must meet certain conditions¹ in order to obtain a permanent teaching permit, or a teaching diploma.

1.3 VERIFICATION OF JUDICIAL RECORDS

In order to ensure the safety and well-being of students, anyone applying for a licence to teach in Québec in general education in the youth sector, general education in the adult sector or vocational training, must provide a declaration concerning a judicial record (see Appendix 1).

For more information in this regard, please consult the document entitled *Verification of judicial records—Information guide for applicants for a teaching licence and teaching licence holders*, which is available on the Web site of the Direction de la formation et de la titularisation du personnel scolaire at:

www.mels.gouv.qc.ca/dftps/interieur/PDF/Antecedents_judiciaires_a.pdf,
in the "Autorisation d'enseigner" section.

¹ For more information on the conditions to be met, see point 2.3 in this document, or consult the *Regulation respecting teaching licences* at:
www.mels.gouv.qc.ca/dftps/interieur/PDF/Antecedents_judiciaires_a.pdf

1.4 THE LANGUAGE OF INSTRUCTION IN QUÉBEC

In most educational institutions in Québec, French is the language of instruction. Under the Charter of the French Language, instruction is to be given in French at the preschool, elementary and secondary levels. However, some students who meet specific requirements of the Charter may receive their schooling in English. These students account for approximately 11.2 percent of the total enrollment in Québec's elementary and secondary schools. As for colleges and university students, they can enroll in either English- or French-language institutions.²

1.5 HIRING OF TEACHERS

Responsibility for hiring and assigning teachers lies with the employers, that is, the school boards and private educational institutions, not the Ministère de l'Éducation, du Loisir et du Sport (MELS).

To offer their services for a full-time, part-time or contract position, teachers must hold a teaching permit issued by the MELS and apply directly to the human resources department of the school board or private educational institution of their choice. Directories listing the names and addresses of Québec school boards and private educational institutions are available on the MELS Web site, in the "Recherche d'un organisme scolaire" section. A number of educational institutions have an employment section on their Web site, for example:

- for school boards:
www.gesba.qc.ca/
- for private educational institutions:
www.qais.qc.ca/e/employment

2. THE QUÉBEC TEACHING PERMIT

2.1 CONDITIONS FOR OBTAINING A TEACHING PERMIT

2.1.1 Teaching at the Preschool, Elementary and Secondary Levels (General Education)

General education consists of study programs leading to a Secondary School Diploma (SSD).

Teaching at the preschool and elementary levels is carried out by teachers who teach all the subjects, except for second language, physical education and arts education.

². See the publication *Education in Québec: An Overview*, of the Ministère de l'Éducation, du Loisir et du Sport, 2005, 05-00118.

Teaching at the secondary level is carried out by teachers whose training is concentrated in one or two of the subjects set out in the *Basic School Regulation*.³

To obtain a teaching permit in the general education sector, persons who were educated abroad must hold a teaching licence issued by the competent authority in the country where they completed their studies. They must have also successfully completed a university education equivalent to no less than a three-year bachelor's degree in Québec.

Candidates are required to meet all five of the following conditions:

1. have successfully completed an educational psychology training program
2. have successfully completed a program that is relevant to the subjects set out in the *Basic School Regulation*
3. be a Canadian citizen, a permanent resident, a refugee or a protected person
4. have completed a declaration concerning a judicial record
5. have met the requirements with regard to the language of instruction

1) *have successfully completed an educational psychology training program*

Training in educational psychology completed outside Québec is compulsory and must consist of no less than 30 university credits (which corresponds to one complete year of full-time studies or 450 hours of courses). This means that the Ministère de l'Immigration et des Communautés culturelles (MICC) recognizes educational psychology training completed outside Canada as being equivalent to at least a certificate program or a minor in the Québec school system. If the educational psychology training is part of another program, such as a bachelor's degree or a licence, the Ministère de l'Éducation, du Loisir et du Sport requires that this training represent at least 450 hours of courses (e.g. courses in psychology, didactics or methodology of discipline, evaluation of learning achievement, classroom management and school-based internships).

2) *have successfully completed a program that is relevant to the subjects set out in the Basic School Regulation*

Applicants who wish to teach at the preschool or elementary level must have completed a university program equivalent to no less than 90 or 120 credits of an undergraduate degree in preschool and elementary education offered at a Québec university. The program must be relevant to the subjects set out in the *Basic School Regulation* taught by teaching permit holders, excluding physical education, arts education and second language.

³. For a list of subjects set out in the Basic School Regulation, go to:
www.mels.gouv.qc.ca/lancement/reglement_regped/regped_PPS_a.pdf.

Applicants who wish to teach at the secondary level must have completed their training in a university in at least one of the subjects set out in Québec's *Basic School Regulation*. A minimum of 45 credits (or 675 hours) is required in order to teach only one subject or to teach Mathematics, the language of instruction or a specialty (physical education, arts education and second language).

In order to teach two subjects and to teach a subject other than mathematics, language of instruction or a specialty, the training must include no less than 30 credits (or 450 hours) in one subject and 18 credits (or 270 hours) of training in another subject set out in the *Basic School Regulation*.

To sum up, the main subjects set out in the *Basic School Regulation* and the number of credits required are as follows:

Mathematics	45 credits
Language of Instruction (French or English)	45 credits
Second Language (French or English)	45 credits
Arts Education (Visual Arts, Music, Drama, Dance)	45 credits
Physical Education and Health	45 credits
Ethics and Religious Culture (Personal Development)	45 credits
Other elective subjects	45 credits
Science and Technology (Physics, Chemistry, Biology)	
Only one subject:	45 credits
More than one subject:	30 credits for the first subject and 18 credits for the second subject
History and Citizenship Education (History, Citizenship Education, Geography, Contemporary Economic Environment:	
Only one subject:	45 credits
More than one subject:	30 credits for the first subject and 18 credits for the second subject

- 3) be a Canadian citizen, a permanent resident, a refugee or someone who is recognized as a refugee, as set out in Section 2 of the Regulation⁴
- 4) have met the requirements with respect to judicial records (see Appendix 1)

⁴ See section 2.2.2, paragraph 10.

- 5) provide proof that the studies were pursued in French or English (see Appendix 3 and the explanations in paragraph 7 of section 2.2.2) or have passed the French or English language examination prescribed by the Minister of Education, Recreation and Sports

All study programs completed outside Canada and on which an application for a Québec teaching permit is based must be evaluated by the Ministère de l'Immigration et des Communautés culturelles (MICC).⁵

TEACHING EXPERIENCE CANNOT REPLACE TRAINING IN EDUCATIONAL PSYCHOLOGY ALTHOUGH IT MAY BE CONSIDERED AN ASSET BY A FUTURE EMPLOYER.

2.1.2 Teaching a Trade (Vocational Training)

Vocational training consists of programs that lead to the practice of a trade (e.g. mechanic, cook, hairdresser).⁶ To obtain a **teaching permit** in the vocational training sector, applicants must:

- 1) hold a Diploma of Vocational Studies (DVS), a *Diplôme d'études collégiales techniques* (Diploma of College Studies, technical program), a bachelor's degree or an equivalent degree that is relevant to a program in the vocational training sector in which the applicant wishes to teach (e.g. a DVS in maintenance mechanics, a Diploma of College Studies in nursing, a bachelor's degree in electronic engineering)
- 2) have obtained, outside of Canada, a degree in a university program equivalent to a minor or a certificate of at least 30 credits (450 hours) of training in educational psychology or teacher training (e.g. courses in psychology, didactics or methodology of discipline, evaluation of learning achievement, classroom management, school-based internships)
- 3) meet one of the conditions set out in Section 2 of the Regulation: be a Canadian citizen, a permanent resident, a refugee or someone who is recognized as a refugee⁷
- 4) have met the requirements with respect to a judicial record (see Appendix 1)
- 5) provide proof that the studies were pursued in French or English (see Appendix 3 and the explanations in paragraph 7 of point 2.2.2) or have passed the examination prescribed by the Minister of Education, Recreation and Sports to test proficiency in the language of instruction⁸.
- 6) have acquired no less than 3000 hours of industry-based work experience in practicing or teaching a trade relevant to the vocational training program described in paragraph

⁵. See page 8-9.

⁶. See the complete list of programs on the Web site at the following address: www.inforoutefpt.org/home.htm

⁷. See point 2.2.2, paragraph 10.

⁸. *Regulation respecting teaching licences*, art. 27 & 28

1 (e.g. hold a diploma in hairdressing and have worked as a hairdresser; hold a diploma in automobile mechanics and have taught automobile mechanics or worked as a mechanic)

2.1.3 Québec Residents

The teaching permit is valid for five years. To renew the permit, applicants must pass the course on the Québec school system and 12 credits in educational psychology training in a Québec university. The conditions for renewing the teaching permit or for obtaining a teaching diploma take effect upon issue of the teaching permit. The fact of being a Québec resident makes it easier to meet these conditions. Therefore, it may be preferable for applicants to be settled in Québec before they apply for a teaching permit.

2.2 APPLYING FOR A TEACHING PERMIT

Study programs completed outside Canada that are used to support an application for a Québec teaching permit must be evaluated by the Ministère de l'Immigration et des Communautés culturelles (MICC). Once this evaluation is completed, the MICC will issue a *Comparative Evaluation for Studies Done Outside Québec*. Only diplomas included in this evaluation will be considered by the MELS when it examines an application for a Québec teaching permit.

To find out how to obtain a *Comparative Evaluation for Studies Done Outside Québec*, applicants should do the following:

- Consult the MICC Web site at:
www.immigration-quebec.gouv.qc.ca/en/employment/comparative-evaluation/index.html

- Get in touch with the MICC:

In the Montréal area or outside Québec:

Service d'évaluation comparative des études effectuées hors du Québec
Ministère de l'Immigration et des Communautés culturelles
255, boulevard Crémazie Est, 8e étage, bureau 8.01
Montréal (Québec) H2M 1M2

Telephone: 514-864-9191

Fax: 514-873-8701

E-mail: evaluations.comparatives@micc.gouv.qc.ca

Elsewhere in Québec:

Get in touch with the Immigration-Québec office in your region (contact information is available at the following Internet address:

www.immigration-quebec.gouv.qc.ca/en/index.asp

Persons who have pursued and completed their teacher training outside Québec, who currently hold a teaching licence and who wish to obtain a Québec teaching permit must submit their **duly completed and signed *Application for a Québec Teaching Permit form*** (fill out **both** pages of Appendix 2) **along with all required documents** to the MELS.

The file must contain all the **original documents or certified and clearly legible copies** of the documents specified in sections 2.2.1 and 2.2.2.

Photocopies that are not certified cannot be considered since they have no legal value. To be certified, **all photocopies must be made from original documents** (*and not Internet copies*) **and bear the signature and contact information of a person** (name, printed in block letters, address and telephone number where they can be reached) **who, acting as a commissioner for oaths, authenticates the documents** (for example, the director of a financial institution, a court clerk, the secretary-treasurer of a municipality, a lawyer, a notary).

Translations in French or English only

A certified official translation must accompany all documents submitted that are **written in a language other than French or English**. The translation must have been done by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec www.ottiaq.org/index_en.php

To be valid, each translation must be accompanied by a certified photocopy of the translated document.

CERTIFIED PHOTOCOPIES OF THE ORIGINAL DOCUMENTS MUST ACCOMPANY THE TRANSLATIONS.

The file will be examined only if it contains all the required documents.

Once the file is complete, the Ministère undertakes to provide an answer within 60 working days.

The file remains open for one year from the date of receipt of the application. After this period, if the Ministère has not received all the documents necessary for examining the file and the applicant fails to inform the Ministère, in writing, that he or she is continuing efforts to obtain the required documents, the file is destroyed.

If the applicant is dissatisfied with the decision of the Ministère **or if new supporting documents are required**, he or she may request, in writing⁹, a formal review **at any time**. The applicant's file will be reviewed by a committee of three people.

2.2.1 Declaration Concerning a Judicial Record

The Declaration Concerning a Judicial Record (see Appendix 1) must be sent to:

Direction de la formation et de la

⁹. All requests for review must be signed. Requests submitted by phone will not be considered.

titularisation du personnel scolaire
 Ministère de l'Éducation, du Loisir et du Sport
 1035, rue De La Chevrotière, 28^e étage
 Québec (Québec) G1R 5A5

ALL DECLARATIONS CONCERNING A JUDICIAL RECORD MUST BE SENT TO THE ABOVE ADDRESS, EVEN IN CASES WHERE THE APPLICATION FOR A TEACHING PERMIT IS SENT TO A REGIONAL OFFICE OF THE MELS (SEE THE CONTACT INFORMATION IN SECTION 2.2.3).

2.2.2 Required Documents

Applicants must submit the following documents:

1. **both** pages of the duly signed *Application for a Québec Teaching Permit* form (Appendix 2)
2. **a certified copy of the applicant's birth certificate or valid passport.** A certified copy of the marriage certificate is required for women using their spouses' family name. In Québec, only the name at birth is used in official documents and the file will be opened under the applicant's name at birth
3. **a certified copy** of the document **authorizing the applicant to teach** in the state or country where he or she received training in educational psychology or teacher training:
 - ✓ *this document may be called a Teacher's certificate, registration certificate, certificate of qualification ,a Qualified Teacher Status (QTS) teaching certificate, ministerial order of certification, permit, diploma, certification decision, CAPES, etc.*
4. a letter attesting that **the applicant's right to teach has not been revoked, suspended or withdrawn.** The letter must be dated less than three months prior to the current date and must be sent directly from the organization or institution that issued the licence to teach outside Québec to the MELS:
 - ✓ *If the state or country in which the applicant is authorized to teach does not issue teaching licences, the applicant must ask his or her university or the government concerned to send a letter directly to the MELS, attesting that the diploma in question authorizes the applicant to teach.*
5. **a certified copy** of each of the **diplomas** supporting his or her application
6. **originals or certified copies** of the transcripts for each diploma issued. Applicants who wish to teach in the vocational training sector (teaching a trade) must also provide transcripts for any vocational or technical training program supporting the application for a teaching permit

In certain cases where the transcript is not sufficiently clear, i.e. the transcript only shows course initials or abbreviations or provides no information on the number of hours for each course or on school-based internships, the Ministère de l'Éducation, du Loisir et du Sport requires a course outline. **The course outline must clearly indicate the full titles of the courses taken along with their codes, descriptions and total length in hours, and it must match the courses shown on the transcript.**

TRANSCRIPTS ISSUED THROUGH THE INTERNET ARE NOT ACCEPTED.

ACADEMIC RESULTS HAVE NO BEARING ON THE EXAMINATION OF THE FILE, PROVIDED THAT THE COURSES WERE SUCCESSFULLY COMPLETED.

7. a letter from the educational institution indicating the language in which the studies were pursued (see Appendix 3). If this letter is not provided or if the letter indicates that the studies were pursued in a language other than French or English and that the training meets the requirements for obtaining a teaching permit, the MELS **will require that the applicant have passed the French or English language (applicant's choice) examination prescribed by the Minister of Education, Recreation and Sports, before issuing a teaching permit**

AS OF SEPTEMBER 2008, ALL GRADUATES FROM OUTSIDE QUÉBEC WHO DID THEIR TEACHER TRAINING IN ENGLISH OR FRENCH WILL HAVE TO PASS A FRENCH OR ENGLISH LANGUAGE EXAMINATION REQUIRED AS PART OF A QUÉBEC TEACHER TRAINING PROGRAM.

8. a **certified copy** of the *Comparative Evaluation for Studies Done Outside Québec* issued by the **Ministère de l'Immigration et des Communautés culturelles du Québec** for all studies pursued outside Canada. The applicant must keep the original for his or her files
9. for an applicant wishing to teach in the **vocational training sector only** (teaching a trade): in addition to the aforementioned documents, **original documents or certified copies** issued by the employer(s) attesting to no less than 3 000 hours of **industry-based work experience in practicing or teaching the trade**

Documents **attesting to experience** in practising or teaching the trade must include the following information:

- ✓ employment start and end dates
- ✓ number of hours of work per week and 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

10. a certified copy of one of the documents listed below:

- a) the *Canadian Citizenship Certificate* or *Canadian Citizenship Card* (**front and back**)
 - b) a confirmation of permanent residence (form IMM 5292) or record of landing confirming the applicant's status as a **permanent resident (front and back)**
 - c) a **work permit**
 - d) the court's decision attesting that the applicant has been recognized as a **refugee**
 - e) the Minister's decision attesting that the applicant has been granted **protection under the *Immigration and Refugee Protection Act***
 - f) the decision of the federal government authorizing the applicant to submit an application for permanent residence once in the Canadian territory
11. a valid certificate of selection issued under the *Act respecting immigration to Québec*, in cases d), e) and f)

NOTE: THE INITIAL EXAMINATION OF THE FILE MAY BE CARRIED OUT WITHOUT THE DOCUMENTS IN PARAGRAPHS 10 AND 11.

2.2.3 Where to send the application for a teaching permit

Applicants residing outside Québec must send their application to the following address:

Direction de la formation et de la
titularisation du personnel scolaire
Ministère de l'Éducation, du Loisir et du Sport
1035, rue De La Chevrotière, 28^e étage
Québec (Québec) G1R 5A5

ALL DECLARATIONS CONCERNING A JUDICIAL RECORD MUST BE SENT TO THE ABOVE ADDRESS, EVEN IF THE APPLICATION FOR A TEACHING PERMIT IS SENT TO ONE OF THE REGIONAL OFFICES OF THE MELS

Applicants residing in Québec must send their application to the regional office of the MELS closest to their place of residence. A list of the names, addresses and telephone numbers of the regional offices is provided on the following page.

**NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THE REGIONAL OFFICES
OF THE MINISTÈRE DE L'ÉDUCATION, DU LOISIR ET DU SPORT DU QUÉBEC**

**DIRECTION RÉGIONALE
DU BAS-SAINT-LAURENT ET DE LA
GASPÉSIE—ÎLES-DE-LA-MADELEINE**
355, boulevard Saint-Germain Ouest, 2^e étage
Rimouski (Québec) G5L 3N2
418-727-3600

**DIRECTION RÉGIONALE
DU SAGUENAY—LAC-SAINT-JEAN**
Édifice Marguerite-Belley
3950, boulevard Harvey, 2^e étage
Jonquière (Québec) G7X 8L6
418-695-7982

**DIRECTION RÉGIONALE
DE LA CAPITALE-NATIONALE ET
DE LA CHAUDIÈRE-APPALACHES**
1020, route de l'Église, 3^e étage
Québec (Québec) G1V 3V9
418-643-7934

**DIRECTION RÉGIONALE
DE LA MAURICIE ET DU
CENTRE-DU-QUÉBEC**
Édifice Capitanal, bureau 213
100, rue Laviolette, 2^e étage
Trois-Rivières (Québec) G9A 5S9
819-371-6711

**DIRECTION RÉGIONALE
DE L'ESTRIE**
200, rue Belvédère Nord, bureau 3.05, 3^e étage
Sherbrooke (Québec) J1H 4A9
819-820-3382

**DIRECTION RÉGIONALE
DE LAVAL, DES LAURENTIDES ET DE
LANAUDIÈRE**
300, rue Sicard, bureau 200, 2^e étage
Sainte-Thérèse (Québec) J7E 3X5
450-430-3611, poste 4242

**DIRECTION RÉGIONALE DE
LA MONTÉRÉGIE**
Édifice Montval
201, place Charles-Le Moyne, 6^e étage
bureau 6.01
Longueuil (Québec) J4K 2T5
450-928-7438

**DIRECTION RÉGIONALE
DE MONTRÉAL**
600, rue Fullum, 10^e étage
Montréal (Québec) H2K 4L1
514-873-4630

**DIRECTION RÉGIONALE
DE L'OUTAOUAIS**
170, rue de l'Hôtel-de-Ville, 4^e étage
Gatineau (Québec) J8X 4C2
819-772-3382

**DIRECTION RÉGIONALE
DE L'ABITIBI-TÉMISCAMINGUE
ET DU NORD-DU-QUÉBEC**
215, boulevard Rideau, 2^e étage
Rouyn-Noranda (Québec) J9X 5Y6
819-763-3001

**DIRECTION RÉGIONALE
DE LA CÔTE-NORD**
Édifice Paul-Provencher
625, boulevard Laflèche, bureau 1.812
Baie-Comeau (Québec) G5C 1C5
418-295-4400

**DIRECTION RÉGIONALE
DE LA CÔTE-NORD**
106, rue Napoléon, 2^e étage
Sept-Îles (Québec) G4R 3L7
418-964-8420

2.3 RENEWING THE TEACHING PERMIT AND OBTAINING A TEACHING DIPLOMA

The teaching permit (provisional authorization), which is valid for a five-year period, may be renewed at the holder's request provided certain conditions are met.

A **teaching diploma** (permanent authorization) may be issued to the holder of a teaching permit provided he or she meets the following conditions:

a) *for general education:*

- has successfully completed a probationary period, required under the Regulation, which demonstrates the applicant's ability to teach in Québec schools
- has successfully completed the course on the Québec school system¹⁰
- has earned at least 12 credits in educational psychology as part of a teacher training program directly related to the program underlying the teaching permit issued by the MELS¹¹

The courses to be taken, which are set out in the *Regulation respecting teaching licences*,¹² must be part of a recognized teacher training program in Québec and be directly related to the program underlying the teaching permit, including:

- at least six credits in didactics pertaining to the subject for which the teaching permit was issued
- at least three credits in the evaluation of learning achievement
- at least three credits in intervention with handicapped students or students with social maladjustments or learning disabilities

The holder must also prove that he or she is a Canadian citizen or has permanent residence status.

b) *for vocational training:*

- has successfully completed a probationary period, required under the Regulation, which demonstrates the applicant's ability to teach in Québec schools
- has successfully completed the course on the Québec school system

The holder must also prove that he or she is a Canadian citizen or has permanent residence status.

Failure to pass the required courses, namely the course on the Québec school system and the 12 credits in educational psychology, could lead to a refusal to issue a teaching permit.

^{10.} Note: The course on the Québec school system has different titles depending on the university where it is given. This course is also given as part of distance education, in French, by Télé-université (Téluq), and in English at McGill University and Bishop's University. This is a two- or three-credit course, depending on the institution.

^{11.} Details on registration in these courses will be given when the teaching permit is issued.

^{12.} Taken from the *Regulation respecting teaching licences*:

www.mels.gouv.qc.ca/lancement/RegAutorisationEnseigner/RegAutorisationEnseigner_a.pdf

However, if the holder has not yet completed the probationary period but has successfully completed the course on the Québec school system and the course equivalent of 12 credits in educational psychology, the teaching permit may be renewed for five years.

PERSONS APPLYING FOR A TEACHING LICENCE OR WHO WISH TO RENEW A PROVISIONAL TEACHING LICENCE MUST PROVIDE A DECLARATION CONCERNING A JUDICIAL RECORD.

FOR ADDITIONAL INFORMATION ON:

☞ Teacher training and certification:

www.mels.gouv.qc.ca/dftps or

www.mels.gouv.qc.ca/lancement/RegAutorisationEnseigner/RegAutorisationEnseigner_a.pdf

☞ The probationary period:

www.meq.gouv.qc.ca/lancement/RegAutorisationEnseigner/StageProbatoire_a.pdf

☞ The *Basic School Regulation*:

www.mels.gouv.qc.ca/lancement/reglement_regped/regped_PPS_a.pdf

☞ The education reform:

www.mels.gouv.qc.ca/REFORME/index.asp

☞ Vocational training:

www.inforoutefpt.org/home.htm

☞ Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ):

www.ottiaq.org/index_en.php

☞ Comité d'agrément des programmes de formation à l'enseignement (CAPFE):

www.capfe.gouv.qc.ca/index_a.htm

☞ Télé-Université (or Télunq), UQAM's distance university:

www.telunq.quebec.ca

☞ McGill University:

www.mcgill.ca

☞ Bishop's University:

www.ubishops.ca

CHECKLIST FOR PUTTING TOGETHER A TEACHING PERMIT APPLICATION FILE

→ What is a certified copy?

To be certified, all photocopies must be made from original documents and **bear the original signature** and contact information (name, title or duties printed in block letters, address and telephone number) **of a person who, acting as a commissioner for oaths**, authenticates the documents (for example, the director of a financial institution, a court clerk, the secretary-treasurer of a municipality, a lawyer, a notary).

→ Remember to sign the **Declaration Concerning a Judicial Record** (Appendix 1), the **Application for a Québec Teaching Permit** (Appendix 2), and the **Declaration Concerning the Language of Study Outside Canada** (Appendix 3).

A FAILURE TO COMPLETE OR FORWARD THE DECLARATION CONCERNING A JUDICIAL RECORD FORM COULD LEAD TO A REFUSAL TO ISSUE A TEACHING LICENCE.

→ Who can translate documents that are not in French or English?

Documents written in a language other than French or English must have been translated by **a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec** (see the OTTIAQ Web site at www.ottiaq.org/index_en.php). If the translation was done by someone else, it must be verified by a member of OTTIAQ. **To be valid, each translation must be accompanied by a certified photocopy of the translated document.**

→ Forwarding the complete file to the MELS

Once all the documents have been collected, mail them to one of the regional office of the Ministère closest to your place of residence (see page 13). If you reside outside Québec, send the file to the Direction de la formation et de la titularisation du personnel scolaire (DFTPS). **The file will be examined only when all required documents have been submitted.**

THE MINISTÈRE KEEPS ALL DOCUMENTS, AND WILL NOT RETURN THEM TO THE SENDER.

DECLARATION CONCERNING A JUDICIAL RECORD
For applicants for a teaching licence and teaching licence holders
(*Education Act*, section 25.1)

Under the legislative provisions of the *Education Act* dealing with judicial records (*integrated into this Act through Chapter 16 of the Statutes of Québec of 2005*), a judicial record must mention:

- any conviction for a criminal or penal offence committed in Canada or elsewhere, unless a pardon has been obtained for that offence;
- any charge still pending for a criminal or penal offence committed in Canada or elsewhere;
- any court order subsisting against the applicant in Canada or elsewhere.

Definitions and information

Criminal offence

An offence created by a federal law to impose a sanction for grave misconduct that infringes the fundamental values of society. Laws that define criminal offences include the *Criminal Code* and the *Controlled Drugs and Substances Act*.

Penal offence

An offence created by a federal or provincial law to impose a sanction for a particular type of conduct. For example, the *Employment Insurance Act* and the *Canadian Environmental Protection Act* include penal offences created by a federal law; the *Highway Safety Code* and the *Youth Protection Act* include penal offences created by a provincial law. A penal offence may also lead to a sanction imposed by municipal authorities (e.g. for an offence covered by a municipal by-law).

Charge still pending

A charge that has been laid in a case where the judicial or administrative court has not yet rendered a decision.

Court order

A decision by a judge requiring a person to respect certain conditions, such as a surety under section 810 of the *Criminal Code*, a probation order, an order of prohibition to drive or to possess firearms, a restitution order or an order prohibiting a person from contacting persons under age 14 or being in a place where such persons are likely to be encountered. This list is not comprehensive. Under the *Criminal Code*, a discharge is considered a court order.

Conviction for an offence for which a pardon has been obtained

An offence for which a pardon has been obtained need not be mentioned in the declaration. For more information on applications for pardon, see the National Parole Board Web site at <<http://www.npb-cnrc.gc.ca>>.

Other information

The information document *Verification of judicial records—Information guide for applicants for a teaching licence and teaching licence holders* is available on the Web site of the Direction de la formation et de la titularisation du personnel scolaire at <<http://www.mels.gouv.qc.ca/dftps>>.

The *Act to amend the Education Act and the Act respecting private education* (Statutes of Québec, 2005, chapter 16) which, among other things, makes the declaration concerning a judicial record compulsory, can be viewed on the Publications du Québec Web site at <<http://www.publicationsduquebec.gouv.qc.ca>>.

For more information:

Ministère de l'Éducation, du Loisir et du Sport
Direction de la formation et de la titularisation du personnel scolaire
1035, rue De La Chevrotière, 28^e étage
Québec (Québec) G1R 5A5
Telephone: 418-646-6581, extension 3010

ATTENTION – PLEASE COMPLETE THIS DECLARATION LEGIBLY USING BLOCK LETTERS

Reserved for the Ministère
File No.:

DECLARATION CONCERNING A JUDICIAL RECORD
For applicants for a teaching licence and teaching licence holders
(Education Act, section 25.1)

SECTION 1			PERSONAL INFORMATION		
LAST NAME (If you have more than one last name, please enter them in the usual order.)					
FIRST NAME			MIDDLE NAME		
DATE OF BIRTH (yyyy-mm-dd)	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		PHONE NUMBER		
CURRENT ADDRESS (number, street, apartment)					
CITY	PROVINCE		POSTAL CODE		
PREVIOUS ADDRESS (number, street, apartment) (if you have been at your current address for less than five years)					
CITY	PROVINCE		POSTAL CODE		

✓ Check the appropriate boxes in each of the following sections. If you need more space to provide all the information requested, continue on a separate sheet and enclose it with this form. Enter your name at the top of any additional sheet.

SECTION 2			CONVICTIONS		
A – CRIMINAL OFFENCES					
<input type="checkbox"/> I have not been convicted of a criminal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a pardon.					
Or					
<input type="checkbox"/> I have been convicted, in Canada or elsewhere, of the following criminal offence(s):					
<i>Offence</i>	<i>Date</i>		<i>Location of court</i>		
B – PENAL OFFENCES					
<input type="checkbox"/> I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a criminal offence, I have obtained a pardon.					
Or					
<input type="checkbox"/> I have been convicted, in Canada or elsewhere, of the following penal offence(s):					
<i>Offence</i>	<i>Date</i>		<i>Location of offence and, where applicable, of court</i>		

Reserved for the Ministère
File No.:

DECLARATION CONCERNING A JUDICIAL RECORD
For applicants for a teaching licence and teaching licence holders
(*Education Act*, section 25.1)

SECTION 3		
CHARGE(S) STILL PENDING		
A – CRIMINAL OFFENCES		
<input type="checkbox"/> I am not subject to any pending charges for a criminal offence in Canada or elsewhere. Or <input type="checkbox"/> I am subject to one or more pending charges, in Canada or elsewhere, for the following criminal offence(s):		
<i>Offence</i>	<i>Date</i>	<i>Location of court</i>
B – PENAL OFFENCES		
<input type="checkbox"/> I am not subject to any pending charges for a penal offence in Canada or elsewhere. Or <input type="checkbox"/> I am subject to one or more pending charges, in Canada or elsewhere, for the following penal offence(s):		
<i>Offence</i>	<i>Date</i>	<i>Location of offence and, where applicable, of court</i>

SECTION 4		
COURT ORDER(S)		
<input type="checkbox"/> I am not subject to any court order made against me in Canada or elsewhere. Or <input type="checkbox"/> I am subject to the following court order(s) made against me in Canada or elsewhere:		
<i>Offence</i>	<i>Date</i>	<i>Place of order</i>

APPENDIX 2

APPLICATION FOR A QUÉBEC TEACHING PERMIT

PLEASE READ THROUGH THE ENTIRE DOCUMENT BEFORE FILLING OUT THE FORM

RESERVED FOR THE MINISTÈRE File No.:

PERSONAL INFORMATION (Please print clearly)

Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Last name at birth	Social insurance number		
	First name	Date of birth		
		Year	Month	Day

CONTACT INFORMATION

Mailing address (number, avenue, street, blvd., etc.):		Apartment	City	
Province	Country	Postal code	Telephone – Home Regional code and number	Telephone – Other Regional code and number
E-mail address			Telephone (mobile) Regional code and number	

LANGUAGE

Language in which you received your university education:	<input type="checkbox"/> French	<input type="checkbox"/> English	<input type="checkbox"/> Other, specify: _____	Country or province where you received your teacher training _____
Language of correspondence	<input type="checkbox"/> French	<input type="checkbox"/> English		
Have you ever applied for a <i>Québec Teaching Permit</i> *? <input type="checkbox"/> No <input type="checkbox"/> Yes Date _____				
Were you granted a teaching licence or teaching permit in your country? If so, in which specialty? _____				
For which teaching level? <input type="checkbox"/> Preschool education <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Vocational training (teaching a trade) <input type="checkbox"/> College education <input type="checkbox"/> University education				

* *In order to meet the conditions for the renewal of the teaching licence, five years after it was obtained, applicants must have successfully completed the course on the Québec school system and the 12 credits in educational psychology as part of a teacher training program at a Québec university.*

<input type="checkbox"/>	I sent in Appendix 1: <i>Declaration Concerning a Judicial Record</i> (see 2.2.1).
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CHECK OFF THE DOCUMENTS ATTACHED TO THE 2 PAGES OF THIS FORM (**certified copies or original documents, as applicable**). The **Ministère de l'Éducation, du Loisir et du Sport** keeps all documents. **No documents will be returned.**

1. <input type="checkbox"/>	A certified copy of my birth certificate or of my valid passport.
2. <input type="checkbox"/>	A certified copy of the document authorizing me to teach in the country where I completed my educational psychology training.
3. <input type="checkbox"/>	I have undertaken to have the letter of attestation confirming the validity of my teaching licence sent to the Ministère de l'Éducation, du Loisir et du Sport. I understand that this original official letter must be dated less than three months prior to the current date .
4. <input type="checkbox"/>	A certified copy of each diploma supporting my application for a teaching permit.
5. <input type="checkbox"/>	Originals or certified copies of transcripts for each successfully completed training program supporting my teaching permit application (course outline, as applicable).
6. <input type="checkbox"/>	Declaration Concerning the Language of Study Outside Canada (Appendix 3).
7. <input type="checkbox"/>	For all studies completed outside Canada : a certified copy of the <i>Comparative Evaluation for Studies Done Outside Québec</i> issued by the Ministère de l'Immigration et des Communautés culturelles du Québec (I keep the originals for my records).
8. <input type="checkbox"/>	A certified copy attesting my status in Canada: Canadian Citizenship Certificate, permanent resident, work permit, proof of refugee status, etc. (see section 2.2.2, paragraph 10).
9. <input type="checkbox"/>	A copy of my valid Québec selection certificate, as applicable (see section 2.2.2, paragraph 11).
10. <input type="checkbox"/>	As a candidate for the vocational training sector , a certified copy of the documents attesting to 3 000 hours of experience in the practice or teaching of the trade, directly related to the program to be taught.

You may use my name and telephone number to obtain my feedback on the quality of the services provided by the Ministère. (*COMPULSORY*) yes no

I request to be issued a teaching permit. I declare that all the information provided above is accurate.

SIGNATURE (COMPULSORY)

DATE

**DECLARATION CONCERNING THE LANGUAGE OF STUDY
OUTSIDE CANADA**

APPLICANT INFORMATION

Last name at birth:	First name:
Date of birth: _____	Place of birth:
Year-Month-Day	
I completed the program (enter program title): _____ In the years: _____	

SECTION RESERVED FOR INSTITUTION OF HIGHER LEARNING (UNIVERSITY OR EQUIVALENT)

I hereby confirm that the training was essentially received in:	
French _____%	
English _____%	
Other languages (specify) _____%	
_____%	
If the training was received in several languages, please specify the percentage for each.	
Name and address:	Official stamp:
Telephone:	
Fax:	
E-mail address:	
TITLE AND NAME OF PERSON IN CHARGE AT THE INSTITUTION OF HIGHER LEARNING (please print clearly):	
_____	_____
Signature of person in charge	Date (year, month, day)