



Application for a Teacher's Certificate

1. Social Insurance Number:

Enclose a **verified*** photocopy of your Social Insurance Number card

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2. Date of Birth:

Enclose a **verified*** photocopy of your birth certificate

<i>Day</i>	<i>Month</i>	<i>Year</i>

Please Print

3. Current Full Legal Name

<i>Surname</i>			<i>Given Names (In Full)</i>		
Former Names:			Effective Date:		
<i>Surname</i>	<i>Given Names (In Full)</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>	
<i>Surname</i>	<i>Given Names (In Full)</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>	
<i>Surname</i>	<i>Given Names (In Full)</i>	<i>Day</i>	<i>Month</i>	<i>Year</i>	

For each name change, attach a **verified*** copy of your Certificate of Change of Name and/or Marriage Certificate.

“Verified” means: A photocopy signed by a guarantor who can attest that: “This is a true copy of the original document.” The guarantor must provide his/her full name, contact information and signature. Faxed documentation will not be accepted. For a complete list of authorized guarantors, go to <http://www.learning.gov.sk.ca/certificationprocedures>.

4. Mailing Address:

<i>Street/PO Box</i>	<i>Town/City</i>	<i>Province</i>	<i>Postal Code</i>
<i>()</i>			
<i>Phone Number</i>			

5. High School:

Forward an official transcript if high school standing is not confirmed on post-secondary transcripts, or if high school was completed outside Canada. **Transcripts for Saskatchewan Grade 12 graduates are not required.**

Name of School and Location	Grade Completed	Date Completed

6. Post-Secondary Education:

Official transcripts are required from all colleges and universities sent directly to our office.

Name of Institution/University and Location	Length of Program	Degree or Diploma	Date Completed

7. Technical/Vocational Training:

Official transcripts from all colleges and universities must be sent directly to our office along with a **verified*** copy of the diploma, certificate or Journeyperson's Certificate.

Name of Technical Institution and Location	Length of Course	Certificate/Diploma	Date Completed

8. Teaching Certificates Held (if any):

List all teaching certificates you have held. Include lapsed or temporary certificates. Contact the Department of Education or other authority that issued your last certificate and request an official Statement of Professional Standing be sent directly to our office.

Province, State or Country	Certificate Type	Date Issued

9. Teaching Experience (if any):

Province, State or Country	Number of Years	Date

10. Confidential Disclosure

Have you ever held a teacher's certificate or qualification to teach that has been suspended or cancelled?

Yes No

Have you ever been convicted of, or are you presently charged with any criminal offence of a sexual nature?

Yes No

Have you ever been convicted of, or are you presently charged with any criminal offence involving a minor?

Yes No

If you answered "Yes" to any of the above questions, please attach details

11. Employment Information:

Pending the outcome of your application for a teacher's certificate, have you received an offer of employment as a teacher or substitute teacher in Saskatchewan?

Yes No

If yes, indicate the name of your school division/employer and the date you will commence employment below:

_____ *Name of school division/employer* _____ *Commencement Date*

12. Declaration:

I hereby declare that the above information is true, complete and accurate to the best of my knowledge. I authorize the Ministry of Education, at its discretion, to conduct a Criminal Record Search or I will provide the same to the department upon request.

_____ *Signature of Applicant* _____ *Date*

This application will not be processed unless accompanied by the \$75.00 certification fee. Other information and documents may be requested at the discretion of Teacher Services in order to determine your eligibility for a teacher's certificate.

NOTICE: Pursuant to Section 26(2) of The Freedom of Information and Protection of Privacy Act, this information is collected for the purpose of maintaining accurate records of all teachers certified in Saskatchewan. This information will also be made available to the Saskatchewan Teachers' Retirement Plan and the Teachers' Superannuation Commission. Personal information will be used only for the purpose for which it is collected and will not be disclosed except in accordance with The Act.

