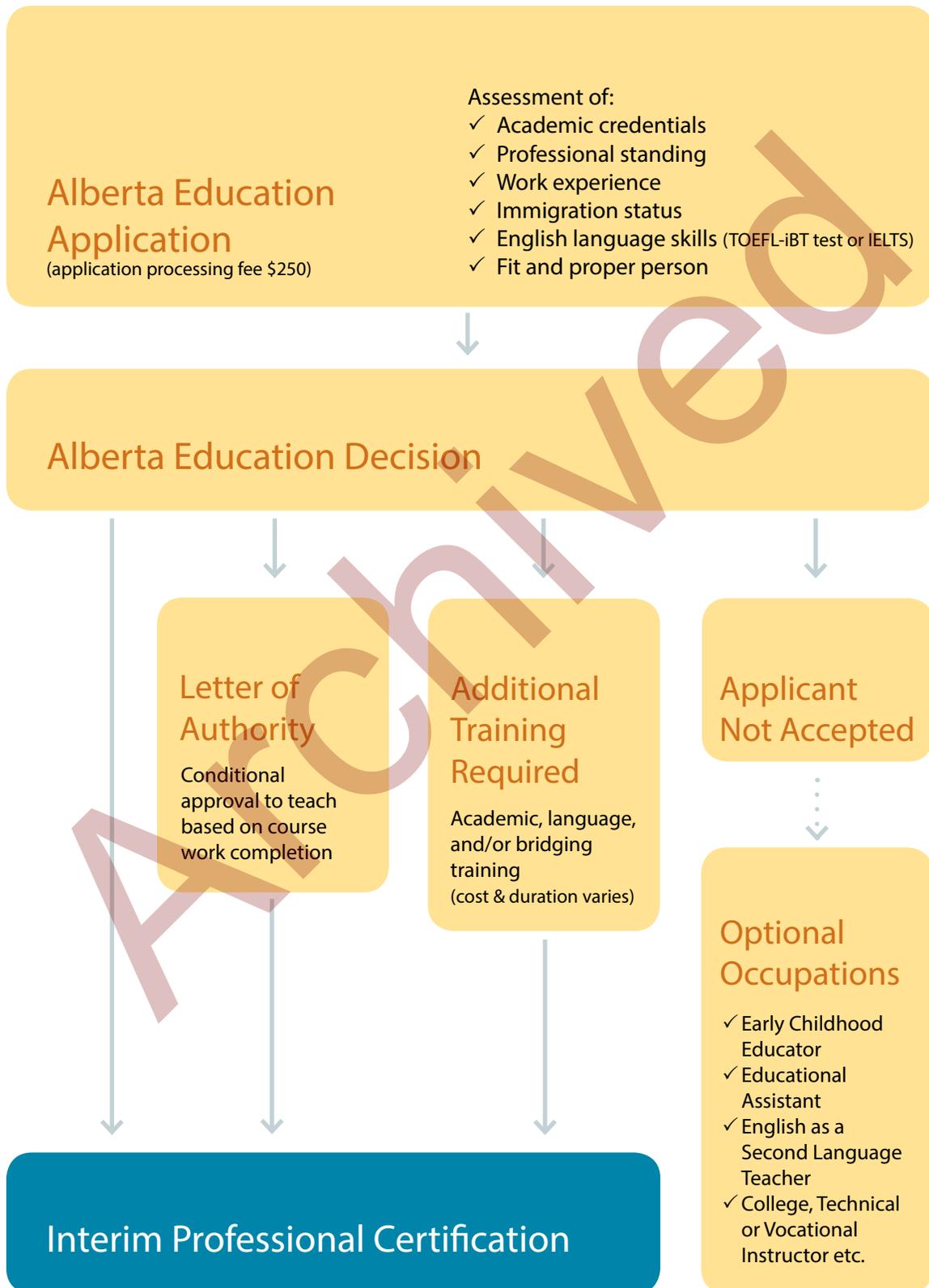


# Teacher

## Certification Process



## Teachers

### Certification Process

Teachers help students learn in school. They plan and deliver lessons, and monitor students' progress by preparing and grading tests and assignments. This is accomplished by following the established curriculum guidelines or Programs of Study set out by Alberta Education. Teachers also meet with parents to talk about their child's progress and any challenges their child may be experiencing. Some teachers instruct a specific grade, while others specialize in one subject. In addition to the time spent teaching in the classroom, teachers must plan their lessons and assess their student's progress on a regular basis. Many teachers also supervise and manage extra-curricular school activities such as school sport teams, clubs, and study groups.

### Obtaining Certification in Alberta:

Teachers must be certificated by the Minister of Education in Alberta to be employed as a teacher in Alberta.

Internationally educated teachers should begin the application process before they arrive in Alberta. Teachers must apply directly to Alberta Education, Teaching Excellence and Certification Branch. Credentials will be assessed, and if individuals qualify, certification will be awarded when applicants are issued a Canadian work permit or proof of permanent residency.

Links to the application forms and other resources are at the end of this document.

Complete the *Out of Country Application Form for Interim Professional Certification* and provide detailed and accurate answers to all questions. When your application is fully complete with all the documents and the \$250 out-of-country applicant fee, sign it and send it to Alberta Education at the following address:

Alberta Education  
Teaching Excellence and Certification Branch  
2<sup>nd</sup> Floor, 44 Capital Boulevard Building  
10044-108 Street  
Edmonton, Alberta T5J 5E6  
Canada  
Phone: (780) 427-2045

### Note:

It is recommended that applicants use Registered Mail or a courier service to submit their application form with original documents for Interim Professional Certification to Alberta Education.

Internationally educated teachers must apply for an **Interim Professional Certificate** and meet the following certification requirements:

#### 1. Academic Credentials

A recognized degree that includes a teacher preparation program is required.

- Official transcripts must be submitted directly to Alberta Education from the post-secondary institution where applicants completed their teacher preparation program. A copy of course syllabuses is recommended.
- The teacher preparation program must include 48 semester hour credits in professional teacher education coursework, including a minimum of 10 weeks in supervised student teaching at the elementary or secondary level.

**Note:** Semester hour credits refer to the number of class hours students are required to attend weekly for each course in a semester. A three (3) hour semester credit indicates that students attend class for one (1) hour three (3) times per week in one (1) semester. Most courses have a total of 39 hours per 13-week semester.

- (a) Elementary Teachers require a minimum of 24 semester hour credits in academic coursework including three (3) semester hour credits in Canadian Studies, three (3) semester hour credits in Mathematics, three (3) semester hour credits in Science, and six (6) semester hour credits in English or French Literature and Composition.
- (b) Secondary Teachers require a minimum of 24 semester hour credits in a teachable subject area offered in Alberta, and six (6) semester hour credits in English or French Literature and Composition.

**Note:** Applicants who completed high school outside of Canada or the United States must provide their original high school certificate or diploma with a record of courses completed and grades received.

## 2. Professional Standing

You must submit a statement of Professional Standing from the licensing body or education ministry where your teacher preparation program was completed and all jurisdictions where you have taught.

- The statement(s) must verify that your right to teach has never been suspended, revoked or cancelled.

## 3. Work Experience

You will require written verification of your teaching experience from a school authority employer. This must include the length of employment and grade levels taught. Acceptable teaching experience or equivalent has to include responsibility for the planning, delivery and evaluation of an instructional program in which the curriculum reflects the educational system of Alberta. You may be required to complete additional coursework to ensure currency of practice.

Teaching experience must meet a minimum of one of the following experience levels in the past 10 years:

- 75 days of teaching experience in one academic year; or
- 100 days of teaching experience over two consecutive academic years.

**Note:** Written verification from the school authority or provincial/state Department of Education is required and must be written on official school authority letterhead, dated and signed by the appropriate authority. The verification must contain specific details regarding employment as a teacher and include: the length of employment (the number of days) and grade levels taught.

## 4. Immigration Status or Evidence of Right to Work in Canada

Evidence of immigration status or right to work in Canada is required. This must be an original or unaltered copy of a Canadian Citizenship Card, valid Permanent Resident Card, Certificate of Registration of Birth Abroad or a work permit and a completed Statutory Declaration Form.

## 5. English Language

For individuals who need to demonstrate language proficiency in English, the evidence accepted is either:

- the *internet-based* Test of English as a Foreign Language (TOEFL-iBT) with these minimum scores: Speaking – 27; Writing – 25; Listening – 23; and Reading – 23,

**or**

- the International English Language Testing System (IELTS) Academic test with these minimum scores: Speaking – 7, Writing – 7, Listening – 6.5 and Reading 6.5

**Note:** Test results must be submitted directly from the Testing Service to Alberta Education.

## 6. Be a fit and proper person

Individuals are required to submit a current criminal record check.

## 7. Examinations:

There are no examinations.

- Degrees obtained outside of Alberta, Canada or the United States are reviewed on a course-by-course basis. If the institution or coursework is not acceptable to the Minister of Education, applicants may be required to complete additional courses and/or supervised student teaching to meet necessary qualifications.

## Payments:

The application fee for internationally prepared teachers seeking teacher certification in Alberta is \$250. The fee is in Canadian dollars, is non-refundable, and must be submitted with your application.

## Notes:

- Once a holder of the Interim Professional Certificate has taught in Alberta for a minimum of two years and their teaching practice consistently meets the *Teaching Quality Standard*, a School Authority Superintendent or Designated Signing Authority may submit a written recommendation to Alberta Education for the candidate to be issued an Alberta **Permanent Professional Teaching Certificate**.
- Individuals must present Canadian citizenship or official evidence of their right to work in Canada for issuance of a Permanent Certificate.

## Average Earnings:

For information about teacher salaries in Alberta, please visit <http://education.alberta.ca/admin/workforce/faq/teachers/teachersalaries.aspx>

## Salary Assessment:

After receiving teaching authority (Interim Professional Certificate or Letter of Authority), teachers must apply to the Alberta Teachers' Association, Teacher Qualifications Service, to evaluate their credentials for salary purposes. This evaluation of education credentials helps determine the level at which employers are able to place teachers on the salary grid scale. It is a necessary step before applying for employment.

## Employment Options:

Applicants may consider working in Alberta in related occupations such as an Educational Assistant, College Instructor, or Early Childhood Educator.

For more information about additional employment options, see the following: [Alberta Learning Information Service \(ALIS\) Occupational Profiles - Elementary School Teacher](#) or [Secondary School Teacher](#)

(For information on all occupations see [www.alis.alberta.ca/occinfo](http://www.alis.alberta.ca/occinfo))

**Contact Information:**

Alberta Education  
Teacher Excellence and Certification Branch  
2<sup>nd</sup> Floor, 44 Capital Boulevard Building  
10044-108 Street  
Edmonton, Alberta T5J 5E6, Canada  
Telephone: (780) 427-2045  
Fax: (780) 422-4199  
Email: [teacher.certification@gov.ab.ca](mailto:teacher.certification@gov.ab.ca)  
Website: [www.education.alberta.ca/teachers/certification.aspx](http://www.education.alberta.ca/teachers/certification.aspx)

The Alberta Teachers' Association  
Teacher Qualifications Service (TQS)  
11010-142 Street  
Edmonton, Alberta T5N 2R1, Canada  
Telephone: (780) 447-3400  
Fax: (780) 455-6481  
Email: [postmaster@ata.ab.ca](mailto:postmaster@ata.ab.ca)  
Website: [www.teachers.ab.ca](http://www.teachers.ab.ca)

**Resources:**

For the most current information on Teacher Certification, visit the [Alberta Education Website](#).

Application Forms and Information:

- [How to Apply](#)
- [Application Instruction Booklet and Form](#)
- [Out-of-Country Web Application](#)
- [Application Fees](#)

Academic Credentials:

- [Teacher Certification Requirements in Alberta](#)
- [High School diplomas and or certificates](#)

Work Experience:

- [Statement of Professional Standing](#)
- [Currency of Teaching Experience](#)

Citizenship:

- [Immigration Status or Evidence of Right to Work](#)

English Language:

- [English Language Proficiency](#)