

# TERMS AND CONDITIONS FOR OBTAINING A QUÉBEC TEACHING LICENCE

For holders of a teaching licence issued in Canada,  
but outside Québec



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An electronic version of this document is available  
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# 1. TEACHING IN QUÉBEC

## 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 or fifth year of secondary school. These programs enable them to enter the labour market and practise various occupations.

## 1.2 TEACHING LICENCES AND LEVELS OF EDUCATION

For anyone wishing to teach in general education at the preschool, elementary and secondary levels or in vocational training at the secondary level, teacher training is compulsory.

Preschool and elementary education is provided by homeroom teachers who teach all the subjects, except for second language, physical education and health and arts education.<sup>1</sup>

Secondary education is provided by teachers whose training is concentrated in one or two of the subjects set out in the *Basic school regulation for preschool, elementary and secondary education*<sup>2</sup> and groups together the programs of study leading to a Secondary School Diploma.

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 Ministère de l'Éducation, du Loisir et du Sport.

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 teaching licence is required or issued to teach at these institutions.

Persons holding a teaching licence issued in Canada, but outside Québec, by the competent authority of a province or territory may obtain a teaching diploma or a teaching permit. To obtain the permanent teaching licence, that is, a teaching diploma, the holders of a teaching permit must meet certain conditions such as taking courses **or** successfully completing a probationary period, **or** taking courses **and** successfully completing a probationary period.

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<sup>1</sup> Québec teachers must hold an undergraduate degree in preschool and elementary education in order to teach at the preschool level or in any cycle of elementary school. Candidates from outside Québec may obtain a teaching licence for the preschool and elementary levels, even if their licence without conditions is for a specific cycle at the elementary level.

<sup>2</sup> In Québec, teachers at the secondary level are not required to be trained to teach two subjects in order to obtain a teaching permit. For a list of subjects set out in the *Basic school regulation*, go to:  
[www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I\\_13\\_3/I13\\_3R8\\_A.htm](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I_13_3/I13_3R8_A.htm).

### 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, in general education in the adult sector or in vocational training, must provide a *Declaration Concerning a Judicial Record* (see Appendix 1).

For more information in this regard, the document entitled *Verification of judicial records—Information guide for applicants for a teaching licence and teaching licence holders*, may be consulted online by clicking on “Autorisation d’enseigner” at the following address: [www.mels.gouv.qc.ca/dftps](http://www.mels.gouv.qc.ca/dftps).

### 1.4 HIRING OF TEACHERS

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

To offer their services for a full-time, part-time or contract position, teachers must hold a teaching licence issued by MELS and apply directly to the human resources department of the school board or private education 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.fcsq.qc.ca/Emplois/index.asp](http://www.fcsq.qc.ca/Emplois/index.asp)
- for private educational institutions: <http://www.qais.qc.ca/page.cfm?p=351>

## 2. THE QUÉBEC TEACHING LICENCE

### 2.1 CONDITIONS FOR OBTAINING A TEACHING LICENCE

#### 2.1.1 General education at the preschool, elementary and secondary levels

To obtain a teaching licence in general education, persons who were educated outside Québec must hold a teaching licence issued by the competent authority in the province or territory where their studies were completed or recognized and meet the following conditions:

- 1) meet one of the conditions set out in section 2 of the *Regulation respecting teaching licences* concerning the status of Canadian citizen, permanent resident or temporary resident (as a refugee or a protected person<sup>3</sup>)
- 2) have met the requirements with respect to judicial records (see Appendix 1)
- 3) have passed a French or an English language examination set by the Minister

#### 2.1.2 Vocational training at the secondary level

To obtain a teaching licence in the vocational training sector, persons who were educated outside Québec must hold a teaching licence issued by the competent authority in the province or territory where their studies were completed or recognized and meet the following conditions:

- 1) Hold the equivalent of a Diploma of Vocational Studies (DVS) at the secondary level, a Diploma of College Studies (DCS) in a technical program, or a bachelor's degree, or hold an equivalent degree that is relevant to the vocational training program the applicant wishes to teach (e.g. a DVS in maintenance mechanics, a DCS in nursing, a bachelor's degree in nursing)
- 2) Have acquired at least 3000 hours of experience in practising or teaching an occupation relevant to the vocational training program described in paragraph 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)
- 3) Be a Canadian citizen, a permanent resident or a temporary resident (as a refugee or a protected person), as set out in section 2 of the *Regulation respecting teaching licences*<sup>4</sup>
- 4) Have met the requirements with respect to judicial records (see Appendix 1)

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<sup>3</sup> See section 2.2.2, paragraph 8 or 9.

<sup>4</sup> See section 2.2.2, paragraph 8 or 9.

- 5) Have passed a French or an English language examination set by the Minister

### **Information concerning teaching licences in general education or vocational training**

If the teaching licence issued by the competent authority in the province or territory **is not subject to conditions** and an examination of the file shows that the teacher training program of the person is considered **equivalent** to the Québec teacher training program, the person becomes eligible for a **teaching diploma** that will indicate the program of study that supports its issue.

To be entitled to a **teaching diploma** in general education at the preschool and elementary levels that indicates the program of study that supports its issue, the teacher training must be equivalent to a bachelor's degree in preschool and elementary education of no less than 90 credits offered at a Québec university. The program must be relevant to the subjects set out in the *Basic school regulation* taught by homeroom teachers, excluding physical education and health, arts education and second language.

To be entitled to a **teaching diploma** in general education at the secondary level that indicates the program of study that supports its issue, the subject-specific training must be relevant to at least one subject set out in Québec's *Basic school regulation*. The subject-specific training must include a minimum of 45 credits per subject. In order to teach two subjects and to teach a subject other than mathematics, language of instruction or a specialty (physical education and health, arts education, second language), the training must include no less than 30 credits in one subject and 18 credits 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 (English or French)	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 subject	45 credits
Science and Technology (Physics, Chemistry, Biology) Only one subject: More than one subject:	45 credits 30 credits in the first subject and 18 credits in the second subject
Social Sciences and Citizenship Education (History, Geography, components of Citizenship Education and Contemporary Economic Environment): Only one subject: More than one subject:	45 credits 30 credits in the first subject and 18 credits in the second subject

Vocational training programs are grouped under the following sectors:

1. Administration, Commerce and Computer Technology
2. Agriculture and Fisheries
3. Food Services and Tourism
4. Arts
5. Woodworking and Furniture Making
6. Chemistry and Biology
7. Buildings and Public Works
8. Land Use Planning and the Environment
9. Electrotechnology
10. Motorized Equipment Maintenance
11. Mechanical Manufacturing
12. Forestry and Pulp and Paper
13. Communications and Documentation
14. Maintenance Mechanics
15. Mining and Site Operations
16. Metallurgical Technology
17. Transportation



- 18. Fashion, Leather and Textiles
- 19. Health Services
- 20. Social, Educational and Legal Services
- 21. Beauty Care

If the teaching licence issued by the competent authority in the province or territory in Canada is not subject to conditions and an examination of the file shows that the teacher training program of the person is **not** considered **equivalent** to the Québec teacher training program, the person becomes eligible for a **teaching diploma** that will not indicate any program of study that supports its issue.

If the teaching licence issued by the competent authority in the province or territory in Canada is **subject to conditions**, the person becomes eligible for a teaching permit (temporary teaching licence) subject to similar conditions. These conditions could be to successfully complete a probationary period **or** take courses **or** to successfully complete a probationary period **and** take courses.

## 2.2 APPLYING FOR A TEACHING LICENCE

Persons who currently hold a teaching licence for Canada and who wish to obtain a Québec teaching licence must submit to MELS their **duly completed and signed Application for a Québec Teaching Licence** form (Appendix 2) **along with all required documents**. Both pages of Appendix 2 must be completed.

The file must contain all the original documents or certified and clearly legible copies of the documents specified in section 2.2.2. **Noncertified photocopies cannot be considered because they have no legal value.** To be certified, **all photocopies must be made from original documents** (and not Internet copies) and bear the **original 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, a court clerk, the secretary-treasurer of a municipality, a lawyer, a notary). A list of these persons can be consulted online at [www.justice.gouv.qc.ca/english/sujets/glossaire/comm-asser-a.htm](http://www.justice.gouv.qc.ca/english/sujets/glossaire/comm-asser-a.htm).

**THE FILE WILL BE EXAMINED ONLY IF IT CONTAINS ALL THE DOCUMENTS REQUIRED BY THE *REGULATION RESPECTING TEACHING LICENCES*.**

Once the file is complete, MELS 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 MELS has not received the documents necessary for examining the file and the applicant fails to inform MELS, 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 MELS decision **or if new supporting documents or other important elements are added to the file**, he or she may request a **formal review at any time. The written request must be signed** and sent to:

Comité central de révision  
 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<sup>e</sup> étage  
 Québec (Québec) G1R 5A5

### 2.2.1 Declaration Concerning a Judicial Record

The *Declaration Concerning a Judicial Record* (see Appendix 1) must be included with the application for a teaching licence.

**A TEACHING LICENCE WILL NOT BE ISSUED IF THE *DECLARATION CONCERNING A JUDICIAL RECORD* FORM IS NOT DULY COMPLETED OR FORWARDED.**

### 2.2.2 Required documents

In addition to the duly signed *Application for a Québec Teaching Licence* form (Appendix 2), the applicant must submit the documents listed below.

1. **A certified copy** of the document authorizing the applicant to teach in the province or territory in Canada where his or her training in educational psychology or teacher training was successfully completed or recognized. This document may be called a registration certificate, certificate of qualification, teaching aptitude certificate, etc. If the teaching licence is **subject to conditions**, the applicant must provide information concerning these conditions.
2. A letter attesting that the applicant's **right to teach has not been revoked, suspended or withdrawn**. This letter of good standing must be dated **less than three months** prior to the current date and must be sent **to MELS directly** from the organization or institution that issued the licence to teach outside Québec; the applicant must obtain such a letter from the appropriate institution in every province or territory where he or she was issued such a licence. If the teaching licence is **subject to conditions**, the institution that issued it must state these conditions.
3. **A certified copy** of each of the diplomas supporting his or her application.
4. **Original** transcripts or **certified copies** related to the diplomas awarded. Applicants who wish to teach in the vocational training sector must also provide transcripts for any vocational or technical training program supporting the application for a teaching licence.

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, MELS requires a course outline or the program of study for each course.

The course outline must clearly indicate the full titles of the courses taken along with their codes, descriptions and number of credits, and it must match the courses shown on the transcript. Transcripts downloaded on the Internet are not accepted.

5. **A certified copy** of the applicant's birth certificate, act of birth or valid passport. **A certified copy of the marriage certificate is required for women using their spouse's 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.**
6. **For all studies pursued outside Canada, 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 (MICC). Only certified copies are accepted. **The applicant must keep the original for his or her files.**

Transcripts and diplomas issued by teaching institutions **outside Canada** must be evaluated and certified by the MICC. For example, if a first undergraduate degree was completed in the United States, and teacher training was completed in a Canadian province, the applicant must submit a *Comparative Evaluation for Studies Done Outside Québec* attesting to the degree awarded in the United States. In all other cases, if university training and teacher training were both completed in Canada, applicants are not required to obtain this evaluation.

To find out how to obtain a *Comparative Evaluation for Studies Done Outside Québec*, applicants may consult the MICC Web site at:

[www.immigration-quebec.gouv.qc.ca/en/employment/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/employment/comparative-evaluation/index.html)

or contact the MICC directly at the address below:

Centre d'expertise sur les formations acquises 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](mailto:evaluations.comparatives@micc.gouv.qc.ca)

Diplomas, transcripts and other documents related to the academic file and written in a language other than French or English must be 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](http://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.

7. Applicants wishing to teach **in the vocational training sector** must submit **original documents or certified copies** issued by the employer(s) attesting to no less than 3000 hours of field-specific work experience **in practising or teaching the occupation directly related to the program to be taught.**

**Documents attesting to experience** in practising or teaching the occupation 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

8. A **certified copy of one of the documents listed below** establishing entitlement to reside in Canada is required **for people born outside Canada:**

- 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 ministerial decision<sup>5</sup> 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

9. A valid **certificate of selection** issued under the *Act respecting immigration to Québec*, in cases d), e) and f).

**THE DOCUMENTS MENTIONED IN PARAGRAPHS 8 AND 9 ARE NOT REQUIRED FOR THE INITIAL EXAMINATION OF THE FILE.**

<sup>5</sup> *Regulation respecting teaching licences*, s. 2, second para., subpara. 3.

### 2.2.3 Where to send the application for a teaching licence

**Applicants residing outside Québec** must send their application and their *Declaration Concerning a Judicial Record* 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, 28e étage  
Québec (Québec) G1R 5A5

**Applicants residing in Québec** must mail their application to:

Titularisation du personnel enseignant – Montréal  
Direction régionale de Montréal  
Ministère de l'Éducation, du Loisir et du Sport  
600, rue Fullum, 10e étage  
Montréal (Québec) H2K 4L1

A maximum of **60 working days** is required to process a **complete file** after it has been received. Applicants living outside Canada must allow the time required for delivery.

## 2.3 ELIGIBILITY FOR A TEACHING LICENCE

The Agreement on Internal Trade (AIT) promotes the mobility of holders of a teaching licence from one of the provinces or territories of Canada. After your file is examined, you will be mailed a **notice of conditional eligibility** as well as an information document on the language examination that you will have to pass.

The **notice of conditional eligibility** is issued for a two-year period. If you have not taken or passed the language examination during this period, you may apply for a new notice of eligibility. The application must be in writing, provide your contact information and file number and be sent to the address indicated on the notice.

If the response to your application for a teaching licence is negative, the person in charge of certification will send you a letter indicating the reasons for the refusal.

## ADDITIONAL REFERENCES

- ☞ Teacher training and certification: [www.mels.gouv.qc.ca/dftps](http://www.mels.gouv.qc.ca/dftps)
  
- ☞ The probationary period:  
[www.mels.gouv.qc.ca/lancement/RegAutorisationEnseigner/StageProbatoire\\_a.pdf](http://www.mels.gouv.qc.ca/lancement/RegAutorisationEnseigner/StageProbatoire_a.pdf)
  
- ☞ The *Basic school regulation for preschool, elementary and secondary education*:  
[www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I\\_13\\_3/I13\\_3R8\\_A.htm](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I_13_3/I13_3R8_A.htm)
  
- ☞ Vocational training: [www.inforoutefpt.org/home.htm](http://www.inforoutefpt.org/home.htm)
  
- ☞ Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ):  
[www.ottiaq.org/index\\_en.php](http://www.ottiaq.org/index_en.php)
  
- ☞ Comité d'agrément des programmes de formation à l'enseignement (CAPFE)  
[www.capfe.gouv.qc.ca/](http://www.capfe.gouv.qc.ca/)

### For further information:

- Persons residing outside Québec:  
Telephone: 418-646-6581, extension 3010
  
- Persons residing in Québec:  
Telephone: 1-866-747-6626 (toll free) or 514-873-7472

## PREPARING YOUR 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** in Québec, 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) and the *Application for a Québec Teaching Licence* (Appendix 2).

**A TEACHING LICENCE WILL NOT BE ISSUED IF THE *DECLARATION CONCERNING A JUDICIAL RECORD* FORM IS NOT DULY COMPLETED OR FORWARDED.**

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

Documents written in a language other than French or English must be 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](http://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 MELS

Once all the documents have been collected, mail them to:

Titularisation du personnel enseignant – Montréal  
 Direction régionale de Montréal  
 Ministère de l'Éducation, du Loisir et du Sport  
 600, rue Fullum, 10e étage  
 Montréal (Québec) H2K 4L1

If you live outside Québec, mail the documents to:

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, 28e étage  
 Québec (Québec) G1R 5A5

**The file will be examined only when all required documents have been received.**

**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 and following)

Under the legislative provisions of the *Education Act* dealing with judicial records (integrated into this Act by 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*, which make 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<sup>e</sup> étage  
Québec (Québec) G1R 5A5  
Telephone: 418-646-6581, extension 3010  
Toll-free number: 1-866-747-6626

**ATTENTION – PLEASE COMPLETE THE DECLARATION FORM LEGIBLY, USING BLOCK LETTERS**



Reserved for the Ministère  
File number:

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

**SECTION 1 PERSONAL INFORMATION**

LAST NAME (If you have more than one last name, please enter them in the usual order.)		
FIRST NAME (1)		FIRST NAME (2)
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 sheets.

**SECTION 2 CONVICTIONS**

**A – CRIMINAL OFFENCES**

I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a penal offence, I have obtained a pardon.

Or

I have been convicted, in Canada or elsewhere, of the following penal offence(s):

Offence	Date	Location of court

**B – PENAL OFFENCES**

I have not been convicted of a penal offence in Canada or elsewhere or, if I have been convicted of a penal offence, I have obtained a pardon.

Or

I have been convicted, in Canada or elsewhere, of the following penal offence(s):

Offence	Date	Location of offence and, where applicable, of court

**SEE OVER⇒**

Reserved for the Ministère  
File number:

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

**SECTION 3 CHARGE(S) STILL PENDING**

**A – CRIMINAL OFFENCES**

- I am not subject to any pending charges for a criminal offence in Canada or elsewhere.  
Or  
 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**

- I am not subject to any pending charges for a penal offence in Canada or elsewhere.  
Or  
 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)**

- I am not subject to any court order made against me in Canada or elsewhere.  
Or  
 I am subject to the following court order(s) made against me in Canada or elsewhere:

<i>Order</i>	<i>Date</i>	<i>Place of order</i>

**SEE OVER⇒**

**Reserved for the Ministère**

File number:

## DECLARATION CONCERNING A JUDICIAL RECORD

For applicants for a teaching licence and teaching licence holders  
(*Education Act*, section 25.1 and following)

**This declaration form is submitted with (please check the box that best describes your situation and provide the requested information):**

### An application for the issue of a teaching licence

- Teaching diploma
  Teaching permit
  Teaching authorization for vocational training  
 Provisional teaching authorization
  Do not know

### An application for the renewal of a teaching licence

- Teaching permit
  Provisional teaching authorization
  Teaching authorization for vocational training

- If you are finishing a teacher training program in a Québec university, **please provide the name of this institution.**
- For graduates of a teacher training program outside Québec, **please indicate the country and the state or province where you completed your program.**

\_\_\_\_\_

\_\_\_\_\_

- Does not apply**

### The Education Act specifies that:

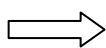
- this form must be sent to the Ministère de l'Éducation, du Loisir et du Sport when submitting a request for a teaching licence or its renewal
- a teaching licence holder must, within 10 days of being notified of a change in his or her judicial record, inform the Ministère de l'Éducation, du Loisir et du Sport of the change, regardless of whether the person has already filed a declaration concerning the person's judicial record
- the Ministère de l'Éducation, du Loisir et du Sport may verify the declaration or have it verified, in particular by a Québec police force, and may communicate or receive any information for the purposes of the verification

### NOTICE

- A declaration form will be considered incomplete and will be returned to the sender if it is not signed, or if one or more questions remain unanswered.
- A false declaration may lead to the rejection of the application for a teaching licence.
- The full judicial record must be declared. However, only the offences that, in the opinion of the Minister, are relevant to the exercise of the teaching profession will be considered. For this purpose, your file could be submitted to a committee of experts or an inquiry committee, according to the circumstances, which may advise the Minister on ascertaining the connection between the judicial record and the teaching profession or evaluate whether a serious fault in the exercise of a teacher's functions or an act derogatory to the honour or dignity of the teaching profession was committed.
- Any person may have access to information concerning him or her that is held by the Ministère de l'Éducation, du Loisir et du Sport, and have this information corrected, where applicable, by telephoning the Ministère at 418-646-6581, extension 3010.

**If you have a judicial record, you can facilitate the processing of your application by including with this declaration all the documents relevant to the examination of your file (indictment, judgment or minutes of court decision, surety or order, etc.).**

**I certify that all the information provided in this declaration form is accurate and complete.**



Signature \_\_\_\_\_

Date \_\_\_\_\_

**If you expect to graduate from a teacher training program**, send this declaration form in the appropriate envelope to your university, according to the procedure established by the university. However, if you are a fourth-year student who is enrolled in a teacher training program leading to a bachelor's degree and who is applying for a provisional teaching authorization to hold a position in an educational institution, you must mail this declaration form 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, 28e étage, Québec (Québec) G1R 5A5.

**In other cases, including that of fourth-year students who are enrolled in a teacher training program leading to a bachelor's degree and who are applying for a provisional teaching authorization**, attach this declaration form to their request for the issue or renewal of a teaching licence.

Your *Declaration Concerning a Judicial Record* will be validated by the Sûreté du Québec under an agreement in principle between the Ministère de l'Éducation, du Loisir et du Sport and the Ministère de la Sécurité publique.

## APPLICATION FOR A QUÉBEC TEACHING LICENCE

(PLEASE READ THROUGH THE ENTIRE DOCUMENT  
BEFORE FILLING OUT AND SIGNING THE FORM)

						Reserved for the Ministère File No.:		
<b>PERSONAL INFORMATION (Please print clearly)</b>								
<b>Sex</b>		<b>Last name at birth</b>				<b>Social insurance number (compulsory)</b>		
<input type="checkbox"/>	Mr.							
<input type="checkbox"/>	Ms.	<b>First name</b>				<b>Date of birth</b>		
						Year	Month	Day
<b>CONTACT INFORMATION</b>								
<b>Mailing address (number, avenue, street, blvd., etc.)</b>					<b>Apartment</b>	<b>City</b>		
<b>Province</b>	<b>Country</b>		<b>Postal code</b>	<b>Telephone — Home</b>		<b>Telephone — Other</b>		
<b>E-mail address</b>						<b>Telephone — Cell</b>		
<b>LANGUAGE</b>								
<b>Language in which you received your university education:</b>		<input type="checkbox"/> French	<input type="checkbox"/> English	<input type="checkbox"/> Other, specify: _____		Province, territory or country where you received your teacher training _____		
<b>Language of correspondence:</b>		<input type="checkbox"/> French	<input type="checkbox"/> English					
In which Canadian province or territory were you granted a teaching licence? _____								
In which specialty? _____								
For which teaching level? <input type="checkbox"/> Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Vocational training								

The Ministère de l'Éducation, du Loisir et du Sport wishes to inform you that the information you provided could eventually be used for research, evaluation or study purposes to improve client services.

**Check off if you have mailed the *Declaration Concerning a Judicial Record*:**

<input type="checkbox"/>	I mailed in Appendix 1: <i>Declaration Concerning a Judicial Record</i> (see section 2.2.1).
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**CHECK OFF THE DOCUMENTS ATTACHED TO BOTH SIDES 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 <b>certified copy</b> of the document authorizing me to teach in a Canadian province or territory.
2. <input type="checkbox"/>	I have undertaken to have the official letter of attestation confirming the validity of my teaching licence sent to the Ministère. I understand that this original official letter <b>must be dated less than three months prior to the current date.</b>
3. <input type="checkbox"/>	A <b>certified copy</b> of each of my diplomas supporting my application for a teaching licence.
4. <input type="checkbox"/>	<b>Original or certified copy</b> of the transcripts for each successfully completed training program supporting my teaching licence application. Documents written in a language other than French or English must include an official translation by a member of OTTIAQ.
5. <input type="checkbox"/>	A <b>certified copy</b> of my birth certificate or of my valid passport (and marriage certificate, if appropriate).
6. <input type="checkbox"/>	For <b>all</b> studies completed <b>outside Canada: a certified copy</b> 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 original document.
7. <input type="checkbox"/>	A <b>certified copy</b> attesting to my status in Canada: Canadian Citizenship Certificate, permanent resident, work permit, proof of refugee status, etc. (see section 2.2.2, paragraph 8).
8. <input type="checkbox"/>	A copy of my valid Québec selection certificate, if applicable (see section 2.2.2, paragraph 9).
9. <input type="checkbox"/>	As a candidate for the <b>vocational training sector, a certified copy</b> of the documents attesting to 3000 hours of experience in the practice or teaching of the occupation, 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 response).  Yes  No

***I request that the Ministère issue a teaching licence in my name. I declare that the supporting documents included with my application are authentic and that all the information provided above is accurate.***

\_\_\_\_\_  
SIGNATURE (COMPULSORY)

\_\_\_\_\_  
DATE

page 2 of 2

**CONTACT INFORMATION FOR 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**  
337, rue Moreault, bureau 2.04, 2<sup>e</sup> étage  
Rimouski (Québec) G5L 0A5  
418-727-3600

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

**DIRECTION RÉGIONALE DU SAGUENAY-LAC-  
SAINT-JEAN**  
Édifce Marguerite-Belley  
3950, boulevard Harvey, 2<sup>e</sup> étage  
Jonquière (Québec) G7X 8L6  
418-695-7982

**DIRECTION RÉGIONALE DE  
MONTREAL**  
600, rue Fullum, 10<sup>e</sup> étage  
Montréal (Québec) H2K 4L1  
514-873-4630

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

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

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

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

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

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

**DIRECTION RÉGIONALE DE LAVAL, DES  
LAURENTIDES ET DE LANAUDIÈRE**  
300, rue Sicard, bureau 200, 2<sup>e</sup> étage  
Sainte-Thérèse (Québec) J7E 3X5  
450-430-3611, ext. 4242

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



A large word cloud featuring various terms related to education and sports, including: Achieve, Share, Exercise, Succeed, Read, Learn, Persevere, and Success. The words are arranged in a dense, overlapping pattern, with some words appearing in larger, bolder fonts than others.