



# of vocational education teacher

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## RESPONSIBILITIES AND CONDITIONS FOR PRACTISING THE PROFESSION

Preschool, elementary and secondary school teachers – general and vocational education – practise a profession regulated by the *Ministère de l'Éducation, du Loisir et du Sport (MELS) du Québec*. For more information on the Québec education system, see Appendix 1.

To teach in an institution offering preschool, elementary or secondary education, teachers must hold a teaching licence issued by the MELS. This licence ensures teaching qualifications.

The licence to teach in the **vocational education** sector may be in the form of:

- a teaching permit;
- a teaching authorization;
- a teaching diploma; or
- a provisional teaching authorization.

### Useful information

For information on the licence to teach **general education**, consult the [Practising the profession of general education teacher](#) sheet on the Internet site of the *Ministère de l'Immigration et des Communautés culturelles (MICC)*.

No teaching licence is required to teach in college and university institutions. Each postsecondary teaching institution hires its own teaching staff and evaluates their teaching qualifications according to its own rules.

### Practical advice

*If you plan to practise the profession of vocational education teacher in Québec, you would be well advised to contact the MELS before your departure to find out about the rules regulating access to the profession and to assess the steps you will have to take to obtain your teaching licence.*

## Useful information

- *Holding a teaching diploma, a teaching permit or a teaching authorization does not automatically lead to employment. It is incumbent upon the holder of a teaching licence to approach employers in order to find work.*
- *The nature of the teaching licence (teaching diploma, teaching permit, teaching authorization, provisional teaching authorization) held does not have an impact on the teacher's salary. In Québec, teachers' salaries are determined by years of experience and education.*

## OBTAINING THE TEACHING PERMIT

This type of permit is for immigrants who have obtained a teaching licence in their own country and wish to practice the teaching profession in Québec.

### CONDITIONS FOR OBTAINING THE PERMIT

The teaching permit is a provisional licence. To obtain a teaching permit in the vocational education sector, candidates must have a degree or training recognized as equivalent by the MELS. Candidates who have graduated outside Québec must also:

- hold a teaching licence issued outside Québec by the competent authority of the province, territory or State in which they received training in education or teaching;

- have successfully completed a university program equivalent to at least 450 hours of training in educational psychology;
- have a diploma directly related to the vocational education program in which they wish to teach. This may be a Diploma of Vocational Studies (DVS); a Diploma of College Studies (DCS) in a technical program; a bachelor's or equivalent degree;
- have accumulated at least 3,000 hours of work experience in the practice or teaching of the trade they wish to teach.

To obtain a teaching permit, candidates must hold a status allowing them to work in Canada.

## Useful information

- *In Québec, admission to a university program generally requires the successful completion of 13 years of elementary, secondary and collegial education.*
- *The 450 hours of university courses in educational psychology correspond to at least 30 credits or one complete year of full-time study in a teacher training program.*
- *In Québec, one credit (or one unit) represents 15 hours of class work and about 30 hours of individual work. A three-year bachelor's degree generally consists of 90 credits.*
- *While it may be considered an asset by future employers, teaching experience is not taken into account when assessing candidates' training.*

## Procedure for obtaining a teaching permit in Québec

- 1 You must become familiar with the [Terms and conditions for obtaining a Québec teaching permit](#) available on the MELS Internet site.
- 2 You must complete and sign the [Declaration concerning a judicial record](#) included in the Appendix of the Terms and conditions for obtaining a Québec teaching permit and mail it 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<sup>e</sup> étage  
Québec (Québec) G1R 5A5

- 3 You must complete and sign the **Application for a Quebec teaching permit** included in the Appendix of the Terms and conditions for obtaining a Québec teaching permit and provide the following documents:

- Birth certificate, act of birth or valid passport  
A marriage certificate is required for women using their spouse's family name.
- Document authorizing you to teach in the province, territory or State where you acquired your training in educational psychology  
A letter attesting to the validity of this document **dated less than three months prior to the current date** must be sent to the MELS.
- Diplomas supporting your application for a teaching permit
- Transcripts for each successfully completed training program supporting your application for a teaching permit (course outline, as applicable)
- Declaration concerning the language of study outside Canada, appended to the Terms and conditions for obtaining a Québec teaching permit
- Évaluation comparative des études effectuées hors du Québec* issued by the *Ministère de l'Immigration et des Communautés culturelles*  
Fees of \$105 are required.
- Document attesting to your status in Canada: Canadian Citizenship Certificate, permanent resident, work permit, proof of refugee status, valid *certificat de sélection du Québec* (CSQ), etc.
- Document(s) attesting to your 3,000 hours of work experience in the practice or teaching of the trade directly related to the program to be taught. The documents attesting to your experience must indicate the:
  - 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.

Only applications duly completed and accompanied by all the required documents will be reviewed. For more information on the documents to be provided, consult the Terms and conditions for obtaining a Québec teaching permit.

All documents must be **certified true copies of the original**. For documents written in a language other than French or English, candidates must also supply a French or English translation attested to by a translator who is a member of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* (OTTIAQ).

- 4 The application for a teaching permit and the required documents must be mailed to the following address:
  - a) **For applicants residing outside Québec**  
Direction de la formation et de la titularisation  
du personnel scolaire du MELS  
(See contact information under point 2)
  - b) **For applicants residing in Québec**  
The MELS regional office serving your region  
(See contact information in Appendix 2).
- 5 You will receive the decision of the MELS respecting your application for a teaching permit in writing. If your application is refused, you will be informed of the program of study to be successfully completed to obtain your teaching licence.

### Useful information

- **A certified true copy of the original is a photocopy of an original document authenticated by a commissioner for oaths. A commissioner for oaths is authorized by the Minister of Justice of Québec to authenticate documents or to receive oaths. By virtue of their status, lawyers, notaries, mayors, court clerks, secretary-treasurers of a municipality, and justices of the peace may act as commissioners of oaths in Québec. In authenticating a certified copy of the original, the commissioner of oaths must ensure they include his or her:**
  - **name,**
  - **title or duties,**
  - **contact information,**
  - **telephone number.**

## Useful information (con'd)

- *You may apply for a Québec teaching permit from abroad even if you have not yet been granted a status authorizing you to work in Canada. If your file is complete and you meet all the requirements for obtaining a teaching permit, a certificate of eligibility with a two-year validity period may be issued to you until you obtain a status in Canada. If you wish to apply from abroad, contact the MELS to find out about the rules respecting certified copies.*

### RENEWING THE TEACHING PERMIT

The teaching permit for vocational education is valid for five years and may be renewed for five-year periods if the permit holder successfully completes the course on the Québec school system (3 credits).

Applicants wishing to renew their teaching permit must once again include a Declaration concerning a judicial record and the original transcripts of the courses completed with their application.

### OBTAINING THE TEACHING AUTHORIZATION

A teaching authorization is a provisional authorization to teach vocational training.

#### CONDITIONS FOR OBTAINING THE TEACHING AUTHORIZATION

To obtain a teaching authorization, candidates must:

- have obtained a document attesting to the successful completion of 90 credits, including 42 credits in education, within a 120-credit vocational teacher training program offered at a Québec university;

- hold a diploma directly related to the vocational education program in which they wish to teach. This may be a Diploma of Vocational Studies (DVS), a Diploma of College Studies (DCS) in a technical program, a bachelor's or equivalent degree;
- have accumulated at least 3,000 hours of work experience in the practice or teaching of the trade to be taught.

To obtain a teaching authorization, candidates must hold a status allowing them to work in Canada.

## Useful information

*The university recommends teaching authorization applicants according to the same process applicable to other graduates.*

### RENEWING THE TEACHING AUTHORIZATION

The teaching authorization is valid for five years and may be renewed for five-year periods if, at the time of renewal, the holder fulfils one of the following requirements:

- has taught 750 hours in a public or private institution in Québec, if the hours are directly related to the training for which the teaching authorization was issued;
- has accumulated 1,500 hours of relevant experience in the workplace;
- has earned 9 of the 30 additional credits in a bachelor's program in vocational teacher training at a Québec university;
- has partially met at least two of the three preceding requirements provided that the combined achievement percentages total at least 100%.

## OBTAINING THE TEACHING DIPLOMA

A teaching diploma is a permanent authorization to practise the teaching profession.

### CONDITIONS FOR OBTAINING THE TEACHING DIPLOMA

To **directly** obtain a teaching diploma, candidates must hold a diploma in an accredited initial teacher training program (sometimes referred to as pre-service programs) from a Québec university and:

- hold a diploma directly related to the vocational education program in which they wish to teach. This may be a Diploma of Vocational Studies (DVS), a Diploma of College Studies (DCS) in a technical program, a bachelor's or equivalent degree;
- have accumulated at least 3,000 hours of experience in the practice or teaching of the trade to be taught.

To obtain a teaching diploma, **holders of a teaching permit** who were trained abroad must:

- successfully complete a 600- or 900-hour probationary period to demonstrate their ability to teach in the Québec school system;
- successfully complete the course on the Québec school system (3 credits).

To obtain a teaching diploma, **holders of a teaching authorization** must complete the teacher training program at a Québec university where they are enrolled.

Applicants **must** be permanent residents or Canadian citizens to obtain a teaching diploma.

## OBTAINING THE PROVISIONAL TEACHING AUTHORIZATION

The provisional teaching authorization for vocational training is a provisional teaching licence.

### CONDITIONS FOR OBTAINING THE PROVISIONAL TEACHING AUTHORIZATION

To obtain a provisional teaching authorization, graduates trained in Québec or abroad must:

- hold a promise of employment from an employer certifying that the person is to be given, within the school year in progress, a position directly related to the field in which they have been trained;
- have earned at least 3 credits in initial teacher training in an accredited vocational education program in a Québec university;
- hold a diploma directly related to the vocational education program (see Appendix 3) in which they wish to teach. This may be a Diploma of Vocational Studies (DVS), a Diploma of College Studies (DCS) in a technical program, a bachelor's or equivalent degree;
- have accumulated no less than 3,000 hours work experience in the practice or teaching of the trade to be taught.

Applicants **must** be permanent residents or Canadian citizens to obtain a provisional teaching authorization.

## Procedure for obtaining a provisional teaching authorization

- 1 You must complete and sign the [Declaration concerning a judicial record](#) and mail it 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<sup>e</sup> étage  
Québec (Québec) G1R 5A5

- 2 You must complete and sign the [Request for issuance of a temporary teaching licence, vocational training](#) form.  
You must also provide the following documents:

- Birth certificate, act of birth or valid passport  
A marriage certificate is required for women using their spouse's family name.
- Diplomas and transcripts relevant to the program to be taught
- Évaluation comparative des études effectuées hors du Québec* issued by the *Ministère de l'Immigration et des Communautés culturelles*  
Fees of \$105 are required.
- Document attesting to your status in Canada (Certificate of Citizenship or permanent resident)
- Original transcripts demonstrating the successful completion of at least 3 credits in initial teacher training program in vocational education in a Québec university

- Document attesting to experience relevant to the program to be taught  
**Have the employer complete and sign the section respecting the promise of employment.**

Only applications duly completed and accompanied by all the required documents will be reviewed.

All documents must be **certified true copies of the original**. For documents written in a language other than French or English, candidates must also supply a French or English translation attested to by a translator who is a member of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* (OTTIAQ).

- 3 The application for a provisional teaching authorization and all the required documents must be mailed to the MELS regional office in the candidate's settlement region or the region where the future employer is located (see Appendix 2).
- 4 You will receive the decision of the MELS respecting your application for a provisional teaching authorization in writing. If your application is refused, you will be informed of the program of study you must complete to obtain your teaching licence.

## RENEWING THE PROVISIONAL TEACHING AUTHORIZATION

A provisional teaching authorization for vocational training is valid for three school years from the beginning of the school year in which it is issued. For the authorization to be renewed, candidates must be enrolled in an accredited initial teaching training program at a Québec university. The authorization may be renewed for the following periods:

- 1) a first period of three school years if the holders have earned at least 15 credits in a bachelor's program in vocational education in which they are enrolled;

- 2) a second period of two school years of the holders have earned at least 39 credits in the said program;
- 3) a third and final period of two school years if the holders have earned at least 63 credits in the said program.

## Useful information

*Under the Education Act and the Act respecting private education, a teaching licence is required to teach in a preschool, elementary or secondary institution. However, in exceptional circumstances, the Minister of Education, Recreation and Sports may authorize a school board or a private institution, on the conditions and for the period he or she determines, to hire as preschool education providers or elementary or secondary-level teachers persons who do not hold a teaching licence. This exemption is called a “tolérance d’engagement.” School employers (not employees) may take advantage of this provision under certain circumstances, particularly if they can demonstrate that no one legally authorized to teach is available to fill the position in the relevant subject. This exemption is valid for only one school year and is not renewable. It does not lead to a teaching permit or a teaching diploma.*

## Practical advice

*Appendix 4 presents an overview of the main paths leading to the profession of vocational education teacher.*

## APPROPRIATE KNOWLEDGE OF THE LANGUAGE OF INSTRUCTION

Practising the teaching profession requires knowledge of the language of instruction, whether it be French or English. Persons who received the major part of the training adduced to support an application for a teaching licence in a language other than French or English must pass the French or English examination recognized by the MELS for the purposes of the issuance of a teaching licence.

In respect of the language of instruction, this examination assesses:

- 1) oral comprehension;
- 2) written comprehension;
- 3) oral expression; and
- 4) written expression.

As of **September 1, 2008**, all applicants for a teaching licence, regardless of the language in which they received their training, must pass the French or English examination as part of the Québec teacher training program, according to the language selected.

### References

- *An Act respecting private education (RSQ, c. E-9.1).*
- *Education Act (RSQ, c. I-13.3).*
- [Regulation respecting teaching licences \(I-13.3, r.o.00002.1\).](#)
- [Terms and conditions for obtaining a Québec teaching permit, MELS.](#)



## F O R M O R E I N F O R M A T I O N

### Information on the conditions for practising the teaching profession in Québec

- **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  
Fax: 418 643-2149

Internet: [www.mels.gouv.qc.ca/dftps](http://www.mels.gouv.qc.ca/dftps)

### Information and assistance with regard to obtaining a teaching license

- **Ministère de l'Immigration et des Communautés culturelles**

[www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)

In the Montréal region:  
Contact the *Service d'information sur les professions et métiers réglementés* at 514 864-9191.

Elsewhere in Québec or from abroad:  
Get in touch with the [Service Immigration-Québec](#) in your settlement area.

To obtain an *Évaluation comparative des études effectuées hors du Québec*:

In the Montréal region or from abroad:  
Contact the *Centre d'expertise sur les formations acquises hors du Québec* at 514 864-9191.

Elsewhere in Québec:  
Get in touch with the [Service Immigration-Québec](#) in your settlement area.

### Free access to laws and regulations on the Internet and sale of print documents

- **Les Publications du Québec**  
[www.publicationsduquebec.gouv.qc.ca](http://www.publicationsduquebec.gouv.qc.ca)

### Information on the job market in Québec

- **Emploi-Québec**  
[emploi-quebec.net](http://emploi-quebec.net)
- **Fédération des commissions scolaires du Québec**  
[www.fcsq.qc.ca](http://www.fcsq.qc.ca)
- **Fédération des établissements d'enseignement privés**  
[www.cadre.qc.ca](http://www.cadre.qc.ca)

### Notice

The information in this document was current in December 2007. It was obtained from various sources and in no way replaces current legislation and regulations.

The fees mentioned herein are subject to change. They are in Canadian dollars and include all applicable taxes.

The Ministère de l'Éducation, du Loisir et du Sport has validated the French version of this document.

The English version is in accordance with the French version, but has not been validated by the Ministère.



## THE EDUCATION SYSTEM IN QUÉBEC

In Québec, school attendance is compulsory for children ages 6 to 16. The Québec education system is organized into three different levels: preschool and elementary education, secondary education and higher education.

### **Preschool and elementary education**

Although it is not compulsory, preschool education is available in kindergarten to children from four to five years of age. Elementary education, which lasts six years, constitutes the first years of general education. During their elementary studies, students are introduced to basic subjects and develop psychosocial skills.

### **Secondary education**

After elementary school, students may complete five years of secondary education in a general program or a vocational program variable in length. Vocational programs generally lead to entry into the labour force and the practice of various trades. Under certain conditions, vocational training may lead to higher education.

A **Secondary School Diploma (SSD)** is awarded on the successful completion of five years of general education and leads to higher education.

A **Diploma of Vocational Studies (DVS)** is awarded on completion of programs of study averaging 1,350 hours or more. Students can be admitted into programs leading to a DVS after the third, fourth or fifth year of secondary school, according to the program requirements.

An **Attestation of Vocational Specialization (AVS)** is awarded on completion of three to nine months of training. Some 50 programs are available to holders of a DVS in certain training sectors.

An **Attestation of Vocational Education (AVE)** is awarded on completion of a program of study of a maximum of 900 hours. Students age 15 and over can be admitted to this program after their second year of secondary school. These studies, with practical training provided in industry, prepare students for a semi-skilled occupation.

### *Useful information*

*In compliance with the Charter of the French Language, most institutions give instruction 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 10% of the total enrolment in Québec's elementary and secondary schools. The Charter does not apply to college and university education.*

## Higher education

In Québec, higher education includes college and university education.

### *College education*

Colleges constitute the first level of higher education. Mainly offered in the public system by general and vocational education colleges (CEGEPS), college education may also be offered by private colleges.

These institutions offer two-year preuniversity programs and three-year technical programs. The former lead to university, while the latter generally lead to the labour market, but can, under certain conditions, also lead to university.

A **Diploma of College Studies (DCS)** is awarded on completion of pre-university and technical programs.

Students may also obtain an **Attestation of College Studies (ACS)** on completing technical training of variable length (300 to 1,350 hours), leading to the labour market.

### *University education*

University education is divided into three levels.

The first level generally leads to a bachelor's degree. A bachelor's program consists in at least 90 credits, usually completed over three years on a full-time basis. Some programs, like the bachelor's in education, require students to complete more credits over a four-year period. A bachelor's degree leads to the labour market or to the master's or doctoral level. It is also possible to enrol in shorter programs, such as certificate programs, at the undergraduate level.

Master's programs involve specialization in a field of study or initiation into research in one or several subject areas, leading to a **Master's** degree after one or two years of study.

The doctoral level is devoted to scientific research and leads to a career in research. Students may earn a **Doctorate** (Ph. D) after completing a program of no less than 90 credits over at least three years on a full-time basis. Doctoral candidates must write and defend a dissertation.

**CONTACT INFORMATION FOR THE OFFICES  
OF THE MINISTÈRE DE L'ÉDUCATION, DU LOISIR  
ET DU SPORT DU QUÉBEC**

**DIRECTION RÉGIONALE DU MELS  
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 DU MELS  
DU SAGUENAY—LAC-SAINT-JEAN**

Édifice Marguerite-Belley  
3950, boulevard Harvey, 2<sup>e</sup> étage  
Jonquière (Québec) G7X 8L6  
418 695-7982

**DIRECTION RÉGIONALE DU MELS  
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 DU MELS  
DE LA MAURICIE ET DU CENTRE-DU-QUÉBEC**

Édifice Capitanal, bureau 213  
100, rue Laviolette, 2<sup>e</sup> étage  
Trois-Rivières (Québec) G9A 5S9  
819 371-6711

**DIRECTION RÉGIONALE DU MELS  
DE L'ESTRIE**

200, rue Belvédère Nord,  
bureau 3.05, 3<sup>e</sup> étage  
Sherbrooke (Québec) J1H 4A9  
819 820-3382

**DIRECTION RÉGIONALE DU MELS  
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, poste 4242

**DIRECTION RÉGIONALE DU MELS  
DE LA MONTÉRÉGIE**

Édifice Montval  
201, place Charles-Le Moyne, 6<sup>e</sup> étage,  
bureau 6.01  
Longueuil (Québec) J4K 2T5  
450 928-7438

**DIRECTION RÉGIONALE DU MELS  
DE MONTRÉAL**

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

**DIRECTION RÉGIONALE DU MELS  
DE L'OUTAOUAIS**

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

**DIRECTION RÉGIONALE DU MELS  
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 DU MELS  
DE LA CÔTE-NORD**

Édifice Paul-Provencher  
625, boulevard Laflèche, bureau 1.812  
Baie-Comeau (Québec) G5C 1C5  
418 295-4400

**DIRECTION RÉGIONALE DU MELS  
DE LA CÔTE-NORD**

106, rue Napoléon, 2<sup>e</sup> étage  
Sept-Îles (Québec) G4R 3L7  
418 964-8420

## VOCATIONAL TRAINING SECTORS OF ACTIVITIES IN QUÉBEC

- 01 Administration, commerce and computer technology
- 02 Agriculture and fisheries
- 03 Food services and tourism
- 04 Arts
- 05 Wood and associated materials
- 06 Chemistry and biology
- 07 Buildings and public works
- 08 Environment and land-use planning
- 09 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 Leather, textiles and clothing
- 19 Health services
- 20 Social, educational and legal services
- 21 Beauty care

## DIFFERENT PATHS LEADING TO THE PROFESSION OF VOCATIONAL EDUCATION TEACHER IN QUÉBEC

