

# TERMS AND CONDITIONS FOR OBTAINING A QUÉBEC TEACHING PERMIT

For holders of a teaching licence issued outside Canada



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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.

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* 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 who have pursued and completed their teacher training outside Canada and whose training meets the conditions<sup>1</sup> set out in the regulations may obtain a **teaching permit**.

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<sup>1</sup> For more information on the conditions to be met, see section 2.1, or consult the *Regulation respecting teaching licences* online at the following address:  
[http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I\\_13\\_3/I13\\_3R2\\_A.htm](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I_13_3/I13_3R2_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 THE LANGUAGE OF INSTRUCTION

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, students who meet specific requirements of the Charter may receive their schooling in English. These students account for approximately 11.2 per cent of the total enrollment in Québec's elementary and secondary schools. As for college and university students, they can enroll in either English- or French-language institutions.

### 1.5 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 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.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 PERMIT

### 2.1 CONDITIONS FOR OBTAINING A TEACHING PERMIT

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

To obtain a teaching permit in general education, persons who were educated outside Canada must hold a teaching licence issued by the competent authority in the country where they completed their studies. They must also have successfully completed a university education equivalent to no less than a three-year bachelor's degree in Québec. In addition, candidates are required to meet all five of the following conditions:

##### 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 correspond to one complete year of full-time studies or 450 hours of courses) and be recognized by the Ministère de l'Immigration et des Communautés culturelles (MICC) as being equivalent to at least a certificate program or a minor in Québec. If the educational psychology training is part of another program, such as a bachelor's degree or a certificate, MELS requires that this training represent at least 450 hours of courses (courses in psychology, didactics or methodology in no less than one subject, evaluation of learning, classroom management, as well as 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 training must be relevant to subjects set out in the *Basic school regulation* that are taught by homeroom teachers, and cannot include physical education and health, arts education or second language.

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 subject (physical education and health, arts education or second language).

In order to teach two subjects other than mathematics, language of instruction or a specialty subject, 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 subject	45 credits
Science and Technology (Physics, Chemistry, Biology)  Only one subject: More than one subject:	45 credits 30 credits for the first subject and 18 credits for 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 for the first subject and 18 credits for the second subject

- 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*
- 4) Have met the requirements with respect to judicial records (see Appendix 1)
- 5) Provide proof that the studies were pursued in French or English (see Appendix 3), where applicable, and have passed a French or an English language examination set by the Minister

All programs of study 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.

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

### 2.1.2 Vocational training at the secondary level

Vocational training consists of programs that lead to the practice of an occupation (e.g. mechanic, cook, hairdresser). To obtain a **teaching licence** in vocational training, a person who received his or her training outside Canada must hold a teaching licence issued by the competent authority in the country where he or she studied and must meet all of 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 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, evaluation of learning, classroom management, as well as school-based internships)
- 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*
- 4) Have met the requirements with respect to judicial records (see Appendix 1)
- 5) Provide proof that the studies were pursued in French or English (see Appendix 3), if applicable, and have passed a French or an English language examination set by the Minister
- 6) 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)

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

## 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 of Studies Done Outside Québec*. Only diplomas evaluated by the MICC and included in this evaluation will be considered by MELS when it examines an application for a Québec teaching permit.

To find out how to obtain a comparative evaluation of studies done outside Québec:

- 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).

Contact 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](mailto:evaluations.comparatives@micc.gouv.qc.ca)

Elsewhere in Québec:

Contact the Immigration-Québec office in your region:  
[www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca).

The applicant must submit all the **original documents or certified and clearly legible copies** of the documents specified in point 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 printed from the Internet) and **bear the signature and contact information of a person** (name, printed in block letters, address and telephone number where he or she 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).

### **Translations into French or English only**

All 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 ([www.ottiaq.org/index\\_en.php](http://www.ottiaq.org/index_en.php)).

### **THE TRANSLATIONS MUST BE ATTACHED TO CERTIFIED PHOTOCOPIES OF THE ORIGINAL DOCUMENTS.**

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.

### **THE FILE WILL BE EXAMINED ONLY WHEN IT CONTAINS ALL THE REQUIRED DOCUMENTS.**

If the applicant is dissatisfied with the decision of MELS **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 be 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, 28e 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**

**Both** pages of the *Application for a Québec Teaching Licence* form in Appendix 2 must be duly completed and signed (the name at birth, first name, sex, social insurance number, date of birth and full address are **COMPULSORY**).

The applicant must also submit the documents listed below:

1. **A certified copy** of the document **authorizing the applicant** to teach in the country or state where he or she received training in educational psychology or teacher training. This document may be called a registration certificate, certificate of qualification, teaching aptitude certificate, permanent teaching certificate, ministerial order of certification, permit, diploma, certification decision, CAPES, etc.
2. 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 to the MELS office where the applicant will submit his or her request for a teaching permit. If the country or state 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 MELS, attesting that the diploma in question authorizes the applicant to teach.
3. **A certified copy** of the *Comparative Evaluation of Studies Done Outside Québec* issued by the **Ministère de l'Immigration et des Communautés culturelles du Québec** for all studies pursued outside Canada supporting the application (**certified copies only; the applicant must keep the original for his or her files**).
4. **A certified copy** of each of the **diplomas** supporting his or her application.
5. **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 permit. **Transcripts downloaded on the Internet are not accepted.**

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 or study for each course. **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.**

**ACADEMIC MARKS HAVE NO BEARING ON THE EXAMINATION OF THE FILE, PROVIDED THAT THE COURSES WERE PASSED.**

6. A letter or a declaration from the educational institution indicating the language in which the studies were pursued (see Appendix 3).
7. For applicants wishing to teach in the **vocational training sector** only: in addition to the aforementioned documents, **original documents or certified copies** issued by the

employer(s) attesting to no less than 3000 hours of **field-specific work or teaching experience in the occupation.**

**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 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.**
9. **A certified copy of one of the documents** establishing entitlement to reside in 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 attesting that the applicant has been **granted protection under the *Immigration and Refugee Protection Act* (section 2, paragraph 2, subparagraph 3, Regulation)**
  - f) the decision of the federal government authorizing the applicant to submit an application for permanent residence once in the Canadian territory
10. A valid **certificate of selection** issued under the *Act respecting immigration to Québec*, in cases d), e) and f).

**THE DOCUMENTS MENTIONED IN PARAGRAPHS 9 AND 10 ARE NOT REQUIRED FOR THE INITIAL EXAMINATION OF THE FILE.**

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

**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, 28<sup>e</sup> étage  
Québec (Québec) G1R 5A5

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

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

However, the *Declaration Concerning a Judicial Record* must be sent 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

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

## 2.3 ELIGIBILITY FOR A TEACHING PERMIT

If, after your file has been evaluated, your request for a teaching permit is granted, you will receive a **notice of conditional eligibility** outlining the requirements for a teaching permit, as well as a document about the language exam you will have to pass.

The notice is valid for two years. If you have not taken or passed the language examination during this period, you may apply for a new **notice of conditional eligibility** by indicating your reasons, your contact information and your file number in a letter sent to the address indicated in the notice.

If your request is refused, the teacher certification officer will send you a letter of explanation.

## 2.4 RENEWING A TEACHING PERMIT

The applicant will receive a teaching permit once the requirements stated in the **notice of conditional eligibility** have been met and his or her judicial record has been verified.

The teaching permit (provisional authorization), which is valid for a five-year period, may be renewed at the holder's request provided he or she has successfully completed all of the required courses. The teaching permit is not renewable unless these conditions are met.

A teaching permit in general education at the preschool, elementary and secondary levels may be renewed only if the applicant has passed the course on the Québec school system and earned 12 credits in educational psychology training. This teaching permit may be renewed every five years subject to the verification of the applicant's judicial record.

A teaching permit in vocational training at the secondary level may be renewed only if the applicant has passed the course on the Québec school system. This teaching permit may be renewed every five years subject to the verification of the applicant's judicial record.

Having completed a probationary period does not constitute a condition for renewing a teaching permit.

## 2.5 OBTAINING A TEACHING DIPLOMA

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

1) for general education:

- has successfully completed a probationary period, required by regulation, which demonstrates the applicant's ability to teach in Québec schools
- has successfully completed the course on the Québec school system
- has earned 12 credits in educational psychology as part of the teacher training program indicated on the teaching permit issued by MELS

As set out in the *Regulation respecting teaching licences*, the courses taken must be part of a recognized teacher training program in a Québec university 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
- at least three credits in working with students with handicaps, social maladjustments or learning disabilities

The applicant must also prove that he or she is a Canadian citizen or a permanent resident.

2) for vocational training:

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

The applicant must also prove that he or she is a Canadian citizen or a permanent resident.

## 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*:  
[http://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):  
[http://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)
- ☞ The series entitled *Exercer la profession d'enseignant*, published by the Ministère de l'Immigration et des Communautés culturelles (in French only):  
[www.immigration-quebec.gouv.qc.ca/fr/emploi/professions-metiers/profession-enseignant.html](http://www.immigration-quebec.gouv.qc.ca/fr/emploi/professions-metiers/profession-enseignant.html)

## 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 fill out and sign the *Declaration Concerning a Judicial Record* (Appendix 1), the **Application for a Québec Teaching Licence** (both pages of Appendix 2) and the **Declaration Concerning the Language of Study Outside Canada** (Appendix 3).

**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** ([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 and **the file is complete**, mail the documents to:

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

**If you reside outside Québec**, send the file 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 MINISTÈRE KEEPS ALL DOCUMENTS AND WILL NOT RETURN THEM TO THE SENDER.**

**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

**DECLARATION CONCERNING A JUDICIAL RECORD**  
For applicants for a teaching licence and teaching licence holders

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 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, 28e 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 sheet.

**SECTION 2 CONVICTIONS**

<b>A – CRIMINAL OFFENCES</b>		
<input type="checkbox"/> 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 <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>B – PENAL OFFENCES</b>		
<input type="checkbox"/> 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 <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>

**SEE OVER⇒**

**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.

## APPENDIX 2

**APPLICATION FOR A QUÉBEC TEACHING PERMIT  
(PLEASE READ THROUGH THE ENTIRE DOCUMENT BEFORE FILLING OUT THE FORM  
AND SIGNING IT ON PAGE 2)**

						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: _____			Country where you received your teacher training _____	
<b>Language of correspondence:</b>		<input type="checkbox"/> French	<input type="checkbox"/> English					
<p>Were you granted a teaching licence or permit in your country? If so, in which specialty? _____</p> <p>For which teaching level? <input type="checkbox"/> Preschool <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Vocational training</p> <p>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.</p>								

CHECK OFF IF YOU HAVE MAILED THE *DECLARATION CONCERNING A JUDICIAL RECORD*

	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 the country or state where I received training in educational psychology.
2. <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. This original official letter <b>must be dated less than three months prior to the current date.</b>
3. <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 originals for my records).
4. <input type="checkbox"/>	A <b>certified copy</b> of each diploma supporting my application for a teaching licence.
5. <input type="checkbox"/>	<b>Original</b> or <b>certified copy</b> of the transcripts for each successfully completed training program supporting my teaching permit application (course outline, if applicable). I have also included copies of these documents in their original language, <b>with appropriate translations.</b>
6. <input type="checkbox"/>	Declaration Concerning the Language of Study Outside Canada (Appendix 3).
7. <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.
8. <input type="checkbox"/>	A <b>certified copy</b> of my birth certificate or of my valid passport (and marriage certificate, if appropriate).
9. <input type="checkbox"/>	A <b>certified copy</b> attesting to my status in Canada: Canadian Citizenship Certificate, permanent resident card, work permit, proof of refugee status, etc. (see point 2.2.2, paragraph 9).
10. <input type="checkbox"/>	A <b>certified copy</b> of my valid Québec selection certificate, if applicable (see point 2.2.2, paragraph 10).

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 permit 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

### APPENDIX 3

## DECLARATION CONCERNING THE LANGUAGE OF STUDY OUTSIDE CANADA

*(to be completed by the institution of higher learning)*

### PERSONAL INFORMATION

<b>Last name at birth</b>	<b>First name</b>
<b>Date of birth</b> _____ (year-month-day)	
<b>Place of birth:</b>	
I completed the program (enter program title): _____ Over the course of the years: _____	

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

I hereby confirm that the training was given in:  French _____% English _____% Other languages (specify) _____% _____%	
If the training was received in several languages, please specify the percentage for each.	
<b>Name and address:</b>	<b>Official stamp:</b>
<b>Telephone:</b>	
<b>Fax:</b>	
<b>E-mail address:</b>	
<b>TITLE AND NAME OF PERSON RESPONSIBLE AT THE INSTITUTION OF HIGHER LEARNING (PLEASE PRINT CLEARLY):</b>	
<b>Signature of person responsible</b>	<b>Date (year, month, day)</b>

**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  
2220, rue Saint-David  
Jonquière (Québec) G7X 0L3  
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

