

#### TEACHER DEVELOPMENT AND CERTIFICATION RECOMMENDATION/APPLICATION FOR EXTENSION OF

INTERIM PROFESSIONAL CERTIFICATE
(Authorized by the Minister pursuant to the School Act, RSA 2002 Chapter S-3,
Sections: 92(1), 93, and 276, and the Certification of Teachers Regulation AR 3/99 as amended by AR 213/2003)

(Please Print)

07/05

extension, you must complete this application form in full. Please return	which will expire August 31 of the current school year and wish to apply for an n to the recommending officer in your school jurisdiction/authority before the end fficer will then forward both the form and the fee to the Office of the Registrar.
1. Alberta Certificate Number:	
	3. Date of Birth:
	Year Month Day
2. Current Full Legal Name:	4. Mailing Address:
Surname) (Mr./Mrs./Miss/Ms.)	(Street, Box Number or Apartment)
First Name and Middle Name(s) In Full)	(City or Town and Province/State)
List all other Legal Names: Acceptable evidence is (a) A swom leclaration before a commissioner of oaths or notary public outlining all names used for legal purposes; or, b) The original* document(s) sent by	(Country) (Postal/Zip Code)
egistered mail. Original documents will be returned by registered mail.	Telephone (Home) Telephone (Work/School)
	5. Immigration/Citizenship Status:
	If your immigration status has changed since last certification with this Office, please provide proof in the form of the original* document either in person or by registered mail.
You may choose to submit an unaltered copy of your original do	person or by registered man.  person or by registered man.
his office.	
While holding your current Interim Professional Certificate, di	id you teach outside of Alberta:NoYes
If Yes, please indicate each province, state or country:	2 2
	Ρ
NOTE: Also arrange to have a current Statement of Profe	
or national Department or Ministry of Education	ssional Standing sent directly to this Office from the provincial, state, or College of Teachers responsible for certification.
016/97.  I declare that the particulars that have been furnished on this information has been withheld. I declare that all documentate	ndard and descriptors of quality teaching under Ministerial Order  s form are true and complete in all respects and that no relevant tion that may be submitted by me has not been changed or altered in ssion, or submission of altered, tampered or forged documentation
Date of Application	Applicant's Signature
ALBERTA SCHOOL JURISDICTION/AUTHORITY RECO	OMMENDATION.
Name of Teacher)	will be employed by(School Jurisdiction/Authority Name)
for the school year.	(School Jurisaleuton/Authority Name)
I confirm that this teacher continues to meet the require prescribed by Ministerial Order 016/97, and recommend t	ements for the Alberta Interim Professional Certificate as he extension of such certificate.
Name and Title of Recommending Officer:	
	(Please Print)
Signature of Officer:	Date:
Signature of Officer:(Signature)	
Please confirm and initial that the applicant has provided the	
Mail to: Teacher Development and Certification Branch, Alberta Ed 44 Capital Boulevard, 10044 – 108 Street, Edmonton, Alber	





Na	Name:	Reference Number:
Sel	Self -Disclosure:	
cai	All questions must be answered. A false declaration or omicancellation of a teaching certificate. Despite your response to provide this office with a current criminal record check a	e to any of the questions below, you will be required
Ce	Certificate or License	
1.	<ol> <li>Has your application for certification or credential, certific country ever been denied, suspended, cancelled, or been su</li> </ol>	· A
	$\square$ YES $\square$ NO	
	If yes, please complete the following:	
	Location:	Date:
	Details:	
2.	2. Have you ever voluntarily or involuntarily surrendered you another jurisdiction?	ur credential, certificate, permit or license to teach in
	□YES □ NO	
	If yes, please complete the following:	
	Location:	Date:
	Details:	

(Authorized by the Minister pursuant to the Certification of Teacher Regulation (AR 3/99))



# **Conduct and Competence**

•	Have you ever been asked by a teacher preparation institution to withdraw from a teacher education program?		
	□ YES □ NO		
	If yes, please complete the following:		
	Location:Date:		
	Details:		
•	Are you currently or have you ever been subject to an inquiry, investigation, or proceeding with respect to your professional conduct, or competency, in relation to the teaching profession, including your teacher-education program?		
	□ YES □ NO		
	If yes, please complete the following:		
	Location:Date:		
	Details:		
5.	Have you ever been subject to an investigation or proceeding related to working with children or students in capacities other than teaching?		
	□ YES □ NO		
	If yes, please complete the following:		
	Location:Date:		
	Details:		



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6.	Have you ever been prevented from carrying on your duties as a member of the teaching profession as a result of any disciplinary proceedings?		
	□ YES □ NO		
	f yes, please complete the following:		
	Location:Date:		
	Details:		
7.	Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitate member of the teaching profession or any other profession?	d as a	
	□ YES □ NO		
	f yes, please complete the following:		
	Location:Date:		
	Details:		
En	<u>bloyment</u>		
8.	Have you ever agreed to a settlement or resignation to avoid formal employment action, or any proceedings or disciplinary action with respect to your professional conduct, competence or capacity to teach?		
	□ YES □ NO		
	f yes, please complete the following:		
	Location:Date:		
	Details:		



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9.	Have you ever been suspended, terminated, resigned or retired or have you ever been placed on leave pending investigation due to professional misconduct or incompetence?
	□ YES □ NO
	If yes, please complete the following:
	Location:Date:
	Details:
¬r	iminal Conduct
	OTE: The word "offence" in the next three questions refers to any statute and includes, but is not limited to,
	Criminal Code of Canada and the Controlled Drugs and Substances Act of Canada, or their equivalent in
n	other country.
-	you have more than one offence you must complete the following sequence of questions for EACH of the offences a separate sheet.
10	. Are you currently or have you ever been under investigation or charged with any offence under any statute, whether in Canada or in another country?
	□ YES □ NO
	If yes, please complete the following:
	Offence and Details:
	Charge Date:
	City Name:
	Country: Province/State:

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11.	Have you ever been convicted or had a record suspension (pardon) under the <u>Criminal Records Act</u> of a criminal offence under any statute whether in Canada or in another country?
	□ YES □ NO
	If you have more than one offence, include on a separate sheet. For each offence listed, please provide all official Notice(s) of Conviction certified by the Clerks(s) of the Court where the conviction(s) took place.
	Conviction and Details:
	City Name:
	Country:Province/State:
	Conviction Date:
	If pardoned, please provide date:
12.	Have you ever been given a conditional discharge in respect to the above noted criminal offence?
	□YES □ NO
	f YES, please provide documentation that provides evidence of the date of discharge and confirms whether the onditions of the discharge have been met.
Γ	Date of Discharge:
N	Nature of Discharge:
-	

NOTE: The presence of a record of charges or convictions does not necessarily exclude you from certification. Each case will be reviewed to determine its relevance to the requirements of the teaching profession on an individual basis and in accordance with the <u>Certification of Teachers Regulation</u>.

Alberta

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#### Undertaking

I understand that I may be required to provide an official criminal record search document by fingerprint comparison. I understand that I am responsible for all costs involved in providing such documentation to the Registrar for teacher certification of Alberta Education. I hereby undertake to provide, upon request, official police records when and as required.

I understand that no qualifications assessment can be made until Alberta Education receives all required documents, and that the Registrar may require additional information.

I agree that if there are any changes to the information I have provided to Alberta Education in this application between the time of the submission of my application and when the Registrar grants me a teaching certificate, I will immediately advise Alberta Education and provide the new information.

#### **Authorizations and Acknowledgements**

I acknowledge that the <u>Certification of Teachers Regulation</u> authorizes the Registrar for teacher certification of Alberta Education to conduct and review, at his discretion, a criminal record check, background check or inquiry from any police authority or other authority, organization or institution with regard to any criminal conviction or charge or any of the other matters referred to in the Self-Disclosure section.

I further authorize and consent to the release of such details of convictions and outstanding charges by any law enforcement agency or authority to the Registrar of Alberta Education for teacher certification.

I also consent to the release of my personal information, including all personal information related to criminal convictions or disciplinary matters, including information about outstanding charges, to school authorities requesting such information.

I acknowledge that the <u>Certification of Teachers Regulation</u> authorizes the Registrar for teacher certification of Alberta Education to contact any of the institutions that I have attended and/or certificating/licensing authorities, to clarify or obtain any information required, as deemed relevant for certification purposes. I also acknowledge that the Regulation authorizes Alberta Education to make inquiries and exchange information with any jurisdiction or certificating/licensing authorities.

#### **DECLARATION**

I declare that the particulars that have been furnished on this form are true and complete in all respects and that no relevant information has been withheld. I declare that all documentation that I have provided directly to the Registrar of Alberta Education, has not been changed or altered in any way. I understand that a false declaration or willful omission, or submission of altered, tampered or forged documentation may result in the non-issuance of a teaching certificate, or, if discovered after I have been granted a teaching certificate, may result in suspension or cancellation of my teaching certificate under the *Certification of Teachers Regulation*.

Applicant's Name (Print)	Applicant's Signature	Date