

SELF-DISCLOSURE FORM—TEACHER CERTIFICATION

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



Name: _____

Reference Number: _____

Self -Disclosure:

All questions must be answered. A false declaration or omission may be grounds for the denial, suspension or cancellation of a teaching certificate. Despite your response to any of the questions below, you will be required to provide this office with a current criminal record check and additional documentation as requested.

Certificate or License

1. Has your application for certification or credential, certificate, permit or license to teach in Canada or in another country ever been denied, suspended, cancelled, or been subject to limitations?

YES NO

If yes, please complete the following:

Location: _____ Date: _____

Details: _____

2. Have you ever voluntarily or involuntarily surrendered your credential, certificate, permit or license to teach in another jurisdiction?

YES NO

If yes, please complete the following:

Location: _____ Date: _____

Details: _____

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Conduct and Competence

3. 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: _____

4. 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

If 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 incapacitated as a member of the teaching profession or any other profession?

YES NO

If yes, please complete the following:

Location: _____ Date: _____

Details: _____

Employment

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

If 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: _____

Criminal Conduct

NOTE: The word “offence” in the next three questions refers to any statute and includes, but is not limited to, the *Criminal Code of Canada* and the *Controlled Drugs and Substances Act of Canada*, or their equivalent in another country.

If you have more than one offence you must complete the following sequence of questions for EACH of the offences on 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 [Criminal Records Act](#) 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

If YES, please provide documentation that provides evidence of the date of discharge and confirms whether the conditions of the discharge have been met.

Date of Discharge: _____

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 [Certification of Teachers Regulation](#).

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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 [Certification of Teachers Regulation](#) 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 [Certification of Teachers Regulation](#) authorizes the Registrar for teacher certification of Alberta Education to contact any of the institutions that I have attended and/or certifying/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 certifying/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