

# Teacher Certification Application Form

For Manitoba Educated Teachers



## INSTRUCTIONS FOR COMPLETING APPLICATION

Potential Manitoba Bachelor of Education (B. Ed.) Graduates - **read** instructions carefully.

The application form can not be submitted online or by email. The application form may be filled in online, printed, signed and returned by mail to the Professional Certification and Student Records Unit (PCSRU) with the necessary documents.

**Please mail your signed application form, application fee and all "Required Documents - Enclosed".**

Application Fee \$100.00. Acceptable methods of payment are:

- Cheque (Payable to the Minister of Finance)
- Money Order (Payable to the Minister of Finance)
- Visa or MasterCard (Complete Section F. Visa or MasterCard Service Request)

### 1. Required Documents - Enclosed

- A. An original and current (no more than 3 months old) Criminal Record Check accompanied by a Vulnerable Sector Screening also known as a Record Suspension of (Pardoned) Sex Offender Records completed at your local Law Enforcement Agency. Residents of Winnipeg may submit checks completed using the Winnipeg Police Service Online Criminal Record Check at: [www.edu.gov.mb.ca/k12/profcert/criminal\\_records.html](http://www.edu.gov.mb.ca/k12/profcert/criminal_records.html).
- B. An original and current Manitoba Child Abuse Registry Check (no more than 3 months old). Information about the Manitoba Child Abuse Registry Check and the application form are available at: [www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html](http://www.gov.mb.ca/fs/childfam/child_abuse_registry.html).
- C. Photocopy of Birth Certificate. If you do not have one please contact Vital Statistics.
- D. Photocopy of Proof of Canadian Citizenship or Landed Immigrant/Permanent Resident Status or a valid Work Visa (if applicable).
- E. Photocopy of Official Name Change Documents (if applicable). A photocopy of Marriage Certificate, Divorce Decree, Registration of Marriage or Vital Statistics Certificate of Name Change.

### 2. Required Documents - Transcripts

- All transcripts showing conferred degrees must be sent directly to PCSRU from the issuing institution. Transcripts issued to students will not be accepted.
- Previously conferred degree transcripts (i.e. Bachelor of Science, Bachelor of Arts, etc.) completed at universities other than the university where the Bachelor of Education is being completed must be sent directly to PCSRU before the teaching certificate can be issued.
- **After** convocation of your B. Ed. have an official transcript sent directly from the university to PCSRU.

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PLEASE USE CAPITAL LETTERS

## REQUIRED DOCUMENTS CHECKLIST

### IMPORTANT

IT IS MANDATORY THIS CHECKLIST BE COMPLETED AND MAILED WITH THE COMPLETED AND SIGNED TEACHER CERTIFICATION APPLICATION FORM AND THE \$100.00 CANADIAN FUNDS (CAD) FEE.

Please include all the ENCLOSED (see below) documents and make arrangements for the TRANSCRIPTS (see below) to be sent DIRECTLY to the Professional Certification and Student Records Unit (PCSRU) on your behalf.

Signed Application form for Manitoba Educated Teachers ☐

\$100.00 (CAD) Application Fee ☐

### 1. Required Documents - Enclosed

- A. Original and current (no more than three months old) Criminal Record Check accompanied by a Vulnerable Sector Screening ☐
- B. Original and current (no more than three months old) Manitoba Child Abuse Registry Check ☐
- C. Photocopy of Birth Certificate ☐
- D. Photocopy of proof of Canadian Citizenship or Landed Immigrant/Permanent Resident Status or valid work visa (if applicable) ☐
- E. Photocopy of official Name Change Documents (if applicable) ☐

### 2. Required Documents - Transcripts

- A. Official transcripts from each university where a conferred degree or coursework was completed ☐

Legal Name

Surname

Given Name

Middle Name

Comments

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**For Office Use Only:**

University \_\_\_\_\_

PSP #: \_\_\_\_\_

Convocation \_\_\_\_\_  
MM/YYYY

## A. Personal Data

☐ Male ☐ Female Title \_\_\_\_\_

**Please provide full legal name(s)**

Legal Name \_\_\_\_\_  
Surname Given Name Middle Name

Previous Name(s) \_\_\_\_\_

Birth Date \_\_\_\_\_ Country of Birth \_\_\_\_\_  
Day/Month/Year

Citizenship/Immigration Status \_\_\_\_\_ Other Citizenship Status \_\_\_\_\_

## Mailing Address

Box Number or Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ Province \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternative Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

I prefer to receive my correspondence in: ☐ English ☐ French

## B. Applicant Profile

Mother tongue \_\_\_\_\_

Languages spoken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Languages you can teach \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **B. Applicant Profile Continued (Completion of this section is voluntary)**

Are you an Aboriginal person, that is, First Nation (North American Indian), Métis, or Inuk (Inuit)? \_\_\_\_\_

Note: First Nations (North American Indian) include Status and Non-Status Indians if "Yes", mark the square(s) that best describe(s) you now:

☐ Yes, First Nation (North American Indian)

☐ Yes, Métis

☐ Yes, Inuk (Inuit)

Which best describes your Aboriginal cultural-linguistic identity? Please select up to two choices:

☐ Anishinaabe (Ojibway/Saulteaux)

☐ Dene (Sayisi)

☐ Inuktitut

☐ Dakota

☐ Ininiw

☐ Michif

☐ Other-please specify: \_\_\_\_\_

☐ Oji-Cree

For more information about Aboriginal Identity Declaration, please contact:

Aboriginal Education Directorate

Murdo Scribe Centre

510 Selkirk Avenue

Winnipeg, Manitoba, Canada

R2W 2M7

Telephone: 204-945-7886 (Toll Free: 1-800-282-8069 ext. 7886) Fax: 204-948-2010

Or visit the website at: <http://www.edu.gov.mb.ca/abedu/index.html>

## **C. Post-Secondary Education History**

**If completing a Bachelor of Education After Degree please indicate other degree(s) completed**

Degree Program \_\_\_\_\_

University \_\_\_\_\_

Degree Program \_\_\_\_\_

University \_\_\_\_\_

**If completing a Concurrent Degree Program please indicate**

Degree Program \_\_\_\_\_

If Other please specify \_\_\_\_\_

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## D. Declaration

**ALL** declaration questions must be answered. Please answer Yes or No. For every time you answer Yes, please provide a complete explanation that includes the full identification of the registration/licensing authority/organization concerned. Provide this information on a separate page(s).

1. Have you ever applied anywhere for authorization and/or certification to teach and had your application denied? ☐ Yes ☐ No
2. Has your authorization and/or certification to teach ever been suspended or cancelled in another jurisdiction? ☐ Yes ☐ No
3. Have you ever - for any reason other than to avoid paying renewal fees - voluntarily surrendered your authorization and/or certification to teach? ☐ Yes ☐ No
4. Have you ever - in advance of an investigation or disciplinary proceeding, either voluntarily or involuntarily restricted your teaching practice? ☐ Yes ☐ No
5. Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitated in relation to the teaching profession? ☐ Yes ☐ No
6. Has there ever been, or is there now, an investigation or proceeding in respect to your professional conduct, competence or capacity in relation to the teaching profession, including in your teacher education program? ☐ Yes ☐ No
7. Have any terms, conditions or limitations ever been placed on your authorization and/or certification to teach in any other jurisdiction? ☐ Yes ☐ No
8. Have you ever been asked by a teacher education program provider to withdraw from a teacher education program? ☐ Yes ☐ No
9. Have you ever been personally prevented from carrying on your occupation as a teacher as a result of any criminal, civil or disciplinary proceeding in any jurisdiction? ☐ Yes ☐ No
10. Have you ever agreed to a settlement or a resignation to avoid any proceeding or disciplinary action with respect to your professional conduct, competence or capacity, in relation to either a teaching position or your professional certification? ☐ Yes ☐ No

Applicant's Initials

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## D. Declaration Continued

11. Have you ever been terminated or had restrictions imposed on your employment as a teacher by an employing school district, education authority or other organization in respect of your conduct, competence or capacity? ☐ Yes ☐ No
12. Have you ever been subject to an investigation or proceeding relating to working with children or students in capacities other than teaching? ☐ Yes ☐ No
13. Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitated in relation to another profession? ☐ Yes ☐ No
14. Has there ever been, or is there now, an investigation or proceeding in respect to your professional conduct, competence or capacity in relation to another profession? ☐ Yes ☐ No

## Criminal Record Declaration

Please answer Yes or No. For every time you answer Yes, please provide a complete explanation of the offence that includes the full identification of the police/court authority concerned. Provide this information on a separate page(s).

The presence of a record of charges or convictions does not necessarily exclude you from teacher certification. Each case will be reviewed on an individual basis to determine its relevance to the requirements of the teaching profession.

1. Have you ever been found guilty of a criminal offence? ☐ Yes ☐ No
2. Have you ever been found guilty of any offence relevant to your suitability to practice the profession? ☐ Yes ☐ No
3. Are there any criminal charges pending against you? ☐ Yes ☐ No
4. Have you ever been placed on a child (or other) abuse registry in any jurisdiction? ☐ Yes ☐ No

**Providing false or incomplete information may be considered professional misconduct and grounds for rejection of your application.**

Applicant's Initials

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## D. Declaration Continued

### Final Declaration

I declare that all information given on this registration form is true, correct and complete to the best of my knowledge. I understand that no qualifications assessment can be made until Manitoba Education and Training receives all required documents and that additional information may be required.

I authorize Manitoba Education and Training to contact the educational institutions I attended and to receive any and all information from those institutions, teacher registration/licensing bodies and police services that relate to my application for certification in Manitoba. I understand that this information may be used by Manitoba Education and Training to determine if I will be certified.

I consent to Manitoba Education and Training making inquiries and exchanging information with any jurisdiction or registration authority.

I agree that if there are any changes to the information I have provided to Manitoba Education and Training in this application between the time of the submission of the application and registration, I will immediately advise Manitoba Education and Training and provide the new information.

I authorize the release of information regarding my salary classification, teaching experience and my qualifications to school boards, private schools or provincial or federal authorities for employment purposes.

I declare that all documentation submitted by me in relation to my application has not been changed or altered in any way.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(must be handwritten)

This personal information is being collected under the authority of Manitoba Regulation 115/2015 made under The Education Administration Act, and will be used for ongoing verification of certification and notification. Personal information is protected under The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Professional Certification and Student Records Unit, Box 700, Russell MB R0J 1W0 ph. 1-800-667-2378 or 1-204-773-2998.

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Education and Training  
Professional Certification  
and Student Records Unit

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PLEASE USE CAPITAL LETTERS

For Office Use Only:

PSP #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## E. Application Fee

The non-refundable application fee is \$100.00 Canadian Funds (CAD). A Statement of Professional Standing may be required if applying for certification in another province or country. The form is at: [http://www.edu.gov.mb.ca/k12/profcert/pdf\\_docs/stmtrequest.pdf](http://www.edu.gov.mb.ca/k12/profcert/pdf_docs/stmtrequest.pdf)

### Method of Payment

Cheque\* (Payable to the Minister of Finance)

Money Order (Payable to the Minister of Finance)

Visa or MasterCard (Complete Section F. Visa or MasterCard Service Request)

*\* All cheques that are dishonoured by the applicants financial institution will be assessed a charge-back fee of \$20.00 CAD*

## F. Visa or MasterCard Service Request

*If you wish to use your Visa or MasterCard for method of payment, this form must be completed and accompany your application.*

	<u>FEE AMOUNT</u>	<u>TOTAL</u>
Evaluation and Certification Fee	\$100.00	_____
Statement of Professional Standing (If required)	\$50.00	_____
Method of Payment		<div></div>
<input type="radio"/> Visa		
<input type="radio"/> MasterCard		
Card Number	_____	
Expiry Date	_____ Month/Year	
Cardholder Name (as it appears on the card)	_____ Please Print	
Cardholder Signature	_____	

**NOTE: If the credit card information has been submitted by telephone, the cardholder's signature MUST be submitted by mail or fax. Visa or MasterCard information cannot be accepted by email for security reasons.**



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## G. Delivery

Mail all required documents\* with your application form, Required Documents Checklist and application fee to:

**Professional Certification and Student Records Unit  
P.O. Box 700  
402 Main Street N.  
Russell, Manitoba, Canada  
R0J 1W0**

### **IMPORTANT**

Ensure that all Required Documents - Transcripts from the issuing institution (see Required Documents Checklist) are delivered directly to Professional Certification and Student Records Unit (PCSRU).

*\* PCSRU reserves the right to request further documentation if required and may request original documents if the photocopies you provided are not acceptable.*