

Technical Vocational Teaching Certificate Application Form

For Technical Vocational Teachers



INSTRUCTIONS FOR COMPLETING APPLICATION

Manitoba Technical Vocational Teacher Graduates - **read** instructions **carefully**.

If you are certified in a province outside of Manitoba please contact the [Professional Certification and Student Records Unit \(PCSRU\)](#) for the application process.

This application form can not be submitted online or by email. The form may be filled in online, printed, signed and returned by mail to the PCSRU with the "Required Documents - Enclosed".

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. Your Criminal Record Check with the Vulnerable Sector Screening must include all current and past full legal names that match your proof of identification documents.
- B. An original and current (no more than 3 months old) Manitoba Child Abuse Registry Check. Information about the Child Abuse Registry Check and the application form are available at: 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 if born outside of Canada, valid work visa (if applicable) or First Nation Status.
- 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.
- F. Photocopy proof of Journeyman status or Qualifications in non-designated trade/occupation.

2. Required Documents - Transcripts

Make arrangements with Red River College Student Records to have the official transcript sent directly to Professional Certification and Student Records Unit **after the graduation date**. The transcript must state that you have graduated.

IMPORTANT

IMPORTANT FOR CLASSIFICATION and CERTIFICATION: official transcripts of any university studies or degree(s) completed previously, must be sent directly from the issuing institution to Professional Certification and Student Records Unit. **Transcripts issued to the student will not be accepted.**

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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 TECHNICAL VOCATIONAL TEACHING CERTIFICATE APPLICATION FORM FOR TECHNICAL VOCATIONAL TEACHERS 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 Technical Vocational Teaching Certificate Application Form for Technical Vocational 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) Child Abuse Registry Check ☐
- C. Photocopy of Birth Certificate ☐
- D. Photocopy of proof of Canadian Citizenship or Landed Immigrant/Permanent Resident Status or work visa (if applicable) or First Nation Status. ☐
- E. Photocopy of Official Name Change Documents (if applicable) ☐
- F. Photocopy proof of Journeyman status or qualifications in non-designated trade/occupation ☐

2. Required Documents - Transcripts

- A. Arrangements for the transcript from Red River College to be sent to the Professional Certification and Student Records Unit has been made. (The transcript must state that you have graduated.) ☐

Legal Name

Surname

Given Name

Middle Name

Comments

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Education and Training
Professional Certification
and Student Records Unit

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For Office Use Only:

PSP #: _____

A. Personal Data

☐ Male ☐ Female Title _____

Please provide full legal name(s)

Legal Name

Surname

Given Name

Middle Name

Previous Name(s) _____

Birth Date

Day/Month/Year _____

Country of Birth _____

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 _____

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 web site at: <http://www.edu.gov.mb.ca/abedu/index.html>

C. 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

Applicant's Initials

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C. Declaration Continued

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
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

Applicant's Initials

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C. Declaration Continued

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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C. 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.

If you wish to pay by Visa or
MasterCard, DO NOT USE THE
PRINT BUTTON NOW, continue to
the next page.

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Education and Training
Professional Certification
and Student Records Unit

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For Office Use Only:

PSP #: _____

Receipt #: _____

D. Application Fee

The non-refundable application fee is \$100.00 Canadian Funds (CAD).

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*

E. 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	_____

Method of Payment

☐ Visa

☐ MasterCard

Card Number

Expiry Date

Month/Year

Cardholder Name

(as it appears on the card)

Please Print

Cardholder Signature

**NOTE: If the card 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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F. 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 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.*