

## Checklist of Documents Required for Subject Restricted (SR) Independent School Teacher Certification

Please ensure that all necessary documentation listed below to support your teacher application has been sent to our office.

**A. Certification may require six weeks to process after all of the following documents have been received.**

1.  The most recent teacher application form fully completed.
2.  [Consent to a Criminal Record Check - Manual Form A](#) completed, signed, and attached.
3.  A **bank certified** cheque or money order for the non-refundable \$200 application evaluation fee and the non-refundable \$20 criminal record check processing fee (in Canadian Funds), payable to: **The Minister of Finance**. (**Please Note:** Your application will not be registered or processed unless accompanied by the application processing fees.)
4.  Upon successful completion of the application evaluation and criminal record check, you will be notified that you are eligible for certification. The fee for issuing the certificate is \$20.

**B. Once all the following documentation is received, applications will be evaluated.**

**\* Verified means:**

***A photocopy signed by a principal, judge, lawyer, medical doctor or notary public, who can attest to the fact that this is a "true copy of the original".***

***Verifier's signature must be original and accompanied by his or her printed name, occupation, and place of employment with complete address.***

5.  A verified\* photocopy of your birth or baptismal certificate as proof of name and age. For applicants born outside Canada, where a birth certificate is not available, the Inspector will accept a verified copy of the applicant's passport.
6.  A verified\* photocopy of your certificate of Canadian citizenship, work visa or document confirming permanent residency (landed immigrant status) if not born in Canada.
7. **If not all documents have been issued in the same name:**
  - A verified photocopy of marriage certificate or legal proof of change of name is required. (**Please Note:** that a marriage certificate is not recognized as legal proof of a hyphenated surname in BC.)
8.  (a) **For post-secondary credentials earned in Canada and the USA:** official up-to-date transcripts showing courses taken, credits awarded and grades received from **all** post-secondary institutions attended even where the credit has been transferred to another institution. Notarized copies of official documents are not acceptable for evaluation purposes. Transcripts must be sent directly from the issuing university or college to the Ministry of Education, Office of the Inspector of Independent Schools. Transcripts sent by applicants will not be accepted unless they remain and arrive sealed by the issuing authority.  
 (b) **All foreign transcripts/credentials, earned outside of North America,** must be evaluated by acceptable evaluation services that will verify the Canadian equivalency of the credits/degrees that you have earned. The International Credential Evaluation Services (ICES, <http://www.bcit.ca/ices/>, (604) 432-8800 or 1-866-434-9197) or World Education Services (WES, <http://www.wes.org/ca/>, (416) 972-0070 or 1-866-343-0070) are some of the acceptable services. A **comprehensive report** (ICES) or **comprehensive course-by-course evaluation** (WES) is required.

9.  Official statement(s) of degree qualification(s) **if not indicated on transcript**. (A letter from college/university or verified\* copy of graduation diploma.)
10.  A verified\* photocopy of each teaching certificate held.
11.  Current Official Statement(s) of Professional Standing - which you must request from the Provincial or State Department of Education where you originally received certification, and from all subsequent Department(s) of Education, (if any) verifying that your certificate has not been revoked or cancelled.
- Sealed Statements of Professional Standing must be sent directly from the issuing authority to the Ministry of Education, Office of the Inspector of Independent Schools. Statements sent by applicants will not be accepted unless they remain and arrive sealed by the issuing authority.
12.  A completed **Letter of Good Standing** from *Current/Former Employer* form for each of your school teaching positions held **within the last five years**. The completed form(s) is to be sent directly from your former supervisor or school authority to the Office of the Inspector of Independent Schools.
13.  Two **confidential character references** completed by referees using the *Confidential Character Reference* forms provided. The referee should not be a relative of the applicant and should have known the applicant for a minimum of two years. One referee must be serving in a profession (e.g., doctor, nurse, principal, teacher, judge, lawyer, priest, notary public, minister, etc.)
14.  English Language Proficiency Requirements (if post-secondary education was earned in a non-English speaking country).
- a) Test of English as a Foreign Language including Test of Spoken English (TOEFL Internet Based Test), minimum score must be 98 out of 120
- b) International English Language Testing System (IELTS minimum score must be an overall band score of 6.5 on the academic version; with no band below 6 and with minimum of 7 on Speaking and Writing Bands)

**Please Note:**

**Translation of submitted documents in a language other than English or French may be required.**

**Teacher certificates will not be issued until British Columbia residency is obtained. A letter of eligibility valid for twelve months will be sent to qualified out-of-province applicants.**

**Classified and funded British Columbia independent schools may not employ you as a teacher until you hold a valid Temporary or Permanent Teacher Certificate issued by the Inspector of Independent Schools or a valid Teacher Certificate issued by the British Columbia College of Teachers. On being employed to work with children in British Columbia, authorization to conduct a criminal record search will be required.**

*Please make sure all the documentation listed above has been sent to our office:*

Ministry of Education  
**ATTENTION: NEW CERTIFICATION**  
Office of the Inspector of Independent Schools  
PO Box 9153 STN PROV GOVT  
Victoria BC V8W 9H1

Ph: 250 356-2508 Fax: 250 953-4908