

A. Processing of applications for teacher certification will only be initiated once items 1, 2, and 3 have been received in the Office of the Inspector of Independent Schools.

1. The most recent teacher application form fully completed. Please note: Subject to be taught and category (SSR-1 or SSR-2) must be indicated in order to process application.
 - An **SSR-1** designation requires post-secondary training in a teachable subject area, and is typically limited to Grades K-9.
 - An **SSR-2** designation requires post-secondary training and credential completion (certificate, diploma, etc.), and is typically needed for instruction of electives at the Graduation Program level or for special needs instruction.
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 of the following documentation is received, applications will be evaluated.

* Verified means a photocopy signed by a principal, judge, lawyer, notary public, or medical doctor 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. Two confidential character references completed by referees (use forms provided):
 - [CCR \(Professional\) #1](#)
 - [CCR \(Personal\) #2](#)

Note: 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.)
6. A verified* photocopy of 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.
7. A verified* photocopy of marriage certificate or legal proof of change of name. Please note that a marriage certificate is not recognized as legal proof of the hyphenated surname in BC.
8. A verified* photocopy of your certificate of Canadian citizenship, work visa or document confirming permanent residency (landed immigrant status) if not born in Canada.
9. Verified* proof of Grade 12 graduation or equivalency.
 - Verified* copies of **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.
 - Verified* copies of any post-secondary certificates earned in your area of expertise.
10. A letter of reference from an employer (if applicable).

11. Four (4) detailed sealed letters of recommendation submitted to the Office of the Inspector of Independent Schools by the “recommender” verifying expertise in your subject and suitability to teach children from:
- 1) Authority (Chair or member of the board)
 - 2) Principal of the school
 - 3) A member of the immediate school community [not including 1) or 2)]
 - 4) Member of the community at large, verifying recognized expertise in the subject applied for [beyond 3)].
12. English Language Proficiency Requirements (if post-secondary education was earned in a non-English speaking country). Proof of proficiency may include successful completion of one of the following:
- a) Test of English as a Foreign Language – Internet based (TOEFL-IBT) with total score of 98 and minimum subtest scores of 23 on Reading and Listening, 27 on Speaking, and 25 on Writing.
 - b) Academic version of the International English Language Testing System (IELTS) with an overall band score of 6.5 and with no band below 6 and a minimum of 7 on Speaking and Writing Bands.
 - c) BC Grade 12 English Language Arts course (one of the following:)
 - English 12
 - Communications 12
 - Technical and Professional Communications 12

Please Note:

The SSR application is a two part application that requires both Authority and Applicant to provide information. Please submit the two parts together.

This application should include 5 separate letters fulfilling the requirements of items listed in 10 and 11 above.

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

Teacher certificates will not be issued until Canadian residency or Canadian workpermit has obtained. A letter of eligibility valid for 12 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.

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

Return completed form and required documents to:

**ATTENTION: NEW APPLICATION
MINISTRY OF EDUCATION
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