



## Application for Teaching Certificate Upgrade

Date Received
Teacher Certification

### 1. Applicant Identification

Social Insurance Number  _____ _____ _____	Surname  _____	Given Names  _____	Initial  _____
	Previous Name (if applicable)  _____	Date of Birth  _____	

### 2. Mailing Address

No. Street \_\_\_\_\_ P.O. Box \_\_\_\_\_  
City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone No. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

### 3. Professional Training Data

For **upgrade** applications: list the institutions from which **new** transcripts will be received, and any new degrees/credentials.

Institution 1	Degree/ Credential	Check Professional Training Completed
2		Primary
3		Elementary
4		Secondary
5		

### 4. Certification Request

Certificate Level Requested

- Level IV
- Level V
- Level VI
- Level VII

### 6. Applicant's Signature

Date \_\_\_\_\_  
YY / MM / DD

SIGNATURE OF APPLICANT \_\_\_\_\_

**SEE REVERSE SIDE FOR INSTRUCTIONS**

**DOCUMENTS BELOW ARE REQUIRED WITH UPGRADE APPLICATIONS.**

---

**1. Transcripts**

**Applicants who have completed studies within Canada:**

\*Official transcripts, sent directly from the academic institution by mail or email. If transcripts do not show conferral of degrees a confirmation letter from the university is also required.

**Applicants who have completed studies outside of Canada:**

\* A WES Course-by-Course Evaluation Report is required. Reports must be sent directly to Office of Teacher Certification from WES

**2. Payment**

A completed Payment Schedule and a Payment Receipt of the appropriate fee. Print receipt during on-line payment.

**EMAIL COMPLETED UPGRADE APPLICATIONS TO:**

**[teachercertification@gov.nl.ca](mailto:teachercertification@gov.nl.ca)**

For further information call: (709) 729-3020