



**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	Degree/ Credential
1	
2	
3	
4	
5	

Check Professional
Training Completed

Primary
Elementary
Secondary

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**

For further information call: (709) 729-3020