

# Teacher Qualification Service

TEACHER QUALIFICATION SERVICE  
106 - 1525 WEST 8<sup>th</sup> AVENUE  
VANCOUVER, BC V6J 1T5  
TEL: 604-736-5484 FAX: 604-736-6591  
www.tqs.bc.ca

## APPLICATION FORM INSTRUCTIONS:

You are requested to complete this **application** in accordance with the instructions on the other side of this sheet. **Please note the deadline dates** in item 5 of the General Information section below. Although a category card cannot be issued until all documents are received, applicants are encouraged to apply well before the November 30, March 31, and June 30 deadlines. **Some days of grace are allowed for applicants applying before these cutoff dates.**

## GENERAL INFORMATION

1. All evaluations are made pursuant to policies currently in force and approved by the Teacher Qualification Board. The Board is composed of representatives of the BC School Trustees Association and the BC Teachers' Federation.
2. A TQS category will be assigned only after the applicant has submitted their official transcripts and the most recent BC College of Teachers teaching certificate for which the applicant is qualified. [Applications for a valid teaching certificate should be made to the BC College of Teachers (www.bcct.ca) 604-731-8170.]
3. **The onus for submitting the required documents rests with the applicant.** Categorizations will be based on the documents received and in accordance with the policies in force at the time the evaluation is made.
4. By policy, the Teacher Qualification Service assigns categories on the basis of the "completed program" approach as determined by standards applicable in British Columbia. Categories are not necessarily determined on the basis of a simple count of course credits or time spent completing an acceptable program.
5. Categories are assigned effective **January 1, May 1, or September 1**. Intermediate effective dates are not assigned. Applicants who submit all supporting documents to the TQS office between June 30 and November 30, are assigned a category effective **September 1** of that calendar year provided all work relative to the category is completed by August 31 (September 30 for graduate work). Applications received between November 30 and March 31, are assigned a category effective the intervening **January 1** provided all work is completed by December 31 (January 31 for graduate work). Applications received between March 31 and June 30, are assigned a category effective May 1 of that calendar year provided all work is completed by April 30 (May 31 for graduate students).
6. **OFFICIAL** transcripts are required for all post-secondary institutions attended. A comprehensive record from one institution covering work at another may not be acceptable.

Transcripts are not returned to applicants unless they are one-of-a-kind. In this case, the applicant must request return of the transcripts and enclose a postal money order in the amount of \$10.00 payable to the Teacher Qualification Service.

7. A **secondary school record** is required for all applicants who first attended a university or teacher training institution outside of Canada or the United States. For those who first attended a Canadian or US university or teacher training institution, a secondary school record may be required if the basis for admission is not clear on a transcript.
8. Applicants presenting documents printed in a language other than English or French must submit an official notarized English translation together with the original document(s).

**Please read this page and the General Information section  
carefully before completing the Application form.**

1. Insert your last and **all** given names in full (including your maiden and/or previous names where applicable). The name on your TQS card will duplicate the name on your BC teaching certificate, therefore, proof of legal name change is required before your TQS category card can be issued in a name not used on your teaching certificate. **Failure to provide all used and given names may result in unnecessary delays in the processing of your TQS evaluation.**
2. Your date of birth provides additional identification. Omit if you object to giving this information.
3. Insert your social insurance number clearly in the spaces provided (optional).
4. Insert your full BC mailing address and postal code. Your category card will be mailed to this address. Please inform us if a change occurs before you receive your TQS card.
5. Your home telephone or fax number enable us to reach you if additional information is required.
6. A clear photocopy of the most recent teaching certificate issued to you by the BC College of Teachers is required for ALL applications. If you are unable to locate your teaching certificate, contact the BCCT at 604-731-8170 ([www.bcct.ca](http://www.bcct.ca)). Please note that your annual BCCT "Certificate Verification Card" is **NOT** acceptable.
7. If you are applying to the TQS for the first time, please indicate this and proceed to item number eight. Please indicate if you are applying for an upgrade, a revised TQS card or a replacement card, and provide a photocopy of an appointment letter, pay statement, or other documentation indicating current employment in a BC Public School District. If you are not employed, but are seeking employment in a BC Public School District, indicate which district(s) you are applying to. **This step is required for all but first time applicants.**
8. Insert, with dates of attendance, the full name of every institution you have attended. If you did not register for undergraduate studies at a Canadian college and/or university, be sure to include a secondary school leaving record.

*If you have previously been evaluated by the TQS, it is only necessary to list and submit transcripts for course work completed since your previous evaluation was processed.*

Photocopies are **not** acceptable. If your documents are being mailed directly from the institutions concerned, indicate this in the space provided. **Please note that documents filed with the BC College of Teachers are not available to the TQS office.**

9. Applications must be dated and **SIGNED** to be valid.

**APPLICATION  
 FOR ASSIGNMENT OF A TQS CATEGORY**

1. Last Name: \_\_\_\_\_ Given names in full: \_\_\_\_\_

Previous name(s): \_\_\_\_\_

2. Birth Date: 

:	:	:	:	:
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 3. Social Insurance Number: 

:	:	:	:	:	:	:	:	:	:
---	---	---	---	---	---	---	---	---	---

  
 Month Day Year

4. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

5. Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

6. Proof of BCCT Certification  Enclosed Please check the applicable box  
 \* MANDATORY \*  Coming Later

7. I am applying for:  my first evaluation (skip to item 8.)  an upgrade  a revised card  a replacement

I am currently employed by BC Public School District # \_\_\_\_\_ and my  
 Proof of current Employment (ie: photocopy of a pay statement) is:  Enclosed  Coming Later  
 or  I am seeking employment in BC Public School District(s) # \_\_\_\_\_

8. Below list names of all high schools, teachers' colleges, universities and other institutions attended. Teachers who attain a first degree from a Canadian university need not present a high school transcript. If a previous evaluation has been made by the TQS, please give the date. It is only necessary to list and submit official documentation for course work completed since your previous TQS evaluation was processed.

CHECK WHERE APPLICABLE	
<b>Official Transcript To Follow Application</b>  (either from Institution or Applicant)	<b>Official Transcript Enclosed with this Application</b>

NAMES OF INSTITUTIONS	DATES OF ATTENDANCE	DEGREES HELD (IF ANY)

*(use reverse if more space required)*

9. **I understand that the responsibility for submitting the required documentation rests solely with me.**
10. I certify that the particulars set out in this application and the documentation attached are true in all respects and that no relevant information has been withheld.
11. In the event that the TQS staff deems it necessary, I grant the TQS authority to solicit additional information required to evaluate my academic and professional training from both the BC College of Teachers and institutions where I have obtained my education and professional training.
12. At the time I receive a TQS category card I will be provided with a copy of the TQS regulations including the regulations relating to reviews and appeals. I acknowledge that, following receipt of a TQS category card, I will have a right to seek a review by the Director of the TQS of the category which is assigned to me and a further right to appeal the Director's decision to the Teacher Qualification Board.
13. **In evaluating the information that I submit to the TQS, whether with this application or at any other time, the TQS staff may, through negligence or otherwise, assign me a category different than the one to which I am entitled.** I acknowledge that following receipt of a TQS category card it will be my sole responsibility to ensure that I have received the correct TQS category. If I believe that an error has or may have been made, it is my responsibility to immediately initiate a review of the category assigned to me.
14. I have read 10-14 and I personally assume all risks in connection with the evaluation of my credentials by the TQS staff for the purpose of assigning me a TQS category and I hereby release the TQS and its directors, officers, and staff from any liability in connection with any loss or damage which I may suffer, directly or indirectly, as a result of the assignment to me of an incorrect TQS category.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_