

Occupational Fact Sheet
for Internationally Educated
Teachers

NOVEMBER 2003



Prepared by:

BRITISH COLUMBIA COLLEGE OF TEACHERS
IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA
MOSAIC

Financial support from:

Human Resources Development Canada
BC Ministry of Community, Aboriginal and Women's Services

Disclaimer

This Occupational Fact Sheet was developed by the British Columbia College of Teachers (College) and the partnership of Immigrant Services Society of British Columbia (ISS) and MOSAIC. Information in this Fact Sheet will be updated on a regular basis. Requirements may change without notice. The Bylaws and Policies of the College take precedence over this summary. If you require clarification, contact the College.

Copyright

Copyright of this Occupational Fact Sheet is held jointly by the College and the partnership of ISS and MOSAIC, 2003. This Fact Sheet may be used or reproduced by any third party for non-commercial, not-for-profit purposes, provided that no fee, payment or royalty of any kind shall be charged by the third party for any further use or reproduction of the Fact Sheet by any person. Any proposed commercial or for-profit use or reproduction of this Fact Sheet requires a written license from both the College and the partnership of ISS and MOSAIC.

Websites

This document can be accessed on the Internet through:

- BC College of Teachers' website: www.bcct.bc.ca
- Human Resources Development Canada's website:
www.bc.hrdc-drhc.gc.ca/59/jwtc-etfc/index_e.shtml
- BC Ministry of Community, Aboriginal and Women's Services' web site: www.mcaaws.gov.bc.ca/amip

And the websites of:

Immigrant Service Society of British Columbia

#501 - 333 Terminal Avenue

Vancouver, BC V6A 2L7

Phone: 604-684-2561 Fax: 604-684-2266

Email: immserv@issbc.org

Website: www.issbc.org

MOSAIC

1522 Commercial Drive

Vancouver, BC V5L 3Y2

Phone: 604-254-0244 Fax: 604-254-3932

Email: employmentprograms@mosaicbc.com

Website: www.mosaicbc.com

Occupational Fact Sheet
for Internationally Educated
Teachers

Table of Contents

- 1 What is the Purpose of this Fact Sheet? / 3
- 2 What are My Job Prospects as a Teacher in BC? / 3
- 3 Who Issues Teaching Certificates in BC? / 4
- 4 What are the Requirements for Certification as a Teacher in BC? / 5
- 5 How Long Does it Take and How Much Does it Cost? / 7
- 6 How Do I Become Certified as a Teacher in BC? / 8
 - Checklist / 8
- 7 How Does the Certification Process Work? / 10
 - Step by Step Process / 10
 - Step 1: Request an Application Package / 10
 - Step 2: Complete the Application Package and Assemble Documents / 10
 - Step 3: English Testing / 13
 - Step 4: File Number / 14
 - Step 5: Evaluation / 14
 - Step 6: Providing Evaluation Results / 15
 - Step 7: Interim Certificate / 15
 - A. Qualify for an interim certificate / 16
 - B. Do not qualify for an interim certificate / 16
 - Step 8: Meeting Outstanding Requirements / 17
 - Step 9: Apply For Teaching Positions / 18
 - Step 10: Meet Requirements for Permanent Teaching Certificate / 18
 - Step 11: Apply for a Permanent Teaching Certificate / 18
- 8 Reasons for Delay and How to Speed up the Application Process / 19
- 9 Fees / 20
- 10 Contact Information / 21
- 11 Glossary / 22

1 What is the Purpose of this Fact Sheet?

This fact sheet is for internationally educated teachers; that is, those individuals who have completed a teacher education program and are certified to teach in the country where they completed their program. It provides information on how to become certified to practice as a teacher in British Columbia (BC).

If you have not completed a teacher education program, even if you have taught in another country, you will need to complete a teacher education program. For a list of educational institutions that offer teacher education programs in British Columbia, visit www.bcct.bc.ca or contact the College of Teachers office.

This fact sheet does not address immigration or detailed employment matters. (See Section 10 for contact information that can assist you with immigration and employment questions.)

2 What are my Job Prospects as a Teacher in BC?

The current employment situation for teaching in BC is competitive. There is currently a demand for teachers in certain fields, such as secondary school mathematics, physics, chemistry, home economics, and technology – and French Immersion and Special Education (special needs) at all levels. Receipt of a teaching certificate does not guarantee employment.

For employment and labour market websites, please see Section 10, Contact Information.

3 Who Issues Teaching Certificates in BC?

British Columbia College of Teachers

The British Columbia College of Teachers is the regulatory body that grants teaching certificates that allow individuals to be employed in the public school system in BC (Kindergarten to Grade 12).

BC legislation requires that every person employed as a teacher, administrative officer, or superintendent of schools in the BC public school system must hold a teaching certificate from and hold membership with the College of Teachers.

Certificates from the College of Teachers also allow individuals to be employed in the independent school system.

Ministry of Education

The Independent Schools Branch of the British Columbia Ministry of Education issues teaching certificates which allow individuals to teach in independent (private) schools *only*.

For more information about independent school teaching certificate requirements, please visit the Independent Schools Branch website at:
www.bced.gov.bc.ca/independentschools/teach_cert/

4 What are the Requirements for Certification as a Teacher in BC?

Below are the requirements you need to meet to be certified by the College of Teachers:

- **Completion of a minimum of four years of post-secondary study beyond BC Grade 12**

A minimum of four years of post-secondary education is required after BC Grade 12 equivalence is determined. Your post-secondary studies will be assessed by the College to determine if they are equivalent to the qualifications that a teacher in BC will have completed. The key areas that the College will be looking for are:

- **Professional studies**

You must have completed a teacher education program consisting of a minimum of 30 credits of education course work, or equivalent, and practicum. Thirty credits are approximately one year of full-time studies at a university. In most cases, proof of registration as a teacher in the jurisdiction in which the program was completed is required.

- **Academic studies**

You must have a solid base of academic study. For secondary school teachers, you need senior-level course work in subject area(s) taught in secondary schools. For elementary school teachers, the nature of the areas of study may be broader, but the areas studied should relate to the curriculum areas of the BC education system.

All teachers in British Columbia are required to complete 6 credits of English literature and composition course work.

- **Teaching experience**

You must have completed sufficient teaching experience in the last ten years. A minimum of either 75 days of teaching experience in one academic year or 100 days of teaching experience in two consecutive academic years must have been completed.

If you have not had any **paid** teaching experience, you must have completed a minimum of nine weeks of student teaching experience within your initial teacher's education program in the last ten years to be considered current.

Teachers who do not meet the minimum experience requirement will be asked to complete updating requirements which may include course work and/or a practicum. Completion of a full teacher education program may be required.

- **Familiarity with the BC education system**

If you have completed your teacher education outside of Canada, you will likely be asked to familiarize yourself with the culture and curriculum of BC schools prior to obtaining certification in BC. These will likely include both course work and a practicum.

- **Fit and proper person**

You must be a person of good moral character and be fit to teach.

- **Fluency in the English language**

Internationally trained teachers must have an excellent command of English since teachers are models of English for their students.

If you studied in a country where English is not the first language, you must establish your fluency in the English language. This is usually done through standardized testing. For more information, see Section 7, Step 3.

5 How Long Does it Take and How Much Does it Cost?

- **Estimated time**

The time required to receive an evaluation from the College will vary depending on how quickly all the documents arrive and whether or not the College requires any clarification. When all the items required for evaluation have been received, you will usually receive an evaluation letter from the College within six to eight weeks.

If you are found ineligible for an interim teaching certificate, the time that it will take you to complete the outstanding requirements will vary. Completion of the requirements may take more than one year.

- **Estimated costs**

The fee required to evaluate your application is \$280. This does **not** include costs relating to:

- Criminal record check
- Language proficiency exams
- Verification of documents
- Statutory declarations that may be required
- Fees charged by other institutions and/or organizations from which you may be required to request documentation
- Fees for official translations
- Postal and delivery costs associated with the application
- Tuition and related costs for any requirements that the evaluation determines that you must complete

For more information, see Section 9.

6 How do I Become Certified as a Teacher in BC?



Checklist

Step 1: Request an Application Package

- Request an application package from the BC College of Teachers by phone, mail, website or in person.

Step 2: Complete the Application Package and Assemble Documents

- Complete all parts of the application and submit to the College. Ensure that you include:
 - Application for Teacher's Certificate of Qualification and Membership form.
 - Evaluation fee payable to the BC College of Teachers.
 - Verified copies of:
 - birth or baptismal certificate
 - immigration documentation
 - marriage certificate (if applicable)
 - legal name change document (if applicable)
 - final secondary school certificate or diploma
 - diplomas for any degrees or qualifications
 - Authorization for a Criminal Records Search form
 - Payment to the Minister of Finance for the Criminal Records Search
 - Official transcripts from all post-secondary institutions
 - Statement of Professional Standing from government teacher licensing agency
 - Recent teacher evaluation report
 - Two confidential reference forms
 - Written proof of all your teaching experience
 - Certified translations of documents that are not in English or French.

Step 3: English Testing

- Take English fluency tests if English is not your first language.

Step 4: File Number

- College assigns you a file number once the application and evaluation fee have been received. This allows you to call the College for an update on your application.

Step 5: Evaluation

- College assesses your application for certification as a teacher in BC.

**Step 6: Providing Evaluation Results**

- College provides you with the results of your evaluation:
 - You meet all the requirements of the College and qualify for an interim certificate.
OR
 - You meet the College requirements closely enough to qualify for an interim certificate, but have academic and/or professional requirements to meet.
OR
 - You do not qualify for an interim certificate.

Step 7: Interim Certificate

- If you qualify for an interim certificate, the College will send you a Letter of Eligibility and a list of items required for a certificate. Go to Step 9.
- If you do not qualify for an interim certificate, you must complete the requirements outlined in your letter from the College. You also have the right to appeal.

Step 8: Meeting Outstanding Requirements

- If your Letter of Eligibility outlined requirements that must be met, you may complete these at a recognized post secondary institution that offers the appropriate course work and practica.
- Review – if you have already completed some or all of your requirements when you receive your Interim Certificate, you may request a Review.

Step 9: Apply For Teaching Positions

- Once you have your Letter of Eligibility, you may apply for teaching positions in BC.

Step 10: Meet Requirements for Permanent Teaching Certificate

- To obtain a Permanent Teaching Certificate, you must:
 - Complete any outstanding course work
 - Complete the equivalent of 1.5 years of full time teaching experience
 - Have a teacher evaluation report.

Step 11: Apply for a Permanent Teaching Certificate

- Contact the College for an application for a permanent certificate.
- Submit the application.

7 How Does the Certification Process Work?

Step by Step Process

The following describes the step by step process of how you apply, are assessed, and become certified as a public school teacher in BC. It outlines what you do, what the College does, and what steps can be completed outside of Canada. For more detailed information, please see the College website at www.bcct.bc.ca or request information directly from the College office.

Step 1: Request an Application Package

(You do this – can be done outside of Canada)

Request an application package from the College of Teachers. You may obtain the package through the following methods:

- By phone: 604-731-8170
- By mail: BC College of Teachers
400-2025 West Broadway
Vancouver, BC V6J 1Z6
CANADA
- Download from website: www.bcct.bc.ca
- In person: You may visit the office to pick up the package.

Step 2: Complete the application package and assemble documents

(You do this – can be done outside of Canada)

- A lot of information is provided in the application package. If you are in Vancouver, you may request to meet with an evaluator once you have read through the information and assembled some or all of the documents. It is not required that you meet with an evaluator, but it may assist you in understanding specifically what will be required of you.

You are required to complete and submit the following:

- ***Application for Teacher's Certificate of Qualification and Membership form***
- ***Evaluation fee*** payable to the BC College of Teachers (See Section 9, Fees)
- ***Verified copies***¹ of the following items:
 - ***Birth or baptismal certificate*** (see note below)

¹Verified means that a photocopy is signed by a member of the College of Teachers, a lawyer, or notary public who witnesses the fact that this is a true copy of the original.

- ***Immigration documentation***
- ***Marriage certificate***, if your name has changed as a result of marriage
- ***Legal name change document***, if you have changed your name for any other reason
- ***Final secondary school certificate or diploma***, if completed outside of North America
- ***Diplomas for any degrees or qualifications*** that do not appear on your official transcripts

Please note: If you do not have a birth or baptismal certificate, you must complete a statutory declaration at the office of a notary or lawyer. In that declaration, you must attest to your full legal birth name, date and place of birth, and that a birth certificate is not attainable. No other document, other than a statutory declaration, is acceptable in lieu of a birth certificate.

- The ***Authorization for a Criminal Records Search*** form, and payment by credit card, certified cheque, or money order – payable to the **Minister of Finance**.

In addition, request the following to be sent directly to the College of Teachers:

- ***Official transcripts from all post-secondary institutions*** that you have attended. The transcripts should be sent directly to the College from the university or college. The transcripts should indicate all courses taken, grades, and the number of lecture hours or credits granted for each course.

The College will not accept photocopies or notarized copies of official transcripts. In cases where it is impossible for a post-secondary institution to send transcripts directly to the office of the College of Teachers, applicants may submit original transcripts that they have in their possession. The College will retain the originals until the evaluation is complete, at which time the original transcripts will be returned to the applicant.

Where transcripts provide little detailed information, a description of the course work and/or program completed may be required.

- Request a ***Statement of Professional Standing*** from the governmental teacher certification or licensing agency of each jurisdiction in which you have held a teaching certificate or credential. The purpose of this statement is to show proof that you were licensed to practice as a teacher. The statement must verify that your teaching certificate has never been revoked, cancelled, or removed for any reason.

Not all jurisdictions will provide a Statement of Professional Standing. Upon receipt of your application form and evaluation fee, the College will advise you of any Statements of Professional Standing that are required for your evaluation. If a Statement of Professional Standing cannot be issued by a particular jurisdiction, you will be asked to supply a verified copy of your teaching certificate for that jurisdiction instead.

- Submit a copy of a recent ***teacher evaluation report***. The purpose of this report is to describe your performance in aspects of teaching such as: short and long-term planning, classroom management, instructional strategies, and to identify your strengths or weaknesses as a teacher. If you do not have an evaluation report, the College will accept a detailed letter of recommendation from an administrative officer or educational supervisor. If you have not completed any paid teaching experience, a copy of the practicum report will be accepted.
- Choose two individuals (not family members) who have known you for more than **two years** to complete the ***confidential reference forms***. Fill out the front of the form yourself and ask the referees to complete the reverse side, sign it, and return it directly to the College.
- Submit (or have your former employers submit) ***written proof of all of your teaching experience***. This information may be included as part of the teacher evaluation report.
- ***Documents that are in a language other than English or French must be accompanied by an English translation.***
For those documents that come directly to the College that require translation, the College will send you a letter and a copy of the documents requesting that you have them translated. You are responsible for having the documents translated. You or the translator can send the translated version back to the College.

Translations will only be accepted from:

- The consulate, high commission, or embassy (in Canada) of the country which issued the document; or
- A Canadian embassy, consulate, or high commission in the country from which the applicant emigrated; or
- An associate or certified member of the Society of Translators and Interpreters of BC; or
- A translator who has received accreditation through a federal or provincial government in Canada; or
- A document translation service pre-approved by the College.

The translation must have a statement that indicates: the translation is accurate; the translator belongs to one of the above categories (identification number and/or seal, name, address, and telephone number); and full name and signature of translator.

Step 3: English Testing

(You do this – can be done outside of Canada)

Note: The College requires that you submit your English test scores before they will carry out an evaluation. You may submit scores which are lower than College requirements for evaluation purposes; however, you will not qualify for a certificate unless you have attained the acceptable level of English language proficiency. Results from English tests are valid for 2 years.

- If English is not your first language, you are required to take English fluency tests to confirm your fluency in English. This (TOEFL, TSE, and IELTS) can be done outside of Canada, as the tests are available internationally.
- Where applicants have completed all or part of their post-secondary education in countries other than Canada, the United States, New Zealand, Australia, Ireland, the United Kingdom, Bahamas, Bermuda, Cayman Islands, Guyana, Jamaica, Montserrat, or Saint Kitts-Nevis, the College requires submission of:
 - scores of the English Language Assessment (ELA), **OR**
 - scores of the Test of English as a Foreign Language (TOEFL) and the Test of Spoken English-Professional (TSE-P), **OR**
 - scores of the International English Language Testing System (IELTS).
- You **may** be exempt from the language testing if you can provide documented evidence that the language of instruction for all of your primary, secondary, and post-secondary education was English only. Please check with the College on this.
- The College may request testing of any applicant where there is concern regarding English fluency.
- For **ELA** (English Language Assessment), a total score of 160 is required, with a minimum of 27 out of 30 on each of the Listening and Speaking components.
- **TOEFL/TSE** (Test of English as a Foreign Language and Test of Spoken English) measures general English proficiency and assesses listening and reading comprehension, knowledge of grammar structure, and writing ability in English. TSE complements TOEFL and indicates ability to communicate orally in English. On TOEFL, you need a minimum score of 237 (computer-based) and 580 (paper-

based). On TSE, you need a minimum score of 50. (See contact information in Section 10.)

- For **IELTS** (International English Language Testing System), you need an overall band score of 6.5 on the academic version of the IELTS, with no band below 6 and with a minimum of 7 on the Speaking and Writing bands.
- **Test preparation** is strongly recommended. You can use exam preparation materials or enroll in preparation classes before taking the English fluency tests.

Note: The combination of TOEFL/TSE is more expensive than the ELA. However, the ELA is only available in Vancouver. (See Section 9, Fees.)

Step 4: File Number

(The College does this)

- Once the College receives your application form and evaluation fee, you will be assigned a file number, which will later become your certificate and membership number.
- The College will send you a letter notifying you of your file number and any outstanding documents. If the information is complete, the College will complete the evaluation. All required information must be received by the College before it begins the evaluation process.
- The process of providing all the information required for the evaluation may take several months.
- Once you have received your file number, you can call the College for updates on the progress of your application. Leave your name and file number, and your call will be returned within 24 hours.

Step 5: Evaluation

(The College does this)

- Upon receipt of all required items, the evaluation will be completed by the College. This process normally takes between 6 and 8 weeks but may be shorter or longer than that.
- Each applicant is assessed individually based upon the requirements for teacher certification in BC, which are outlined in Section 4, and in accordance with the

Bylaws and Policies of the College that are in effect at the time of application.

Step 6: Providing Evaluation Results

(The College does this)

The College will provide you with the results of your evaluation. There are three possible evaluation outcomes, with variations on each:

1. **You meet all of the requirements of the College and qualify for an interim certificate** and have no further academic or professional requirements which must be met.

OR

2. **You meet the College requirements closely enough to qualify for an interim certificate but have academic and/or professional requirements**, which must be met within the validity period of the interim certificate. This means that you meet the basic requirements of:

- Completion of a minimum of four years of post-secondary study beyond BC grade 12 (including professional and academic studies)
- Teaching experience
- Familiarity with the BC education system
- Fit and proper person
- Fluent in English language

However, you may be missing a few courses.

OR

3. **You do not meet the College requirements closely enough to qualify for an interim certificate** and must complete academic and/or professional requirements before you are eligible for a certificate.

Whatever the results of your evaluation, the College will outline exactly what you need to do.

Step 7: Interim Certificate

(What you do and what the College does – must be in BC)

You will fall into one of the following categories:

A. Qualify for an interim certificate

- If you were found eligible for an interim certificate, with or without outstanding requirements, you will receive a **Letter of Eligibility** from the College and a list of items that must be submitted so that your certificate may be issued to you.
- Normally, you will be required to submit:
 - Immigration documents showing that you are either a landed immigrant or Canadian citizen or have entered the country on a valid Work Authorization that allows you to work as a teacher (if not previously submitted)
 - Proof of BC residency (written notification of your BC address)
 - Fee for College membership and certification.

If you are eligible for an interim certificate with no requirements, go to Step 9.

If you are eligible for an interim certificate with outstanding requirements, go to Step 8.

OR

B. Do not qualify for an interim certificate

- If you do not qualify for an interim certificate, you must complete the requirements outlined in your evaluation letter in order to become eligible for a certificate. Normally, you will have five years to do so.
- Requirements may be completed at universities, university colleges, colleges, and public post-secondary institutions that offer appropriate course work and practica.
- It is recommended that you request pre-approval of any course work prior to enrolling. A form for that purpose will be enclosed with your evaluation letter.
- Once you have completed the minimum requirements for certification listed in your evaluation letter, you may contact the College to request your interim certificate. The College will advise you at that time of any information that may need to be updated and the appropriate certificate and membership fees that must be paid.

If you have additional requirements that can be completed while you hold an interim certificate, you will have to complete those within the validity period of the interim certificate.

Appeal

- If you have been found ineligible for your interim certificate, you may request an appeal of the evaluation decision.
- Appeals are heard by the Qualifications Committee of the Council of the College of Teachers. The appeal process provides a forum whereby factors which cannot be recognized by an evaluator may be considered for certification.
- Upon receipt of your evaluation letter, you will have 30 days to request an appeal. You must request the appeal in writing. Submit your written request to the Director of Certification at the College address.

Step 8: Meeting Outstanding Requirements

(You do this – must be in BC)

- If you received a Letter of Eligibility stating that you are eligible for an interim certificate but have outstanding requirements that must be met, you must complete the requirements within four years. This is the period of time that your interim certificate is valid. If you do not complete the requirements within this period, your interim certificate will not be extended.
- Requirements may be completed at universities, university colleges, colleges, and public post-secondary institutions that offer appropriate course work and practica.
- It is recommended that you request pre-approval of any course work prior to enrolling. A form for that purpose will be enclosed with your evaluation letter.
- Official transcripts showing successful completion of the requirements should be submitted to the College when they are available.

Review

- At the time of the receipt of your interim certificate, if you feel that you have already completed some or all of the requirement(s) that you have been asked to complete, you may request a review of the evaluation decision.
- Reviews are considered by the Qualifications Committee of the Council of the College of Teachers. The review process provides a forum whereby factors which may not be recognized by an evaluator could be considered for certification.

- Upon receipt of your interim certificate, you will have 30 days to request a review of your requirements. You must request the review in writing. Submit your written request to the Director of Certification at the College address.

Step 9: Apply for Teaching Positions

(You do this – must be in BC)

Once you have your Letter of Eligibility, you may apply for teaching positions in BC. You may apply to public school districts or independent schools. The College will provide you with a list of public school districts. Work may be on a full-time, part-time, on-call, short-term, or long-term basis. Often, new teachers are only offered on-call work.

Note: A Letter of Eligibility is not a teaching certificate. You must submit the items noted on the Letter of Eligibility in order to receive the teaching certificate.

Step 10: Meet Requirements for Permanent Teaching Certificate

(You do this – must be done in BC)

- In order for you to obtain a permanent teaching certificate, you must meet the following requirements:
 - Complete any outstanding course work.
 - Complete 1.5 years of full-time teaching experience, or equivalent, in public schools. Teaching experience in some independent and band schools is also acceptable.
 - Have a principal, vice-principal, assistant superintendent, or superintendent of schools complete a teacher evaluation report for you while you are accumulating 1.5 years of full-time teaching experience, or equivalent.
- If you are unable to obtain the equivalent of 1.5 years of full-time teaching experience in BC within four years of receiving your interim certificate, you may apply for an extension of your interim certificate from the College.

Step 11: Apply for a Permanent Teaching Certificate

(You do this – must be done in BC)

- After you have completed all your academic, professional, and experience requirements, contact the College to request an application for permanent certification. Submit the application to the College.

8 Reasons for Delay and How to Speed up the Application Process

Possible reasons for delay in the processing of your application include:

- The application is incomplete; items required are outstanding.
- Copies of documents that must be verified are not verified or are verified incorrectly.
- A document or documents submitted in support of the application are incorrect.
- The evaluation fee has not been fully paid.
- Transcripts are outstanding or are incomplete; more information about the program is required.
- References have not been received or are incomplete.
- One or both of the individuals completing the confidential character reference forms have not known you for two or more years.
- Documents have not been translated, or have not been translated by appropriate individuals.

What can you do to speed up the application process?

- Provide all required information at each stage of the process, and have it properly verified.
- Include all appropriate fees.
- Register for the language proficiency test as quickly as possible or prior to applying to the College – your evaluation will not be completed until the results of this exam are received.
- Check with individuals completing references to ensure that the forms have been completed and mailed to the College office.
- Request transcripts immediately, and ask the post-secondary institutions to send the information as quickly as possible.
- Submit your application prior to arriving in Canada.
- Keep in touch with the College, and make the office aware of any changes in your contact information.

9 Fees²

Evaluation, certificate, and membership fees may be paid by personal cheque, money order, international bank draft, or cash. Do not send cash through the postal systems. Please make payment to the **British Columbia College of Teachers**.

The fee for processing of the **Authorization for Criminal Records Check** form may be paid by credit card, certified cheque, or money order. Please make payment to the **Minister of Finance**.

Fees that you will be required to pay prior to your evaluation:

- Evaluation Fee \$280.00
- Criminal Record Check \$ 20.00

After the evaluation you will be required to pay:

- Certificate fee \$ 70.00
- Membership fee \$ 90.00

In addition, you may be required to pay for English tests:

- English Language Assessment \$ 90.00

OR

- TOEFL \$110.00 (US)
- TSE – Professional \$125.00 (US)
- \$235.00 (US)

OR

- IELTS \$218.00

In addition, you may obtain study guides or take courses to prepare for English tests.

- **Document translation** Variable
- **Teacher education or other courses** Variable

For the current schedule of all College of Teachers fees, please visit: www.bcct.bc.ca. Click on "Certification", then download as part of "Application".

² These fees are subject to change and are in Canadian funds unless otherwise indicated.

10 Contact Information

For more information about the College and the certification process, contact:

British Columbia College of Teachers
400-2025 West Broadway
Vancouver, BC V6J 1Z6
Phone: 604-731-8170
Fax: 604-731-9142
Website: www.bcct.bc.ca

For English language proficiency testing, contact:

For information about the ELA, contact:

Vancouver Community College
King Edward Campus
1155 E. Broadway
PO Box 24620, Stn F
Vancouver, BC V5N 5T9
Phone: 604-871-7093, press 3

To arrange for TOEFL and TSE, contact:

TOEFL/TSE SERVICES
P.O. Box 6151
Princeton, NJ 08541-6155
USA
Phone: 609-771-7100
E-mail: toefl@ets.org
Website: www.toefl.org

To arrange for IELTS, contact:

In North America: Cambridge Examinations and IELTS International
200-100 E. Corson St.
Pasadena, CA 91103 USA
Phone: 626-564-2954
Fax: 626-564-2981
E-mail: ielts@ceii.org
Website: www.ielts.org and www.ceii.org

In the Vancouver area: IELTS Test Centre
Simon Fraser University
Burnaby BC V5A 1S6
Phone: 604-291-5930
E-mail: ielts@sfu.ca
Website: www.sfu.ca/ielts

Check the IELTS website at www.ielts.org for the testing centre nearest you.

For immigration questions, contact:

The Canadian Consulate in your country, or

Citizenship and Immigration Canada
BC phone number: 604-666-2171
Website: www.cic.gc.ca

For employment information:

A Guide to the BC Economy and Labour Market: www.guidetobceconomy.org

BC Work Info Net: www.workinfolnet.bc.ca

Human Resources Development Canada, Labour Market Information:
www.bc.hrdc-drhc.gc.ca (Click on "English", then click "Jobs, Workers, Training, Careers", and then click "Labour Market Trends")

Work Futures: www.workfutures.bc.ca

For settlement information:

For information on where and how to get help with settlement in BC, contact:

Affiliation of Multicultural Societies and Service Agencies of BC (AMSSA)
205-2929 Commercial Dr.
Vancouver, BC V5N 4C8
Phone: 604-718-2780
Fax: 604-298-0747
E-mail: info@amssa.org
Website: www.amssa.org

11 Glossary

College is short for British Columbia College of Teachers.

Credit is a unit of measurement in education. Thirty credits are approximately one year of full-time university study.

Evaluation is the process to determine whether an individual's teaching education and experience meet the requirements for certification to practice as a teacher in BC.

Letter of Eligibility is a letter from the College indicating that you qualify for a teaching certificate. This is not a teaching certificate.

Notary Public is a public officer who can take an oath or sworn statement from a person, verifying that he or she is the person named in the document and that the information is true.

Practicum is classroom teaching experience that is supervised and evaluated by a Faculty of Education.

Regulatory Body is the organization that grants individuals the registration, license, or certificate to practice in a particular occupation. The British Columbia College of Teachers is the regulatory body that gives teachers the authority to teach in BC public schools.

Statutory Declaration is an oath or sworn statement from a person, made in front of a notary public or lawyer, verifying that information provided is true.

Transcript is an official copy, from an educational institution, of a student's educational record. Courses completed and grades received are shown.

Verified means that a photocopy is signed by a member of the BC College of Teachers, a lawyer, or notary public who witnesses the fact that this is a true copy of the original.