



Education, Early  
Learning and Culture

## **APPLICATION TO APPLY FOR AN ACADEMIC TEACHER'S LICENSE QUALIFICATION LEVEL UPGRADE**

**PEI Teachers should use this Application Package when applying for  
an Upgrade to their qualification Level.**

**Send all required documents to:**

**OFFICE OF THE REGISTRAR  
Certification and Standards Section  
Department of Education, Early Learning and Culture  
Suite 101, Holman Centre  
250 Water Street  
Summerside, PE  
C1N 1B6**

**Tel:1-902-438-4130**

**Fax: 1-902 438-4062**

**E-mail: [registrar@edu.pe.ca](mailto:registrar@edu.pe.ca)**

# GUIDELINES FOR APPLYING FOR AN UPGRADE OF QUALIFICATION LEVEL OF A PEI TEACHER'S LICENSE

*Please read these instructions carefully before completing and submitting this application.*

## WHO IS RESPONSIBLE FOR INITIATING AN UPGRADE IN CERTIFICATION?

It is the teacher's responsibility to apply for a qualification level upgrade for their teacher's license and for providing the necessary information and documents required by the Office of the Registrar as required under the *Education Act*, the Teacher Certification and Standards regulations and as outlined in the Teacher's Memorandum of Agreement.

## WHEN DOES AN UPGRADE BECOME EFFECTIVE FOR SALARY PURPOSES?

A teacher whose credentials have been evaluated by the Registrar and who qualifies for a higher level of qualification shall be entitled to the resulting pay increase effective from the date ***when all required documentation has been received by the Registrar.***

**See Checklist below.**

## HOW WILL I KNOW THAT MY UPGRADE HAS BEEN APPROVED?

Your new certificate will be mailed to you along with a School Board Report. A copy of the School Board Report indicating your new certificate level will be mailed to the School Board you request on the application form. Payroll uses the School Board Report to initiate your upgrade in salary.

## HOW DO I INQUIRE ABOUT THE STATUS OF MY APPLICATION?

Please e-mail the Registrar at: registrar@edu.pe.ca and include in the subject line of the e-mail "Status Report Requested".

## WHAT COURSES/ PROGRAMS ARE RECOGNIZED FOR AN UPGRADE?

All courses for upgrade purposes: 1) must be credited courses delivered by a recognized university 2) must be at the graduate or fourth year university level and 3) must be in the area of K to 12 education OR in subject matter areas taught as part of the authorized K to 12 curriculum. This is with the exception of PEITF courses which may be applied to an upgrade to a C5 or a C5-A. No more than 5 PEITF courses may be counted towards any upgrade.

## OBTAINING PRE-APPROVAL FOR COURSEWORK INTENDED FOR AN UPGRADE

Teachers are encouraged to obtain pre-approval for coursework they wish to apply to an upgrade using the Pre-Approval Form.



## PEI ACADEMIC TEACHER'S CERTIFICATE LEVELS

**An Upgrade from an Academic Certificate 4 to an Academic Certificate 5** may be issued to an applicant who has demonstrated that they have completed the required and approved 10 courses (10 X 3 = 30 credit units) beyond the accumulated credit units required to obtain the Certificate 4.

**An Upgrade from an Academic C5 to an Academic C5A** may be issued to an applicant who has demonstrated that they have completed the minimum required and approved 10 courses (10 X 3 = 30 credit units) beyond the accumulated credit units required to obtain the Certificate 5.

**IMPORTANT NOTE:** The C5-A is not a step between the C5 and the C6 but rather an alternative to the C6. You are not required to complete a master's degree to be eligible for the C5-A.

**An Upgrade from an Academic C5 to an Academic C6** may be issued to an applicant who has completed a minimum of approved 10 courses (10 X 3 = 30 credit units) beyond the accumulated credit units required to obtain the Certificate 5 and has completed an approved master's degree program.

**PLEASE NOTE:** A master's degree completed as the initial pre-service initial teacher education program for licensure will NOT be counted as the master's degree required to reach a level C6. Such individuals must complete an additional masters degree in a professional area related to education and/ or in subject areas related to the authorized PEI curriculum that has been approved by the Registrar and has attained a minimum of *one hundred and eighty* (180) credit units of accumulated university studies to qualify for the Academic Certificate Level 6.

**An Upgrade from an Academic C6 to an Academic C7** may be issued to an applicant who has completed a minimum of approved 10 courses (10 X 3 = 30 credit units) beyond the accumulated credit units required to obtain the Certificate 6 and has completed an approved master's degree or doctoral degree program.

## A TRADES QUALIFICATION

An applicant may apply for an upgrade from a C4 to C5 or from a C5 to C5-A based upon proof of completion of a trades qualification in one of automotive, carpentry, welding or cooking.

## ATTENTION HOLDERS OF A EARLY YEARS C4 LICENSE

Holders of an Early Years C4 must provide proof of completion of an undergraduate degree to move to an Academic C5.

## APPLICATION FOR AN UPGRADE IN QUALIFICATION LEVEL

### CHECKLIST OF ITEMS REQUIRED

Please indicate here the documents you are enclosing with the completed application form and the documents that you have requested to be sent from the educational institution to the *Office of the Registrar* at the address shown on the front cover of this application package.

**ENCLOSED**

**REQUESTED**

**NA**

1. \$50.00 evaluation fee paid by cheque/ money order to the *Minister of Finance*, or paid in cash at the Reception Desk of the Department of Education.



2. Official transcript of marks mailed directly from the university or the educational institution to the Registrar. **Do not e-mail, fax or hand-deliver transcripts.**

3. For a C6 or C7 only, proof of degree attainment is required such as a copy of your degree or as stated on your transcript. (ie. Degree awarded) In advance of graduation, you may provide a letter from a university faculty member confirming that you have completed the requirements of a master's or doctoral program and are eligible to graduate. Persons applying for an upgrade from an Early Years C4 to a C5 must provide proof of completion of an undergraduate degree program.

### IDENTIFICATION AND CONTACT INFORMATION

**FIRST NAME**

**MIDDLE NAME**

**LAST NAME**

**MAILING ADDRESS:**

**TELEPHONE:**

**E-MAIL:**

### UPGRADE REQUESTED

Indicate the qualification you are applying for.

**C5**

**C5-A**

**C6**

**C7**

### EMPLOYER INFORMATION

Indicate where you would like information on your updated qualification level sent.

Public Schools Branch

Commission scolaire de langue française

Other:

Department of Education

### REQUEST TO RELEASE INFORMATION

I hereby authorize the Registrar for Teacher Certification to send my updated licensing information to the organization(s) indicated above.

Date:

Signature:

**Please list all courses that you wish to have the Registrar consider for upgrade purposes.**

COURSE NUMBER	NAME	INSTITUTION	CREDIT UNITS*
		<b>TOTAL CREDIT UNITS</b>	

\*Credit Units - usual refers to half year courses (3 credit units or 0.5 credit units) or full year courses (6 credit units or 1.0 credit units).

<b>FOR OFFICE USE ONLY</b>			
<b>Fee Paid</b>	<b>yes</b>	<b>no</b>	<b>Date:</b>
<b>Evaluator:</b>		<b>Effective Date:</b>	

Personal information on this form is collected under sections 98 and 100 of the *Education Act* R.S.P.E.I. 1988, Cap. E-.02 And will be used for the purpose of verifying identity and educational credentials. If you have any questions about this collection of personal information, you may contact the Registrar's Office at 1-902-438-4130