

Private Training Schools Act

APPLICATION for an INSTRUCTOR AUTHORIZATION



Notes:

- If you have a current resumé you may give us that – in addition to, or instead of, filling out the list parts (education, work experience, etc.) of this form – so long as the resumé clearly shows the detailed information we need for determining kinds and amounts of your training and experience.
- The fee to be provided is \$35, payable to the Minister of Finance.  
(There is no fee if the person holds a teacher certificate issued by the PEI Minister of Education and Lifelong Learning)

Date of Application \_\_\_\_\_

INSTRUCTOR

Name \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

SCHOOL

Private training school \_\_\_\_\_

Contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

SUBJECT AREA/S to be instructed

Examples: Computer applications (word processing, spreadsheet, database, etc.), Accounting (manual and computerized), Information System Administration, Computer Technology, Hairdressing, Heavy Equipment Operation, Travel & Tourism, Truck-driving - 1A (classroom + road), Resident Care Worker

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION/TRAINING (relevant to subject areas to be instructed)

What is the education or training – basic and/or continuing – that qualifies you to be an instructor in the subject areas you listed in the previous section? Give enough information to help us understand how much and what depth of learning you did, and the nature of the place you did it.



LICENSE/CERTIFICATE AS AN INSTRUCTOR

Do you hold any official license as an educator (instructor, teacher, trainer) – a license or certificate issued by PEI’s Minister of Education or a similar authority? If so, tell us what it is:

Examples:

Vocational Teacher’s License - PEI Dept. of Education - Paul Coade - #3431 - issued 14 Aug/84

Interim Teacher’s Certificate, Type A, Computer Science - Ontario Ministry of Education -

Roberta Thomas - #00-0894 - issued 26 Jun/00 - expiry 25 Jun/05

Driver Instructor License, classes 1, 2, 3, classroom and behind-the-wheel – PEI Highway Safety – expiry 31 Dec/02

Flight instructor rating, class IV – Transport Canada – #97-1235 – expiry 31 Dec/02

Name/type of the license or certificate \_\_\_\_\_

Who/what authority issued it \_\_\_\_\_

Your name on it \_\_\_\_\_ Registration # \_\_\_\_\_

Date of issue \_\_\_\_\_ Date of expiry \_\_\_\_\_

TRAINING AS AN INSTRUCTOR

What education/training – basic and/or continuing, in-service – have you received to prepare you to be an instructor? Tell us what the course was called, what the outcome credential was (diploma, certificate of achievement, etc.) and what it was like: what sort of content, level and duration; what school or organization delivered the training; and the date(s) when you took it.

Examples:

Introduction to adult learning and practical instruction - 35-hour preparation for beginning instructors – Saviant Business College, Vancouver – Oct/97

Diploma, Learning Management program - theory and practice of adult education, including curriculum design – Holland College – July 2000 to present: approx 75% complete

BEd, 2-year program, concentration on secondary-school science – University of Maine at Fort Kent – graduated May/99

Certificate of completion - ‘Monitoring techniques to support students in self-directed learning programs’ - combination 30 hours classroom + approx 4 hrs/wk workbook home study for 10 weeks – Cdn Instructors Association, London ON – fall 1996

Certificate of Instructor Competency - ten on-line modules covering all aspects of teaching computer network administration for Novell systems – Novell – Mar-Sept 2000

Program/Course about instruction - name, general subject matter, duration, outcome qualification	Institution/Provider name, place	When/time of completion

EXPERIENCE AS AN INSTRUCTOR (relevant to subject areas to be instructed)

Have you previously taught in fields that connect with the subject area(s) you listed? If so, tell us what the program(s) or courses were (subject, level, type of students, circumstances), where this happened (what school, what place), and when (start and end, amount of time in months).

Examples:

Occasional guest-demonstrating and substitute teaching in computer applications and technical servicing - TechniCareer (private vocational school) Calgary AB - 1998/99 - total 2 months  
 Heavy Equipment servicing - part of construction mechanic program – Red River Community College, Dauphin MB – one semester x 7 years 1987-93, total 17.5 months  
 Pedicure, manicure, hair removal modules in a 40-week Aesthetics program – Suzie-Q Beauty Academy (private career school), Yarmouth NS – Oct/95 to Apr/99, total 32 months  
 Introduction to accounting, basic manual bookkeeping - for general-interest class – community school, Souris – 2 ½ hrs weekly for 8 weeks, for five winters 1991-95 (= approx 1 month total)

Program/Courses taught - name, general subject matter, level, type of student.	Institution/Provider name, place	When (start/end), duration

LICENSE/CERTIFICATE IN THE OCCUPATION

Do you hold a license or certificate – issued by an official regulatory body, a government agency or legally recognized authority in the industry – that indicates your formal qualification to work in your occupation? If so, tell us what it is.

Examples:

Commercial pilot license – Transport Canada – #97-1235 – expiry 31 Dec/02  
 Licensed Beauty Operator – PEI Hairdressers Association – # 1364 – issued 13 Jun/01  
 Class 2 (bus) driver license – PEI Highway Safety – # 8976-140847-1-2 – expiry 14 Aug/02  
 Interprovincial Red Seal certification as Electrician – #C-06-0013 – issued 15 Oct/91

Name/type of the license or certificate \_\_\_\_\_

Who/what authority issued it \_\_\_\_\_

Your name on it \_\_\_\_\_ Registration # \_\_\_\_\_

Date of issue \_\_\_\_\_ Date of expiry \_\_\_\_\_

Personal information is collected under s 17 of the *Private Training Schools Act* and is for the purpose of determining eligibility for an Instructor’s Authorization.

If you have any questions about this, you may contact the Administrator of Private Training Schools, Department of Education and Lifelong Learning, P.O. Box 2000 176 Great George, St., Charlottetown PE, C1A 7N8 Tel: 902-620-5360.