Graduation, Certification, and Career Advising

Bachelor of Education

Werklund School of Education

Undergraduate Programs in Education

October 2019
Welcome

Graduation, Certification and Career Workshop

Topics to be covered:

— What **you** need to do:

1. Apply to Graduate
2. Apply to Alberta Education (ABEd)
3. Apply to Teacher Qualifications Services (TQS)
4. Apply to School Boards
   - Resume; Cover Letters; and References
**STEP 1 – Applying to Graduate**

You will be able to submit your application through your MyUofC Student Services Centre. Click on the ‘Program and Advising Information” tab on the menu on the left-hand side of the page.
Applying to Graduate

- Application to apply to graduate generally open in November – look for information from our Convocation Office about dates (especially the deadline) March 31st, 2019.
- To apply to go to Convocation, go to “Convocation Status” in your MyUofC Center.
STEP 2 – Applying for your Interim Professional Certificate

The second step toward becoming a fully certified teacher is receiving your Interim Professional Certificate (IPC) from Alberta Education.

- To do this, you must open an application with Teacher Workforce Information System (TWINS) aka TWINS Teacher Self-Service.
- You need to do the following:
  - complete an electronic application
  - provide proof of eligibility to work in Alberta (passport not accepted)
  - get a new Criminal Record Check including Vulnerable Sector Check
  - pay a fee
- [https://www.alberta.ca/teacher-certification.aspx](https://www.alberta.ca/teacher-certification.aspx)
Welcome to TWINS Teacher Self-Service.
You need an Alberta Education account to access TWINS Teacher Self-Service.
Signing up for an Alberta Education account will allow you to apply for an Alberta teaching certificate, monitor your file status, and more.

New to TWINS -> Sign Up for an Alberta Education Account
Already have an account -> Sign In
See our FAQ’s for answers to common questions or the Teacher’s Certification Page for information.
Your TWINS Checklist

Application Checklist

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Outstanding Balance</th>
<th>Requested Date</th>
<th>Received</th>
<th>Processed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans Recommendation</td>
<td>University of Calgary</td>
<td>2016-Sep-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Application Form</td>
<td>Signed Application Form</td>
<td>2016-Sep-14</td>
<td></td>
<td>✓</td>
<td>2017-Apr-18</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Birth Cert</td>
<td>2016-Sep-14</td>
<td></td>
<td>✓</td>
<td>2017-Apr-18</td>
</tr>
<tr>
<td>Criminal Record Check</td>
<td>Current original Criminal Record Check that includes a vulnerable sector check; one that has been done within the last six months</td>
<td>2016-Sep-14</td>
<td></td>
<td>✓</td>
<td>2017-Apr-18</td>
</tr>
<tr>
<td>Application Fee</td>
<td>Application Fee: $200.00 Paid in Full.</td>
<td>2016-Sep-14</td>
<td></td>
<td>✓</td>
<td>2016-Sep-25</td>
</tr>
</tbody>
</table>

Additional documentation may be requested by Teaching and Leadership Excellence in order to process your application.

Note: Approximate processing time for:
- Mail received is 20 days
- Applications received is 20 days
Example of the letter with Reference number issued to you from Alberta Education
Applying to other Provinces/Territories

- First apply to Alberta Education
- Then apply to the Province/Territory of interest
  - Follow requirements for each Province or Territory
  - Provide documentation and pay another fee
  - Statement(s) of Professional Standing - issued by Alberta Education after you have received your Interim Professional Certificate (IPC)
The Alberta Teacher Certification Process
Overview of the steps necessary to become a certificated teacher in Alberta.

Becoming a teacher is a multi-step process:

1. **Apply for IPC**
   - Meet the academic and professional requirements as per Section 7 of the Certification of Teachers Regulation

2. **IPC issued**
   - Valid for 3 years
   - Full scope of teaching K - 12

3. **Be recommended for further authority**
   - Your school authority recommends you for a PPC
   - If not all requirements for a PPC have been met, your board may recommend you for a re-issuance or extension of your IPC

4. **Certificate issued (either a PPC or IPC)**
   - PPC does not expire
   - IPC expires after 3 years
STEP 3 – Applying Teacher Qualifications Service (TQS)

TQS is the salary assessment branch of the Alberta Teachers’ Association.

- You need to do the following:
  - complete the downloadable Salary Evaluation Form found on the website
  - provide evidence of a valid Alberta teaching authority
  - Official documentation of your educational record from each institution you studied
  - pay a fee

https://www.teachers.ab.ca/TheTeachingProfession/TeacherQualificationsService/Pages/EvaluationProcess.aspx
Evaluation Process

How do I obtain an evaluation of my qualifications for salary purposes?

1. Find out if you are eligible to teach in Alberta.

   For more information about certification, contact the Registrar, Professional Standards Branch, Alberta Education, 2nd Floor, 44 Capital Boulevard, 10044 108 Street NW, Edmonton, Alberta T5J 5E6.

   For telephone inquiries, call 780-427-2045 or call the government’s RITE line toll-free at 310-0000 and dial 780-427-2045 at the prompt.

   For further information regarding Alberta teacher authority, please visit www.education.alberta.ca/teachers/certification.aspx.

   IMPORTANT: In order to obtain a statement of qualifications from the Teacher Qualifications Service (TQS), you must either (1) be a teacher who holds or is eligible to hold an Alberta teacher’s certificate or other teaching authority issued by the Registrar, Alberta Education or (2) be a student who has been admitted to an Alberta education faculty and who has advanced standing in a program leading to eligibility for certification.

2. Download and fill out a TQS Salary Evaluation Application Form. Formulaire de demande du TQS is also available.

3. Take steps to obtain the following documentation, which you will need to support your application:
   - Evidence of a valid Alberta teaching authority
   - Official documentation of your educational record from each educational institution that you have attended
   - Official evidence of any name change that you have had

4. Mail or deliver your completed application form, along with the required fee and as much supporting documentation as you have available, to the TQS office. Because the form must contain an original signature, applications submitted by photocopy, facsimile or e-mail are not acceptable and will not be processed.

5. As the remainder of your supporting documentation becomes available, mail or deliver it to the TQS office. TQS cannot complete an evaluation until all documentation and the required evaluation fee have been received.

How much does a TQS evaluation cost?

<table>
<thead>
<tr>
<th>Type of Evaluation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>$65</td>
</tr>
<tr>
<td>Each subsequent re-evaluation</td>
<td>$115</td>
</tr>
<tr>
<td>Duplicate</td>
<td>$60</td>
</tr>
<tr>
<td>Certified copy of transcript</td>
<td>$25</td>
</tr>
</tbody>
</table>
# TEACHER QUALIFICATIONS SERVICE (TQS) APPLICATION FORM

Refer to Application Guide Book

## A. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First and Middle Name(s)</td>
<td></td>
</tr>
<tr>
<td>Former Names</td>
<td></td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Y M D</td>
</tr>
<tr>
<td>Female ☐️ Male ☐️</td>
<td></td>
</tr>
<tr>
<td>Language Preference</td>
<td>English ☐️ French ☐️</td>
</tr>
</tbody>
</table>

## B. CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>City/Town</td>
<td></td>
</tr>
<tr>
<td>Province/State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Postal/Zip Code</td>
<td></td>
</tr>
<tr>
<td>Contact Phone Numbers</td>
<td></td>
</tr>
<tr>
<td>Cell ☐️ Home ☐️ School ☐️</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>

## C. ALBERTA TEACHING AUTHORITY

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type ☐️ No.</td>
<td></td>
</tr>
<tr>
<td>Expiry Date Y M D</td>
<td></td>
</tr>
</tbody>
</table>

## D. EMPLOYING ALBERTA SCHOOL BOARD

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Jurisdiction No.</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

## E. LAST TQS APPLICATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Last Application Y M D</td>
<td></td>
</tr>
</tbody>
</table>

## F. APPLICATION FEE

SEE APPLICATION GUIDE BOOK FOR FEE SCHEDULE

Payment enclosed ☐️ Yes ☐️ No ☐️

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Authority ☐️ App Complete</td>
<td></td>
</tr>
<tr>
<td>Reviewer ☐️</td>
<td></td>
</tr>
<tr>
<td>Evaluators ☐️ Yes ☐️ Eval Complete</td>
<td></td>
</tr>
<tr>
<td>Alberta Degree</td>
<td></td>
</tr>
<tr>
<td>Eval Type ☐️ Sch Brd ☐️ Mailed Date</td>
<td></td>
</tr>
<tr>
<td>Eval Type ☐️ Sch Brd ☐️ Mailed Date</td>
<td></td>
</tr>
<tr>
<td>Eval Type ☐️ Sch Brd ☐️ Mailed Date</td>
<td></td>
</tr>
<tr>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>Fees Received</td>
<td></td>
</tr>
</tbody>
</table>
**G. EDUCATION INFORMATION**

<table>
<thead>
<tr>
<th>INSTITUTION(S) ATTENDED</th>
<th>DATES ATTENDED</th>
<th>COMPLETED DEGREES/DIPLOMAS</th>
<th>DATE AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name and Location)</td>
<td>FROM</td>
<td>TO</td>
<td></td>
</tr>
</tbody>
</table>

List **ALL** the institutions you have attended after high school and attach ORIGINAL transcripts or have them sent directly to TQS directly.

Add a note under University of Calgary: **Official Transcript to follow June 2019 after degree conferral**

---

**H. DECLARATION**

I hereby declare that the information given is accurate and complete. I hereby authorize the Alberta Teachers’ Association to collect further information on my behalf as necessary from third parties for the purpose of processing the application.

Signature ___________________________ Date ___________________________

---

**I. VERIFICATION AGREEMENT**

I hereby agree to review and verify the statement of qualifications I receive from TQS for any errors and/or omissions and to notify TQS in writing, within 90 days of the date of the statement of qualifications, of any alleged errors and/or omissions. I acknowledge that at the end of the said 90 days, I will be deemed to have waived my right to object to any alleged errors and/or omissions in the statement of qualifications, however caused, and the statement of qualifications shall be regarded as final.

Signature ___________________________ Date ___________________________

---

**J. REVIEW**

Have you
- Completed all mandatory sections of the application?  
- Included evidence of teaching authority?  
- Included payment according to the fee schedule?  
- Arranged for original/official transcripts to be sent to the ATA?  
- Signed both the Declaration and Verification Agreements?  

---

Alberta’s *Personal Information Protection Act* (PIPA) governs the Association’s collection, use and disclosure of personal information. The information gathered here will be used to administer the Teacher Qualifications Service application process and the Association’s obligations under the *Teaching Profession Act*. The Association will not disclose the information collected here except as permitted or required by law. The Association will not sell, lease, or barter the personal information here collected. For more information regarding the Association’s privacy policy, please visit [www.teachers.ab.ca/PrivacyPolicy](http://www.teachers.ab.ca/PrivacyPolicy) or contact the Association’s Privacy Officer at (780) 447-9429 or 1-800-235-7208.

**MAIL COMPLETED APPLICATION FORM TO**

Teacher Qualifications Service  
The Alberta Teachers’ Association  
Barrett House, 11010-142 Street NW  
Edmonton, AB T5N 2K1  
Phone: (780) 447-9400 Edmonton calling area  
1-800-235-7208 elsewhere in Alberta  
Fax: (780) 455-6685  
Email: tsp@ata.ab.ca
Requesting Official Transcript form UofC

- Request Official Transcripts through your Student Centre
- Transcript Type

<table>
<thead>
<tr>
<th>Official Transcript Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued to an institution</td>
</tr>
<tr>
<td>Issued in a secured envelope</td>
</tr>
<tr>
<td>Issued to a student</td>
</tr>
</tbody>
</table>

Processing Options

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Processing</td>
</tr>
<tr>
<td>Grade Posting</td>
</tr>
<tr>
<td>Degree Confer Data</td>
</tr>
</tbody>
</table>

https://www.ucalgary.ca/registrar/student-centre/transcripts
Who is Responsible for What?

University of Calgary

Bachelor of Education

Werklund School of Education

You – Apply to Graduate and attend Convocation

UPE – Dean Recommendation

Alberta Education

All matters related to teacher certification in Alberta

Registrar at Alberta Education

780-427-2045 (dial 310-0000 first for toll free access in Alberta)
or by email: teacher.certification@gov.ab.ca

Alberta Teachers' Association

Evaluates credentials for salary purposes

Teacher Qualifications Service (TQS) at the Alberta Teachers Association (ATA)

780-447-9400 or 1-800-232-7208 TQS@ata.ab.ca

School Authorities

Employment contracts and related matters

Public, separate, francophone, charter, private, and First Nations band-operated school authorities
In summary – you have three bodies to deal with:

- 1. UofC gives you the degree;
- 2. ABEd gives you the legal ability to teach; and
- 3. TQS gets you paid
- Dean’s Recommendation
- Dean’s Recommendation Letter
We know that the ‘Dean’s Recommendation’ and the ‘Dean’s Recommendation Letter’ are close in name! but there is a huge difference

— The Dean’s Recommendation is provided for all graduating students. This is an automated process that happens usually mid May

— The Letter is only provided to students who need it

  ▪ Students who require a Letter are those who receive job offers that will commence before the Recommendation is processed. Generally, this covers students who have employment starting in May or June
So, what do you need to do to obtain this letter?

To produce a Letter for you, the UPE office requires:

1. A job offer with a start date (we will accept emails);
2. A letter from Alberta Education, confirming your application for certification has been completed or a screen shot of your TWINS application showing all but the Dean’s Recommendation have been submitted;
3. Your Student ID number
4. Send this information to us via email at upe@ucalgary.ca
Example of the letter with Reference number issued to you from Alberta Education
— You will get all of this information again, along with all of our other graduating students, via email

— You can also always check the Bachelor of Education Career Support website

https://werklund.ucalgary.ca/undergraduate-programs/current-students/graduation-and-career
STEP 4 – Applying to School Boards

- Applications begin as early as December
- Upcoming opportunities to touch base with School Boards
  - Interdisciplinary Showcase – October 30, 2019
  - Career Fair – TBA (typically end of January)
- Interviews – usually start in January
Where to find available Sub or Teaching Positions advertised:

- Education Career Fair
- Individual School Board websites
  - 61 School Jurisdictions/Boards in Alberta
- Apply to Education [https://home.applytoeducation.com/](https://home.applytoeducation.com/)
- EducationCanada.com [https://educationcanada.com/](https://educationcanada.com/)
Questions?
Applying to Teach

What you will need?

- Cover Letter and Resume
- *Proof of Certification* (or proof that you are working on getting this)
- *ATA TQS* (or proof that you are working on getting this)
- Narrative Assessments – Partner Teacher and Field Instructors
- University Transcripts – can be unofficial
- Reference Letters
Self-Assessment

- Assess your key skills and accomplishments
- Recognize your personal and transferable skills.
- What sets you apart?
  - Teaching Philosophy
  - Classroom Environment style
  - Teaching style
  - Problem solving ability
  - Previous work experience – Including practicums.
Know yourself – VISTA

- **Values** are the core principles that guide your life. Values provide an internal reference for what is important and desirable to you, and get at the heart of who you are.

- **Interests** – research found a connection between interests, engagement and satisfaction in work

- **Strengths** (and look at weaknesses too (areas needing growth))
  - What would others say you are good at?
  - What things come naturally to you?

- **Traits** – we each have a unique way of connecting and relating to others and the world around us. Think about your emotions, behaviors, and ways of thinking. Research surrounding human personality and traits has established connections between traits and career and academic decisions. Overall, we understand that these traits are patterns of behavior, thought, and emotion

- **Ambitions** – provide a focus. Tangible picture that helps provide motivation and inspiration to keep going as you navigate the steps and sometimes even the hurdles that will be between where you are now and where you are going.
  - What do you want to accomplish in 5 years?
  - What would you do if you did not need money?

Personality test activity! [https://www.16personalities.com/free-personality-test](https://www.16personalities.com/free-personality-test)
UCalgaryStrong Strengths Program

- Top 5 themes of Talent --- five qualities that explain what makes you unique learn how to leverage them.
- To learn more visit https://ucalgary.gallup.com

Career Services offer the following assessment tools to help you get to know yourself: https://www.ucalgary.ca/careers/students/kickstart-your-career-development/formal-assessment

- Clifton Strengths®
- The Strong Interest Inventory®
- Myers-Briggs Type Indicator®
- Intercultural Development Inventory®
- Intercultural Conflict Style Inventory®

WHAT SETS YOU APART!!!
TARGET!

In order to demonstrate your value, you need to know what employers are looking for:

- Thoroughly research the organization and the job posting itself
- Ask professionals in the industry what they consider important when making the hiring decision - Ask your partner teacher!
- Once you know what is important – you can target your resume that way!
Kickstart Your Career Development

- Connect with a Career Advisor
  - https://www.ucalgary.ca/careers/students/kickstart-your-career-development/book-appointment

- Attend Career Development Workshops
  - https://www.ucalgary.ca/careers/students/kickstart-your-career-development/career-development-workshops

- Submit Your Resume for Review
  - https://www.ucalgary.ca/careers/students/kickstart-your-career-development/submit-resume

- Launch Your Career On-Line D2L Course

- Get to Know Yourself
  - https://www.ucalgary.ca/careers/students/kickstart-your-career-development/formal-assessment
Career Services – Online Resources

Browse Online Resources

My Career Development
Your career development is an ongoing process that will continue throughout your lifetime. The following model will help you develop all of the skills you need to effectively plan your career and succeed in your job search, during university and beyond.

Learn more »

What to do with my Degree?
You will also often hear the question “What are you going to do with your degree?” Studying different programs and majors can lead to a variety of careers. With so many options to choose from, how do you decide? It can be both exciting and stressful.

Learn more »

My Job Search
Your job search is comprised of many different elements including networking. Career Services can help you create a strategic plan for success that includes all the tools you need to conduct an effective work search as a student and beyond.

Learn more »

International Students’ Resources
At Career Services we provide support services and customized advising specifically for international students of all levels. Here you will find information that will help you succeed in your job search and career development.

Learn more »

https://www.ucalgary.ca/careers/students/online-resources
These short Career Clips can help you get started

Resume Appearance  
Content and Sections  
Cover Letter

Career Services  |  403.220.8020

energize
THE CAMPAIGN FOR EYES HIGH
Spark meaningful change

University of Calgary
2500 University Dr NW
Calgary Alberta  T2N IN9
CANADA

Copyright © 2019
Summary

- Apply to Graduate
- Apply to ABEd & ATA TQS
- Review application process and apply to School Boards
- Prepare documents for Board Applications
- Review with Career Services
- Final review by UPE (email or appointment)
- Register for next UPE Career Workshop in January focusing on Resume/Cover Letter/Interview Skills (dates TBA)
Thank you 😊