

# Teacher Qualifications Service (TQS)

## Application Form and Guide Book

### What is TQS?

The Teacher Qualifications Service (TQS) is the agency in Alberta responsible for evaluating teachers' years of education for salary purposes. It is a unit within the Alberta Teachers' Association, which is completely removed from Alberta Education. All public, separate and francophone school boards in the province, as well as some private boards, accept statements issued by TQS for the purpose of determining a teacher's placement on a salary grid as set out within the collective agreements of the jurisdictions. For a list of school boards in Alberta and their collective agreements, please visit [www.teachers.ab.ca](http://www.teachers.ab.ca) and click on Public Education and then the Collective Agreements link.

TQS evaluations are completed in accordance with the *Principles for the Evaluation of Years of Teacher Education for Salary Purposes* established by the Teacher Salary Qualifications Board (TSQB). The principles are contained in the Alberta Teachers' Association *Members Handbook* and are available from TQS as well as online at [www.teachers.ab.ca](http://www.teachers.ab.ca); click on The Teaching Profession and then the Teacher Qualifications Service link.

Amendments are published in the *ATA News* and posted online. It is the responsibility of applicants to stay informed of changes in the principles and to ascertain if any changes affect the evaluation of their qualifications.

Please note that TQS does not evaluate years of teaching experience. Proof of previous teaching experience should be submitted to your current employing school board. The board's assessment of your teaching experience together with the TQS assessment of your educational qualifications determines your placement on the salary grid.



**The Alberta Teachers' Association**

# TEACHER QUALIFICATIONS SERVICE (TQS) APPLICATION GUIDE BOOK

## How to use this guide

Please refer to this guide to assist you in correctly completing all sections of the TQS Application Form. If you are unsure of the type of information required in a particular section of the application form, please consult the corresponding section in the guide. The guide will also indicate if there are any additional supporting documents that must be included with your application.

## A. Personal Information

This is a **mandatory** section that must be completed in full to establish your identity. Please state your name as it appears on your birth certificate. If you are using a different name, please state your current and former names. Make sure to include evidence of name change, such as a copy of your marriage certificate or a statutory declaration.

TQS issues statements of qualifications to applicants who are Canadian citizens, permanent residents or lawfully authorized to work in Canada **and** who hold an Alberta teaching authority for the current year.

## B. Contact Information

This is a **mandatory** section. Please indicate the address to which you would like TQS to send your correspondence. Also make sure to include telephone numbers in case TQS needs to contact you. Please note that, due to privacy concerns, TQS will not release personal information regarding your application via e-mail. Please make your inquiries via the telephone, in writing or in person.

## C. Alberta Teaching Authority

Please fill out this section if you have been granted teaching authority (eg, Interim Professional Certificate, Temporary Letter of Authority) by Alberta Education. A photocopy of your teaching authority will be accepted as sufficient evidence.

Before a TQS statement of qualifications may be released, evidence of Alberta teaching authority must be submitted. Teaching authority is issued by the Registrar, Teacher Certification 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 teaching authority, please visit [www.alberta.ca/teaching-in-alberta.aspx](http://www.alberta.ca/teaching-in-alberta.aspx).

## D. Employing Alberta School Board

This is an optional section. If you indicate an Alberta school board, TQS will release one copy of your statement of qualifications to this school board directly and send one copy to you. If no school board name is given, you will receive both copies of your statement of qualifications. It will then be your responsibility to provide one of these to the school board upon employment.

## E. Last TQS Application

This section is completed only if you have applied to TQS before. Please indicate the date of your previous application. If uncertain as to the exact date, please approximate.

## F. Application Fee

Type of Evaluation	Fee
Alberta	\$100
Outside of Alberta	\$150
Duplicate	\$75
Certified copy of transcript on file	\$25

Payments may be made in Canadian funds by credit card, cheque or money order payable to The Alberta Teachers' Association. Cash is also accepted for walk-in applicants. Should you discontinue your evaluation request, a non-refundable fee of \$20 will be retained and applied to future evaluation charges.

## G. Education Information

This is a **mandatory** section. Please include the last secondary institution you attended and all postsecondary institutions you attended in chronological order, including dates and any degrees/diplomas/certificates received.

All postsecondary documents must be official and complete originals. You may request your educational institutions to forward your transcripts directly to TQS. Photocopies and facsimile are unacceptable. High school records are not required unless specifically requested by TQS.

Please note that all transcripts from Canadian and United States institutions become the permanent property of TQS. Only original degree and diploma parchments, as well as documents originating outside of Canada and the United States, will be returned to the applicant, with copies kept on file. Once submitted, a document does not need to be resubmitted for subsequent applications.

Documents in languages other than English or French must be accompanied by official notarized English translations.

If your degree or diploma consists of more than the standard graduation requirements, official evidence of extraneous courses and/or semester credit hours is required.

If you are applying for an evaluation of your education from the United States under TSQB principle 2.01.b, please make sure to provide, together with your transcript, official letters of course and program equivalencies from institutions in the same state that are accredited by one of the six regional accreditation bodies as indicated in 2.01.b. Please make sure to contact TQS if further information is required.

If you have been issued a TQS statement of qualifications previously and are reapplying with no additional study completed, TQS may issue a duplicate statement.

## **H. Declaration and I. Verification Agreement**

These are **mandatory** sections. Your application will not be processed without signatures and dates here.

Signing the declaration indicates that the information you are providing is both accurate and complete, and authorizes TQS to contact third parties to collect further information necessary to complete the evaluation of your application.

Signing the verification agreement indicates your responsibility to review and verify the statement of qualifications and report any errors and/or omissions to TQS within 90 days of the date on the statement.

Please refer to the TSQB *Principles for the Evaluation of Years of Teacher Education for Salary Purposes* for information regarding evaluation disputes.

## **J. Review**

This section is optional and included for your information only. Please use the checklist provided to ensure that all sections of the application form have been completed to the best of your ability and all required documentation has been included with the application.

**NOTE: Please allow sufficient time for processing of your application, as processing times vary throughout the year depending on volume of applications. Though every attempt will be made for a timely evaluation, processing times are not guaranteed. Incomplete applications will result in further processing delays.**

**Please contact TQS for further assistance at 780-447-9400 (from Edmonton and area) or 1-800-232-7208 (from elsewhere in Alberta).**

FOR OFFICE USE ONLY

Personal Identification N°

Application N°



# TEACHER QUALIFICATIONS SERVICE (TQS) APPLICATION FORM

Refer to Application Guide Book

## A. PERSONAL INFORMATION

<b>Last Name</b>	<b>Gender Identity</b> (check all that apply) Female <input type="checkbox"/> Male <input type="checkbox"/> Trans <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/> <b>Language Preference</b> English <input type="checkbox"/> French <input type="checkbox"/> <b>Date of Birth</b> <table border="1"><tr><td>Y</td><td>M</td><td>D</td></tr></table>	Y	M	D
Y		M	D	
<b>First and Middle Name(s)</b>				
<b>Former Names</b>				
<b>Country of Birth</b>				

## B. CONTACT INFORMATION

<b>Mailing Address</b>	<b>Contact Phone Numbers</b>
_____	<b>Cell</b> (____) _____
_____	<b>Home</b> (____) _____
City/Town _____ Province/State _____	<b>School</b> (____) _____
Country _____ Postal/Zip Code _____	<b>E-mail</b> _____

## C. ALBERTA TEACHING AUTHORITY

Type \_\_\_\_\_ N° \_\_\_\_\_ Expiry Date 

Y	M	D
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## D. EMPLOYING ALBERTA SCHOOL BOARD

Name \_\_\_\_\_ Jurisdiction N° \_\_\_\_\_  
 Address \_\_\_\_\_

## E. LAST TQS APPLICATION

Date of Last Application 

Y	M	D
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## F. APPLICATION FEE

SEE APPLICATION GUIDE BOOK FOR FEE SCHEDULE

First Evaluation  Re-evaluation  Duplicate Statement

Payment enclosed Yes  No

FOR OFFICE USE ONLY

Teaching Authority _____	Expiry Date <table border="1"><tr><td>Y</td><td>M</td><td>D</td></tr></table>	Y	M	D			
Y	M	D					
Reviewer _____ App Complete <table border="1"><tr><td>Y</td><td>M</td><td>D</td></tr></table>	Y	M	D	Alberta Degree _____			
Y	M	D					
Evaluator _____ Yrs _____ Eval Complete <table border="1"><tr><td>Y</td><td>M</td><td>D</td></tr></table>	Y	M	D	Eval Type _____ Sch Brd _____ Mailed Date <table border="1"><tr><td>Y</td><td>M</td><td>D</td></tr></table>	Y	M	D
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Y	M	D					
Y	M	D					
Refund _____	Fees Received _____						

**G. EDUCATION INFORMATION**

INSTITUTION(S) ATTENDED	DATES ATTENDED				COMPLETED DEGREES/DIPLOMAS	DATE AWARDED	
	FROM		TO			Y	M
(Name and Location)	Y	M	Y	M	(eg, BEd, DipEd, MA)	Y	M

**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 

Y	M	D
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**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 the 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, howsoever caused, and the statement of qualifications shall be regarded as final.

Signature \_\_\_\_\_ Date 

Y	M	D
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**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 <https://www.teachers.ab.ca/Pages/Privacy%20Policy.aspx> or contact the Association's Privacy Officer at (780) 447-9429 or 1-800-232-7208.

**MAIL COMPLETED APPLICATION FORM TO**

Teacher Qualifications Service  
The Alberta Teachers' Association  
Barnett House, 11010 142 Street NW  
Edmonton, AB T5N 2R1

Phone: (780) 447-9400 Edmonton calling area  
1-800-232-7208 elsewhere in Alberta  
Fax: (780) 455-6481  
Email: [tqs@ata.ab.ca](mailto:tqs@ata.ab.ca)