

Legally Qualified Teachers from other Canadian Provinces
(Agreement on Internal Trade/AIT)

How to Obtain a Teaching Diploma (brevet)
or
Québec Teaching Permit*

<http://www.mels.gouv.qc.ca/dftps/>

Toll free: 1-866-747-6626

* A teaching permit rather than a teaching diploma may, where appropriate, be granted if the teaching diploma issued elsewhere in Canada is subject to conditions and/or if the studies were completed outside Canada.

If **studies** were completed outside Canada, a certified copy of the *Comparative Evaluation for Studies Done Outside Québec (Évaluation comparative des études effectuées hors du Québec)* issued by the *ministère de l'Immigration et des Communautés culturelles du Québec* must **first** be submitted to the MELS, as well as documents proving the right to residence.

Checklist for Required Documents

1. *Declaration Concerning a Judicial Record.*
2. *Application for a Québec Teaching Permit.*
3. Certified copy (use photocopy of original document) of the document authorizing you to teach in a Canadian province or territory.
4. Letter attesting that your authorization to teach has not been revoked, suspended or withdrawn, or if it is subject to any conditions. The *Letter of Good Standing* must be dated **less than three months** prior to the current date and must be sent to the MELS directly from the organization responsible.
5. Certified copy (use photocopy of original document) of each of the degrees supporting the request for authorization.
6. Original or certified copies of transcripts related to your degrees (**no internet transcripts permitted**).
7. Certified copy (use photocopy of the original document) of your birth certificate or valid passport, and marriage certificate for women using their spouse's family name.

It is **your responsibility** to gather all the documents mentioned above as quickly as possible. The MELS will analyze the file **only if it has received all the required documents**.

Information regarding the language test will follow. The teaching diploma (brevet) or permit is issued within 60 days after successfully passing the language test.