

Second probationary period

Attestation of success

Notice of failure

Ministère file number:

Duration of probationary period (600 hrs.)

Number of hours of instruction
completed:

A- Instructions for the employer

- Before completing this form, please read the document entitled *The probationary period for teachers in preschool, elementary and secondary education: The provisions of the Regulation respecting teaching licences and the evaluation of professional competencies expected of teachers*.
- Familiarize yourself with sections 14 to 26 of the *Regulation respecting teaching licences*.

B- Information on the candidate's identity (please print)

Last name at birth		First name		Gender: <div><input type="checkbox"/> Male <input type="checkbox"/> Female</div>	
Date of birth (yyyy-mm-dd)		Status: <div><input type="checkbox"/> Canadian citizen <input type="checkbox"/> Holder of a work permit <input type="checkbox"/> Permanent resident <input type="checkbox"/> Other: _____</div>			Social insurance number
Address				Apartment	
City		Province		Country	Postal code
Telephone number (home)		Other numbers (cell, work)		Email address	

C- Institution where the candidate completed his or her probationary period

Name of the educational institution		Name of school board (if applicable)	
Address of the educational institution or school board		Postal code	Telephone

D- Attestation

We, the undersigned, after having verified the duration of the probationary period of the above-mentioned person, attest that he or she:

<div><input type="checkbox"/> attained the objective of the probationary period.</div> <div>Seal</div>		Name of school principal (please print)		Signature		Date <div><div></div><div></div><div></div></div> <div>Year Month Day</div>			
		Name of person in charge of probationary period (please print)		Signature		Date <div><div></div><div></div><div></div></div> <div>Year Month Day</div>			
		I have read this attestation of success.		Teacher's signature		Date <div><div></div><div></div><div></div></div> <div>Year Month Day</div>			
<div><input type="checkbox"/> has not attained the objective of the probationary period.</div> <div>Seal</div>		Name of school principal (please print)		Signature		Date <div><div></div><div></div><div></div></div> <div>Year Month Day</div>			
		Name of person in charge of probationary period (please print)		Signature		Date <div><div></div><div></div><div></div></div> <div>Year Month Day</div>			
		Telephone: _____							
		I have read this notice. I have received a copy of the evaluation report that accompanies it.		Teacher's signature		Date <div><div></div><div></div><div></div></div> <div>Year Month Day</div>			

In accordance with section 14 of the *Regulation respecting teaching licences*, the probationary period must be served in educational institutions in the following categories:

- educational institutions established under the *Education Act* (CQLR, c. I-13.3) or the *Education Act for Cree, Inuit and Naskapi Native Persons* (CQLR, c. I-14)
- private educational institutions governing by the *Act respecting private education* (CQLR, c. E-9.1)
- special status educational institutions under agreement with the Minister

PROCEDURE

1. The attestation of success or notice of failure may be completed at any time during the school year.
2. The educational institution may issue an attestation of success or a notice of failure only if the candidate for a teaching diploma has completed his or her probationary period (see the information document entitled *The probationary period for teachers in preschool, elementary and secondary education: The provisions of the Regulation respecting teaching licences and the evaluation of professional competencies expected of teachers*, available on the Ministère’s website).
3. Submission of the completed file:

The employer sends the duly completed attestation of success or notice of failure to the Ministère and gives a copy to the person who has completed the probationary period.

In the case of failure, the supporting documents listed in section 24 of the *Regulation respecting teaching licences* must be sent to the candidate and to the Ministère. This section reads as follows:

An employer who concludes that the probationary period objective has not been attained must so notify the teacher trainee in writing. The notice must contain reasons and mention the suggestions made to correct the shortcomings identified in the evaluation reports.

A copy of the notice must be sent to the Minister with the evaluation reports, a description of the evaluation procedures and the measures taken, if applicable, pursuant to section 21.

The file and supporting documents required in the case of failure must be sent to the following address:

Direction de la formation et de la titularisation du personnel scolaire
Ministère de l’Éducation et de l’Enseignement supérieur
1035, rue De La Chevrotière, 28^e étage
Québec (Québec) G1R 5A5

Personal information

The personal information collected by the Ministère is essential to the exercise of its functions, as provided for under the *Regulation respecting teaching licences*. This information may also be used for research or statistical purposes. It is treated confidentially and is accessible only to authorized staff who need it to carry out their duties. You have the right to request access to your personal information held by the Ministère and to request that it be corrected. To exercise this right, please contact the person responsible for access to documents and the protection of personal information.

Section reserved for the Ministère	
<input type="checkbox"/> Successful completion of probationary period	Conditions for the issue of a teaching diploma: <input type="checkbox"/> Course on the Québec school system <input type="checkbox"/> Successful completion of 12 credits in educational psychology <input type="checkbox"/> Valid permanent residence or Canadian citizenship
<input type="checkbox"/> Failure of probationary period	Comments
Signature	Date (yyyy-mm-dd)