

## Teacher certification application quick guide & document tracker

- This checklist is for your use as a tool to keep track of the progress of your application.
- Please understand that it may take you some time and resources to gather the necessary documents.
- Make sure you are using current forms, only using the fillable forms provided on Yukon.ca
- Information provided to Yukon Government will be collected as per the Teacher Certification Regulations and will be handled in accordance with the [Access to Information and Protection of Privacy Act](#).
- It's your responsibility to ensure all documents are submitted on time.
- Applications must be complete to be assessed for Yukon teacher certification.
- For more information about Yukon teacher certification visit our [website](#) or contact us by email at [teachercertification@yukon.ca](mailto:teachercertification@yukon.ca) or by phone at (867) 471-0921.

✓	Required documents	Submitting documents	To do's and notes
	<a href="#">Application form</a> Review, sign and date where indicated.	When you've gathered your application, teaching certificates and evaluations, you can submit electronically (as one package) by requesting a secure file link from <a href="mailto:teachercertification@yukon.ca">teachercertification@yukon.ca</a>	
	<b>Valid Teaching Certificate(s)</b> You must hold a valid teaching certificate in another Canadian province or territory (unless you are a graduate of a Yukon University teacher education program).	You can also mail them to: Registrar Yukon Teacher Certification PO Box 2703, E-15 Whitehorse, YT Y1A 2C6	
	<b>Current Teacher Evaluation or Practice Evaluation</b> Evaluations should be no older than 18 months. If you do not have a current evaluation, your most recent supervisor can complete a <a href="#">questionnaire</a> .		
	<a href="#">Confidential References</a> You must have known your reference for a minimum of two years and cannot be related.	Complete first page entirely before sending to your reference. Your reference submits document directly to our office.	1. 2.
	<b>Current Statement(s) of Professional Standing</b> Request from all jurisdictions where you have held teacher certification.	Issuing institutions must submit documents directly to Yukon teacher certification.	
	<b>Original Official Transcripts</b> Including transfer credits	Documents can be sent electronically or by mail.	
	<b>Current Criminal Record &amp; Vulnerable Sector Check</b> Originals can be returned upon request.	Original copy of criminal record check must be submitted. This document must be received within 90 days of issue.	
	<b>Proof of identity, citizenship or employment status</b>	Contact us to make arrangements to verify identification documents in person or by video call. Do not send copies of these documents.	

[Text that appears underlined and blue indicates link to forms available for download on our website.](#)

