



I am graduating from a teacher education program at Yukon University. How do I apply for Yukon teacher certification?

Congratulations on completing the Yukon Native Teacher Education Program (YNTEP) or the Bachelor of Education After Degree (BEAD) program. As a new teacher you will need to apply for Yukon teacher certification to work in Yukon schools.

Applications usually take a few months to complete. We can't process your application until we have received all the necessary documents. You can apply for jobs in Yukon public schools before your application is complete.

Step 1: Request references, transcripts, and a criminal record/vulnerable sector check

Confidential references

- Request two written references using the enclosed [reference for teacher certification forms](#).
- You must know your reference for at least 2 years.
- Your reference cannot be a relative.
- You must complete and sign the first page before giving the document to your references.
- Reference forms must include information about your abilities and suitability for teaching.
- Your reference can submit this document by mail, or electronically.
- Your references must submit this document directly to the Yukon teacher certification unit.

Official transcripts

- Do not order transcripts until your convocation is noted on the transcripts.
- Request Bachelor of Education transcripts from Yukon University and the University of Regina.
- If you have completed other post-secondary education (including transfer credits), request those transcripts as well.
- Request transcripts to be sent electronically (e.g. MyCredits), by email or by mail.
- Transcripts must be sent directly to the Yukon teacher certification unit from the issuer.

Current criminal record and vulnerable sector check

- Submit the original document; we will return it upon request.
- Your vulnerable sector check is valid for 90 days from the date the RCMP verifies the search.

Step 2: Gather application documents

[Application form](#)

Practice-teaching evaluations

- Submit a copy of your final Internship Placement Profile (IPP)
- Include the checklist and written evaluation.

Proof of identity, citizenship or employment status

- Verification of passport, birth certificate, permanent resident card or work permit.
- To protect your privacy, we request you do not send copies of identification documents.
- A staff member will complete a verification form without collecting a copy.
- Contact us to make arrangements to verify documents in person or by video call.

Step 3: Submit your complete application package

Documents can be submitted by mail, email*, or in person.

Mail:

Registrar
Yukon Teacher Certification
Box 2703, E-15
Whitehorse
Y1A 2C6

***Email:** To submit documents electronically, contact us at teachercertification@yukon.ca and ask for a Secure File Transfer link.

In person: Contact us to make an appointment.

If dropping off documents without an appointment, seal the documents in an envelope marked “E-15 Teacher Certification.” Give the envelope to any Department of Education staff member, and ask them to place it in the Teacher Certification mailbox.

The Education building is located at 1000 Lewes Boulevard in Whitehorse. The parking lot entrance is on Hospital Road.

Questions?


Reach out to us at 867-471-0921 or teachercertification@yukon.ca.

We look forward to receiving your application for Yukon teacher certification.

Personal information is collected, used and disclosed under the Teacher Qualification Regulations (O.I.C. 1991/070) and Teacher Certification Regulations (O.I.C 1993/46) of the Education Act, and the Access to Information and Protection of Privacy Act, s.15(c)(l) for the purpose of determining teacher qualifications and certification.

Teacher certification document tracker for graduates of Yukon University teacher education programs

- This checklist is a tool to use as graduates of the Yukon Native Teacher Education (YNTEP) or Bachelor of Education After Degree (BEAD) program when completing the certification process.
- 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 in your applications 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.
- Applications must be complete to be assessed for Yukon teacher certification.
- For more information about Yukon teacher certification visit our [website](#) or contact us at teachercertification@yukon.ca or by phone at (867) 471-0921.

	Documents	Notes on submitting	Applicant notes
	Application form	Review your documents to ensure they are complete and signed before submitting.	
	Practice teaching evaluation Final Internship Placement Profile (IPP)		
	Confidential References You must have known your reference for a minimum of two years. They can not be your relative.	Complete first page entirely before sending to your reference. Your reference submits document directly to the address above.	1.
			2.
	Proof of identity, citizenship or employment status	Contact us to make arrangements to verify identification documents in person or by video call.	
	Original Official Transcripts Including transfer credits	Institutions submit document directly using electronic service or by mail.	
	Current Criminal Record & Vulnerable Sector Check	Original copy of criminal record check must be submitted. This document must be received within 90 days of issue.	

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

Documents can be submitted by mail to:

Registrar
Yukon Teacher Certification
PO Box 2703, E-15
Whitehorse, YT
Y1A 2C6

To submit documents electronically, request a Secure File Transfer link from teachercertification@yukon.ca.

