

Private Training Schools

Instructor Authorization Application



Notes:

- In addition to filling out this form, please include your current **resume**. Clearly and explicitly, detail the information as it will be used in determining the type and amount of training and experience you possess for authorization as an instructor.
- Please provide copies of any post-secondary degree(s), diploma(s), certificate(s) and licenses that you have that are relevant to the application.
- Please included a current **Criminal Record Check** with your application.
- Please make the \$35 fee payable to the Minister of Finance. There is no fee if the person holds a teacher certificate issued by the PEI Minister of Education and Lifelong Learning.

Date of Application: _____

Instructor:

Name: _____

Mailing address: _____

Telephone: _____ E-mail: _____

School:

Private training school: _____

Contact person: _____ Telephone: _____

E-mail: _____

Subject Area(s) to be instructed:

Examples: Computer applications accounting (manual and computerized), information system administration, computer technology, hairdressing, heavy equipment operation, travel & tourism, truck-driving 1A, resident care worker:

Education and Training:

What is the education or training (basic and/or continuing) that qualifies you to be an instructor in the subject areas you listed in the previous section? Give enough information to help us understand how much and what depth of learning you did, and the nature of the place in which you did it. Please provide a copy of any certification you have that is relevant to the position.

Education/Training Programs (name and subject matter, and outcome)	Training Institution/Provider	Completion or Graduation Date

Occupation & Work Experience:

What is the experience you have had in this occupational field that qualifies you to be an instructor in the subject areas you have listed? Give enough information to help us understand what sort of work you have been doing, in what kind of situation, and for how long

Nature of the work. What kind of tasks/functions were you doing?	Employer/Place of Employment (name and location)	Start and End Duration

License/Certification as an Instructor:

Do you hold any official license as an educator (instructor, teacher, trainer), a license or certificate issued by PEI's Minister of Education and Lifelong Learning or a similar authority? If so, tell us what it is:

Name/type of the license or certificate: _____

Issuing Authority: _____

Licensee Name: _____ Registration #: _____

Date of issue: _____ Date of expiry: _____

Training as an Instructor:

What education/training (basic and/or continuing, in-service) have you received to prepare you to be an instructor?

Program/Course name, subject matter duration, outcome, qualification.	Institution/Provider name and location	Completion date

Experience as an Instructor:

Have you previously taught in fields related to the subject area(s) you listed? If so, tell us what the programs or courses were (subject, level, type of students, circumstances), where taught, and when.

Program/Courses taught (name, subject area level, type of student)	Institution/Provider name, location	Start/End Date, Duration

Occupational License/Certificate:

Do you hold a license or certificate issued by an official regulatory body, a government agency or legally recognized authority in the industry, which indicates your formal qualification to work in your occupation? If so, please tell us.

Type of the license or certificate: _____

Issuing authority: _____

Licensee Name: _____ Registration #: _____

Date of issue: _____ Date of expiry: _____

Personal information is collected under s. 17 of the Private Training Schools Act and is for the purpose of determining eligibility for an Instructor's Authorization. If you have any questions, please contact the Administrator of Private Training Schools, Department of Workforce, Advanced Learning and Population, P.O. Box 2000, St., Charlottetown PE, C1A 7N8 Tel: 902-368-5570

I hereby certify that the information reported on this application and contained in my degree(s), diploma(s), certificate(s) and resume is true and correct and I understand it is an offence to knowingly provide false or misleading information.

Signature of Applicant: _____ Date: _____