



<p>_____</p> <p style="text-align: center;">Surname</p> <p>_____</p> <p style="text-align: center;">Given Name(s)</p> <p>_____</p> <p style="text-align: center;">File / Certificate Number</p> <p>_____</p> <p>Address or Fax Number to which you would like response sent</p>	<p>Indicate course requirements outlined in your letter of evaluation</p> <p>English Literature / Composition: _____ Credits</p> <p>Canadian Studies _____ Credits</p> <p>Mathematics – Elementary _____ Credits</p> <p>Science – Elementary _____ Credits</p> <p>Academic _____ Credits</p> <p>Education _____ Credits</p> <p>Education Methods – Elementary _____ Credits</p> <p>Education Methods – Secondary _____ Credits</p> <p>Other: _____</p>
---	---

Indicate course name and number, credit value, and institute offering the course.			For Ministry Evaluator Use Only		
Course	Cr.	Institute	Approved	Date	Eval.

If you prefer, you may send the above information in an email or email attachment to trb.certification@gov.bc.ca.

Evaluator Comments

INFORMATION ABOUT COURSE APPROVAL AND THE COURSE APPROVAL FORM

Instructions

Please use this form to request pre-approval for any courses you intend to take to meet the certification requirements outlined in your evaluation results. It is to your benefit to confirm that a course is acceptable *before* you pay for tuition or enroll. This process ensures that you do not take any courses in error.

You may submit this form by email (trb.certification@gov.bc.ca), fax (604 775-4859) or mail (address at the bottom of this page). We will reply to you within two working days. To keep a continuing record, you may resubmit this form as you add or change your course selections.

Education versus Academic coursework

Education courses focus on teacher training and are offered through a Faculty of Education. Academic courses focus on subject area content and are offered by faculties other than a Faculty of Education.

Education courses cannot fulfill academic requirements and academic courses cannot fulfill education requirements. For example, if you need to take a science course as one of your academic requirements, it should be through a science department. A course about how to teach science offered by a Faculty of Education will not be approved.

Delivery and level of coursework

Coursework may be delivered on-campus or on-line, but must always be university-level. First-year courses are acceptable unless we have specified otherwise. College-level courses, preparatory courses, and courses that are not university-transferable are not acceptable.

Where to find courses

A list of BC's post-secondary institutions is available on the Ministry of Advanced Education website at www.aved.gov.bc.ca/institutions. If you would like to take courses outside of BC, please send us the syllabus and/or course descriptions with your request for approval.

Course offerings and availability may be limited according to each institution. Please note that each institution has its own regulations and pre-requisites; you may be asked to complete additional coursework before being admitted.

Upgrading your TQS salary category

In some cases, the coursework you complete may also apply to upgrading your TQS salary category. For more information, please visit the TQS website at www.tqs.bc.ca.

January 2012