

Q: Is it okay to teach with a suspended certificate if I have until October to pay my annual fee?

A: No. To teach in the K-12 system in BC, you must be a valid certificate holder in good standing. For a certificate to be valid and in good standing, you must have paid your annual fee.

Q: My annual fee may be payroll-deducted but I do not need my certificate next year. Will I receive a refund?

A: We strongly advise that you pay the annual fee until you are certain that you will not be returning to teaching in BC. If you allow your certificate to lapse or you relinquish your certificate and then decide to return to teaching in BC, you will need to apply for a new certificate under the regulations in place at the time you apply. If your fee is payroll-deducted, to qualify for a refund, you must request the refund in writing, and submit a Notice of Relinquishment by June 30. You can find more information on retiring or relinquishing your certificate under the Certificate Services tab on our website at www.bcteacherregulation.ca.

Q: I am not sure if I will be employed in the upcoming year. Do I need to pay the annual fee?

A: In order to accept employment you must have a current, valid certificate from the Ministry of Education. It is advisable to keep your certificate in good standing by paying the annual fee of \$80.

Q: I am a teacher who is on a leave of absence. What fee must be paid to keep my teaching certificate valid?

A: All certificate holders on leaves of absence, including maternity and part-time long-term disability, are required to pay the annual fee of \$80 by May 31. Please refer to the arrangements made between you and your employer at the beginning of your leave. Since most certificate holders on leaves of absence do not receive a pay cheque, they cannot be payroll-deducted. Therefore, you may need to make arrangements to pay your own annual fee to ensure your certificate is not suspended and/or cancelled.

Q: I am currently on long-term disability. Am I still required to pay this annual fee?

A: Even those certificate holders on LTD are required to pay the \$80 annual fee to maintain their teaching certificate.

Q: I will be receiving a pension starting in September. Will I be able to pay a pro-rated fee?

A: No. If you wish to retain certification, you must pay the full annual fee of \$80.

Q: I will be working for a tutoring company. Will I need to pay the annual fee?

A: If you use your certificate to attain employment in BC or in a BC-accredited school, you must pay the annual fee of \$80.

Q: How will I be able to show proof that my annual practice fee has been paid?

A: Certificate holders employed in the BC public or independent school system are payroll-deducted in the spring. In the summer, after the Financial Services Unit of the TRB has reconciled all fee payments, the TRB will email the payroll-deducted certificate holders to notify them that a printable confirmation of payment is available through the Certificate Holders' Area on the TRB website. Individual certificate holders who pay their annual practice fee directly to the TRB will also be able to access a confirmation from the Certificate Holders' Area.

Q: How do I get my tax receipt for 2017?

A: If you are payroll-deducted, your employer will include your fee on your annual T4 statement. If you pay your fee directly to the Teacher Regulation Branch, your receipt will be available in February 2018 from the Certificate Holders' Area of our website.

Q: Can I mail my payment on May 31, 2017?

A: No. Your payment must be received by the Teacher Regulation Branch on or before May 31, 2017. Payments received after May 31 are subject to a late fee.

Q: Should I wait until May 31, 2017 to make my online payment?

A: This is not advisable. If you experience any difficulties in processing an online payment, you may miss the deadline and subject yourself to the late fee.

Q: I am working as a teacher on call in more than one district. How does my annual fee get paid?

A: If you are employed by more than one board or authority, please liaise with your employers and elect one employer to payroll deduct this fee on your behalf.



CHANGE OF CONTACT INFORMATION FORM

Please print clearly. To update your contact information, please return this page to the Teacher Regulation Branch, Ministry of Education, 400-2025 West Broadway, Vancouver BC V6J 1Z6.

Save a stamp by changing your contact information online in the Certificate Holders' Area on our website at www.bcteacherregulation.ca.

Please note that for a change of name, we require a copy of a marriage certificate or an official name change document. Copies of name documents must be verified by a notary public, lawyer, or current BC Ministry of Education certificate holder. In the case of a certificate holder, s/he must write his/her full name, certificate number, and signature on the photocopy.

It is important that you indicate your BC Ministry of Education certificate number. It starts with an L or a J.

Certificate Number: [] [] [] [] [] [] [] []

Given Names

Surname

Street Address/P.O. Box

City/Town

Province/State

Country

Postal Code/Zip Code

Email Address

Home Telephone Number | Work Telephone Number
(include area code)