



If you would like the Director of Certification to reconsider a decision that was made as a result of the recent evaluation of your application for certification, please read the following information carefully. After you have reviewed the information, follow the instructions to submit your request.

### Applicable Standards and Legislation

These documents outline the training, education and qualifications required for teaching in British Columbia, as well as the law related to issuing a teaching certificate.

- The [Certification Standards](#) set out the requirements that must be met before a person is eligible to receive a Certificate of Qualification.
- The [Independent School Teaching Certificates Requirements](#) must be met before a person is eligible to receive an Independent School Teaching Certificate.
- Section 32 of the [Teachers Act](#) describes the reconsideration and appeal of a decision.

### Instructions

Please follow these instructions to submit your request for a reconsideration.

- The Request for Reconsideration form on the next page must be completed. Submit it no later than 30 days from the date of your evaluation letter. Email the form to [tcb.directorofcertification@gov.bc.ca](mailto:tcb.directorofcertification@gov.bc.ca) or fax to 604-775-4859.
- The fee for a reconsideration request is \$140. Mail a cheque or money order payable to the Minister of Finance to the address below, or fax a completed [Credit Card Payment Authorization Form](#) to 604-775-4859. **Do not email the credit card payment authorization form.**

### Acknowledgement and Additional Documents

After we have received and processed your completed Request for Reconsideration form and fee, we will send you a letter of acknowledgement. You will have 90 days from the date of the acknowledgement letter to provide to the Director of Certification any additional documentation that was not previously reviewed by the evaluator. Email these additional documents to [tcb.directorofcertification@gov.bc.ca](mailto:tcb.directorofcertification@gov.bc.ca).

If you have questions about the reconsideration process, email them to the Director of Certification at [tcb.directorofcertification@gov.bc.ca](mailto:tcb.directorofcertification@gov.bc.ca).



To request that the Director of Certification reconsider the decision about your application for certification, submit the completed form by email to [tcb.directorofcertification@gov.bc.ca](mailto:tcb.directorofcertification@gov.bc.ca) or by fax to 604-775-4859 and pay the reconsideration request fee.

**Step 1: Your Contact Information**

|             |  |
|-------------|--|
| Name        |  |
| Telephone   |  |
| Email       |  |
| File Number |  |

**Step 2: Evaluation Information**

|  |  |
|--|--|
| Date of evaluation decision              |  |
| Type of certificate you applied for      |  |
| Reason(s) for being denied a certificate |  |

**Step 3: Basis for Reconsideration**

In the space provided, briefly explain why you are requesting a reconsideration of your application.

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November 2020/June 2023