



Inability to Submit Required Document Form

The Ministry of Education and Child Care requires that specific documents are submitted as part of an application for a British Columbia teaching certificate. These supporting documents help to determine an applicant's eligibility under the Teachers Act and under the [certification requirements](#) for the teaching certificate that an applicant is applying for. Complete this form if you have submitted an application form but you cannot get a document or arrange for an institution, organization, or employer to submit documents on your behalf to the Ministry. **If you can't provide a document that we have asked for, it may affect the time it takes for us to review and evaluate your application and to determine if you are eligible for a teaching certificate.**

APPLICANT PERSONAL INFORMATION

Surname: _____ Birth Surname: _____

Given Names: _____ Your File No. _____

Email Address: _____ Date of Birth (YYYY/MM/DD): _____

DOCUMENT REQUESTED BY THE MINISTRY

Select the document that you can't get or that you are unable to have sent to us directly. If there is more than one document, **complete a separate Inability to Submit Required Document Form for each document.**

- Post-Secondary Transcripts
- Statement of Professional Standing
- Verification of Practicum Information
- Secondary School Graduation Diploma
- Verification of Employment
- Assessment Form
- Character Reference
- Name of another document: _____

Identify the institution, organization, or employer. Note: The Ministry can only send requests for documentation to addresses that can be verified.*

Institution Name: _____

Institution Address*: _____

Institution Email*: _____

Tell us about your efforts to obtain the document requested by the Ministry.

Date of attempt to contact institution YYYY/MM/DD	Contact type (telephone, email, letter, in person)	Department or person you contacted and their contact information*	Institution or Organization response



SUPPORTING DOCUMENTS and PROOF OF CONTACT ATTEMPTS

You must include with this form:

- written proof of your attempt(s) to get the required document. If the institution, previous employer, or contact person has responded to you in writing, you must also provide a copy of all related correspondence.
copies of any supporting documents. For the verification of employment or statement of professional standing, examples of supporting documents may include, but are not limited to, reference letters, employment records, a teaching certificate, or any regulatory institution-issued document that provides information on your professional standing in the jurisdiction where you completed your program of professional education. For a transcript, examples of supporting documents may include, but are not limited to, student-issued transcripts or copies of your degree.

Please check the appropriate boxes below:

- I am including proof of my attempt(s) to contact the institution, organization, or employer, which contains my request to have the document sent directly to the Ministry of Education and Child Care. Yes [] No []
I am including supporting documents with this form. Yes [] No []
I acknowledge that submitting this form instead of the required document may affect: the length of time it will take for the Ministry to evaluate my application, as well as my ability to satisfy the requirements under the Teachers Act and the requirements for the teaching certificate that I applied for. [x]

Please explain why you can't get the required document. If you have not attempted to contact the institution, organization, or employer to try to get the document, please tell us why.

[Empty box for explanation]



REQUEST FOR HELP TO OBTAIN DOCUMENTATION

The Ministry of Education and Child Care requires specific documents to determine if an applicant is eligible to be issued a British Columbia teaching certificate. Page 3 of the Inability to Submit Required Document Form allows for the authorization of the Ministry of Education and Child Care to contact the institution, organization, or employer (described below) to request a necessary document. The Ministry will share the information on this page with the institution, organization, or employer when it communicates with them. Note: The Ministry can only send requests for documentation to addresses that can be verified.*

APPLICANT PERSONAL INFORMATION

Surname: Birth Surname: Given Names: Your File No. Email Address: Date of Birth (YYYY/MM/DD):

I authorize the institution, organization, or employer named below to release the requested document or records to the Ministry of Education and Child Care. I hereby release the institution, organization, or employer, its employees and agents, from any and all claims whatsoever that may arise as a result of the release of the document or records described.

Name/type of document requested: Institution Name: Institution Address*: Institution Email*:

Applicant Signature: Date (YYYY/MM/DD):

Applicant, please combine your completed Inability to Submit Required Document Form and the supporting document(s) into one PDF file. Log in to Your Account, navigate to the Upload Required Documents page under Your Application, and upload the PDF file for the document type: Inability to Submit Required Document Form.

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