

REQUEST FORM FOR A REPLACEMENT PEI TEACHER'S LICENSE

FORM # RTL -Eng

1. When to use this form? At the time when you applied for your initial PEI Teacher's license, or at any time when you apply for a renewal of an expired license, the cost of producing the certificate is included in the fee. However, should you lose, misplace or damage the teacher's certificate originally issued to you and should you require a replacement teacher's certificate, you may apply as follows. [Please note, we will not replace a certificate that has expired. If your certificated is expired, you will have to apply to renew it first.]

2. How do I apply for a replacement certificate? You must complete this request form and return to our office at: *Office of the Registrar, Certification and Standards Section, Department of Education, Early Learning & Culture, Suite 101 Holman Centre, 250 Water Street, Summerside, Prince Edward Island C1N 1B6.*

3. How much does it cost? There is a \$10.00 fee to cover the cost of providing a replacement teacher's certificate. You may pay by cheque or by money written to the Minister of Finance. Please include with your application form. Or, you can pay in cash at the Reception Area of the Department of Education in Summerside or by credit card*.

CERTIFICATE HOLDER IDENTIFICATION

| FIRST NAME | MIDDLE NAME | SURNAME |
|--|-------------|--------------------------------|
| | | |
| OTHER NAME (If you have ever gone by another name): | | |
| DATE OF BIRTH | | SOCIAL INSURANCE NUMBER |
| | | |

CERTIFICATION INFORMATION

| | | | | | | |
|--------------------|---|---|----|---|---|---------------|
| ACADEMIC | 4 | 5 | 5A | 6 | 7 | DATE OF ISSUE |
| CAREER & TECHNICAL | 2 | 3 | 4 | 5 | 6 | |

CONTACT INFORMATION

MAILING ADDRESS:

TELEPHONE NUMBER

E-MAIL ADDRESS

I hereby request that the Registrar for Teacher Certificate issue for me a replacement teacher's certificate.

SIGNATURE

DATE

Pursuant to sections 98 and 100 of the Education Act R.S.P.E.I. 1988, Cap. E-.02, personal information on this form will be used for the purpose of verifying identity and salary placement purposes. If you have any questions about this collection of personal information, you may contact Registrar's Office of the PEI Department of Education, Early Learning and Culture, Tel. 902-438-4130.

*To pay by credit card go to: <http://www.gov.pe.ca/forms/pdf/2931.pdf>