**You've submitted your Graduation Check! What happens now?**

**STEP 1: Check your @ualberta.ca email account throughout the next 10 business days**

You will receive an email from a Student Advisor outlining the status of your Graduation Check. Normally the email will consist of one of the following situations:

- You are in the final coursework for your degree - great work!
- You are in too many courses for your degree and some have been marked "Extra to Degree"
- You are not registered in the correct coursework to meet degree requirements and we will include what you need to do to remedy the situation.

We will attach the updated copy of your Program Sheet to this email, so please read the email and check your updated Program Sheet carefully!

**STEP 2: Check your BearTracks Graduation Status and choose whether or not you wish to attend your Convocation Ceremony**

If you received an email saying that you are on track to graduate and are registered in the final coursework for your degree, the Degree Status in your Graduation Status panel will be updated to note "Needs to Finish Pending Work" (see box to the right). This is the best place to be right now - congratulations!

You will eventually be able to also choose whether or not you plan on attending your convocation ceremony here (see the big circled area to the right). This may populate after we evaluate your application - don't worry, that is normal - simply keep checking periodically.

**NOTE: By changing your status to "Needs to Finish Pending Work," we have applied for graduation on your behalf!**

**STEP 3: Check page 2 of this document for information on applying for Teacher Certification, Salary Evaluation and school boards in Alberta.**

If you hope to teach in Alberta with your Bachelor of Education, these are important external steps to start taking!

**STEP 4: We do this for you! Dean's Recommendation for Teacher Certification**

Four times a year after the end of each term, Undergraduate Student Services (USS) sends a list of graduates to Alberta Education and TQS (Teacher Qualifications Services). This is commonly referred to as the “Dean's recommendation”. The list is typically sent 6 weeks after the end of the term; after final grades have been posted on Bear Tracks and USS has completed a final review of each student's program. Alberta Education will issue teaching certificates to applicants upon receipt of the Dean's recommendation.
Starting Your Teaching Career!

If you plan on teaching in Alberta upon graduation, **three months prior to the end of your program** you must apply to Alberta Education for teacher certification and TQS for a salary evaluation.

1) Apply for Teacher Certification

Applications are available online at [www.education.alberta.ca](http://www.education.alberta.ca) (search “Teacher Certification”). If you have specific questions about the application process or about teacher certification, please contact Alberta Education at 780-427-2045.

2) Apply to TQS

Applications are available online at [www.teachers.ab.ca](http://www.teachers.ab.ca) (search “Teacher Qualifications Service”). If you have specific questions about the application process or about your evaluation, please contact Teacher Qualifications Service at 780-453-2411.

3) Applying to school boards

We recommend that you contact the school board you are applying to for the most up-to-date information regarding their application process, including what types of documentation are required. School Boards will often have teacher application information in the careers section of their website. The Alberta Education website contains a list of all schools in Alberta (search “school choice” on [www.education.alberta.ca](http://www.education.alberta.ca)).

The Education Students' Association (ESA) and CAPS, the U of A's Career Centre also have great resources that will help you with this process. The Education Career Fair, hosted by CAPS, is an excellent opportunity to connect with potential employers.

<table>
<thead>
<tr>
<th>Education Students’ Association</th>
<th>CAPS, the U of A's Career Centre</th>
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<tbody>
<tr>
<td>Location: 4-110a (4th Floor Lounge) Ed North</td>
<td>Location: 2-100 SUB Phone: 780-492-4291</td>
</tr>
<tr>
<td>Website: <a href="http://www.educationstudents.ca">www.educationstudents.ca</a></td>
<td>Website: <a href="http://www.caps.ualberta.ca">www.caps.ualberta.ca</a></td>
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My final grades have been posted on BearTracks, and I've received a formal offer for a teaching position in Alberta but I do not have my interim teaching certificate. What do I do now?

If you want to start teaching upon completion of your program and prior to the issuance of your teaching certificate and degree, in Alberta you can obtain temporary teaching authority. To obtain this, you must provide USS with the following information:

1. A letter from Alberta Education stating that your application for teacher certification is complete and your Interim Professional Certificate will be issued upon receipt of the Dean's recommendation.

2. A letter from a school board/district stating that you have been offered employment. The letter must be on official letter head and signed by an employee of the school board/district.

This information can be dropped off in person to USS (at 1-107 Education Building North), sent via email to educated.info@ualberta.ca or faxed to 780-492-7533.

Upon receipt of these letters, USS will confirm that your final grades are posted on Bear Tracks, your final evaluation for your AFX, if applicable, has been received in our office and credit has been granted, and that you have met degree requirements. Once we have determined that you have met all degree requirements, USS will email you a letter verifying degree completion signed by the Associate Dean. Present this letter to the school board/district that has offered you employment.