

April 11, 2025

## Welcome to the Western Quebec School Board (WQSB)!

To finalize your salary classification, we need to assess your academic qualifications and teaching experience. Additionally, to work as a teacher in Québec, you must hold either a permanent or temporary teaching licence.

To determine your status and teacher licence requirements, please visit the government of Québec's [Quiz](#) on [Becoming a Teacher](#) or contact [titularisation@education.gouv.qc.ca](mailto:titularisation@education.gouv.qc.ca).

### Steps to Complete:

#### 1. Attestation of Schooling:

- Complete the [form](#) and review the memo [Attestation of Schooling Guidelines](#).
- Submit all schooling documents.

#### 2. Teaching Experience:

- Complete the [form](#) and review the memo [Teaching Experience Submission Instructions](#).
- Submit your employer letter request(s).

### Submission Instructions:

- Email all forms and documents to [hrteachers@wqsb.qc.ca](mailto:hrteachers@wqsb.qc.ca).
- Originals must be witnessed by a WQSB employee.
- Scan and combine all documents into a single PDF.
- Ensure official transcripts are sent directly from the issuing institution.

### Important Deadlines:

#### • New Full-Time Teachers (E1):

Submit all documents by **November 1** to ensure salary adjustments take effect this school year. Submissions after this date will apply to the following school year per clause 6-2.07 of the collective agreement.

### Additional Note for Vocational Education Teachers:

If you have relevant field experience in place of direct teaching experience, please provide letters of experience as part of your submission.

Welcome to WQSB—we look forward to working with you!

Yours truly,



Alain Paquin  
Director of Human Resources