

## **Required Documents for Salary Evaluation – Teacher**

All documents below must be submitted promptly, in **a single email, certified and in PDF format (please note that JPEGs and Pictures are NOT accepted)** to [hrhiring@cqsbc.qc.ca](mailto:hrhiring@cqsbc.qc.ca).

Your salary evaluation cannot be processed until **ALL** documents are received. In the meantime, **you will temporarily be placed at the first step of the salary scale**. If, as a result of your evaluation there is a change in your salary step, it will be retroactive to your hire date. Due to volume, please note there may be a delay of 6 to 8 weeks in processing your evaluation and thus once all documents are received.

**(Please note that your school secretary can certify originals)**

**1. Certified Copies<sup>1</sup> of your certificates, diplomas, and degrees (ALL levels are required):**

- a. Secondary/High school studies..... ☐
- b. CEGEP/College studies (if applicable)..... ☐
- c. University studies..... ☐
- d. Others..... ☐

**2. Certified Copies<sup>1</sup> of your transcripts (ALL levels are required):**

- a. Secondary/High school studies..... ☐
- b. CEGEP/College studies (if applicable) ..... ☐
- c. University studies..... ☐
- d. Others..... ☐
- e. MEQS' attestation of schooling (if applicable) ..... ☐

**3. Attestations of work experience from previous employers (if applicable) ..... ☐**

*Please note that to be considered, these must include the following: Dates, title, status, number of hours or days worked.*

**4. Photocopy of your legal authorization to teach in Québec (brevet, permit, etc.)<sup>2</sup> ..... ☐**

<sup>1</sup> The School Board reserves the right to see the original copies if needed

<sup>2</sup> For those who do NOT hold a legal authorization to teach in Québec, you MUST obtain one from the MEQ. You can contact Julie Laflamme at 418-688-8730, extension 3064, or at [julie.laflamme@cqsbc.qc.ca](mailto:julie.laflamme@cqsbc.qc.ca) for more information.