



April 2022

Dear Certificate Holder,

Re: 2022-2023 Annual Practice Fee due by May 31, 2022

Thank you for your continued commitment and contribution to the BC K-12 education system. To maintain your certificate for 2022-2023, an annual practice fee of \$80 is due by May 31, 2022. Note that if your fee is not paid by May 31, a late fee will incur followed by possible restrictions on your certificate. Please read the following information about maintaining your certification.

- **If you are employed by a school board or independent school authority** on April 30, your employer will deduct the annual fee from your earnings and remit it for you. If you are employed by more than one board or authority, please elect one employer to pay the fee on your behalf.
- **If you are receiving full LTD benefits from the BCTF Salary Indemnity Plan** as of April 30, the Plan will pay the annual fee and recover it from your benefit. In July, information will be sent from Canada Life (CL) accounting for the deduction. For more information, please contact the BCTF Income Security Division.
- **If you will not be employed by a school board or authority**, or if you are on a leave of absence and have not arranged for your employer to remit the fee, you will need to pay the annual fee directly to us.
- **If you are retiring but may be employed** as a teacher-on-call or are using your BC certification to accept employment in BC, maintain your certificate by paying the annual fee.
- **If you have an interim/expiring certificate**, you should have received correspondence in December 2021 about completing certain requirements before your annual fee can be paid. If you did not receive this correspondence, please email us at trb.certificateservices@gov.bc.ca with “Expiring Certificate” in the subject line.

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To pay your annual fee, or to verify that we have processed your annual fee, log in to Your Account at <https://teacherregulation.gov.bc.ca/>. If you are unable to pay online, you can learn about other ways to pay at www2.gov.bc.ca/gov/content/education-training/k-12/teach/maintain/annual-practice-fee.

If you are pursuing another career where you are not required to hold a certificate, or you no longer want to maintain your certificate, you may wish to formally relinquish it. Complete a Notice of Relinquishment and submit it to the Ministry of Education by June 30. If your fee is payroll-deducted, to qualify for a refund, request the refund in writing and submit a Notice of Relinquishment by June 30. Find out more about ending your certification at www2.gov.bc.ca/gov/content/education-training/k-12/teach/maintain/ending-certification.

Remember to review the **Standards for Educators in BC** at www2.gov.bc.ca/gov/content/education-training/k-12/teach/standards-for-educators/standards-case-studies. The Standards articulate the knowledge, skills, attitudes and values that distinguish the work of certificate holders. Payment of the annual fees is considered confirmation of your ongoing commitment to upholding the Standards.

Note: we are preparing to upgrade Your Account this year. Please log in and update any contact information. It is important that you enter a unique email address that is not shared by another certificate holder or person applying for a teaching certificate. This will allow you to receive correspondence related to your own certification and to use the features provided in the upgrade. If you have unsubscribed from previous email notifications, we encourage you to request to be re-subscribed so that you will receive emails related to your certification. To have your email address re-subscribed, please email us at trb.certificateservices@gov.bc.ca.

If you need help with logging in to Your Account or linking your BCeID, please call the Service BC Help Desk at 1 888 356-2741 (toll free within Canada/USA) or 1 604 660-2355 (outside of Canada/USA).

Yours sincerely,

Ministry of Education