

Welcome to TQS Online Applications!

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Getting Started



The Alberta
Teachers' Association

TQS Application Management

This is where you can initiate and pay for your application to Teacher Qualifications Service.

Instructions for applicants are available [here](#). A frequently asked questions page is available [here](#).

You will need to receive emails from the following addresses during the process. Please ensure that they are not treated as Junk or Spam messages.

- TQSApplications@ata.ab.ca
- no-reply@sharepointonline.com
- no-reply@bambora.com

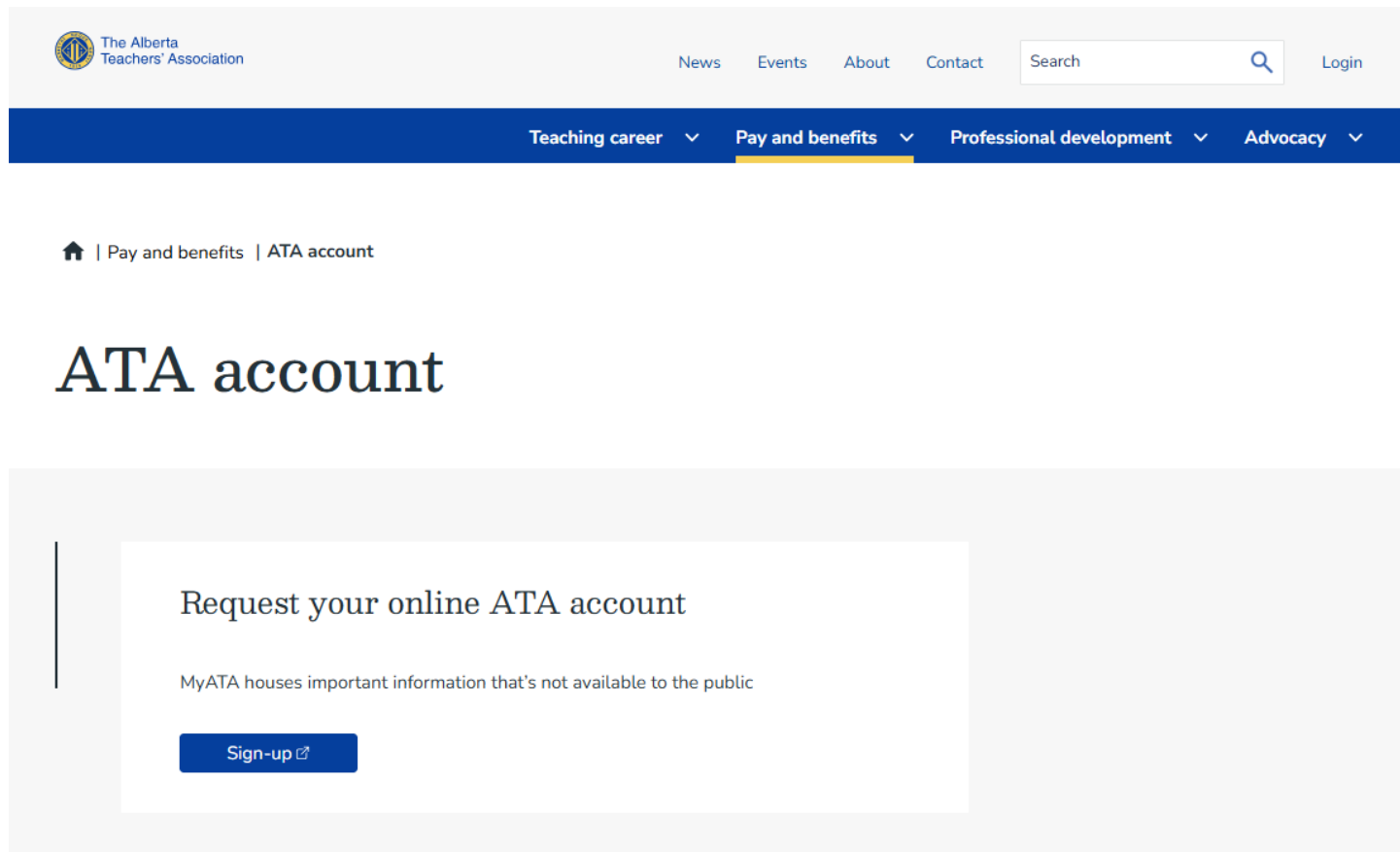
The Home page can be found at <https://tqsapplications.teachers.ab.ca/tqs.aspx>

Please take a moment to read the [FAQ page](#). It includes information about accepted file types and managing email filters (Gmail only). There is also a video demonstration made by Microsoft explaining how to authenticate for access to your online application folders.

During the process, you'll need to receive emails from ATA (TQSApplications@ata.ab.ca), from Microsoft Cloud services (no-reply@sharepointonline.com), and from our payment processing service (no-reply@bambora.com). Please ensure that these senders are marked as "safe" in your email service so that the messages are not treated as Junk or Spam.

The TQS application process is not available to the public, so you'll have to create an Online ATA Account before you can begin.

Create your Online ATA Account



The screenshot shows the top of the ATA website. The header includes the ATA logo, navigation links (News, Events, About, Contact), a search bar, and a Login link. A blue navigation bar contains links for Teaching career, Pay and benefits (highlighted), Professional development, and Advocacy. Below this, a breadcrumb trail shows a home icon, 'Pay and benefits', and 'ATA account'. The main heading is 'ATA account'. A white box contains the text 'Request your online ATA account', a subtext 'MyATA houses important information that's not available to the public', and a blue 'Sign-up' button with an external link icon.

The Alberta Teachers' Association

News Events About Contact Search Login

Teaching career Pay and benefits Professional development Advocacy

Home | Pay and benefits | ATA account

ATA account

Request your online ATA account

MyATA houses important information that's not available to the public

[Sign-up](#)

If you do not have one an Online ATA Account, please go to <https://oap.teachers.ab.ca/RequestAccount.aspx> to create one. Step-by-step instructions guiding you through the process, including a demonstration video, are available on the ATA website. To find the instruction page, go to <https://teachers.ab.ca/>, click “Pay and Benefits” in the top banner and then click “ATA Account”.

Once you have created your Online ATA Account, you can proceed with starting your TQS application.

Fill in your information to pull up your account

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- TQSApplications@ata.ab.ca
- no-reply@sharepointonline.com
- no-reply@bambora.com

Fill in the information below to pull up your account information.

Denotes a required field *.

(Legal) First Name *

(Legal) Last Name *

Birth Date *

Username *

Please enter the characters seen below.



 **Forgot your username?**
[Click here](#) to retrieve your username. We will reset your password afterward.

*

[FIND ACCOUNT](#)



TQS Application Management

Name jillian test

No Outstanding Balance

Email your.email@shaw.bounce

Applicant jillian test

☒ I have access to the above email address and agree to receive emails from TQS at that address.

Amount Owning 0.00

[Pay TQS Fee](#)

By submitting this application, I agree to the collection, use, and disclosure of my personal information by The Alberta Teachers' Association for the purpose of processing this application and for managing my membership with the ATA as future needs arise. I understand that the Association's [privacy policy](#) is available and that the Association's privacy officer is available to answer any questions I may have at 780-447-9400.

[Initiate TQS Application](#)

You must check the box in order to activate the "Initiate TQS Application" button.

A summary of the terms appears between the checkbox and the button. If you wish to read the full privacy policy, please click on the link which is included in the summary. You may phone the ATA and ask for the Privacy Officer if you have any questions.

When you are ready to begin, click the checkbox first and then the "Initiate TQS Application" button.

Check your email for the forms and shared folder link



The Alberta
Teachers' Association

TQS Application Management

Thank you for starting your application. Please check your email for further instructions.

No Outstanding Balance

Applicant jillian test

Amount Owing 0.00

[Pay TQS Fee](#)

Within a few minutes, you should receive an email from TQSApplications@ata.ab.ca (check your Junk or Spam if you do not). Download the TQS Application Form in the language of your choice and complete all the fillable fields in the PDF document. Next, please print the completed form on paper and sign it.

 TQS APPLICATION FORM.pdf (96.4 KB) [Download](#) | [Remove](#)  FORMULAIRE DE DEMANDE DU TQS.pdf (73.4 KB) [Download](#) | [Remove](#)
[Download all attachments](#)
[Remove all attachments](#)

Dear Jillian,

Thank you for your interest in completing a TQS application. Attached is the fillable application form you need to submit to initiate the process. Please complete all fillable fields, then print and sign the form. Upload a scan or high-resolution photo of the signed form to the shared folder we have created for you, which you can access from the following link: [Submitted documents](#).

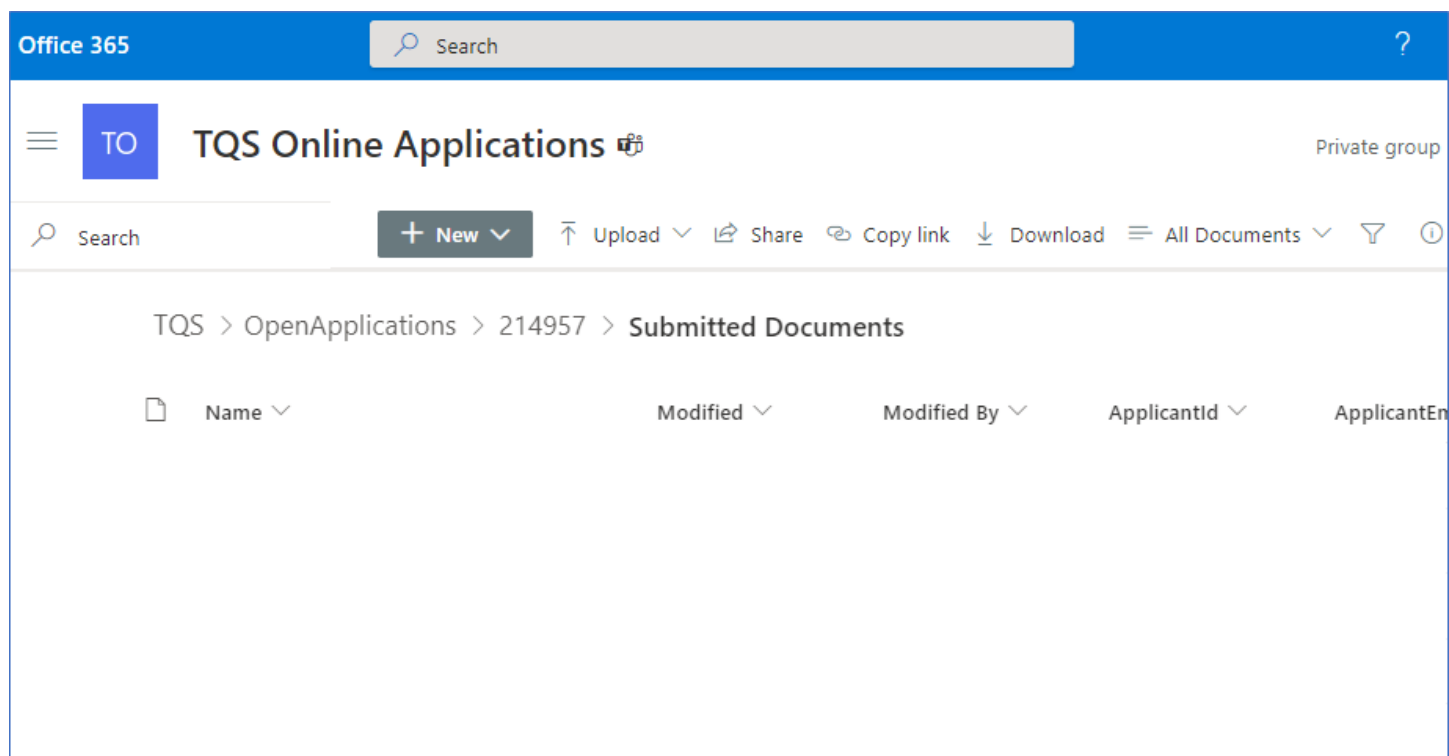
Note

You may be prompted to confirm you are authorized to access the folder. If so, follow the instructions to complete the authorization process.

Sincerely,
Teacher Qualifications Service

Click on the “Submitted documents” link to request access to Microsoft Cloud services. Here is a link to an instructional video created by Microsoft about how to validate your access: <https://youtu.be/GOblHHETjMg?t=55> (if the link doesn't automatically do so, skip to 55 seconds to see the customer experience)

Upload a scan or photo of your signed application form



Once you have validated your access to Microsoft Cloud services, you will see a folder like the picture above.

The six-digit number (e.g., 214957) will be different for each applicant and helps to differentiate between members with similar names.

Use a scanner or camera to create a high-resolution picture of the signed and completed application form from the previous step. You can drag-and-drop the picture into the “Submitted Documents” folder above, or you can use the “Upload” button to submit it.

You’ve completed the Getting Started phase!

Please wait for the TQS Receptionist to look at your application form. Monitor your email for a response.

If you wish to contact TQS regarding your application form, please have the six-digit number available.

Email: tqs@ata.ab.ca Phone: 1-800-232-7208

Payment and Documents

When the TQS Receptionist has processed your application form, you will get an email similar to this:

Dear Jillian,

Your TQS application has been received and has been classified as 'In-Province Documents'. The fee for your application is \$100.00. Please use our [online payment portal](#) to submit payment.

For payment support please contact:

- email: tqs@ata.ab.ca
- phone: 780-447-9400 or 1-800-232-7208

Sincerely,
Teacher Qualifications Service

The classification and fee varies for each application, please see the four files provided to you in the previous step for details. If you have any questions, you can contact TQS using the information in the email. When you're ready to pay for your application, click on the link to the "online payment portal".

Online Payment Processing

You may be prompted to log in with your Online ATA account. Verify your name and amount owing matches the email that you received, then click on "Pay TQS Fee"

TQS Application Management

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- TQSApplications@ata.ab.ca
- no-reply@sharepointonline.com
- no-reply@bambora.com

Fill in the information below to pull up your account information.

Denotes a required field *.

(Legal) First Name *

(Legal) Last Name *

Birth Date 1980 January 1 *

Username *

Please enter the characters seen below.



[Generate New Image](#)

Forgot your username?
[Click here](#) to retrieve your username. We will reset your password afterward.

*

[FIND ACCOUNT](#)



TQS Application Management

Name jillian test

Applicant jillian test

Email your.email@shaw.bounce

Amount Owing 100.00

☐ I have access to the above email address and agree to receive emails from TQS at that address.

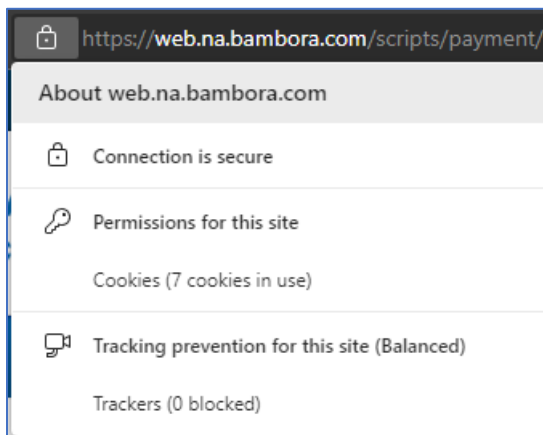
Pay TQS Fee

By submitting this application, I agree to the collection, use, and disclosure of my personal information by The Alberta Teachers' Association for the purpose of processing this application and for managing my membership with the ATA as future needs arise. I understand that the Association's [privacy policy](#) is available and that the Association's privacy officer is available to answer any questions I may have at 780-447-9400.

Initiate TQS Application

You will be forwarded to <https://web.na.bambora.com/scripts/payment/>

If you wish, you can click on the padlock icon to get more information about the payment processor.



The top part of the form must match the billing address of your credit card. You will receive an email receipt at the address specified in the form, please ensure that it is correct.

Address Information

Name:*

Phone Number:*

Address Line 1:*

Address Line 2:

City:*

Province/State:*

Postal/Zip Code:*

Country:*

Email:*

Put your credit card information into the bottom part of the form and click Submit. **Do not change the "Amount" field.**

Payment Information



Invoice/Order Number:5009

Amount (CAD):

Payment Method:

Name on card:*

Card Type:*

Card Number:*

Expiration Date:* /

Card CVD:* [What's this?](#)



The Alberta Teachers' Association

Payor: Jillian Test
Payment Amount: 100.00
Payment Status: Approved

If successful, you will receive confirmation from both the online payment portal and the email receipt.

Alberta Teachers' Association Receipt

Order Date: 2021-10-29 8:42:16 PM
Order Number: 5009
Purchase: TQS Application Fee
Bank Auth Number: TEST
Order Total: 100.00 CAD
Name on Card: Jill Test
Card Type: VI
Email Address:

Company Information:

Alberta Teachers' Association 11010 142 St
780-447-9400 Edmonton AB
<https://www.teachers.ab.ca> T5N 2R1
CA

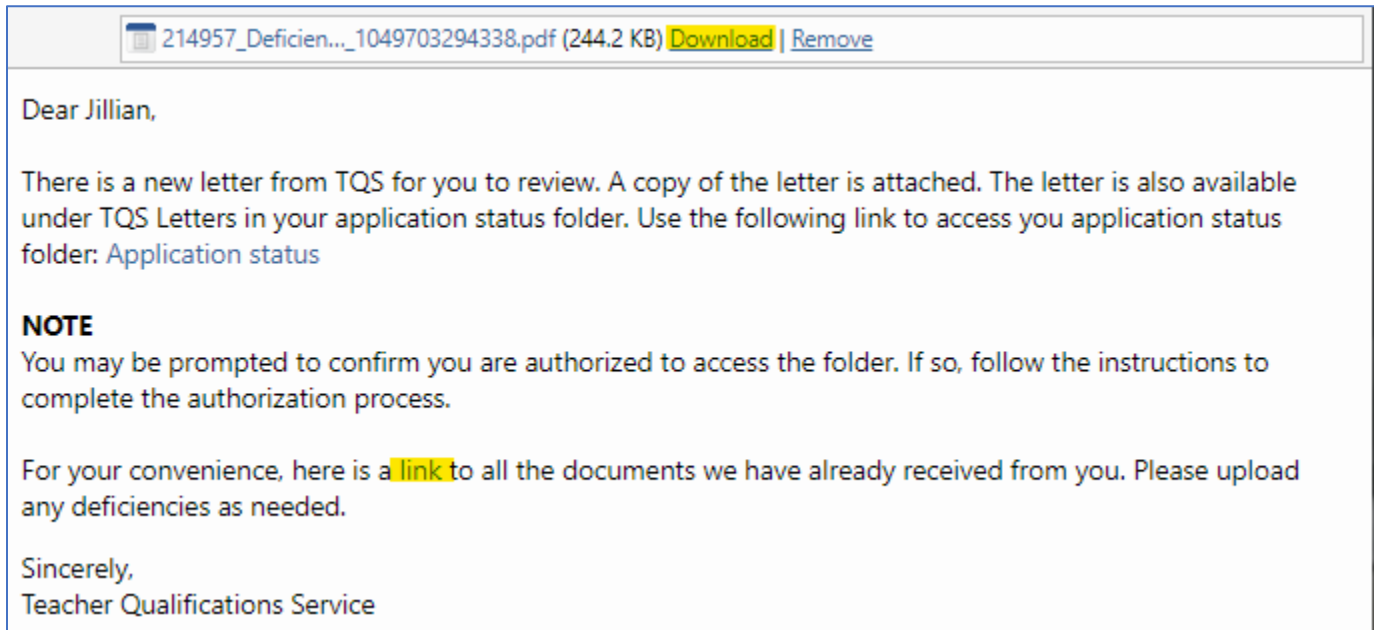
Bill to:

Jillian Test
321 Fake Street
Egremont AB
H0H 0H0
CA
7801111111

All payments are final. There are no refunds. All fees in Canadian dollars.

Submitting Supporting Documents

Once your payment is received, TQS staff will review your application to determine what type of supporting documentation is needed. You may receive an email similar to this:



Please download the attached letter for your records. It contains details about the required supporting documents in the third paragraph (see highlighted example below).

Once you have gathered the documents on the list, click on the “link” in the email (see highlighted example above) to upload them to TQS. You may be prompted to validate your access to Microsoft Cloud services. Here is a link to an instructional video created by Microsoft about how to do it: <https://youtu.be/GOblHHETjMg?t=55> (if the link doesn’t automatically do so, skip to 55 seconds to see the customer experience)

Capt Jill Test
123, 321 Fake Street
Egremont AB H0H 0H0

Dear Capt Test

Re Application for Salary Evaluation

Your application for salary evaluation has been received. **This letter should be submitted to your employing school board as proof of application to TQS.**

Once the evaluation has been completed, a statement of qualifications will be released to you and to the school board identified. If no school board has been identified you will receive both copies of the statement of qualifications; the second copy should be submitted to your school board upon employment.

In reviewing your application it has been identified that this office is awaiting submission of the following:

- evidence of name change (ie, marriage certificate or statutory declaration)

As indicated in the guide book accompanying the application form, the applicant is responsible for submitting the required documentation. The items requested are the result of the information available to us at this time. **Once the above requirements have been fulfilled your case will be reviewed and you will be notified of any amendments to this list.**

Should you have any questions, please contact this office.

As stated in the last paragraph of the letter (highlighted), TQS staff will review your submissions and may amend the list of deficiencies. This cycle may repeat multiple times:

1. TQS reviews your application
2. TQS send you letter requesting more submissions
3. You upload your supporting documents
4. Back to step 1

Please note that we only accept certain file types for upload:

- PDF - Adobe Portable Document Format
- docx - Microsoft Word Open XML Document
- txt - Plain Text file
- jpg/jpeg - Joint Photographic Experts Group
- tif/tiff - Tagged Image File Format
- png - Portable Network Graphic
- bmp - Bitmap image
- heic - Apple High Efficiency Image Format
- odt - Apache OpenOffice Text Document

Application Complete and Queued for Evaluation

When TQS staff have all the required documents, you will receive an “Application Complete” letter similar to this:

Capt Jill Test
123, 321 Fake Street
Egremont AB H0H 0H0

Dear Capt Test

Re Application for Salary Evaluation

The purpose of this letter is to provide proof to your employing school jurisdiction that you have applied to the Teacher Qualifications Service (TQS) for an evaluation of your years of education for salary purposes. If you indicated a school board on your application, we have sent a copy of this letter to that board.

Our records indicate that our first official contact with you about this application occurred on 2021-10-29 and that we received all the items required for your evaluation on {application_complete_date}. Now that your application is complete, it has been placed in the evaluation queue and will be processed as soon as possible. Your patience is greatly appreciated.

If, in the course of processing your evaluation, we require additional information we will contact you in writing.

As noted in the letter, this means your salary evaluation can begin. Your application will be placed in queue and processed as soon as possible. The length of time required to get a result varies for each application. Out-of-Province applications take longer to evaluate, and International applications take the longest amount of time.

You’ve completed the Payment and Documents phase!

Please wait for the TQS Evaluators to look at your Educational Documentation. Monitor your email for a response.

If you wish to contact TQS regarding your evaluation, please have the six-digit number available.

Email: tqs@ata.ab.ca Phone: 1-800-232-7208