

# 元智大學教師初次申請送審教師資格（教師證書）應檢送文件及流程說明

## Instructions and Required Documents for Initial Application for Teacher Qualification Review (Teacher Certificate) at Yuan Ze University

● 適用法源：[元智大學教師申請送審教師資格辦法](#)

Sources of Applicable Law：[Yuan Ze University Regulations for Faculty Applying for Teacher's Accreditation Review](#)

● 第 1 階段：提送各級教評會審議

Stage 1: Submission for Review by All Levels of Faculty Evaluation Committees

項次 Item	文件名稱 Document	專任 Full-Time faculty	合聘 jointly-appointed faculty	兼任 Adjunct faculty	備註 Remarks
1	元智大學兼任暨合聘教師申請各級教師證書申請 YZU Application Form of Teacher's Certificate for Part-time or Jointly-appointed Faculty	X	✓	✓	
2	元智大學教師資格審查履歷表 YZU Faculty qualification form	✓	✓	✓	
3	最高學歷文憑畢業證書、專門職務經資歷證明(以學位論文送審者免附)。 Diploma of the highest academic degree, Proof of Professional Experience (Exempted if submitting a degree thesis for review)	✓	✓	✓	
4	近五年內發表之著作 Academic writing within the past five years 1. 以學位論文送審者，不受近五年之限制； those applying based on their academic thesis are not subject to the five-year limit 2. 以專門著作、作品、成就證明或技術報告送審送審者，比照教師升等辦理。 Applying for qualification review through academic writing, creative works, evidence of achievement, and/or technical reports must submit documents in accordance with faculty promotion requirements.	✓	✓	✓	裝訂成冊送館藏： Bound Copies for Library Archiving: 1. 文憑送審(國外學歷)或專門著作 2 本(分送元智圖書館及國家圖書館)。 Foreign diploma or specialized works (2 copies: one for YZU Library, one for National Library) 2. 文憑送審(國內學歷)1 本。(送元智圖書館) Domestic diploma (1 copy: YZU Library)
5	本校聘書影本 Copy of the YZU issued Employment Contract	✓	✓	✓	專任教師後繳聘書 To be submitted later (full-time teachers)
6	教學評量成效 Records of YZU teaching evaluation results	X	✓	✓	
7	輔導服務紀錄 Advisory service records	X	✓	X	

● 第 2 階段：各級教評會審議通過，報請教育部核發教師證書

Stage 2: Reviewed and Approved by Faculty Committees, Then Submitted to MOE

項次 Item	文件名稱 Document	專任 Full-Time faculty	合聘 jointly-appointed faculty	兼任 Adjunct faculty	備註 Remarks
1	教師資格審查履歷表 Teacher Accreditation Application and Resume Form	✓	✓	✓	黏貼 2 吋彩色證件照 1 張 Affix one passport photo (2-inch photo)
		教育部大專教師送審通報系統： MOE Higher Education Teacher Submission Notification System: <a href="https://www.schprs.edu.tw/wSite/Control?function=IndexPage">https://www.schprs.edu.tw/wSite/Control?function=IndexPage</a> (申請帳號、填報資料、列印甲式履歷表) (Apply for account, complete data entry, print CV Form A)			
2	(1). 元智大學辦理以學位或文憑 送審教師資格查核表 (by academic degree or diploma) (2). 元智大學辦理以著作(專門著 作、技術報告、作品、體育成 就證明及教學實踐研究)送審 教師資格查核表 (by publications, technical reports, creative works, sports achievement, or teaching practice and research)	✓	✓	✓	※ <a href="#">教育人員任用條例</a> <a href="#">Act Governing the</a> <a href="#">Appointment of</a> <a href="#">Educators</a> ※ 依申請送審資格條件 擇一繳交「教師資格 查核表」。 Submit one Teacher Qualification Review Checklist based on the applicable qualification criteria.

● 第 3 階段：教育部核定之電子教師證書下載及驗證教育部核定之電子教師證書下載及驗證

Stage 3: Downloading and Verification of Teacher's Electronic Certificate Approved by the Ministry of Education

※ 教育部核發之教師證電子證書下載及驗證流程說明

Process for Downloading and Verifying the Electronic Teacher Certificate Issued by the Ministry of Education

1. 登入大專教師送審通報系統網址：<https://www.schprs.edu.tw/>

Logic in Ministry of Education website <https://www.schprs.edu.tw/>

2. 教師申請作業→下載電子證書

Teacher Application Assignment > Download electronic certificate

3. 下載電子證書後，可將電子證書電子檔上傳至【[教育部電子證書驗證系統](#)】  
<https://dcert.moe.gov.tw/upload>進行驗證。

After downloading the electronic certificate, you can upload the electronic certificate file to the  
[\[Ministry of Education Electronic Certificate Verification System\]](#)  
<https://dcert.moe.gov.tw/upload> for verification.