

Temporary Teaching Permit - Initial Application Package



204 - 3775 Pasqua Street
Regina, SK S4S 6W8
Email: general@sptrb.ca
Phone: 306-352-2230
Fax: 306-352-0022
Toll Free: 1-844-254-2230

CHECKLIST- Temporary Teaching Permit (Initial Application)

Application Packages are to be completed by the Director of Education or Designate

- 1.) Human resource personnel are expected to make a concerted effort to recruit teachers who hold Saskatchewan Teaching Certificates (Professional A, Professional B, Vocational or Technical). Note: A concerted effort involves advertising for vacant positions in widely circulated newspapers and/or via e-recruitment such as *Education Canada*. **Placing advertisements solely on a school or school division website is not considered a concerted recruiting effort.**
- 2.) When a concerted recruitment effort results in no suitable applicant, the Director of Education may apply for a Temporary Teaching Permit on behalf of an individual who does not hold a Saskatchewan Teacher's Certificate. A Temporary Teaching Permit is valid for the school year in which it is issued and permits the holder to perform only those duties for which it is issued.
- 3.) Candidates for Temporary Teaching Permits are high school graduates who have been out of school for at least 4 years. Candidates should have some post-secondary education or a specialized skill (mastery of a specific language for example). Only in exceptional circumstances will Temporary Teaching Permit be considered, for the purpose of substitute teaching, for mature individuals who have not completed high school (Directors of Education should contact the Certifying Official directly as these situations will be considered on a case by case basis).
- 4.) Directors of Education or their designate are expected to collect all of the documents required of the candidate and submit the complete package to the Saskatchewan Professional Teachers Board (SPTRB). Incomplete packages greatly delay the certification process. Application packages submitted by the candidate will not be accepted.
 - **Please complete this checklist as you review the application package.**
 - **Fax, Mail or Send all documents in one complete package.**
 - **Include this checklist as a cover.**

Director or Designate (Approved Supervisor for First Nations schools):

Surname

Given Name

Title / Position

School Division / Employer

Applicant's Surname

Applicant's Given Name

ADVERTISEMENT

- I have included a copy of the recruitment attempt {advertisement} for this position.

PERSONAL INFORMATION

The applicant:

- has included a copy of his/her birth certificate. A passport with the full legal name may be accepted.
- has not changed his/her legal name since birth.
- has changed his/her legal name since birth and has included a copy of their:
Marriage Certificate (name change as a result of marriage)
Divorce Certificate (divorced and cannot provide a marriage certificate as proof of a current or previous surname)
Certificate of Name Change (name changed for reasons other than marriage or divorce)

CRIMINAL RECORD CHECK

- I have included a current original signed Criminal Record Check (CRC) that includes a Vulnerable Sector Check. **Note:** CRC's must have been issued within the last three months.

ACADEMIC QUALIFICATIONS- Secondary Education (High School)

The applicant:

- graduated from high school
- has not graduated from high school

ACADEMIC QUALIFICATIONS- Post-Secondary Education (including CEGEP and/or junior college)

Official transcripts must be received directly from all post-secondary institutions (technical & vocational schools, colleges and universities) attended.

The applicant:

- has not completed any post-secondary education.
- completed post-secondary education and has requested transcripts to be sent directly to SPTRB from the following institution(s):

_____ Date Ordered: _____
_____ Date Ordered: _____

- Completed technical/vocational training and has included a copy of the diploma, certificate or Journeyperson's Certificate.

FEES

- The applicant has included the \$100.00 Certification Fee plus applicable taxes.
Note: All cheques received which are dishonoured by the payer's financial institution will be charged an administration fee.

CONFIDENTIAL DISCLOSURE

- The applicant has answered all the questions, initialed the first page, and has included the signed Confidential Disclosure.

DIRECTOR OF EDUCATION/APPROVED SUPERVISOR

- The Director or Approved Supervisor (if employed by First Nations School) has completed and signed the section entitled "To be completed by Director of Education."

Date package completed: _____

Send completed packaged to: Saskatchewan Professional Teachers Regulatory Board
204 – 3775 Pasqua Street
Regina, SK S4S 6W8

EMAIL: general@SPTRB.ca **FAX:** 306-352-0022 **PHONE:** 306-352-2230

Incomplete application packages will result in significant delays.

Temporary Teaching Permit Certificate (Initial Application)

PERSONAL INFORMATION:

Date of Birth:

DAY	MONTH	YEAR

Current Full legal Name:

<i>Surname (Last Name)</i>	<i>First Name</i>	<i>Middle Name (s)</i>

Former Names: (Starting with birth name)

<i>Surname</i>	<i>First Name</i>	<i>Middle Name (s)</i>	<i>Effective Date</i>						
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> <tr> <td>MONTH</td> <td>DAY</td> <td>YEAR</td> </tr> </table>				MONTH	DAY	YEAR
MONTH	DAY	YEAR							
<i>Surname</i>	<i>First Name</i>	<i>Middle Name (s)</i>	<i>Effective Date</i>						
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> <tr> <td>MONTH</td> <td>DAY</td> <td>YEAR</td> </tr> </table>				MONTH	DAY	YEAR
MONTH	DAY	YEAR							

Please enclose a copy of your Birth Certificate. If your name has changed, also enclose a copy of your Change of Name Certificate, Marriage Certificate or other evidence of legal name change.

Contact Information:

<i>Address 1</i>	<i>Address 2</i>
<i>City</i>	<i>Province/State</i>
<i>E-mail address</i>	<i>Postal/Zip Code</i>
<i>Primary Telephone</i>	<i>Secondary Telephone</i>

ACADEMIC QUALIFICATIONS:

Secondary Education (high school):

<i>Name of Diploma or Certificate</i>	<i>Name and Location of Institution</i>	<i>Year/Month Completed</i>

Post-Secondary:

1.

<i>Degree</i>	<i>Name and Location of Institution</i>	<i>Year Completed</i>

2.

<i>Degree</i>	<i>Name and Location of Institution</i>	<i>Year Complete</i>

Technical/Vocational Training:

1.

<i>Credential</i>	<i>Name and Location of Institution</i>	<i>Year Completed</i>

TEACHING CERTIFICATE:

Teaching Certificates and Experience:

Province, State or Country	Certificate Type(s)	Date(s) Issued	Year(s) Taught
Province, State or Country	Certificate Type(s)	Date(s) Issued	Year(s) Taught

To be Completed by Director of Education / Approved Supervisor (for First Nations schools)

After making a concerted effort to do so, we have been unable to secure the services of a suitable, certified teacher for the following teaching position:

- Substitute Teaching -or-
 Subject/Grade Teaching: _____
 Please provide grade and subject(s): _____

I have enclosed a copy of the recruitment attempt (advertisement) for this position.

Name of School(s): _____

For the period: _____ to _____
Date Date

- I have enclosed a copy of the current Criminal Record Check that is on file in our office. (This box must be checked before submitting application.)

I hereby recommend that an authorization to teach be issued to _____ for the specific teaching position described above in accordance with Schedule D of the Saskatchewan Professional Teachers Regulatory Board's Regulatory Bylaws.

 Name of Director or Approved Supervisor
 (please print)

 Signature

 Title

 E-mail Address

 Name of School Division or Employer

 Date

To be completed by Saskatchewan Professional Teachers Regulatory Board:

Approved by: Registrar's Office

Date:

FEES: \$100.00 Certification Fee + \$5 GST = \$105.00 – Please complete credit card information, or enclose cheque or money order payable to the Saskatchewan Professional Teachers Regulatory Board.

- VISA MasterCard Number

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Expiration Date:

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Card Security Code

 Cardholder Name as printed on credit card

 Signature of Cardholder

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Send the complete Application Package, including the checklist and required documents to SPTRB.

E-MAIL: general@sptrb.ca

FAX: 306-352-0022

PHONE: 306-352-2230

MAIL: SPTRB, 204 – 3775 Pasqua St, REGINA SK, S4S 6W8

Confidential Disclosure

The presence of a record of charges or convictions does not necessarily exclude you from teacher certification. Each case will be reviewed on an individual basis to determine its pertinence to the requirements of the teaching profession.

Instructions: Please check Yes or No. For each question that you check yes, attach a signed and complete explanation that includes identification of the regulatory body, licensing authority, teacher-education program, and/or organization to which the response applies.

Criminal charges or convictions:

- Yes No Have you ever been charged, convicted, given an absolute or conditional discharge, or received a pardon for a criminal offence in Canada or in any other jurisdiction?
- Yes No Are there any outstanding criminal charges against you in Canada or in any other jurisdiction?
- Yes No Are you subject to any court order, such as a peace bond or a restraining order, in Canada or in any other jurisdiction?
- Yes No Are you currently the subject of a criminal investigation?

Licensing outcomes or action on a license in the teaching profession and other professions:

- Yes No Have you ever applied anywhere for authorization and/or certification to teach and had your application denied (for reasons other than meeting academic or professional education requirements)?
- Yes No Has your authorization and/or certification to teach ever been suspended or cancelled in another jurisdiction, including outside of Canada, other than for failure to pay fees?
- Yes No Have you ever - for any reason other than failure to pay fees - voluntarily surrendered your authorization and/or certification to teach?
- Yes No Has there ever been, or is there now, an investigation or proceeding with respect to your professional conduct, competence, or capacity in relation to the teaching profession, including in your teacher-education program?
- Yes No Have you ever agreed to a settlement or resignation to avoid any proceeding or disciplinary action with respect to your professional conduct, competence, or capacity?
- Yes No Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitated as a member of the teaching or another profession?
- Yes No Have any terms, conditions, or limitations ever been placed on your authorization and/or certification to teach in any other jurisdiction?
- Yes No Have you ever been subject to an investigation or proceeding relating to working with children or students in capacities other than teaching?

Applicant's Initials

Confidential Disclosure (continued)

Employment as a teacher:

- Yes No Have you ever, in advance of an investigation or disciplinary proceeding, voluntarily restricted your teaching practice?
- Yes No Have you ever agreed to a settlement or resignation to avoid a proceeding or disciplinary action with respect to your professional conduct, competence, or capacity, in relation to either a teaching position or your professional certification?
- Yes No Have you ever been terminated or had restrictions imposed on your employment as a teacher by an employing school district, education authority, or other organization with respect to your conduct, competence, or capacity?
- Yes No Have you ever been disciplined by an employing school district or independent authority or other educational organization?

Teacher-education program:

- Yes No Have you ever been asked by a teacher-education-program provider to withdraw from a teacher-education program or practicum?
- Yes No Have you ever failed or voluntarily withdrawn from a teacher-education program or practicum?

Declaration: I declare that all information given on the Application form and this Confidential Disclosure form is true, correct, and complete to the best of my knowledge. I understand that no qualifications assessment can be made until the Saskatchewan Professional Teachers Regulatory Board receives all required documents, and that additional information may be required.

I authorize the Saskatchewan Professional Teachers Regulatory Board to contact the educational institutions I have attended and to receive any and all information from those institutions, teacher registration/licensing bodies, and police services that relate to my application for registration. I understand that this information may be used by the Saskatchewan Professional Teachers Regulatory Board to determine if I will be certificated or if any terms, conditions, or limitations are required on my certificate.

I consent to Saskatchewan Professional Teachers Regulatory Board making inquiries and exchanging information with any jurisdiction or registration authority. I agree that if there are any changes to the information I have provided to the Saskatchewan Professional Teachers Regulatory Board in this application between the time of the submission of the application and registration, I will immediately advise the Saskatchewan Professional Teachers Regulatory Board and provide the new information.

I declare that all documentation submitted by me in relation to my application has not been changed or altered in any way.

Applicant's name: _____

Signature: _____

Date: _____

NOTICE: Pursuant to Section 26(2) of The Freedom of Information and Protection of Privacy Act, this information is collected for the purpose of determining the applicant's eligibility for a Saskatchewan teacher's certificate in accordance with Schedule D of the Saskatchewan Professional Teachers Regulatory Bylaws. Personal information will be used only for the purpose for which it is collected and will not be disclosed except in accordance with The Act.

Your application will not be processed unless (a) all questions on this form have been answered (b) the first page is initialed, and (c) the second page has been signed and dated

