



Guide to Becoming a Teacher in the Publicly Funded School System in Saskatchewan

This information is for Internationally Educated Teachers (IETs) whose teacher training and experience were gained outside of Saskatchewan and (primarily) outside of Canada . Becoming a certified Teacher in the publicly funded school system in Saskatchewan can be a difficult process. But it is possible. To qualify, you must meet Saskatchewan's high standards for teachers by obtaining certification through Saskatchewan Learning, Teacher Services Branch http://www.sasklearning.gov.sk.ca/branches/aar/prov_exams/teacher_services/teachcert.shtml/

Getting Started - What type of Certification do you qualify for?

There are 3 Types of certificates issued

- **Professional A Certificate**
- **Professional B Certificate**
- **Probationary Certificate**

1) **The Professional A Certificate**

The **Professional A Certificate** confers eligibility to teach from Kindergarten to Grade 12 in Saskatchewan schools. *A degree and four years of post-secondary education above an equivalent Saskatchewan Grade 12 are basic requirements.*

Professional A - Elementary Route (Kindergarten through Grade 8)

The **Academic component** must include the following:

- a minimum of 39 semester hours in at least three teaching fields; and
- at least 3 semester hours in English (or other acceptable Communications class) which may be included in the 39 semester hour requirement.

The **Professional component** must include the following:

- 48 semester hours of teacher education including a practicum;
- at least 6 semester hours in educational psychology; and
- methods courses (Curriculum and Instruction) in **each** of the following areas:
reading and language (6 semester hours); science; social studies; mathematics.

The **practicum** must include an 8-week block of teaching at the elementary level in a variety of subject fields.

Professional A - Secondary Route (Grades 9 through 12)

The **Academic component** must include the following:

- a major (24 semester hours) in a teaching field;
- a minor (15 semester hours) in a secondary teaching field; and
- at least 3 semester hours in English (or other acceptable communications class) which may be included in the major or minor.

The **Professional component** must include the following:

- 48 semester hours of teacher education including a practicum;
- at least 6 semester hours in educational psychology;
- a methods (curriculum and instruction) course related to the major; and
- a methods (curriculum and instruction) course related to the minor.

The **practicum** must include an 8-week block of teaching in the major and minor fields.

2) The Professional B Certificate

A **Professional B Certificate** (endorsed) is a **restricted certificate** which confers eligibility to teach only in the area of specialization endorsed on the certificate from Kindergarten to Grade 12. This restricted certificate may limit opportunities for employment in Saskatchewan.

The areas of specialization are limited by the regulations governing teacher certification and policies of the Board of Teacher Education and Certification.

A degree, or equivalent, and four years of post-secondary education above an equivalent Saskatchewan Grade 12 are basic requirements.

The **Professional B Certificate** (endorsed) may be issued to a person who holds either:

1. a **degree** in fine or applied arts, music, engineering science or technology, or in any other approved area of specialization from the university or any other approved educational institution; or,
2. a **national or state diploma or certificate** in any approved area of specialization which confers professional status and is recognized as being equivalent to a bachelor's degree in length and quality of training.

The **Academic component** must include:

- a major (24 semester hours) in the area of endorsement.

The **Professional component** must include:

- 48 semester hours of professional teacher education in total, including a practicum; and,
- at least 3 semester hours in education related to the major.

The **practicum** must include: an 8-week block of teaching and/or clinical work in the major area.

3) The Probationary Certificate

The Probationary Certificate is issued when a school board is unable to find a candidate who is eligible for Saskatchewan Professional A or B certification but does have expertise in a specialized area necessary for the School's curriculum. These Probationary Certificates are issued on a case by case basis.

Challenges Experienced by Internationally Educated Teachers

- 1) **Duration of High School Program Before Graduation** - One of the biggest challenges for IETs is that in many countries High School may be defined as less than Grade 12 and Saskatchewan Learning is very definite that Certification depends on Post-Grade 12 education. Your degree must come from an accredited postsecondary institution acceptable to Saskatchewan Learning**

** At this point you may want to have your degrees, and particularly your transcripts, evaluated by IQAS (International Qualifications Assessment Services)

[\[http://employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/4522.html\]](http://employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/4522.html)

The Certifying Officials at Teacher Services in Saskatchewan Learning want to give applicants every opportunity to qualify and an IQAS Description of Post-Secondary Course Work Assessment can make the process smoother and faster and provides a certain level of security for both you, the applicant, and for the Certifying Officials at Saskatchewan Learning that you will have some idea in advance of how your education will be evaluated.

- 2) **English Language Proficiency** is another major challenge. For example, for the two most popular English language measurements used for general admission to the University of Saskatchewan, the requirements are **80/120 on the ibT (internet based TOEFL), OR 4.5 on the Listening and Reading sections and 4.0 on the Writing Section** of the **CanTEST** (the Canadian Test of English for Scholars and Trainees). These are equivalent to Canadian Language Benchmarks Test scores of **High Intermediate: CLB 8 in Writing and Advanced, CLB 9, in Listening and Reading.**

Teaching positions in the publicly funded education sector will require an effective Canadian Language Benchmark Level of 8/9 in Listening, Speaking and Writing and /10 n Reading. Positions in other education related occupations (see appendix) may not require such high levels of English. At present there are no special programs to help teachers develop the language skills, cultural framework and Canadian experience necessary to obtain a teaching position in Saskatchewan's publicly funded educational system, SIAST, or community colleges. This is an area that needs advocacy at this time.

(Mostly) Free English Language Classes: Based on your immigration status and an assessment by Canadian Immigration and Citizenship, you may be entitled to free **Language Instruction for Newcomers to Canada (LINC) classes**, available at the Saskatoon Open Door Society (part time: morning, afternoon and evening classes) and at the Saskatchewan Institute of Applied Science and Technology (SIAST Kelsey) (full day classes). SIAST – Kelsey has recently begun offering **English for Post-Secondary Success**. Students develop the English language skill levels (speaking, listening, reading and writing) that meet admission standards and support success in SIAST programs. Participants are those who must meet English language proficiency standards for successful study in SIAST post-secondary programs. The Canadian Language Benchmarks (CLBs) are the framework for instruction and assessment. Studies focus on CLBs 6 through 9 depending on assessed need.

- Canadian citizens and landed immigrants can contact Counselling Services or Basic Education at SIAST for more information. (Free of Charge)

One low cost, or no cost, alternative path is for internationally trained teachers to attend LINC classes through to Level 5/6, then attend the Enhanced Language Training program/Immigrant Internship Program (ELT/IIP) in either Regina or Saskatoon. These Enhanced Language Training courses and programs teach a higher level of English than is available in the LINC program at this time. The Saskatoon Open Door Society also offers evening classes in Pronunciation (Accent Neutralization) as well as intensive writing classes which are free to Employment Services clients and ELT/IIP participants.

Paid English Training: There are also day and evening general English classes, and courses aimed at particular areas such as written and spoken English available from the **University of Saskatchewan Language Centre**. #232 -221 Cumberland Ave. N, Saskatoon, Sk, Canada – Telephone: (306) 966-4351; <http://www.learnenglish.usask.ca/>

Beginning on the next page, you will find an outline of the procedures you must follow when submitting your credentials for Teacher Certification. This can be daunting, but you may have the help of a Saskatoon Open Door Society Employment Services counsellor to guide you through the process.

You and your counsellor may also want to consult with one of the Certifying Officials at Teacher Services in Saskatchewan Learning in order to present your credentials in the manner most likely to result in a satisfactory outcome. At this time, **Ms. Diane Neil, Certifying Official ((306)787-6085)** has agreed to allow her name and number to be published in this brochure.

Saskatchewan Teacher Certification Procedures

All applicants must submit the following documents before eligibility for a teaching certificate will be determined:

- Original application form - completed in full and signed.
- Official transcripts for all post-secondary education (from each university, college, vocational/technical institution attended) listing all classes completed. Transcripts must be sent directly to Teacher Services from each institution.

NOTE: If your degree has not yet been conferred but classes completed, you should contact the College/Faculty of Education for a letter of confirmation to be forwarded directly to Teacher Services. This letter must confirm that you have met the requirements for your degree and inform us when you will convocate

- Official high school transcript (if high school standing is not confirmed on your university transcript, or if your high school education was completed outside Canada). Transcripts for Saskatchewan Grade 12 graduates are not required.

*"Verified" below means: a photocopy signed by a lawyer, notary public, commissioner of oaths, principal or director of education who can attest that "this is a true copy of the original document. There are Commissioners of Oaths at the Saskatoon Open Door Society who can do this for you.

- Verified* copy of your Canadian Social Insurance Number (i.e. your card or a letter from a government agency such as a GST refund, an Income Tax Notice of Assessment or a Child Tax Credit).
- Verified* copy of your birth certificate (proof of your surname and name at birth, and date of birth).
- Verified* copy of your marriage certificate/name change certificate if the name on your birth certificate/passport differs from the one you now use.
- Official Statement of Professional Standing from the last jurisdiction in which you were authorized to teach. This statement must be sent directly to Teacher Services from the education authority.
- \$75 certification fee - non-refundable (cheque or money order payable in Canadian funds to the Minister of Finance).
- Other information or documents may be requested if necessary.

For applicants who received their professional teacher education outside Saskatchewan, the following documents must also be submitted:

- Verified* copy of your **teacher's certificate or proof of eligibility** to hold a teaching certificate in the jurisdiction where teacher education was obtained (i.e. letter of eligibility from the education authority).
- **\$75 evaluation fee** (cheque or money order payable in Canadian funds to the Minister of Finance)
- After you have submitted your application and fees, there will be a wait of two to eight weeks before you are advised of your status.

If you are granted certification, then you can work on your own or with your counsellor to get your name known in the school systems of your choice. In the past clients have begun as Substitute Teachers for either or both of the Saskatoon School Boards. [**Saskatoon Public Schools – Main Office 683-8200; www.spsd.sk.ca** or the **Greater Saskatoon Catholic Schools – 659-7000; www.scs.sk.ca**], or **one of the Prairie Spirit School Division No. 206 located in Warman, SK and serving communities surrounding Saskatoon [933-4414; www.spiritsd.ca]** You may also want to apply to Saskatoon’s growing number of Independent Schools (Wanda Biffart, (1-306-778-8240) Regional Director for Independent Schools and Home-Based Education. All schools wanting to grant a recognized diploma must have Department of Learning certified teachers delivering their instruction.

You may also find that you are not eligible for certification without taking one or more classes at the University of Saskatchewan College of Education [<http://www.usask.ca/education/>] or the Faculty of Education of the University of Regina [<http://education.uregina.ca/index.php?q=home.html>]. Your Employment Services counsellor can be of help to you in exploring these options. If you decide that you are not interested in pursuing a career as a Certified Teacher, there are other education related careers which do not necessarily demand full certification. These careers are listed in Appendix 1.

While we have attempted to give you an overview of the process by which you may become a teacher in the publicly funded school systems, we are sure that individual situations will require different responses, so please do not hesitate to contact us at Saskatoon Open Door Society Employment Services for help in your quest to become a teacher again in Saskatchewan.

Good Luck – Saskatchewan’s students are waiting to benefit from your enthusiasm, experience and the international perspective you will bring to your classrooms.



Application for Accreditation (Short Form)*

Please Type

Date: _____

From: _____
Director or designate

To: Regional Director of Education

Re: Accreditation for Grade 12, Level 30

<input type="checkbox"/> practising <input type="checkbox"/> not practising	<input type="checkbox"/> practising <input type="checkbox"/> not practising	<input type="checkbox"/> practising <input type="checkbox"/> not practising
Subject Name _____ Course Code [][][][]	Subject Name _____ Course Code [][][][]	Subject Name _____ Course Code [][][][]

(Note - Submit a separate form for Biology, Chemistry, or Physics.)

Name of applicant _____ Certificate No. _____

of _____ High School No. _____ has made formal application for
(school name) (school number) accreditation.

This applicant was previously employed by _____ School Division No. _____,

where he/she was initially accredited in _____ (year).

The principal of the school and I have examined the required credentials and find them in order. The application has the approval of the principal, whose signature appears below, and my signature certifies my approval and that of the Board of Education.

This application is now being referred to you for your approval. Keep one copy for your file and return three copies to my office. One of the copies will be forwarded to the principal, and one copy to the teacher will serve as an acknowledgement that the teacher is or is not accredited in the specified Grade 12/Level 30 subject(s). If the application is approved, forward a copy to The Registrar, Provincial Examinations, Saskatchewan Learning.

Principal _____ School Name (in full) _____

Director or designate _____ School Division Name and Number (in full) _____

Regional Director of Education _____ Region Number _____

Approved _____ Denied _____ Date _____

*Note: This form may be used by teachers applying for accreditation approval in one school division after having been accredited previously in another school division. Teachers must ensure that this form is in the office of the Regional Director before September 30 of the school year, or before September 30 or February 28 of the semester in which accreditation is required.
Revised June 2002

Appendix 1:

Education-Related Careers Not Requiring a Professional Teaching Certificate

There are teaching - related positions in Saskatchewan that do not require certification with Saskatchewan Learning or membership in the STF (Saskatchewan Teachers Federation). Here are some areas you may wish to explore:

Heritage Language Teaching

Heritage Language schools may be operated by different cultural community associations. These classes are usually part time, and are often paid positions. However, they are not equivalent to teaching positions within the Public and Separate School systems. Teachers in these schools are not required to be Certified Teachers.

In addition to the various independent Heritage Language schools operated by different cultural community associations, Saskatchewan's Public and Separate School Boards offer some programs of instruction in and for languages other than English or French. One example would be the Ukrainian Immersion Program. In general, only Certified teachers are allowed to teach in these programs, but uncertified teachers may be considered by some rural or very small school boards to instruct Heritage Language Programs if certified instructors are not available. Positions are posted on school board websites.

Working as an Education Assistant

Education Assistants or Teaching Assistants, as they are also commonly known, work alongside teachers in elementary, secondary and adult education classrooms. There are different types of Education Assistants, but they all support teachers. The primary responsibility of elementary and secondary school teacher assistants is to assist students with lessons under the direct supervision of a classroom teacher. This work involves accompanying and supervising students during activities in school gymnasiums, laboratories, libraries, resource centres and on field trips. Teacher assistants also assist special needs students with mobility, communication and personal hygiene (toileting, washing, etc.)

Other work duties for teacher's assistants include operating or assisting teachers in the operation of projectors, tape recorders and other audio-visual or electronic equipment and carrying out behaviour modification, personal development and other therapeutic programs under supervision of special education instructors, psychologists, speech-language pathologists or other professionals. Assistants may also monitor students during recess or noon hour, assist in their school's library or office, and perform other duties assigned by a school principal.

The minimum qualification to become an Education Assistant is a Saskatchewan High School Diploma or the equivalent, proficiency in English or French, and enthusiasm for the job. Teacher Assistants require a variety of qualifications depending on their area of interest. SIAST offers training in this field of work through the Teacher Assistant certificate program. SIAST also offers related training in Early Childhood Education, Youth Care Worker and Rehabilitation Worker. These programs are also available through regional colleges. The Saskatchewan Indian Institute of Technologies (SIIT) offers certificate and diploma programs in First Nations Child Care. Teaching assistants working in secondary schools may need additional clerical and word processing skills. Training in these areas is available through SIAST, regional colleges and private vocational schools.

Adult Continuing Education

Continuing Education programs are courses offered by school boards, community colleges, SIAST, universities and private institutions to adult learners. These courses are sometimes offered during the day, but most are offered during the evening. Continuing Education instructors are generally hired on a contract basis. The salaries and working conditions vary widely, depending on the employer, the course being taught, as well as the qualifications and experience of the instructor. Job postings that include information about necessary qualifications can be found on the institution's websites.

Please note that high school credit courses offered by a school board through continuing education require that the teacher be a certified teacher in order for the diploma to be recognized by the Province of Saskatchewan.

Early Childhood Development, Licensed Care, KidsFirst, and PreKindergarten Programs and Services

Many organizations such as daycare centres, religious groups, YM/YWCAs and government or community agencies, offer early childcare services. There are three levels of certification as well as a diploma in early childhood education (ECE) which are required in order to qualify to work as an early childhood educator. Children in ECE and daycare programs can range in age from early infancy to six years old.

For more information on a career as an early childhood educator, please consult The Saskatoon Open Door Society pamphlet, “Guide to Becoming An Early Childhood Educator in Saskatchewan” as well as the following websites:

The **Saskatchewan Early Childhood Association (SECA)** website:
www.skearlychildhoodassociation.ca/

Saskatchewan Learning websites on early childhood development,
www.sasked.gov.sk.ca/branches/elcc/ecd.shtml

licensed child care ,
<http://www.sasked.gov.sk.ca/branches/elcc/lcdc.shtml>

the KidsFirst Program
http://www.sasked.gov.sk.ca/branches/elcc/kids_first.shtml

PreKindergarten programs and services
<http://www.sasked.gov.sk.ca/branches/elcc/prek.shtml>

Private Schools (K -12)

Saskatchewan's private schools are required to hire certified teachers for classroom teaching.

English as a Second Language

Teachers without certification may also instruct English as a Second Language (ESL) courses outside of the Saskatchewan Public or Separate School systems. These ESL programs may be found province-wide in many different forms - in colleges, universities and private centres. To find out more about teaching English as a Second Language in Saskatchewan, please visit the Saskatchewan Council of Educators of the Non-English Speaking (SCENES) website
<http://scenes.sasktelwebsite.net/index.htm>

Technical Institutes, Private Colleges, Community Colleges and Universities

Certification with Saskatchewan Learning is not required to teach most subjects in Saskatchewan's Institute of Arts Science and Technology (SIAST) or the Community Colleges- nor is it required to teach within Saskatchewan's university or private college system. However, adult basic education (ABE) instructors require a Bachelor of Education degree, as do teachers in those courses that are the equivalent of K-12 programs or lead to a Grade 12 Diploma. College instructors require a variety of qualifications depending on their area of instruction. Instructors of university transfer courses should hold a Master's degree in their subject area. Instructors of trades do not need post-secondary education. However, their work requires them to have expert knowledge, extensive experience, and applicable trade qualifications (i.e. Journeyman). The University of Saskatchewan offers a certificate program in Post-secondary Technical Vocational Education, as well as Master's and Doctoral degree programs in Continuing Education. The University of Regina offers a Bachelor of Adult Education & Training and a Master and Doctorate in Adult Education. Also offered is an Adult Continuing Education Certificate. Private vocational school instructors must have graduated from a registered private vocational school in the appropriate subject area. They must also have at least twelve consecutive months of experience in the respective vocation, or have at least three years of experience in the vocation they teach.

Useful Websites

www.sasklearning.gov.sk.ca/index.shtml

The Government of Saskatchewan (Department of) Learning Home Page

www.sasklearning.gov.sk.ca/branches/aar/prov_exams/teacher_services/teachcert.shtml

Saskatchewan Learning Teacher certification information

http://www.sasklearning.gov.sk.ca/branches/aar/prov_exams/docs/educatorid.pdf

Saskatchewan Learning – Application Form : Application for a Teacher’s Certificate

www.spsd.sk.ca

Saskatoon Public Schools – Main Office Phone: 683 -8200;

www.scs.sk.ca],

Greater Saskatoon Catholic Schools –Phone: 659-7000;

www.spiritsd.ca]

Prairie Spirit School Division No. 206 located in Warman, SK and serving communities surrounding Saskatoon Phone: 933-4414;

http://www.sasked.gov.sk.ca/branches/ed_finance/pdf/School_Division_Directory2006.pdf

Directory of Saskatchewan School Divisions (Updated: 12-21-2006)

www.siastr.sk.ca/kelsey/educationtraining/basiceducation/esl.htm#language

English Language Training at SIAST – Kelsey Campus

<http://www.learnenglish.usask.ca/>

University of Saskatchewan Language Centre. #232 -221 Cumberland Ave. N, Saskatoon, Sk, Canada – Telephone: (306) ;966-4351

<http://www.sods.sk.ca/>

Saskatoon Open Door Society

<http://www.usask.ca/education/>

University of Saskatchewan College of Education

<http://education.uregina.ca/index.php?q=home.html>]

Faculty of Education of the University of Regina

<http://www.saskjobfutures.ca/profiles/profile.cfm?noc=4141&index=1&lang=en&site=graphic>

Saskatchewan Job Futures – Secondary School Teachers (NOC 4141)

<http://www.saskjobfutures.ca/profiles/profile.cfm?noc=4142&index=1&lang=en&site=graphic>

Elementary School and Kindergarten Teachers (NOC 4142)

<http://www.saskjobfutures.ca/profiles/profile.cfm?noc=4131&index=1&lang=en&site=graphic>

College and Other Vocational Instructors (NOC 4131)

<http://www.stf.sk.ca/index.htm>

Saskatchewan Teachers’ Federation Home Page