

Authorization to Teach - Employer's Approval Temporary Teaching Permit Application (Initial & Subsequent)

- 1.) Human Resource personnel are expected to make a concerted effort to recruit teachers who hold Saskatchewan Teacher Certificates (Professional A, Professional B, Vocational, Technical or Standard A). 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 have an individual who does not hold a Saskatchewan Teacher's Certificate apply for a Temporary Teaching Permit. 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 a 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 Registrar or Assistant Registrar directly as these situations will be considered on a case by case basis).
- 4.) Directors of Education or their designate are expected to provide this Approval Form to the applicant **PRIOR** to the individual submitting an application. This completed form must be submitted with the application.



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

Authorization to Teach - Employer's Approval Temporary Teaching Permit Application (Initial & Subsequent)

APPLICANT INFORMATION

Full Legal Name

Surname (Last Name)

First Name

Middle Name(s)

Date of Birth _____ **Certificate Number** _____

DAY / MONTH / YEAR

(if subsequent TTP)

TEACHING ASSIGNMENT INFORMATION

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:

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

Substitute Teaching

Name of School(s): _____

For the period: *Start Date*: _____ *End Date*: _____

DAY / MONTH / YEAR

DAY / MONTH / YEAR

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

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 School Division or Employer: _____

Name of Director or Approved Supervisor: _____

Title: _____ Email Address: _____

Signature: _____ Date: _____