

## CHECKLIST- Temporary Teaching Permit (Subsequent 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 a 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 was 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 mature individuals who have not completed high school (Directors of Education should contact the Registrar 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 Regulatory 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 not changed his/her legal name since his/her last application.
- has changed their legal name since the last application 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- Post-Secondary Education (including CEGEP and/or junior college)

The applicant:

- did not complete any post-secondary education since his/her last application.
- completed post-secondary education since his/her last application and has requested transcripts to be sent directly to SPTRB from the following institution(s):
- \_\_\_\_\_ Date Ordered:  
\_\_\_\_\_ Date Ordered:
- completed technical/vocational training since his/her last application and has included a copy of the diploma, certificate or Journeyperson's Certificate.

## FEES

- The applicant has included the \$25.00 Re-certification Fee plus any applicable taxes

**Note:** All cheques 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 package to:** Saskatchewan Professional Teachers Regulatory Board:

204 – 3775 Pasqua St.  
Regina, SK S4S 6W8

**EMAIL:** general@SPTRB.ca

**FAX:** 306-352-0022

**PHONE:** 306-352-2230

***Incomplete application packages will result in significant delays***



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

## Temporary Teaching Permit (Subsequent Application)

### PERSONAL INFORMATION:

**Date of Birth:**

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DAY      MONTH      YEAR

### Current Full Legal Name:

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*Surname (Last Name)*

*First Name*

*Middle Name (s)*

### Former Names: (Starting with birth name)

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*Surname*

*First Name*

*Middle Name (s)*

Effective date:

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DAY    MONTH    YEAR

--	--	--

*Surname*

*First Name*

*Middle Name (s)*

Effective Date

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DAY    MONTH    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:

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*Address 1*

*Address2*

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*City*

*Province/State*

*Postal/Zip Code*

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*E-mail address*

*Primary Telephone*

*Secondary Telephone*

### ACADEMIC QUALIFICATIONS (completed since last application):

#### Post-Secondary:

1.			
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*Degree*

*Name and Location of Institution*

*Year Completed*

2.			
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*Degree*

*Name and Location of Institution*

*Year Completed*

#### Technical/Vocational Training:

1.			
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*Credential*

*Name and Location of Institution*

*Year Completed*



## 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 the 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.