



## Authorization to Teach Employer Request for a Temporary Teaching Permit

***Form must be completed by employer***

### SECTION 1: TEACHING ASSIGNMENT INFORMATION

After making a concerted effort to do so, we have been unable to hire a certified teacher for the following teaching position (check all that apply):

Substitute Teaching (Do not fill in the school/grade/subject table below)

Subject/Grade Teaching - Temporary Contract (Complete the table below)

Name of School(s)	Grade(s)	Subject(s) - Full course name required

Employment Dates: Start \_\_\_\_\_ End \_\_\_\_\_ *(Latest date: Aug 31 of current school year)*  
Month/Day/Year Month/Day/Year

**Select one:**

A copy of the advertisement for the teaching position is attached.

The advertisement ran from \_\_\_\_\_ until \_\_\_\_\_  
Month/Day/Year Month/Day/Year

This TTP request is for a post-secondary student who has/will have completed their final practicum in a teacher education degree program and is for substitution purposes only. (No advertisement is required; posting for TTP employment is prohibited).

Advertisement not attached (provide details below).

**Advertisement Exemption Rationale:** Provide an explanation for why this position was not advertised.

## SECTION 2: APPLICANT INFORMATION

Legal last name	Legal first name and middle name(s)	Date of birth <i>(Month/Day/Year)</i>

Applicant telephone number	Applicant e-mail address	TTP number <i>(If TTP held previously)</i>
		TTP

1. The applicant completed high school a minimum of four (4) years ago

Yes                      No

2. The applicant has completed some post-secondary education [any program]:

Yes                      No

If the response to either of the above questions is no, an education exemption rationale is required.

**Education exemption Rationale:** Briefly explain why the applicant is considered the best qualified applicant to assume the role and responsibilities of this teaching position, normally requiring a certified teacher.

3. The applicant is currently enrolled in a post-secondary Teacher Education Program (B.Ed.):

No            ➡ Skip to Section 3

Yes           ➡ Institution:      University of Regina

University of Saskatchewan

University outside of Saskatchewan

The applicant is currently completing the final practicum required in the degree program:

Yes                      No

If this form is for a Saskatchewan B.Ed. student, AND for a temporary contract (not substitution), an exemption rationale must be provided.

**Exemption Rationale:** Briefly explain why the applicant is considered the best qualified to assume the role and responsibilities associated with this position; confirm that the (potential) work hours do not conflict in any way with academic timetable.

### SECTION 3: AUTHORIZED EMPLOYER INFORMATION

This form must include the signature of the appropriate authority:

School Division: Director of Education (or their authorized designee)  
Independent School: Director of Education – Programs Branch, Ministry of Education  
First Nation Operated School: Ministry of Education Approved Program Supervisor

I hereby request that a Temporary Teaching Permit be issued to the above-named applicant for the specific teaching position described in accordance with Schedule D of the Saskatchewan Professional Teachers Regulatory Board's Regulatory Bylaws.

Name of Authorized Signatory	Name of School Division (or Employer)
Title	Email address
Signature	Date

Please return the completed form to: [general@sptrb.ca](mailto:general@sptrb.ca)

Attach a copy of the position advertisement and include the *Temporary Teaching Permit Agreement for Post-Secondary Students in a Teacher Education Program* form, if applicable.



## Temporary Teaching Permit Agreement for Post-Secondary Students in a Teacher Education Program

### INSTRUCTIONS

1. This agreement must be completed if the TTP applicant is currently enrolled in a Teacher Education Program (B.Ed.) with the University of Regina or University of Saskatchewan.
2. This agreement must be completed by the TTP applicant (B.Ed. student) and returned to the employer. The employer must submit this form to the SPTRB with the Authorization to Teach form.

### APPLICANT INFORMATION

Legal First Name	Legal Last Name

University Enrolled In	Student ID#	Anticipated Program Completion <i>(i.e. April 2027)</i>

Check all that apply:

- My academic timetable has a minimum of one (1) full day or two (2) half days without classes scheduled
- I am currently completing my final practicum and will be taking courses next term.
- I am currently completing my final practicum as the last requirement in my teacher education degree program and will not be enrolled in classes next term.
- I am not yet eligible to complete the final practicum required in my teacher education degree program.
- I am currently enrolled in the Certificate for Internationally Educated Teachers to satisfy Saskatchewan teacher certification requirements.

Initial each statement to indicate agreement:

- \_\_\_\_\_ I confirm that the course timetable I have provided to the employer accurately depicts the classes I am enrolled in. If my timetable changes, I will provide the employer with an updated copy of my timetable to show my teaching availability.
- \_\_\_\_\_ I agree to accept work only if the teaching assignment being offered does not require me to miss any classes.
- \_\_\_\_\_ I understand that a Temporary Teaching Permit will only authorize me to teach in the school year in which it was issued (see TTP expiration date on confirmation email).
- \_\_\_\_\_ I understand that I must submit a separate application to be issued my Professional A Certificate (this is the certificate granted once your B.Ed. degree is completed).
- \_\_\_\_\_ I acknowledge that any violation of the terms of this agreement may result in academic and/or regulatory consequences.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_