

Temporary Teaching Permit Information for Employers

General Information

A Temporary Teaching Permit (TTP) may be issued in emergent situations where attempts to recruit a certified teacher to fill a teaching position have not been successful. A copy of the advertisement used to recruit for the position the TTP will be associated with must be submitted with the Authorization to Teach form (see advertisement and exemption request sections below for further details).

TTP requests are initiated when an **Authorization to Teach form** is submitted by an employer.

TTP's are only valid for the school year in which they are issued. The latest TTP expiry date is August 31.

TTP's can only be issued for substitute teaching or temporary contracts.

Step 1:

Employer makes offer of employment; submits Authorization to Teach form to SPTRB

Step 2:

TTP candidate must submit a Temporary Teaching Permit online application

Step 3:

Applications are reviewed once all required documents are received.

The applicant cannot work until the TTP is issued.

Step 4:

Following the issuance of the TTP, both the employee and the employer associated with the TTP application will be notified by email. The TTP holder may now begin employment.

To be eligible for a TTP, applicants must:

- a) have graduated from high school a minimum of four (4) years ago; and
- b) have completed some post-secondary education (any program) or have a specialized skill related to the position being filled (i.e. mastery of a language).

If either of the above conditions is not satisfied, an exemption request must be included on the Authorization to Teach form and approved by the SPTRB Registrar.

A TTP will not be issued to a person living outside of Canada. A TTP does not demonstrate proof of provincial teacher certification for immigration or work permit purposes. As the title indicates, a TTP is only a temporary permit and is not a teaching certificate.

If an individual resides in Saskatchewan and is in the process of applying for a Saskatchewan teaching certificate (Canadian labour mobility or Internationally Educated Teacher {IET}), the employer may request a TTP be issued to the applicant to allow them to fill a position while their certification assessment is being completed. Note that many IET applicants will require additional coursework to meet certification requirements following completion of the certification assessment.

Who can sign the Authorization to Teach form?

School Divisions

Director of Education (or their authorized designee)

Independent Schools

Director of Education – Programs Branch
Ministry of Education

First Nation Operated Schools

Ministry of Education Approved Program Supervisor

Advertising Positions

An employer must be able to demonstrate a concerted recruitment effort has failed to recruit a certified teacher for any position requiring a Saskatchewan teacher's certificate. If a certified teacher applies in response to any posting, they must be awarded the position over a TTP candidate.

In an emergent situation, if a position must be filled without first advertising the vacancy, or if a TTP candidate has applied in response to a general advertisement (not specific to the position being filled), an exemption request must be provided when completing the Authorization to Teach form.

NOTE: The only time an advertisement is not required is when you are recruiting (for substitution only) a post-secondary student enrolled in a teacher education program, who has completed their extended practicum.

Authorization to Teach forms for the next school year will not be accepted **prior to July 15th**. It is always in the public's interest to have certified teachers in teaching positions therefore we must ensure that adequate time and effort have been made to advertise and recruit following the conclusion of the previous school year.

Applicants Enrolled in a Saskatchewan Teacher Education Program (B.Ed.)

TTP's may be issued for the purpose of **substitute teaching** until April 30th annually if:

- a) the extended practicum is completed prior to the TTP start date; and
- b) the timetable is provided to the employer and proves availability to work a minimum of one full day or two ½ days during the week (updated timetable must be provided if changes are made).

Students cannot be offered substitution employment which results in conflicts with classes; skipping classes to work as a substitute teacher is not allowed.

Students cannot accept teaching assignments while completing their extended practicum.

The Post-Secondary Agreement section of the Authorization to Teach form must be completed and submitted by the employer. A B.Ed. student is enrolled in a B.Ed. program until the date upon which the Professional A

Certificate is awarded – regardless of whether they are currently attending or registered in classes.

Exemption Requests

If any of the TTP requirements outlined are not satisfied, a detailed rationale must be included in the Authorization to Teach form. The rationale should explain why the employer has deemed the applicant qualified to assume the role and responsibilities of a certified teacher and/or why an advertisement is not available in association with the application.

Other Important Information

- Employers are responsible for assessing any risks or potential liabilities associated with teaching assignments given to the TTP holder (i.e. age gap between students and TTP holder; ability to successfully handle classroom management and any potential complexity related matters, etc.)
- Employers are responsible for ensuring that any teaching position is filled by either a certified teacher who has a current annual registration, or the holder of a valid TTP, prior to entering the classroom on the first day of employment/ school year.
- A TTP is valid only for the teaching assignment which it is issued for. If at any time an employer wishes to change the teaching assignment of a TTP holder, a Teaching Assignment Change form must be submitted prior to the change.
- If a TTP holder is going to be employed by multiple employers, each employer must submit an Authorization to Teach form and a separate TTP application must be submitted by the applicant.
- Upon issuance of a TTP the permit holder will appear on the SPTRB Public Registry.
- Statements of Professional Standing will not be issued as a TTP is not a teaching certificate.
- TTP holders are subject to the same standards of conduct and disciplinary procedures as registered teachers. If an employer suspends or terminates a TTP holder (or the TTP holder resigns) for reasons relating to professional misconduct an Employer Notice must be submitted.