



Education and Early
Childhood Development

Initial Substitute Teacher Authorization

for applicants who do not hold a valid
PEI Teacher's Certificate

Application and Guidelines

Send all documentation to:

Office of the Registrar
Certification and Standards Section
Department of Education and Early Childhood Development
Holman Building, Suite 101
250 Water Street
Summerside, PEI C1N 1B6
Tel:(902) 438-4130
Fax:(902) 438-4062
E-mail: registrar@edu.pe.ca
www.gov.pe.ca/go/reg

Employer Contact Information:

Western School Board
272 MacEwen Road
Summerside, P.E.I.
C1N 2P7
(902)888-8400

Eastern School District
P.O. Box 8600
Charlottetown, P.E.I.
C1A 8V7
(902)368-6990

**La Commission scolaire de
langue française**
P.O. Box 124, RR#1
Wellington Station, Î.-P.-É
COB 2E0
(902)854-2975

Effective May 11, 2011

Form ISTA # b- Eng

GUIDELINES FOR APPLYING FOR AN AUTHORIZATION TO SUBSTITUTE FOR A TEACHER IN PRINCE EDWARD ISLAND

The PEI School Act Cap. S-2.1 Section 87 (2) specifies that no person may be employed as a substitute for a teacher unless that person has an authorization to substitute for a teacher issued by the Minister.

How to Apply

In order to be eligible to substitute teach in the school boards of Prince Edward Island, an individual must obtain an **Authorization to Substitute for a Teacher** from the Office of the Registrar of the Certification and Standards Section of the Department of Education and Early Childhood Development. An Authorization to Substitute for a Teacher must be presented to the employing school board prior to being hired for placement on the substitute list that goes out to the schools. The employing school boards require applicants to apply according to their own requirements for board employees. Once issued, an Authorization to Substitute for a Teacher is valid in all PEI school boards. Applicants may apply for a **Certified** or a **Non-Certified** Authorization to Substitute for a Teacher according to their qualifications.

Applicants who do not Hold a Valid PEI Teacher's Certificate

Applicants who do not hold a valid Prince Edward Island Teachers Certificate may be eligible to obtain an Authorization as a Substitute for a Teacher at the Non-Certified rate. As per CSB Policy 11-10 the **minimum** academic and professional requirements for a Non-Certified Substitute for a Teacher Authorization are as follows:

a) *three* (3) full academic years or *ninety* (90) credit hours of approved study at a recognized university and in an academic area taught in the PEI public school system

OR

b) *one* (1) year of approved post-secondary trades training or study plus *four* (4) years of verified work experience plus a recognized qualification such as a Red Seal in one of the following recognized career and technical education areas automotive, welding, carpentry or cooking.

The Application Process

Individuals who have never applied for a Non-Certified Applicants are required to complete the Initial Substitute Teacher Authorization Application form and submit it to the Office of the Registrar. When you are submitting your application, some documents should be included, others

such as transcripts will have to be requested. All applicants must provide:

- a completed application form
- a copy of your birth certificate
- a copy of your social insurance card
- a satisfactory Criminal Background Check and Vulnerable Sector Screen (not older than *three* (3) months from date of issue)
- a \$50.00 fee

Applicants for an academic non-certified substitute authorization must provide:

an official transcript of marks sent directly from the post-secondary institution attesting to completion of a minimum of *three* (3) years post-secondary study, the equivalent of *ninety* (90) credit hours in an academic area related to the PEI public school curriculum

Applicants for a career and technical education non-certified substitute authorization must provide:

- a copy of your Red Seal or trades qualifications
- an official transcript of marks sent directly from the post-secondary institution attesting to completion of a minimum of *one* (1) year of vocational training in the area of your qualification
- a letter from former employers attesting to *four* (4) years of work experience in the area of qualification for which you are applying

Language Requirement:

In instances where an applicant has completed a significant percentage of their education in a language other than French or English, satisfactory results on a recognized English or French language proficiency test might be required.

Notifying the School Board (s) :

Once all of the required documentation has been received by the Office of the Registrar, verified and approved, an Authorization to Substitute for a Teacher **at the Certified Rate** will be forwarded a) to the applicant at the address indicated on the form and b) to the school board(s) indicated on the application form.

Effective Date:

An Authorization to Substitute for a Teacher at the Non-Certified Rate becomes effective from the date when the Office of the Registrar has received all of the required documentation and in the event that all documentation has been approved by the Registrar and meets the requirements outlined in Certification and Standards Boards policies. A Non-Certified Authorization to Substitute for a Teacher remains valid for **the school year only in which it was issued** unless revoked, suspended or cancelled by the Minister.

Renewing a Non-Certified Authorization to Substitute for a Teacher:

All Non-Certified Substitutes are required to renew their authorizations annually in order to be eligible to substitute teacher in an Island school. Non-Certified Substitutes are required to complete the Substitute Teacher Renewal Form found on the web site and submit it to the Office of the Registrar. Applicants for renewal of a Non-Certified Substitute for a Teacher Authorization are required to pay an renewal fee of \$50, provide updated information on their contact information and indicate the school board (s) where they wish to have their authorization sent.

Conditions of Employment

Non-certified substitutes for teachers may accept day-to-day assignments, however, they are not permitted to accept assignments in excess of twenty consecutive days or fix term contracts. Certified substitutes for teachers who hold a valid P.E.I. teacher's license must be call first before a non-certified substitute can be called. The terms of employment of substitute teachers including the daily rate of pay are defined by a Minister's Directive. The full Minister's Directive 2010 - 07 is in effective from October 2010 to 2013 and can be viewed by visiting the web page.

Daily Pay Rate for Non-Certified Substitutes:

Those persons who do not hold a valid P.E.I. instructional license and who substitute will receive a daily rate of:

\$107.16 effective September 1, 2010
\$108.23 effective October 1, 2010
\$109.31 effective October 1, 2011
\$110.40 effective April 1, 2012
\$112.06 effective October 1, 2012
\$113.74 effective April 1, 2013

Documents Policy

All documents received by the Office of the Registrar become the property of the Department of Education and Early Childhood Development. Applicants are advised to keep copies of their documents before submitting them.

Original Documents Requiring Translation

Original documents must be provided to the Office of the Registrar in the language in which they were issued. If the original documents are written in a language other than French or English, the Registrar will provide a copy of the original to the applicant. The applicant must use this copy to obtain a translation for an official and accredited translator. The official translation must be return to the Office of the Registrar with the copy of the original.

Fees Policy

*The \$50.00 fee must be paid by cheque or money order written to the **Minister of Finance and Municipal Affairs**. Applicants may pay in person at the reception area of the Department of Education and Early Childhood Development in the Holman Building.

*The \$50.00 fee for a Non-Certified Authorization to Substitute for a Teacher is non-refundable unless the application has been withdrawn and in the event that no staff time has been invested in processing the application.

*The cost for the issuance of a Non-Certified Substitute Teacher Authorization is applicable in all Island school boards.

*No Authorization to substitute for a teacher will be issued until such time as all required documentation and the required fee has been received by the Office of the Registrar.

Obtaining Assistance

To inquire about the status of your application, please contact the Office of the Registrar by e-mail. Please e-mail the Office of the Registrar at: registrar@edu.pe.ca In the subject line of your e-mail please write "**Status Update Requested**". In the body of your e-mail clearly identify yourself and the nature of your application.

Other inquiries may be directed to the Registrar's Administrative Assistant by calling 438-4130.

For Further Information

Information on teacher certification, substitute teacher authorizations etc. can be located at our web site found at: www.gov.pe.ca/go/reg

Application for Initial Substitute Teacher Authorization for Applicants who do not hold a valid PEI Teacher's Certificate

REQUIRED DOCUMENTS

	Enclosed	Requested	N/A
1. Proof of Identification such as a copy of your Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Proof of Eligibility to Accept Employment in Canada such as a Copy of Social Insurance Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Applicants for an academic non-certified substitute authorization must provide official transcript (s) of marks sent directly from the post-secondary institution to the Office of the Registrar indicating that you have completed a minimum of three (3) full years or 90 credit hours of post-secondary education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Applicants for an academic non-certified career and technical education substitute authorization in <i>automotive, carpentry, welding or cooking</i> must provide:</p> <p>*an official transcript from a recognized post-secondary institution attesting that you have completed a minimum of one (1) year trades training in one of the four areas indicated above</p> <p>*a letter from an employer or employers indicating that you have completed four (4) years work experience in the trade area for which you are applying</p> <p>*a copy of your trade qualification such as a Red Seal in the trade area for which you are applying</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A Criminal Background Check and Vulnerable Sector Screen not older than <i>three (3) months</i> from date of issue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. \$50 fee paid by cheque or money order made out to the <i>Minister of Finance and Community Affairs</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IDENTIFICATION

Name	Other Name (If you were educated in a name other than the one shown here. Please provide proof of name change such as marriage certificate.)		
Address			
Community	Province	Postal Code	
Telephone	E-mail Address		
Date of Birth Day _____ Month _____ Year _____		Social Insurance Number	

EDUCATION

Please indicate if you are working towards the completion of a teacher education program. <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide name of institution and anticipated graduation date.	
Post Secondary Education		
Name and Address of Training Institution (University or College)		
From Month _____ Year _____	To Month _____ Year _____	Degree/Diploma or Number of Credits Obtained
Name and Address of Training Institution (University or College)		
From Month _____ Year _____	To Month _____ Year _____	Degree/Diploma or Number of Credits Obtained
Month _____ Year _____ Name and		Month _____ Year _____

EMPLOYER

Please indicate the School Board (s) where you intend to apply for Substitute Employment and where you would like a copy of this authorization sent on your behalf.

Western School Board

Eastern School District

Commission scolaire de langue française

PERSONAL SELF-DISCLOSURE

Please answer yes or no. For each question where you have answered no, attach a signed and complete explanation.

Yes No I attest that I have never held a teacher's certificate that has been suspended , revoked or cancelled.

Yes No I attest that I have never held a substitute teacher authorization that has been suspended , revoked or cancelled.

DECLARATION

I declare that this information is complete and accurate to the best of my knowledge. I authorize the Department of Education to verify the above information.

Signature _____ Date _____

Personal information on this form is collected under section 7 and 11 of the School Act R.S.P.E.I. 1988, Cap. S-2.1 and will be used for the purpose of verifying identity, academic, professional credentials and status. If you have any questions about this collection of personal information, you may contact the Office of the Registrar, Certification and Standards Section, Department of Education and Early Childhood Development, Holman Centre Suite 101, 250 Water Street, Summerside, PEI C1N 1B6 Telephone 902-438-4130



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