



Education and Early
Childhood Development

Application for Regular Educational Assistant Authorization

Application Package and Guidelines

Send all documentation to:

Office of the Registrar
Department of Education and Early Childhood Development

250 Water Street, Suite 101
Summerside, PEI
C1N 1B6

Telephone: (902) 438-4130
Facsimile: (902) 438-4062

E-mail: registrar@edu.pe.ca
www.gov.pe.ca/go/reg

Helpful addresses for employment 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

GUIDELINES FOR APPLYING FOR AUTHORIZATION TO WORK AS A REGULAR EDUCATIONAL ASSISTANT IN PRINCE EDWARD ISLAND

No individual may work in the public school system of Prince Edward Island as a Regular Educational Assistant unless they have first been authorized by the Office of the Registrar of the Certification and Standards Section of the PEI Department of Education and Early Childhood Development.

Role of the Educational Assistant in Prince Edward Island

Educational Assistant refers to an employee who is employed by a school board to work under the supervision of a certified teacher to assist in the implementation of individual education plans and/ or behaviour management plans of students with special educational needs.

Documents Required:

All applicants applying for authorization as a regular Educational Assistant must provide the Office of the Registrar with this completed application form and a \$50.00 one-time fee.

Applicants will enclose some of the required documents with the application form while other documents such as official transcripts must be sent directly to the Office of the Registrar.

Applicants must insure that all documents sent on their behalf contain identifying information such as their full name (first, middle, last), date of birth and/ or social insurance number.

Applications for authorization to work as a regular Educational Assistant must include:

- ✓ Proof of identity such as a copy of your Birth Certificate
- ✓ Proof of eligibility to work in Canada such as a copy of your social insurance card
- ✓ Proof of completion of high school such as a copy of your diploma or a copy of a transcript of your high school marks
- ✓ Proof of completion of post-secondary courses in the form of official transcript(s) of marks sent directly from the issuing institution to the Office of the Registrar
- ✓ Completed application form
- ✓ A \$50.00 evaluation fee in the form of a cheque or money order written out to the **Minister of Finance and Community Affairs**. Or you may pay in person at the Office of the Registrar in Suite 101 of the Holman Building.

Proof of Identity:

Alternatives to a copy of a birth certificate include a Canada or Foreign passport (must include middle names), a Certificate of Baptism or a Permanent Resident Card (front and back required), a Canadian Immigration Record and Visa Record of Landing (front and back required).

Proof of Change of Name (if applicable):

If your name was changed throughout your educational or work experience, please provide a copy of the legal document which supports this change of name such as a marriage certificate.

Proof of Eligibility to Work in Canada:

An authorization to work as an Educational Assistant will not be issued until proof of eligibility to work in Canada has been provided to the Office of the Registrar.

Documents Policy:

All documents submitted to support an application become of property of the Department of Education and Early Childhood Development. Applicants are encouraged to make photocopies of their documents prior to the submitting them.

Translation Policy:

All documents must be received in the official language of the granting institution. Applicants may be required to provide official translations of documents not submitted in English or in French.

Language Proficiency:

Applicants must be able to communicate effectively in either English or in French to work in Prince Edward Island schools.

Working as an Educational Assistant in Prince Edward Island:

Once you have been issued a Regular Educational Assistant Authorization, you applicant must apply to the school board (s) where you wish to work. The school boards will require additional documentation such as a current Criminal Background Check. As a holder of a Regular Educational Assistant Authorization you may apply to the school board (s) to have your name appear on the substitute educational assistant list that goes out to the schools. You are also eligible to apply for full-time work. An educational assistant hired to substitute for *fifteen* (15) consecutive working days qualifies to be engaged as a “relief employee” effective from the sixteenth day of employment. Only persons authorized as Regular Educational Assistants may accept employment as a relief employee or as an employee under contract. A Regular Educational Assistant Authorization is non-expiring. However, you are required to contact the school board(s) each school year to advise of your eligibility to work. While substituting on a day-to-day basis, you will be paid at the substitute rate for educational assistants.

Fee Policy:

The \$50.00 evaluation fee plus the completed application form and required documentation must be received by the Office of the Registrar before an application will be reviewed for the purpose of authorization. The fee is a one-time fee and qualifies the applicant to be considered for substitute work upon advising the pertinent school board(s) at the commencement of each school year. The fee is non-refundable unless the application is withdrawn and in the event that no staff time has been invested in processing the application. Send the application form, the fee and all supporting documentation to: **Office of the Registrar, Certification and Standards Section, PEI Department of Education and Early Childhood, Holman Centre, 250 Water Street, Suite 101, Summerside, PEI, C1N 1B6**

Minimum Educational Requirements:

Applicants for Regular Educational Assistant Authorization must provide proof that they have completed a minimum of *two* (2) full academic years of approved post-secondary training in the education of persons with special educational needs (e.g. Human Services Program) or an equivalent approved two-year program from a recognized institution. Programs must involve either *two* (2) full academic years of study at the community college level or *sixty* (60) credit hours at the university level.

An Acceptable Two-Year Post-Secondary College program in Human Services must include:

- 2220 classroom hours including practicum, in child development and special educational needs are the essential requirements
- supervised practicum must be with school age or with individuals with special needs
- a program which has a residency requirement and is not delivered entirely by distance
- a rigorous evaluation and testing standards
- a training program which meets the standards of a recognized post-secondary institutions in Canada

An Acceptable Combination of College and University programs may include:

- a Bachelor of Arts degree in psychology plus a Bachelor of Education degree with a specialization or course work in Special Education with a minimum of three courses in special learning needs
- a Bachelor of Arts in psychology plus a Diploma in Early Childhood Education

Non-Equivalent Programs

- Human Services Worker one year program
- Early Childhood Educator program
- Child and Youth Care Worker program

For a more extensive listing of equivalent or non-equivalent programs, contact the Office of the Registrar.

Required Supporting Documentation:

An official transcript from the post-secondary institution where you completed your training as an educational assistant should be sent directly from the institution to the Office of the Registrar in a sealed envelope. Official transcripts should bear the institution's name and the signature of the institution's Registrar. The transcript must contain the title of the diploma or the educational credential that was awarded and the date when you successfully completed your program. The transcript should outline the courses taken and indicate the length of the practicum. **Photocopies of transcripts or transcripts that are hand-delivered will not be accepted.** For training completed outside of Prince Edward Island, applicants should forward to the Office of the Registrar, descriptive information such as a course calendar or a program outlined to assist the Registrar in assessing the training and the program components.

Conditions of Employment:

Once all required documents are received and an authorization is issued by the Registrar's Office, the authorization will be sent to the school board(s) which you have indicated on your application, and a copy will be mailed to your address as indicated on your application form. Although authorization is handled by the Registrar's Office of the Department of Education and Early Childhood Development, hiring and all employment matters are dealt with by the employing authorities - the three school boards listed on the cover. Therefore, when seeking employment within the schools, you will need to contact the appropriate school board and make application for employment. A Regular Educational Assistant Authorization qualifies you to apply for day-to-day substitute positions, relief positions over fifteen consecutive days as well as for full-time positions with a school board. The holder of a Regular Educational Assistant Authorization is not required to renew their authorization to substitute teach each school year. However, you must notify the pertinent school boards at the beginning of each school year if you would like to have your name put on the Educational Assistant Substitute List for the current school year.

Applying for Substitute Only Educational Assistant Authorization

If your application for Regular Educational Assistant Authorization is denied, you may apply for a Substitute Only Educational Assistant Authorization. A Substitute Only Educational Assistant Authorization will permit you to accept day-to-day assignments. The application form for Substitute Only Educational Assistant Authorization is found on the our web site at:
<http://www.gov.pe.ca/forms/pdf/1452.pdf>

When An Application is Denied:

If your application is denied and you wish to appeal the denial, you may appeal to the Educational Assistant Working Group Appeals Sub-Committee using the Appeals Form found on our web site at:
<http://www.gov.pe.ca/forms/pdf/1906.pdf> Appeals will be accepted up to *twenty* (20) working days from date when the denial was received.

Seeking Information:

 If you require assistance with completing your application, you may contact the Office of the Registrar at 438-4130.

 If you require an update on your application, you may e-mail the Office of the Registrar at: registrar@gov.pe.ca. In the subject line of your e-mail write: "Application Status Request". In the body of your e-mail ensure that you include your full name and the nature of your query.

APPLICATION FOR REGULAR EDUCATIONAL ASSISTANT AUTHORIZATION

REQUIRED DOCUMENTATION AND FEES (In this space, please indicate the documents you are enclosing with this application form, the documents which you have requested to be sent from the educational institution or former employer directly to the Office of the Registrar and/ or those items which are not applicable to you.)

	ENCLOSED	REQUESTED	N/A
1. Proof of Identity such as a Copy of your Birth Certificate.			
2. Proof of Eligibility to accept employment in Canada such as a copy of your Social Insurance Card.			
3. The \$50 fee for evaluation of credentials			
4. Proof of Completion of High School or High School Equivalency such as a diploma or transcript of marks.			
5. Proof of Completion of a two-year post-secondary training program in the education of persons with special educational needs such as an Official transcript of marks from the post-secondary institution sent directly from the institution to the Office of the Registrar. [Please check N/A, not applicable, if you are applying based upon Equivalent Work Experience.]			
6. A description of the program and courses from the post-secondary school calendar described above where you completed your training program in the education of persons with special needs. [Please check N/A, not applicable, if you are applying based upon Equivalent Work Experience.]			
7. Official transcripts from post-secondary institutions where you have completed additional course work if applicable.			

IDENTIFICATION

Name		
Address		
Community	Province	Postal Code
Telephone	E-mail Address	
Date of Birth Day _____ Month _____ Year _____		Social Insurance Number
Other Name (If you were educated or previously certified in a name other than that used above please state the other name.)		
Describe Support Document Provided to Indicate Change of Name (If applicable):		

EDUCATIONAL BACKGROUND		
High School Education (Provide Transcript or Copy of High School Diploma)		
Name and Address of High School:		Year Completed High School:
Post Secondary Education (Official transcripts must be sent to the Registrar directly from the training institution.):		
Name and Address of Post-Secondary Training Institution:		
From	To	Degree/Diploma Attained:
Name and Address of Post-Secondary Training Institution:		
From	To	Degree/Diploma Attained:
Name and Address of Post-Secondary Training Institution:		
From	To	Degree/Diploma Attained:
EMPLOYER INFORMATION		
Please indicate the school board (s) where you wish to have your Regular Educational Assistant Authorization sent:		
<input type="checkbox"/> Eastern School District	<input type="checkbox"/> Western School Board	<input type="checkbox"/> Commission scolaire de langue française
DECLARATION		
I declare that this information is complete and accurate to the best of my knowledge. I authorize the Department of Education and Early Childhood Development to verify the above information provided by myself.		
Date	Signature	

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 and salary placement purposes. If you have any questions about this collection of personal information, you may contact the Office of the Registrar, Holman Centre, Suite 101, 250 Water Street, Summerside, PEI C1N 1B6 Tel. 438-4130



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