



Education, Early  
Learning and Culture

# Application for an Evaluation of Teaching Experience not with a PEI School Board for Salary Purposes



Submit your completed application form and have supporting documentation sent to:

**The Office of the Registrar  
Certification and Standards Section  
Department of Education, Early Learning and Culture  
Holman Centre, Suite 101  
250 Water Street  
Summerside, Prince Edward Island C1N 1B6  
Tel:(902) 438-4130  
Fax:(902) 438-4062  
*registrar@edu.pe.ca***

## APPLICATION FOR AN EVALUATION OF TEACHING EXPERIENCE FOR SALARY INCREMENT PURPOSES

Please read the following carefully before completing and submitting the application form.

**Use this form when applying for work experience recognition (substitute or contractual) that was NOT with a PEI school board.**

Substitute work, contractual work with a PEI school board or school authority is automatically calculated. Seconded teachers working for the PEI Department of Education should notify the Registrar when returning to the school board to ensure their Department years are counted. One year of experience credit may be granted towards placement on the salary grid for one year of **verified** full time full school year contractual teaching service in a jurisdiction recognized by the Registrar. **One year constitutes one hundred and eighty-five (185) school days.** A maximum of 185 days of work experience may be recognized per school year. A maximum of *ten* (10) full school years will be recognized.

### **What kinds of teaching experience are recognized for full credit (1:1) recognition?**

Full credit on a one year for one year (1:1) basis for salary purposes may be given approval by the Registrar for teaching service in the following settings...

- in a public school outside of Prince Edward Island
- in licensed private school, in a band operated school, in a military operated school
- in a community college or university, as a sessional instructor, lecturer, assistant professor, associated professor or full professor
- in a community-based adult education program;
- in a licensed second language formal educational program;
- working in a professional position with a P.E.I. school board or with the PEI Department of Education and Early Childhood Development while not on a secondment from a school board in a consultative, administrative, mentoring, or coaching role and where the work was directly related to the P.E.I. public school system
- in a publicly funded Kindergarten in Prince Edward Island beginning in September 2000\* or teaching in a public Kindergarten outside of Prince Edward Island where the applicant held a teaching certificate [Teachers who taught both morning and afternoon kindergarten classes would receive 100 % credit for that time. Teachers who taught kindergarten half days may be credited 50% for that time.]

### **What kinds of teaching experience are NOT recognized for Full Credit Recognition?**

- working as an early childhood educator,
- working as a pre-kindergarten teacher
- working as an educational assistant or a special needs assistant
- working as teacher's assistant at a university
- working coaching
- working as an instructor in the context of private lessons
- teaching in a PEI Kindergarten prior to September 2000

[These kinds of past work experience as well as others may be recognized for partial recognition under the criteria of the Allied Work Experience Program. For more information on the Allied Work Experience, check out the listings of Certification and Standards Board policies found at: <http://www.gov.pe.ca/eecd/index.php3?number=1028331&lang=E> ]

## **What About Leave Time?**

There is no need to apply for recognition for salary increment purposes for approved leave time. Leave time that has been approved by a P.E.I. school board (such as a study leave, a teacher exchange, a sabbatical leave, a maternity leave, a secondment) is recognized according to the *Memorandum of Agreement between the Education Negotiating Agency and the PEI Teachers' Federation* as a substitute for actual teaching time for salary increment purposes.

## **What About Substitute Time in the P.E.I. Public School System?**

If you have been substitute teaching in Prince Edward Island public school system, this experience would already be counted by payroll. There is no need to apply for recognition for this time.

## **What About Experience Working at the Department of Education or at a School Board?**

If you worked at the Department of Education and Early Childhood Development or at a PEI School Board at a time when you were not under hired under an instructional contract, you may be required to apply for this past work experience recognition. In some situations that are not secondments, the experience is not immediately applied. You should check with the Registrar if you are uncertain of your status.

## **How do I apply for past teaching experience recognition?**

1. Applicants must apply by completing and submitting the application form below to:

**The Office of the Registrar  
Certification and Standards Section  
Department of Education, Early Learning & Culture  
Suite 101, Holman Centre, 250 Water Street,  
Summerside, PEI, C1N 1B6**

2. All applicants applying for recognition for past teaching experience must request from the former employer a letter attesting to their past experience. Ensure that you request a letter from every employer listed by you on the application form.

3. The employer's letter must be sent directly to the Office of the Registrar and not be more than one month old upon receipt.

4. The employer's letter must attest: *to the opening and closing dates of employment, to the total experience in days per year and total number of years, to the status of employment (whether it was full time or part-time) contract and to the nature of instruction (grade level, subject taught) provided.*

## When does the salary increment become effective?

- Assuming an application for past teaching experience is approved, an updated School Board Report indicating the approved year(s) of experience is forwarded to the applicant. A copy is forwarded to the employing school board indicated by the applicant on the application form. The issue date of the increment is dated from the day on which **all required documentation has been received by the Office of the Registrar**. This includes the completed application form and the letter(s) from the employer(s).
- **Note:** Once approved, the service will be credited and the pay increase will become effective **according to the time lines** set out in the *the Memorandum of Agreement between the Negotiating Agency and the Prince Edward Island Teachers' Federation*. (See Section 12- Experience Recognition for Salary Increment Purpose) Applicants are advised to check these time lines to ensure that they do not miss important deadlines.
- Holders of a Letter of Authority (Academic, Career and Technical Education or Kindergarten) are only eligible for a salary increment for past teaching experience once they have attained full PEI Teacher Certification.

### FOR ASSISTANCE:

☎ If you have questions about your past teaching experience and your eligibility for recognition for salary increments, or if you require assistance in completing the application form, you may contact the Registrar at 438-4130.

✉ If you would like to inquire about the status of your application (to see if your application form has been received or to learn if the employer's letters have arrived), please inquire via e-mail. Send an e-mail to: [registrar@edu.pe.ca](mailto:registrar@edu.pe.ca) In the subject line of your e-mail write: Status Update Requested. In the body of the e-mail state your name and the type of application that you are inquiring about.

For more information on the Allied Work Experience Program, view the Certification and Standards Board Policy Number 11-06 which is found on the web site at:  
<http://www.gov.pe.ca/forms/pdf/1903.pdf>

## APPLICATION FOR PAST TEACHING EXPERIENCE RECOGNITION

After carefully reading the criteria for past teaching experience recognition, please complete the application form and send it to: *The Office of the Registrar, Certification and Standards Section, PEI Department of Education, Early Learning and Culture, Suite 101 Holman Centre, 250 Water Street, Summerside PEI C1N 1B6* . Supporting documents from employers should be sent to this address as well.

### 1. REQUIRED DOCUMENTATION CHECKLIST

Check list of required documents to submit as part of the application process for teaching experience recognition.

	Enclosed	Requested
1. Completed application form		
2. Letters from each employer listed by you in the application form		

### 2. IDENTIFICATION AND CONTACT INFORMATION

In order to match the supporting documents from employers with the application, it is important that applicants provide accurate identifying information. Please complete the following.

First Name:	Middle Name (s):	Surname:
Previous Name(s):	Date of Birth:	Social Insurance Number:
Mailing Address:		
Telephone Number (Home):	Telephone Number (Work):	Cell Phone:
Work Address:		
E-Mail Address:		
PEI Teacher's Certificate Level:	PEI Teacher's Certificate Number:	

### 3. LIST PAST TEACHING EXPERIENCE

Include information for each employer who will sending a letter on your behalf starting with the most recent.

#### Most Recent Employer where Past Teaching Experience was gained:

Name of School and Address:	Name of School District:	
Describe Your Assignment (Grade Level(s) :	Subject(s)Taught:	
Length of Time at this Assignment: (opening and closing dates of employment):	Indicate if you were full- or part-time.	Total Time:
Name of supervisor or individual submitting a letter on your behalf:	Title of Supervisor submitting a letter on your behalf:	

#### Next Most Recent Employer where Past Teaching Experience was gained:

Name of School and Address:	Name of School District:	
Describe Your Assignment (Grade Level(s) :	Subject(s)Taught:	
Length of Time at this Assignment: (opening and closing dates of employment):	Indicate if you were full- or part-time.	Total Time:
Name of supervisor or individual submitting a letter on your behalf:	Title of Supervisor submitting a letter on your behalf:	

#### Next Most Recent Employer where Past Teaching Experience was gained:

Name of School and Address:	Name of School District:	
Describe Your Assignment (Grade Level(s) :	Subject(s)Taught:	
Length of Time at this Assignment: (opening and closing dates of employment):	Indicate if you were full- or part-time.	Total Time:
Name of supervisor or individual submitting a letter on your behalf:	Title of Supervisor submitting a letter on your behalf:	

**4. INDICATE WHERE YOU WOULD LIKE YOUR UP-TO-DATE YEARS OF SERVICE SENT**

<input type="checkbox"/> Public Schools Branch (formerly English Language School Board )	<input type="checkbox"/> Commission scolaire de langue française
<input type="checkbox"/> Department of Education, Early Learning & Culture	<input type="checkbox"/> Other

**DECLARATION**

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

Signature:

Date:

**FOR OFFICE USE ONLY**

Evaluator:

Years Approved:

Effective Date: (based upon date of receipt of all required documentation)

Personal information on this form is collected under sections 98 and 100 of the *Education Act* R.S.P.E.I. 1988, Cap. E-02 and will be used for the purpose of verifying identity and experience years. If you have any questions about this collection of personal information, you may contact the Office of the Registrar, Suite 101, Holman Centre, 250 Water Street, Summerside, PE, C1N 1B6.



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