



Education, Early
Learning and Culture

PRE-APPROVAL FORM FOR PROPOSED COURSEWORK OR PROGRAM OF STUDIES FOR QUALIFICATION UPGRADE PURPOSES

Use this form when applying for pre-approval of a program or series of courses to be completed for the purpose of applying for an upgrade in certification for the holder of an Academic Teacher's Certificate Send all documentation to:

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

Effective from August 20, 2016

FORM # PAF- Eng

PRE-APPROVAL FORM FOR PROPOSED PROGRAM OF STUDIES FOR QUALIFICATION UPGRADE PURPOSES

Read through the information provided here before completing and submitting your application.

BACKGROUND

Established under the *Education Act*, PEI's Teacher Certification regulations recognize the importance of ongoing learning for teachers' professional growth. Formal post-graduate level university study is one form of learning, among many, that teachers may include in their ongoing professional development plan. The most effective professional development places teachers at the centre of their own professional learning. Teachers are encouraged to select their coursework and programs wisely for relevancy to their teaching assignment as well as to support future professional goals and system needs. Before embarking upon a study pathway for qualification upgrade purposes, teachers should obtain the Registrar's approval of their proposed course of studies. You can use this form to submit your request for pre-approval of coursework to the Registrar.

TEACHER CERTIFICATION AND STANDARDS REGULATIONS

The pathways for upgrades in the Academic Teacher's Certificate are outlined in Teacher Certification and Standards regulations and in Teacher Certification and Standards Registrar's policies. Each additional qualification level beyond initial certification* represents an additional thirty credit units of study which is the equivalent of one full-time academic year. Teachers have the option of moving up from a C4 to a C5 and from a C5 to a C5A based upon an *Integrated Program of Study*. A teacher who has completed a master's degree that was not counted as the initial pre-service teacher education program for licensure may also undertake an Integrated Program study in order to achieve the required minimum 180 credit units for a C6. Coursework must be at the graduate or fourth year level. The attainment of a C6 and C7 is a *Credential-Based pathway*. To move from a C5 to a C6, a teacher must complete a master's degree program of a minimum of thirty credit units. To move from a C6 to a C7 teacher must complete an additional master's degree program or a doctoral degree representing a minimum of 30 credit hours of study. The master's degree program must not be a program that was recognized for initial teacher licensure. Only courses completed at an accredited university and only graduate degree programs that have been approved may be counted .

*Under these regulations, your pre-service teacher education program recognized at the time of initial licensure may only be valued to a maximum of 30 credit units.

AN INTEGRATED PROGRAM OF STUDY

Following an integrated program of study may be more flexible than a degree program in that it offers teachers more choice. Teachers are encouraged to tailor their course selection to courses that will best support their learning needs and that will permit them to develop expertise in an area of education. The Integrated Program of Study pathway may be used to move from a C4 to a C5, from a C5 to a C5A, or to a C6 where a master's degree that was not recognized as the pre-service teacher education program licensure. You must complete ten three-credit hour courses at the graduate or fourth year level that you have selected. Courses must be professional courses in K to 12 education or in subject matter teachable areas of the authorized PEI provincial. Your program of integrated studies must demonstrate a focus in a maximum of two areas of either curriculum or instruction. You might, for example, complete five courses as part of a graduate diploma program in inclusive education and an additional five courses in a curriculum area. Your courses must be offered by an accredited university. Some teachers ask if they can apply extra courses from their undergraduate studies towards an upgrade. If you wish to apply additional coursework that was not required for graduation, to an application for an upgrade, you must provide a letter from a university official stating that the coursework was surplus to a degree program. Courses considered for an upgrade must not be older than ten years and they must be at least fourth year courses or graduate-

CREDIT UNITS DEFINED

Thirty credit hours means ten courses valued at three credit hours each. Thus, 10 courses X 3 credit units equals 30 credit units. Some universities use a configuration where a half year academic course is valued at .5 credit units where a full time one year academic course load consists of 10 courses valued at 0.5 credit units each. The .5 credit unit is comparable to the 3 credit unit.

A CREDENTIAL-BASED PATHWAY

To move from a C5 to a C6 or from a C6 to a C7, you must complete either a master's or doctoral degree of thirty credit hours minimum. The degree must be offered at an accredited university. The degree must be in K to 12 education or in a curriculum of the authorized PEI curriculum. Degrees in adult education, for example, do not apply nor do courses focused on subjects such as theology which are not taught in the authorized curriculum. **The masters degree in education must not be one that served as the pre-service teacher education for initial licensure purposes .**

TRADES QUALIFIER

As per the Teacher Certification and Standards regulations, a teacher may qualify for an upgrade from a C4 to C5 or from a C5 to a C5A based upon the attainment of a trades qualification in carpentry, welding, automotive or cooking.

IDENTIFICATION AND CONTACT INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME

CURRENT MAILING ADDRESS:**E-MAIL ADDRESS:****TELEPHONE NUMBER:****CERTIFICATION INFORMATION****INDICATE THE LEVEL OF YOUR CURRENT TEACHER'S CERTIFICATE**

C4	C5	C5A	C6
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INDICATE THE LEVEL YOUR ARE SEEKING TO OBTAIN WITH YOUR PROPOSED COURSE OF STUDY

C5	C5A	C6	C7
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PROPOSED CERTIFICATE UPGRADE PATHWAY**INDICATE THE PATHWAY YOU WISH TO PURSUE**

Integrated Program	Degree Pathway
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DESCRIBE YOUR PROPOSED PATHWAY

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EXPLAIN HOW FOLLOWING YOUR PROPOSED PATHWAY WILL CONTRIBUTE TOWARDS MAKING YOU A MORE EFFECTIVE TEACHER AND/OR CONTRIBUTE TO YOUR ONGOING PROFESSIONAL GROWTH , AND/ OR RESPOND TO SYSTEM NEEDS.

SUBMITTING YOUR FORM

Fax, e-mail or mail your completed form to the Office of the Registrar using the coordinates indicated on the cover page. The Registrar will review your proposed program of study and provide a response.

OBTAINING ASSISTANCE

If you require assistance in selecting courses or a degree program, contact the Registrar at: registrar@edu.pe.ca

COURSEWORK

Please list in the table on the next page the courses that you are planning to take for upgrade in qualification level purposes. The Registrar recognizes that the courses might change. If this is the case, please advise the Registrar.

