

Certification and Standards Board
Authorizations to Substitute for a Teacher

No. CSB 13-07 replacing No. CSB 11-10 replacing No. CSB 11-02 replacing No.
CSB 09-02, replacing CSB 98-09

Pursuant to sections 7 and 11 of the *School Act* R.S.P.E.I. 1988, Cap. S-2.1, I hereby approve the following Certification and Standards Board Policy concerning Authorizations to Substitute for a Teacher.

1. The holder of a valid P.E.I. Teacher's Certificate including a teacher on a part-time teaching assignment, on an approved leave or on retirement from a PEI school board may be authorized to substitute for a teacher at the certified rate in all P.E.I. public school boards.
2. The holder of a valid P.E.I. Teacher's Certificate is eligible to substitute teach from the date of issue but must apply to the employing school board or boards initially and for each school year.
3. The suspension or revocation by the Minister or the voluntary surrender or retirement of a teacher's license which the Minister believes resulted from concerns about the teacher and the safety of children or other persons will automatically result in the cancellation of an eligibility to substitute for a teacher.
4. A temporary *Permit to Substitute for a Teacher* indicating "**non-certified**" may be issued upon application and upon payment of an annual fee, to applicants who **do not hold** a valid P.E.I. Teachers' Certificate, but who

a) have completed a minimum of *ninety* (90) credit hours of approved post-secondary study at a recognized university and in a teachable subject area or subject areas taught in the provincially authorized curriculum

OR

b) have completed an approved *one* (1) year of post-secondary study plus *four* (4) years of verified work experience and hold a recognized qualification in a career and technical education area recognized by the Minister which include welding, automotive, carpentry and cooking

5. A temporary ***Local Permit to Substitute for a Teacher*** indicating “***non-certified***” may be issued upon request to the Registrar by a school board where it has been demonstrated that a shortage of substitutes for teachers in an identified area of the curriculum exists to applicants ***who do not hold*** a valid P.E.I. Teachers’ Certificate, but who

a) have completed a minimum of *thirty* (30) approved credit hours of post-secondary study at a recognized university and in a teachable subject area or areas taught in the provincially authorized curriculum

b) can demonstrate a skill level in the area where a shortage of substitute teachers has been identified and,

c) have been recommended to the Registrar by a P.E.I. school board

6. A temporary ***Permit*** or ***Local Permit to Substitute for a Teacher*** indicating “***non-certified***” is valid for the Prince Edward Island school board or boards for which it was issued and is in force only for the school year in which it was issued.

7. A temporary ***Permit or Local Permit to Substitute for a Teacher*** may be revoked, suspended or cancelled by the Minister for cause resulting from concerns about the teacher and the safety of children or other persons.

8. The requirements for the initial issuance of a temporary ***Permit or a Local Permit to Substitute for a Teacher*** at a non-certified rate shall include official documentary evidence provided to the Registrar in respect to verifying....

i) the applicant’s identity

ii) the applicant’s eligibility to work in Canada

iii) that the applicant has completed the minimum post-secondary educational and other applicable requirements for a non-certified substitute teacher in PEI

iv) that the applicant is proficient in English or in French to meet the requirements outlined in CSB Policy 13-05 *Language Proficiency Requirements for Teacher Certification and Authorization as a Substitute for a Teacher* if they completed any or all of their secondary, post-secondary education including their teacher education program in a language other than English or French.

v) that the applicant can provide a satisfactory Criminal Record Check and a satisfactory Vulnerable Sector Screening Check that is current to within *three* (3) months of submission of the application

9. The application package and application form for an Initial Substitute Teacher Authorization for a certified teacher and the summary of policy, regulations, guidelines and fees contained therein are approved as an attachment to this document ISTA # 1- Eng, ISTA #1 - Fre.

10. A temporary Permit to Substitute for a Teacher at a “non-certified” rate may be renewed provided that the authorization to substitute for a teacher has never been suspended, cancelled or revoked.

11. The application package and application form for the renewal of a temporary Permit to Substitute for a Teacher and the summary of policy, regulations, guidelines and fees contained therein are approved as an attachment to this document RSTA # 1-Eng, RSTA # 1-Fre.

12. A temporary Local Permit to Substitute for a Teacher at a “non-certified” rate may be re-issued only at the request and recommendation of a school board where it has been demonstrated that a shortage of substitutes for teachers in an identified area exists.

DATED at Summerside, PE
February 14, 2013

J. Alan McIsaac, Minister