

Certification and Standards Board

CSB 08-02 Academic Letter of Authority

Pursuant to the *School Act* R.S.P.E.I. 1988, Cap S-2.1, Certification and Standards Board Regulations sections 2(1), 4(2), 5(2) and 7, I hereby approve the following Certification and Standards Board Policy concerning Academic Letter of Authority.

1. An Academic Letter of Authority in a defined academic area recognized by the Minister of Education and Early Childhood Development may be issued upon payment of the required fees to a person who qualifies.
2. An Academic Letter of Authority shall be valid for the school year in which it was issued and will automatically terminate on June 30th of the school year.
3. An Academic Letter of Authority shall be issued in the sole instance whereupon a school board has demonstrated to the Minister that a suitable certified candidate cannot be obtained to fill a temporary position over twenty days in length but not exceeding the termination of the current school year.
4. The school board will demonstrate that the position was advertised provincially and across Canada, the latter being satisfied by being advertised electronically on the board's web site and through at least one national web site.
5. The school board shall provide a minimum of one day of training to the person being issued an Academic Letter of Authority in the area of ethics, proper conduct, policies and other such training as may be deemed essential by the board.
6. An Academic Letter of Authority may specify the approved nature of the teaching assignment.
7. An Academic Letter of Authority may be issued to an individual who
 - a) has successfully completed an undergraduate degree from a recognized and accredited university in one or more teachable areas recognized by the PEI Public School curriculum.
 - b) has been issued a Non-Certified Substitute Teacher License by the Registrar.
8. An Academic Letter of Authority may only be re-issued to the applicant provided that evidence is provided to the Registrar that the applicant is making satisfactory progress toward the completion of the requirements for certification as a teacher at a recognized university offering a teacher education program.

9. An Academic Letter of Authority is valid only in Prince Edward Island and is not valid in any other jurisdiction outside of the school board for which it was issued.

DATED AT CHARLOTTETOWN, January 2, 2009

Gerard Greenan
Minister