

**Certification and Standards Board**  
**Career and Technical Education Letter of Authority**  
**No. CSB 10 - 04 replacing No. CSB 04-04**

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 the issuing of a Career and Technical Education Letter of Authority.

1. The Technology Education Letter of Authority shall be renamed **Career and Technical Education Letter of Authority**. All existing authorizations under the “Technology Education Letter of Authority” will now be deemed “Career and Technical Education Letter of Authority”.
2. A **Career and Technical Education Letter of Authority** shall be issued in the sole circumstance whereupon a school board has demonstrated to the Minister that a suitable certified candidate cannot be found to fill a teaching assignment that is over twenty days in length but not exceeding the termination of the current school year and that is in a teaching area designated by the Minister as career and technical education. For certification in areas outside of the defined career and technical education curriculum areas defined by the Minister, the applicant must receive special permission from the Minister.
3. The school board will demonstrate that the teaching position was advertised provincially and across Canada; the latter condition may be satisfied through the publication of an electronic advertisement both on the school board’s web site as well as on at least one nationally recognized web site that posts education positions.
4. A **Career and Technical Education Letter of Authority** shall be issued by the Minister upon completion of the application process prescribed by the Office of the Registrar to an applicant who meets the minimum educational and work experience criteria established in this policy.
5. An applicant for a **Career and Technical Education Letter of Authority** must demonstrate that they have been offered a fixed term contract by a Prince Edward Island school board to teach in an area designated by the Minister as career and technical education. This offer is conditional upon authorization by the Office of the Registrar.
6. A **Career and Technical Education Letter of Authority** will specify the nature of the teaching assignment and will be valid for the school year only for which it is issued expiring on June 30 of that year.
7. To renew the Career and Technical Education Letter of Authority, the applicant must

apply to the Registrar for renewal annually.

- (a) The **Career and Technical Letter of Authority** may be renewed to a maximum of five times beyond the original date of issue.
  - (b) To renew a **Career and Technical Education Letter of Authority** for the following school year, the applicant must provide evidence to the Office of the Registrar that satisfactory progress is being made toward the completion of *sixty* (60) credit hours of a recognized teacher education program such as the Bachelor of Education in Human Resource Development offered jointly by Holland College and the University of Prince Edward Island or an equivalent teacher education program at a recognized post-secondary institution.
  - (c) A **Career and Technical Education Letter of Authority** is a temporary provisional license. At the end of six years under a Career and Technical Education Letter of Authority, an applicant must demonstrate to the Registrar that they have met the minimum requirements of the Career and Technical Education Certificate II and have completed a minimum of *sixty* (60) credit hours in teacher education in order to remain in good standing in Prince Edward Island
8. An applicant's credentials will be evaluated for a Career and Technical Education Letter of Authority by the Registrar and will be assessed according to placement on a Letter of Authority I or a Letter of Authority II.
9. A **Career and Technical Education (CTE) Letter of Authority I** may be issued to an applicant who can demonstrate that they possess the following minimum technical education and work experience requirements:
- (a) grade twelve high school diploma or a verified equivalency and
  - (b) a minimum of *one* (1) year technical education and the completion of a program at a recognized post-secondary institution in the career and technical area being authorized and
  - (c) a minimum of *four* (4) years work experience in the career and technical area being authorized and
  - (d) a recognized occupational certification such as an Interprovincial Red Seal, a Certificate in Engineering Technology or other recognized occupational certification in the career and technical area being authorized as defined by the

Minister

- (e) where the minimum technical education and work experience requirements described above will be recognized for *thirty* (30) credit hours of recognized post-secondary education on an applicant's Career and Technical Education teacher's certificate pathway
- (f) where this entry level combination of *five* (5) years of technical education and work experience may only be counted once in a Career and Technical Education applicant's certification pathway.
- (g) where the applicant will be required to work towards a **Career and Technical Education Bridging Certificate I** by completing *thirty-six* (36) credit hours of teacher education, such as the Certificate in Adult Education (CAE) offered jointly by Holland College and the University of Prince Edward Island
- (h) where the **Career and Technical Education Bridging Certificate I** will lead the applicant into a **Career and Technical Education Certificate II** upon completion of an additional *twenty-four* (24) credit hours for a total of *sixty* (60) credit hours of teacher education.

**OR**

10. A **Career and Technical Education Letter of Authority II** may be issued to an applicant who can demonstrate that they possess the following minimum technical education and work experience requirements:
- (a) grade twelve high school diploma or a verified equivalency and
  - (b) a minimum of a *two* (2) years of technical education resulting in the completion of a program at a recognized post-secondary institution, in the career and technical area being authorized and
  - (c) a minimum of *four* (4) years work experience in the career and technical area being authorized and
  - (d) a recognized occupational certification such as an Interprovincial Red Seal, a Certificate in Engineering Technology or other recognized occupational certification in the career and technical area being authorized as defined by the Minister

- (e) where the minimum technical education and work experience requirements described above may be recognized for *sixty* (60) credit hours of recognized post-secondary education on an applicant's Career and Technical Education (CTE) teacher's certificate pathway
  - (f) where this entry level combination of six years of technical education and work experience may only be counted once in a Career and Technical Education applicant's certification pathway
  - (g) where the applicant will be required to work towards a **Career and Technical Education Bridging Certificate II** by completing *thirty-six* (36) credit hours of teacher education, such as the Certificate in Adult Education (CAE) offered jointly by Holland College and the University of Prince Edward Island
  - (h) where the **Career and Technical Education Bridging Certificate II** will lead the applicant into a **Career and Technical Education Certificate III** upon completion of an additional *twenty-four* (24) credit hours for a total of *sixty* (60) credit hours of teacher education
11. The employing school board is required to provide a minimum of one day of orientation to an individual hired under a Career and Technical Education Letter of Authority. This orientation should include an overall introduction to the public school system and should cover the areas of professional ethics, proper conduct, policies and other such training as may be deemed essential by the school board.
  12. A **Career and Technical Education Letter of Authority** is recognized only in Prince Edward Island and is not valid in any other jurisdiction outside of the Prince Edward Island school board for which it was issued.
  13. This policy is applicable only to a Career and Technical Education Letter of Authority issued after the date of the signing of this policy.

Dated at Summerside, PE, August 12, 2010

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Minister, Douglas Currie