

Certification and Standards Board
Fees Policy
No. CSB 11-05

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 collection of fees commensurate with services undertaken by the Registrar.

1. The Registrar will not undertake an evaluation of teaching credentials for the purposes of issuing a teacher’s certificate, an authorization to substitute, an upgrade to a teacher’s certification, a Statement of Professional Standing, a duplicate copy of a document until the required fee as indicated in the current fee structure has been received and submitted with the appropriate application and supporting documentation.
2. The effective date of issue of a certificate, authorization or record will be commensurate with the date of receipt by the Registrar of the required fee as well as the completed application form and supporting documentation.
3. The fee for an evaluation of credentials or for the provision of a service is non-refundable unless the application or the request for service has been withdrawn and in the event that no staff time has been invested in processing the application.
4. The following fees are prescribed and must be paid for services and documents under the Act and the regulations:
 - (a) For the review of an application for an instructional license by an applicant who received his or her teacher education within Canada, the fee is..... \$100
 - (b) For the review of an application for an instructional license by an applicant who received his or her teacher education outside Canada, the fee is.....\$125
 - (c) For the review of an application for an authorization to substitute for a teacher by a person holding a valid instructional license, the fee is.....\$50
 - (d) For the review of an application for an authorization to substitute for a teacher by a person who does not hold a valid instructional license, the annual fee is..... \$50
 - (e) For the review of an application for the assignment of a new qualification level of instructional license based on the teacher obtaining additional qualifications, the fee is \$50
 - (f) For an evaluation of work experience for salary purposes, the fee is...\$50
 - (g) For an evaluation of qualifications related to a conditional license, the fee is.....\$25

- (h) For the review of an application for the issuing of a Statement of Professional Standing, the fee is..... \$25
- (i) For a replacement document for any of the above, the fee is....\$10

4. The prescribed fees are payable to the Minister of Finance and Municipal Affairs and are to be collected on behalf of the Minister at the Office of the Registrar.

DATED at Summerside,

February 18, 2011

Doug Currie, Minister