

Certification and Standards Board
Work Experience Recognition for Salary Placement Purposes
CSB 11-06 replacing CSB 09-01

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 recognition of work experience and allied work experience for salary increment purposes.

1. Work experience recognition, that does not include substitute and contractual experience with a Prince Edward Island school board, may be accorded upon application to the Registrar for salary increment purposes on the grid established in the Memorandum of Agreement between the Education Negotiating Agency and the PEI Teachers' Federation. Applicants are responsible for applying in writing by completing the approved application form and for providing the Registrar with satisfactory evidence to verify the past work experience for which they are applying. The following conditions apply:

- a) Full credit (1:1) work experience and partial allied work experience (1:2) will be recognized up to a maximum of 185 days per year and to a maximum of *ten* (10) years.
- b) The issue date for work experience or for allied work experience recognition will be determined by the date on which the completed application form, required fee (if applicable) and supporting documentation from employers have been received by the Office of the Registrar providing the request is approved.
- c) The approved resulting pay increase will be initiated according to the time lines set out in the Memorandum of Agreement between the Negotiating Agency and the Prince Edward Island Teachers' Federation .

2. A teacher may be accorded full credit, on a one year for one year (1:1) basis, by the Registrar for paid teaching experience (contractual and substitute) for salary increment purposes for placement past work experience,

a) in the following settings:

i) teaching in a public school outside of P.E.I.;

ii) teaching in a licensed private school, in a band operated, or in a military operated school;

iii) teaching in a recognized post-secondary institution (in a university, in a community college or in a registered private training school) as a sessional instructor, lecturer, assistant professor, associate professor or full professor;

iv) teaching in Prince Edward Island Kindergarten since September 2000 or in a public Kindergarten outside of Prince Edward Island where the applicant holds a teaching certificate ;

v) teaching in a community-based adult education program, in a licensed second language formal educational program ;

vi) working in a professional position with a P.E.I. school board or with the PEI Department of Education and Early Childhood Development while not on secondment and not a member of the PEI Teacher's Federation in a consultative, administrative, mentoring, or coaching role and where the work was directly related to the P.E.I. public school system ;

b) with the provision of documentation in the form of a current letter (that is not older than one month when received by the Registrar) sent directly from the former employer (s) to the Office of the Registrar attesting to...

i) the start date and the end date

ii) the length of the work day (the number of paid hours worked each day), the number of days worked in each week, the dates worked and the total number of days worked in each year

iii) the nature of the assignment such as grade level and subjects taught

3. A teacher may be accorded partial credit by the Registrar on the basis of one year's service recognition for two years (1:2) for salary increment purposes for past paid allied work experience (substitute and contractual)

a) in the following settings:

i) working as an educational assistant, an early childhood educator, a special needs assistant, a child and youth worker ;

ii) working as a kindergarten teacher in a private kindergarten within Prince Edward Island prior to September 2000;

iii) working in a setting that involved supervising an apprentice in a recognized apprenticeship program, or supervising a student in a recognized cooperative education program ;

iv) working in a counseling or social work capacity with school aged children;

v) working as a coach, a fitness trainer, a recreational facilitator, a community recreational programmer;

vi) working as a teaching assistant or a lab assistant, as a work site trainer, as an educational tutor;

vii) working in a professional position with a recognized educational institution or organisation where the role was involved with the education system in terms of policy, evaluation, consulting, mentoring, administration and research (where the research was not part of the requirements of completing a degree program) ;

viii) working in other areas that are related to teaching

b) with the provision of documentation in the form of a current letter (that is not older than one month when received by the Registrar) sent directly from the former employer (s) to the Office of the Registrar attesting to...

i) the start date and the end date

ii) the length of the work day (the number of paid hours worked each day), the number of days worked in each week, the dates worked, the total number of days worked in each year

iii) the nature of the assignment such as grade level and subjects taught if applicable

iv) the duties associated with the position as they relate to teaching such as lesson planning, the provision of instruction, assessment and evaluation of student learning and the reporting of the results of the assessment

v) the accountability framework under which these duties were enacted such as working under the direction of a supervisor, a director, a board etc.

4. An individual hired by a school board as a school psychologist may be accorded work experience recognition for salary increment purposes for placement on the salary grid as established in the Memorandum of Agreement between the Education Negotiating Agency and the PEI Teachers' Federation...

a) where full credit, on a one year for one year (1:1) basis, may be given approval by the Registrar for (contractual or substitute) experience working as a school psychologist

and

with the provision of documentation in the form of a current letter (that is not older than one month when received by the Registrar) sent directly from the former employer (s) to the Office of the Registrar attesting to.

i) the start date and the end date

ii) the length of the work day (the number of paid hours worked each day), the number of days worked in each week, the dates worked and the total number of days worked in each year

iii) the nature of the assignment

b) where partial credit, on a one year of service recognition for two years allied work experience (1:2) basis may be given approval by the Registrar for paid (substitute or contractual) allied work experience or past work experience that is related to the work of a school psychologist

and

where school psychologists applying for partial (1:2) credit are responsible for completing the approved application form and for providing the Registrar with satisfactory evidence to verify this experience including a current letter (that is not older than one month when received by the Registrar) and that is sent directly from the former employer (s) to the Office of the Registrar attesting to...

i) the start date and the end date

ii) the length of the work day (the number of paid hours worked each day), the number of days worked in each week, the dates worked, the total number of days worked in each year

iii) the nature of the assignment

iv) the duties associated with the position as they relate to the role of a

school psychologists such as: conducting assessments, writing reports, conducting consultations, developing behaviour plans etc.

v) the accountability framework under which these duties were enacted such as working under the direction of a supervisor, a director, a board etc.

7. The application package for use when applying for Work Experience Recognition and for Allied Work Experience and the summary of policy, guidelines and fees contained therein are approved as attached to this document as attachment WE #1-Eng, WE # 2-Fre, AWE #1 Eng, AWE # 2-Fre

DATED at Summerside,

May 11, 2011

Doug Currie, Minister