



Saskatchewan
Ministry of
Education

Teacher Classification in Saskatchewan

*A guide for school divisions
and le conseil scolaire*

**Teacher Services
Ministry of Education
January, 2012**

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1. INTRODUCTION

This manual replaces the manual titled *Teacher Classification in Saskatchewan: A guide for school divisions and conseils scolaires* dated October 2010.

In Saskatchewan, it is the responsibility of the employing board of education to establish the salary classification of all teachers in its employ. The classification levels and criteria are outlined in *The Teacher Certification and Classification Regulations, 2002*. The corresponding salaries are outlined in *The Provincial Collective Bargaining Agreement*.

This manual has been developed to assist boards of education in analyzing teacher qualifications and assigning appropriate classification levels. The manual also provides boards of education with a consolidation of the relevant legislation, regulations, policies and procedures related to teacher classification.

Questions concerning teacher classification and the material presented in this manual may be directed to:

**Saskatchewan Ministry of Education
Teacher Services
128-1621 Albert Street
Regina, SK
S4P 2S5**

**Telephone: (306) 787-6085
Facsimile: (306) 787-1003
E-mail: teacher.services@gov.sk.ca**

Website: <http://www.education.gov.sk.ca/teacher-services>

Trevor Smith, Certifying Official
Brenda Holowatuk, Teacher Certification Assessment Officer
Janice Krietemeyer, Teacher Certification Assessment Officer

2. GUIDING PRINCIPLES

- It is the responsibility of the board of education to assign the classification of teachers in its employ.
- In special cases, boards of education may contact Teacher Services for assistance in determining the classification of a teacher. A teacher who received his/her education outside the province of Saskatchewan and received a teacher's certificate as a result of the provisions of Labour Mobility Chapter of the Agreement on Internal Trade may have conditions attached to his/her teaching certificate that affect classification.
- The board of education must advise the teacher of the classification he/she has been assigned (including Class and Step). The teacher must also be advised of the right to appeal his/her classification to the Teacher Classification Board.
- The guidelines outlined in this manual are for assessing qualifications **for classification purposes only**. The guidelines are based on the programs at the University of Regina and the University of Saskatchewan, on advice received from the universities and on decisions made by the Teacher Classification Board.
- Teacher certification and teacher classification are related activities. However, **teacher certification is solely the responsibility of the Ministry of Education**. The guidelines for the assessment of classification are not the same as those used for the purposes of assessing eligibility for a teacher's certificate.
- **The designation of 'Provisional' on a certificate is normally disregarded for the purpose of classification**. However, when a teacher is issued a provisional certificate under the provisions of the Labour Mobility Chapter of the Agreement on Internal Trade, the board of education must be aware that the conditions attached to the certificate may affect classification.
- Classification is an assessment of three components of a teacher's educational background:
 - Type of Certificate**
 - Quality of Post-Secondary Education**
 - Quantity of Post-Secondary Education**

3. TYPE OF CERTIFICATE

LEGAL AUTHORITY

The Education Act, 1995 provides:

198 No person shall be engaged, appointed, employed or retained as a teacher or principal in any school unless that person possesses a valid certificate of qualification issued pursuant to the regulations.

200(3) When accepting the offer, the teacher shall state the class and number of the valid certificate of qualification, issued pursuant to the regulations, then held by him or her.

INTENT

- A teacher must hold a valid Teacher's Certificate issued by the Certifying Official in order to be employed as a teacher in a school (including independent schools) in Saskatchewan.

POLICY/GUIDELINES

- The teacher's certificate must be presented to the board of education. The board should photocopy the certificate and keep it on file. There may be information on the reverse of older certificates (initial date of issue). In this case, both sides should be photocopied. If the teacher has lost his/her teacher's certificate or cannot present it to the board, the teacher must contact Teacher Services and request a duplicate certificate.
- **If the board of education has any doubt about the validity of a Teacher's Certificate, the board should contact Teacher Services.**
- A teacher may hold **more than one type of certificate** issued by the Ministry. A teacher could hold a Professional 'A' Teacher's Certificate as well as a Technical Teacher's Certificate (Endorsed), Vocational Teacher's Certificate (Endorsed) or Additional Qualification Certificate. The board will need to see evidence of **all** certificates.
- **The teacher's certificate must be valid.** A teacher's certificate may be preceded by the word '**provisional**'. These certificates have an expiry date. The board must ensure that the teacher's certificate is valid for the period that the teacher will be under contract to the board. A provisional certificate may be renewed at the request of the board or the teacher. A permanent certificate is issued when the teacher has taught successfully in the province for one year, Teacher Services receives a recommendation from the Director of Education, and any other conditions have been removed.
- A Probationary Teacher's Certificate is valid for one year (or less) and licenses a teacher to teach specific subjects in a specific school. The Director of Education applies for a Probationary Teacher's Certificate when the board is unable to hire a suitable, certified teacher for a particular teaching position.
- A permanent certificate remains valid unless cancelled or suspended by the Minister for cause.

Teacher's Certificates

Provisional Teacher's Certificate

- Provisional Teacher's Certificates are issued to an eligible teacher who moves to Saskatchewan from a jurisdiction where he/she is certified. The teacher is issued a Provisional Certificate (i.e. Provisional Professional 'A' Teacher's Certificate; Provisional Professional 'B' Teacher's Certificate (Endorsed); Provisional Vocational Teacher's Certificate (Endorsed); Provisional Technical Teacher's Certificate (Endorsed)) until he/she has taught successfully for one year; is recommended for permanent certification by the director of education; and has removed any other condition from the teacher's certificate.
- Under the provisions of the Labour Mobility Chapter of the Agreement on Internal Trade, a teacher moving from a Canadian province or territory may be certified in Saskatchewan if she/he has completed:
 - a minimum of four years of post-secondary education after grade 12 or its equivalent;
 - a recognized degree;
 - a teacher education program of at least one year. One year is 30 semester hours in length, including the *practicum* (this may be included in the degree).
- A teacher who holds a restricted certificate in another province may be required to complete additional coursework to meet Saskatchewan certification requirements. Possible conditions attached to a Provisional Teacher's Certificate are:
 - additional professional course work;
 - sufficient coursework to develop one or more teaching areas.
- A teacher, certified in another Canadian jurisdiction, who presents credentials that would normally result in being placed in Class V, but has conditions for additional coursework placed on the certificate, should be placed at Class IV until the coursework is completed. (TCB 2008 04 22)

Provisional certificates

- **Since June 2009, only permanent certificate cards are issued.** Holders of a Provisional or Probationary certificate are issued a letter. The letter will include the following information with a copy to the school division:

Certificate No: **80XXXXXX**
Certificate Type: **Provisional Professional A**
Valid From: **07-Jan-2010** Valid To: **07-Jan-2011**

No certificate card is issued.

- All Provisional certificates have an **expiry date**.
- The certificate **must** be valid for the subjects and period of time that the teacher is employed.

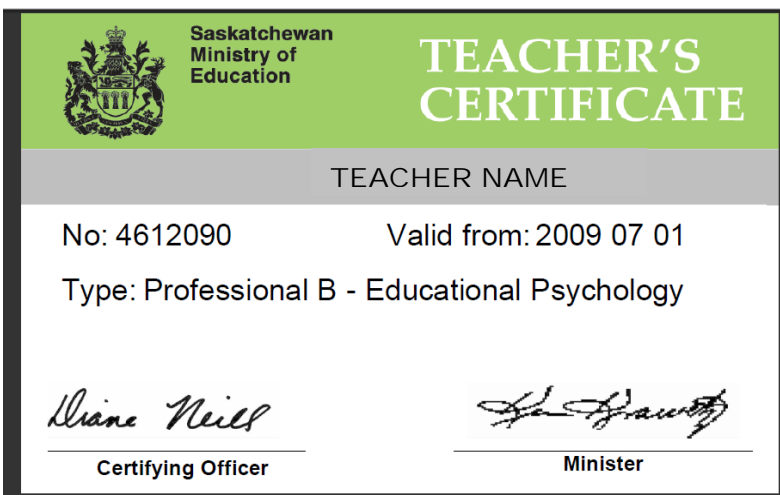
Permanent Professional 'A' Teacher's Certificate

- Most teachers hold a permanent Professional 'A' Teacher's Certificate.
- A Professional 'A' Teacher's Certificate is valid for teaching all subjects in grades K-12.



Endorsed Teacher's Certificate

- This certificate licenses the teacher to teach only in specific subject areas (e.g. Vocational – Welding; Technical – Drafting; Professional 'B' – Physical Education).



Probationary Teacher's Certificate

- A Probationary Teacher's Certificate is valid for certain subjects and grades in a certain school. A Probationary Teacher's Certificate always has an **expiry date of June 30**. A Probationary Teacher's Certificate is valid for a maximum of one school year and expires at the end of the academic year in which it is issued.

Certificate No: **4612090**
Certificate Type: **Probationary**
Valid From: **20-Sep-1971** Valid To: **30-Jun-1972**

No certificate card is issued.

Additional Qualification Certificate

- An Additional Qualification Certificate is issued to teachers who hold a Professional 'A' Teacher's Certificate and complete one of the following:
- a certificate program that has been approved by the Minister of Education
 - an integrated program that has been approved by the Minister of Education
 - a technical or vocational program that is recognized by the Minister of Education for the purposes of the Additional Qualification Certificate
 - a Journeyperson's certificate in an area that relates to courses of study used in Saskatchewan schools.

| | | |
|---|---|----------------------------------|
|  | Saskatchewan Ministry of Education | TEACHER'S CERTIFICATE |
| TEACHER NAME | | |
| No: 4612090 | Valid from: 2004 01 01 | |
| Type: Additional Qualification Certificate | | |
|  |  | |
| _____ Certifying Officer | _____ Minister | |

Teaching Certificates and Classification

The type of certificate limits the holder to certain levels of classification. The following table shows the possible classifications for each type of certificate.

| Certificate | Class C | Class I | Class II | Class III | Class IV | Class V | Class VI |
|---|---------|---------|----------|-----------|----------|---------|----------|
| <i>Permanent First Class*</i> | | ☺ | ☺ | | | | |
| <i>Permanent Second Class*</i> | | ☺ | ☺ | | | | |
| <i>Special (Endorsed)*</i> | | | ☺ | ☺ | | | |
| <i>Standard 'A'</i> | | | ☺ | ☺ | | | |
| <i>Standard 'B'*</i> | | | ☺ | ☺ | | | |
| Vocational (Endorsed) | | | | ☺ | ☺ | | |
| Technical (Endorsed) | | | | ☺ | ☺ | | |
| Professional 'B' (Endorsed) | | | | | ☺ | ☺ | |
| Professional 'A' | | | | | ☺ | ☺ | ☺ |
| Additional Qualification | | | | | | ☺ | ☺ |
| Vocational (Endorsed) and a Professional 'A' | | | | | ☺ | ☺ | ☺ |
| Technical (Endorsed) and a Professional 'A' | | | | | ☺ | ☺ | ☺ |
| Professional 'B' (Endorsed) and a Professional 'A' | | | | | ☺ | ☺ | ☺ |
| Probationary | ☺ | ☺ | ☺ | ☺ | | | |

* Certificates that are no longer issued.

☺ Indicates the possible classifications for each certificate (or combination), i.e. a teacher who holds a Professional 'A' certificate may be eligible for Class IV, V or VI.

4. QUALITY OF POST-SECONDARY EDUCATION

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

2(1) “**educational institution**” means an educational institution that provides approved post-secondary education, and includes any approved college, institute or university other than The University of Saskatchewan and The University of Regina;

“**the university**” means The University of Saskatchewan or The University of Regina;

(2) Unless otherwise stated, all references in these regulations to university degrees, graduate study or years of graduate study refer to the degrees, standards or programs of the university.

(3) The requirements of the university are to be used as a guide in recognizing programs of education or professional training from other educational institutions.

(4) The requirements of SIAST are to be used as a guide in recognizing technical or vocational programs from other educational institutions.

(5) Notwithstanding subsections (3) and (4), a program offered by an educational institution may be recognized and approved regardless of whether the university or SIAST offers a comparable program.

INTENT

- In order to have a basis on which to assess the quality and length of post-secondary education, the teacher classification system is based on programs at The University of Regina, The University of Saskatchewan and SIAST.

GUIDELINES

- Only graduate study completed at a recognized post-secondary institution is acceptable. Universities must be a member of the Association of Universities and Colleges in Canada (A.U.C.C.), or recognized by a member of the Association, or recognized by an acceptable accrediting agency in the United States. (Amended, BTEC 2007 03 28)
- Only university or college education is recognized. Courses completed at technical institutions are not usually recognized for classification purposes. There is provision to recognize some types of technical training for certification purposes (i.e. technical and Journey person certificates).
- Course work completed at an institution that is not a member of the A.U.C.C., and which is accepted for transfer credit at an institution which is a member of the A.U.C.C., is recognized for classification purposes. If transfer courses appear on a transcript from a recognized university, the courses are recognized for classification purposes.
- The web site for the A.U.C.C. is <http://www.aucc.ca/>. Members are listed.

- Most major Canadian universities are members of the A.U.C.C. and are acceptable institutions. If there is a question as to the acceptability of a particular university, an inquiry should be made to Teacher Services where listings of accredited institutions are kept.
- Universities in the United States must be accredited by one of the nationally recognized accrediting agencies. The following accrediting bodies are recognized:
 - Middle States Association of Colleges and Schools;
 - Northwest Association of Schools and Colleges
 - North Central Association of Colleges and Schools;
 - New England Association of Schools and Colleges
 - Southern Association of Colleges and Schools;
 - Western Association of Schools and Colleges
- The following courses offered by Newman Theological College have been recognized for classification purposes:
 - REL 465: Foundations of Religious Education
 - REL 467: Contemporary Theory and Praxis in Religious Education
 - REL 491: Faith formation in Religious Education
 - BST 420: Introduction to the Old Testament
 - REL 422: Introduction to the New Testament and Religious Education
 - STD 450: Christology
 - STD 442: Baptism, Confirmation, Eucharist
 - STP 461: Introduction to Moral Theology

In addition, two three-credit courses recognized by the University of Saskatchewan are recognized. (BTEC 2009 11 20)

Refer to page 24 for more information on Graduate Study policies and guidelines.

5. QUANTITY OF POST-SECONDARY EDUCATION

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

2(1) “**educational institution**” means an educational institution that provides approved post-secondary education, and includes any approved college, institute or university other than The University of Saskatchewan and The University of Regina;

“**the university**” means The University of Saskatchewan or The University of Regina;

“**year of graduate study**” means at least 30 semester hours of study at the university or other approved educational institution.

(2) Unless otherwise stated, all references in these regulations to university degrees, graduate study or years of graduate study refer to the degrees, standards or programs of the university.

(3) The requirements of the university are to be used as a guide in recognizing programs of education or professional training from other educational institutions.

(4) The requirements of SIAST are to be used as a guide in recognizing technical or vocational programs from other educational institutions.

(5) Notwithstanding subsections (3) and (4), a program offered by an educational institution may be recognized and approved regardless of whether the university or SIAST offers a comparable program.

INTENT

- In order to assess post-secondary education, the equivalency of preparatory or high school education needs to be assessed.
- Universities use different systems to organize the academic year and to allot credits to individual courses. Since degrees and programs vary in length from one university to another, a standard measurement based on programs at The University of Regina and The University of Saskatchewan is used.

GUIDELINES

- Teachers must hold the equivalent of a Saskatchewan grade 12 and then have completed programs at an acceptable post-secondary institution.
- See Appendix C, page 36 to determine an equivalent grade 12.
- One year of post-secondary education is one year (30 semester hours) of full-time study at a particular institution.
- When there is a combination of classes between The University of Saskatchewan and The University of Regina, 30 semester hours is accepted as one year of work. In the unusual situation where a teacher took such a combination prior to May 1993 that resulted in 29 semester hours, this has been accepted as one year of post-secondary education.

Equivalent Grade 12

- All students graduating from The University of Regina or The University of Saskatchewan will have an acceptable entrance level standing equivalent to a Saskatchewan grade 12. Most universities no longer provide this information on the transcript. Since 2001, The University of Regina no longer provides information related to details of transfer credits on its transcripts.
- If the university admitted the student as a 'mature student' or home-schooled, this is accepted as equivalent to grade 12.
- When there is a question as to an equivalent Saskatchewan grade 12 refer to Appendix C on page 36 or contact Teacher Services.

University Credit

- There is usually an explanation on the transcript (usually on the back) of the units of measurement (credit system) used by the university. The **semester hour** is the most common measurement of course credit. A semester hour is one hour of lecture per week for the length of the semester (about 15 weeks). Since most classes meet three times a week, the class is weighted as 'three-semester hours'.
- The University of Regina and The University of Saskatchewan use the semester hour as the basic unit for course credit.
- Prior to 1982, The University of Saskatchewan (Saskatoon) followed the **course-year** system of credit. Courses were either 'full courses' (equivalent to 6 semester hours) or 'half courses' (equivalent to 3 semester hours). Half courses are indicated by an A, B or C attached to the course number (e.g. EDART 235A) and full courses have no letter (e.g. ENG 102).
- Since 1982, credit units at The University of Saskatchewan are separated from the course number by a decimal point. For example, ENG 115.3 has a course weight of 3 semester hours.
- One year of post-secondary education at The University of Saskatchewan is represented by:
 - 5 full classes (prior to 1982)
 - 30 semester hours (since 1982)
- From the 1966 Fall semester through the 1993 Winter semester, The University of Regina operated on a 4/4 credit system in which a student carrying a full course load would be enrolled in 4 courses per semester, each carrying 4 credits (or semester hours)Effective May 1993, all programs at The University of Regina converted to the same system used at The University of Saskatchewan. Programs in elementary education (and some other faculties) converted to the 5/3 credit system in September 1992. On The University of Regina transcript, the number of semester hours associated with a course is listed in the column marked 'CR HRS'.

- One year of post-secondary education at The University of Regina is represented by:
 - 32 semester hours (before May 1993)
 - 30 semester hours (after April 30, 1993)
- Some American universities continue to use the **quarter hour** system (although most now use the semester hour system). The academic year is divided into quarters instead of semesters (e.g. Fall Quarter, Winter Quarter, etc. or First Quarter, Second Quarter, etc.) The length of a quarter is about ten weeks (compared to a semester, which is about 15 weeks). One-quarter hour means one hour of lectures per week for the duration of one quarter (about ten hours of instructional time). A year of work is represented by **48-quarter hours**; a total of 192-quarter hours represents four years of study. To convert quarter hours to semester hours, multiply the number of quarter hours by $2/3$.
- Minot State University converted from the quarter hour system to the semester hour system in the Fall of 1992. All credits on the transcripts now appear in semester hours (classes taken prior to 1992 have been converted).

6. RECOGNITION OF EXPERIENCE

LEGAL AUTHORITY

The *Provincial Collective Bargaining Agreement* provides:

3.4 Definition of Teaching Service

3.4.1 For the purpose of this Article, teaching service shall be defined as service rendered as a teacher in a position requiring a valid teacher's certificate issued by the [Ministry of Education] or a certificate recognized by the [Ministry of Education] as being equivalent to a Saskatchewan certificate and shall be service rendered in Saskatchewan kindergarten to grade 12 programs or in programs which are recognized by the [Ministry of Education] as being equivalent thereto.

INTENT

The purpose of this policy is to assist teachers and boards in the administration of Article 3.4.1 by outlining the perspective of the Ministry of Education on recognition of teaching certificates and teaching experience in Saskatchewan or elsewhere.

POLICY

Teaching Experience in Saskatchewan

The Ministry of Education recognizes teaching service in the following categories:

- the school program included grades between kindergarten and grade 12 and students were not adults;
- service in a school operated by a board of education or the conseil scolaire;
- service in an historical high school or other registered independent school, provided that the teacher holds a certificate issued pursuant to *The Teacher Certification and Classification Regulations*;
- service in a First Nations' School provided that the teacher held a certificate issued pursuant to *The Teacher Certification and Classification Regulations*;
- service in a child or youth services facility operated by or on behalf of the Government of Saskatchewan, provided that the teacher held a certificate issued pursuant to *The Teacher Certification and Classification Regulations*.

Teaching Experience Elsewhere in Canada

The Ministry of Education recognizes teaching service in a public or independent school in another province or territory of Canada provided that the school is recognized by that jurisdiction and provided that the teacher held a valid teaching certificate issued by that jurisdiction.

Teaching Experience Outside Canada

The Ministry of Education is unable to define specific types of teaching certificates or teaching experience from outside Canada that are recognized as being equivalent to Saskatchewan certificates and programs for purposes of Article 3.4.1 of the collective agreement. However, school boards may take into account the following criteria when determining recognition of teaching service:

- teacher holds a valid Saskatchewan teaching certificate or a certificate based on Saskatchewan's current certification requirements; i.e., a four-year Bachelor of Education degree, or an approved degree, 48 semester-hours of teacher education and a minimum of four years of recognized post-secondary education;
- the school in which the teacher taught is recognized by the jurisdiction in which it is located, e.g. the curriculum is approved by the jurisdiction; it receives some, if not all, public funding; students' diplomas are recognized by the jurisdiction; students are eligible for admission to post-secondary educational institutions;
- the teacher was employed in a situation where he or she was required to hold a teaching certificate;
- the school program included grades (or equivalents) between kindergarten and grade 12;
- students in the school are of the age of Saskatchewan students in kindergarten to grade 12;
- content of the school curriculum is comparable to the Saskatchewan curriculum;
- the length of the school year is comparable to the Saskatchewan school year;
- the length of the school day is comparable to the Saskatchewan school day.

Teaching Experience Not Recognized

The Ministry of Education does not consider the following types of service to be equivalent for the purposes of this Article:

- programs for adults, even though the courses involved are at the K-12 level, e.g., Adult Basic Education or teaching in an adult correctional facility; (under review)
- programs of a supplementary nature for which a Saskatchewan teaching certificate or equivalent is not a legal requirement, e.g., schools of music, dance or athletics.

Final decisions on recognition of teaching experience under Article 3.4.1 rest with employing boards of education, not with the Ministry.

6. CLASS C, CLASS I, CLASS II

Class C

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

12(1) A board of education or the conseil scolaire shall place a teacher in Class C if the teacher holds a probationary teacher's certificate but does not meet the qualifications of subsection (2).

INTENT

A teacher who holds a Probationary Teacher's Certificate and has completed less than two years of recognized post-secondary education is eligible for Class C.

GUIDELINES

- Recognized post-secondary education is course work completed at a recognized college or university. (See section 4, page 10.)
- A year of post-secondary education is calculated in accordance with the guidelines outlined in section 5, page 12.
- In some cases teachers in Class C will have grade 12 education or possibly less.
- Teachers in Class C are not eligible for yearly salary increments.

Class I

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

12(2) A board of education or the conseil scolaire shall place a teacher in Class I if the teacher:

- (a) has completed two years of recognized post-secondary education; and
- (b) holds a probationary teacher's certificate.

INTENT

A teacher who holds a Probationary Teacher's Certificate and has completed two years of recognized post-secondary education is eligible for Class I.

GUIDELINES

- Recognized post-secondary education is course work completed at a recognized college or university. (See section 4, page 10.)
- A year of post-secondary education is calculated in accordance with the guidelines outlined in section 5, page 12.
- Teachers in Class I are eligible for increments; therefore, previous teaching experience must be assessed.

Class II

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

12(3) A board of education or the conseil scolaire shall place a teacher in Class II if the teacher:

(a) has completed a minimum of two years of recognized post-secondary education and holds one of the following certificates:

(i) a Standard “A” Certificate;

(ii) a Standard “B” Certificate (Endorsed) issued pursuant to former regulations made pursuant to *The School Act* or *The Education Act*; or

(b) has completed a minimum of three years of recognized post-secondary education and holds a probationary teacher’s certificate.

INTENT

- A teacher who holds a Standard ‘A’ Certificate or Standard ‘B’ Certificate (Endorsed) issued on the basis of two years of recognized post-secondary education is eligible for Class II.
- A teacher who holds a Probationary Teacher’s Certificate and has completed three years of recognized post-secondary education is eligible for Class II.

GUIDELINES

- Approved post-secondary education is course work completed at a recognized college or university. (See section 4, page 10.)
- A year of post-secondary education is calculated in accordance with the guidelines outlined in section 5, page 12.
- A teacher holding a Standard ‘A’ Certificate or a Standard ‘B’ Certificate (Endorsed) can move from Class II to Class III by completing an additional year of university.

7. CLASS III

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

12(4) A board of education or the conseil scolaire shall place a teacher in Class III if the teacher:

(a) has completed a minimum of three years of recognized post-secondary education and holds one of the following certificates:

(i) a Standard “A” Certificate issued pursuant to former regulations made pursuant to *The School Act* or *The Education Act*;

(ii) a Standard “B” Certificate (Endorsed) issued pursuant to former regulations made pursuant to *The School Act* or *The Education Act*;

(iii) a Vocational Teacher’s Certificate (Endorsed);

(iv) a Technical Teacher’s Certificate (Endorsed); or

(b) has completed a minimum of four years of recognized post-secondary education, has been granted a bachelor’s degree and holds a probationary teacher’s certificate.

INTENT

- A teacher who has completed three years of recognized post-secondary education and holds one of the following teacher’s certificates is eligible for Class III:
 - Standard ‘A’ Certificate
 - Standard ‘B’ Certificate (Endorsed)
 - Technical Teacher’s Certificate (Endorsed)
 - Vocational Teacher’s Certificate (Endorsed).
- A teacher who has completed four years of recognized post-secondary education (including a degree) and holds a Probationary Teacher’s Certificate is eligible for Class III.

GUIDELINES

- Approved post-secondary education is course work completed at a recognized college or university. (See section 4, page 10.)
- A year of post-secondary education is calculated in accordance with the guidelines outlined in section 5, page 12.
- Completion of an additional year of work above the requirements for a two-year Standard ‘A’ Certificate or Standard ‘B’ Certificate (Endorsed) makes the teacher eligible for Class III. The requirements for a two-year Standard ‘A’ Certificate or Standard ‘B’ Certificate (Endorsed) varied over the years. To make sure that a teacher meets the requirements for Class III, the board should contact Teacher Services.

8. CLASS IV

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

12(5) A board of education or the conseil scolaire shall place a teacher in Class IV if the teacher:

- (a) has completed a minimum of four years of recognized post-secondary education and holds:
 - (i) a Professional “A” Teacher’s Certificate; or
 - (ii) a Professional “B” Teacher’s Certificate (Endorsed); or
- (b) has completed sufficient training so that only one year of additional university education is required to complete a four-year degree and holds one of the following certificates:
 - (i) a Vocational Teacher’s Certificate (Endorsed);
 - (ii) a Technical Teacher’s Certificate (Endorsed).

INTENT

- A Professional ‘A’ Teacher’s Certificate or Professional ‘B’ Teacher’s Certificate (Endorsed) (i.e. a degree and four years of post-secondary education that includes 48 semester hours of teacher education above an equivalent Saskatchewan Grade 12) is the minimum basic requirement for Class IV.
- A teacher who holds a Vocational Teacher’s Certificate (Endorsed) or a Technical Teacher’s Certificate (Endorsed) and has completed sufficient post-secondary education so that the university requires only 30 semester hours of additional course work to award a four-year degree is eligible for Class IV.

GUIDELINES

- Approved post-secondary education is course work completed at a recognized college or university. (See section 4, page 10.)
- A year of post-secondary education is calculated in accordance with the guidelines outlined in section 5, page 12.
- Four years is equal to 120 semester hours.
- All teachers who hold a Professional ‘A’ Teacher’s Certificate or a Professional ‘B’ Teacher’s Certificate (Endorsed) will meet the requirements for Class IV.
- Most Canadian universities now offer a five-year B.Ed. program. There is no provision in the Saskatchewan classification system to recognize a five-year B.Ed. for more than Class IV.
- A teacher who holds a Professional ‘A’ Teacher’s Certificate and has completed one degree (e.g. a three-year B.A. or B.Sc. degree) followed by a teacher education program (48 semester hours) is placed in Class IV.
- In some provinces (particularly Ontario) and countries, a B.Ed. is a one-year program following a three-year B.A. This is a total of four years of post-secondary education. A

teacher who holds more than one degree, but has completed **less than five years of post-secondary education**, is placed in Class IV.

- A teacher who has conditions for additional coursework placed on his or her certificate is placed in Class IV until the coursework is completed. This applies to some teachers who are initially certified in Ontario.
- A teacher who holds a Vocational Teacher's Certificate (Endorsed) or a Technical Teacher's Certificate (Endorsed) should make a request to the university to provide a letter to the board confirming that only one year (30 semester hours) of university education is required to complete a four-year degree before being placed in Class IV.

9. CLASS V

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

12(6) A board of education or the conseil scolaire shall place a teacher in Class V if the teacher has completed a minimum of five years of recognized post-secondary education and holds the certificates and degrees mentioned in one of the following clauses:

- (a) a Professional “A” Teacher’s Certificate, a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree, and a second bachelor’s degree;
- (b) a Professional “A” Teacher’s Certificate, an approved bachelor’s degree and one year of graduate study;
- (c) a Professional “A” Teacher’s Certificate and an approved four-year bachelor’s degree other than a Bachelor of Education degree;
- (c.1) a Professional “A” Teacher’s Certificate and an Additional Qualification Certificate;
- (c.2) a Professional “B” Teacher’s Certificate (Endorsed), an approved three-year bachelor’s degree and one year of graduate study;
- (d) a Professional “B” Teacher’s Certificate (Endorsed) and an approved four-year bachelor’s degree other than a Bachelor of Education degree;
- (e) a Vocational Teacher’s Certificate (Endorsed) and a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree;
- (f) a Technical Teacher’s Certificate (Endorsed) and a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree.

INTENT

- A teacher in Class V must complete at least five years (150 semester hours) of post-secondary education and meet one of the following conditions:
 - hold a Professional ‘A’ Teacher’s Certificate and a second degree or graduate study;
 - hold a Professional ‘A’ Teacher’s Certificate based on an approved four-year bachelor’s degree (not a Bachelor of Education) and 48-semester hours of teacher education;
 - hold a Professional ‘A’ Teacher’s Certificate (based on a Bachelor of Education degree or on a three-year bachelor’s degree and 48-semester hours of teacher education) and an Additional Qualification Certificate;
 - hold a Professional ‘B’ Teacher’s Certificate (Endorsed), an approved three-year bachelor’s degree; an additional undergraduate year or graduate year; and one year of graduate study;
 - hold a Professional ‘B’ Teacher’s Certificate (Endorsed) and hold a four-year bachelor’s degree (other than a Bachelor of Education degree);
 - hold a Vocational or Technical Teacher’s Certificate (Endorsed) and a Professional ‘A’ Teacher’s Certificate.

GUIDELINES

- Five years is equivalent to 150 semester hours.
- Approved post-secondary education is course work completed at a recognized college or university. (See section 4, page 10.)
- A year of post-secondary education is calculated in accordance with the guidelines outlined in section 5, page 12.
- There is no provision to recognize a five-year Bachelor of Education for more than Class IV (TCB 1989 12 13).

Clause (a)

- ‘A degree recognized as equivalent to a Bachelor of Education degree’ means a teacher training degree that is equivalent in length and content to a Bachelor of Education program at The University of Regina or The University of Saskatchewan.
- A second bachelor’s degree may be a Bachelor of Arts, Bachelor of Science, Bachelor of Commerce or other recognized bachelor’s degree. In 2005, a Bachelor’s degree in Occupational Therapy was recognized for classification; and graduate study in an Occupational Therapy master’s program was also recognized for classification. (TCB 2005 06 07) A bachelor’s degree may be completed concurrently with or consecutively after the B.Ed. However, the total years of post-secondary education must equal five years. Transfer credits between universities may appear on the transcripts. Transfer credits must only be counted once.
- The transcript must confirm that the degree has been conferred. The degree and date of conferral will appear on the transcript if the degree has been conferred.
- If a transcript confirming conferral of the degree will not be available for some time (i.e. after convocation), the teacher may request that a letter be sent to the board of education from the university. The letter will confirm that the teacher has met the requirements for a degree and is eligible to convocate. Letters confirming the completion of degrees in other faculties/colleges (e.g. Arts) should be sent from the Office of the Dean of the College/Faculty. (See Section 11, Procedures on page 30.)
- Usually B.Ed./B.A. combinations will total at least five years of study and meet the requirements for Class V.
- In some provinces (particularly Ontario), a Bachelor of Education degree is a one-year program following a three-year Bachelor of Arts degree. Since a Bachelor of Education After Degree in Saskatchewan is a two-year program following a three-year Bachelor of Arts, the one-year Bachelor of Education degrees are **not** equivalent to our Bachelor of Education degrees. Teachers who have completed two degrees in less than five years are **not** eligible for Class V.

Clause (b): graduate study

- A year of graduate study is recognized as acceptable for classification purposes under the following conditions:
 - One year of graduate study is equivalent to 30-semester hours of course work at the graduate level.
 - **Undergraduate courses are accepted as graduate study only if accepted by the university for credit in a graduate program.**
 - The course work is relevant to a subject taught in Saskatchewan schools, to teaching and educational practice in Saskatchewan, or to a specialized service such as educational psychology.
- If the course work is completed in a country other than Canada or the United States, it must be from a university or college that is recognized by The University of Regina or The University of Saskatchewan as offering course work equivalent to its graduate course work (confirmed by BTEC 2007 03 28).
- Graduate studies may include a major research component, a major project component or a comprehensive examination component.
- Graduate study includes courses numbered in the 800s at The University of Regina or The University of Saskatchewan. Classes at the 500 level at some universities (e.g., Manitoba) are not graduate courses, while they may be at others.
- A Master's degree from The University of Regina or University of Saskatchewan is usually more than one year of graduate study, but is not usually equal to two years of graduate study. Course credits must be counted.
- Graduate study should constitute course work that is new and/or different from courses at the graduate or undergraduate level that the student has previously completed (TCB 1991 06 03).
- Prior to 1994, a thesis at The University of Regina was equivalent to 16 semester hours of credit. Since 1994 the thesis is equivalent to 15 semester hours.
- A thesis at The University of Saskatchewan is equivalent to 15 semester hours (two and one-half classes) (TCB 1983 02 02) As of 2010, theses / projects are given the following semester credits:
 - Curriculum Studies:
 - 6 semester hours (project)
 - 9 semester hours (thesis)
 - Educational Administration
 - 9 semester hours
 - Educational Foundations
 - 12 semester hours
 - Educational Psychology and Special Education
 - 12 semester hours
- There is no recognition for credit for an incomplete thesis (TCB 1992 12 02).
- Prior to April 1, 1993, a Post-Graduate Diploma from The University of Regina was equivalent to one year of graduate study (32 semester hours). After May 1993, the Post-

Graduate Diploma was equivalent to 30 semester hours (one year of graduate study). During the transition period at The University of Regina, special rules applied. For the period following the conversion (up to December 31, 1996) post-graduate students enrolled in the Post-Graduate Diploma program at the time of conversion to the 5/3 system were recognized as having completed one year of graduate study on the basis of having achieved not less than 28 semester hours of graduate study (TCB 1995 12 18).

Clause (c)

- Some teachers complete a four-year degree (e.g. Bachelor of Arts, Bachelor of Science, B.A. (Advanced) or B.Sc. (Advanced) and then complete a teacher education program. If there is a total of at least five years of study that includes at least 48 semester hours of teacher education, the teacher will meet the requirements for Class V.
- A three-year Bachelor of Arts or Bachelor of Science degree from Quebec (even though one year of C.E.G.E.P. is added to make four years post-secondary education) is not considered a four-year degree.

Clause (c.1)

- Universities in other provinces may offer post-baccalaureate programs that are not necessarily graduate study and do not result in the conferral of a degree. These programs are not recognized as graduate study for classification purposes unless an Additional Qualification Certificate is issued to a teacher who completes a post-baccalaureate program.
- The **Certificate in Alcohol and Chemical Dependency Studies** (University of Regina) is **not** recognized for salary classification purposes (TCB, 1992 12 01).
- The **Graduate Diploma in Religious Education** (Newman Theological College) is **not** recognized for salary classification purposes (TCB 2001 05 29).

The following courses offered by Newman Theological College have been recognized for classification purposes:

REL 465: Foundations of Religious Education

REL 467: Contemporary Theory and Praxis in Religious Education

REL 491: Faith formation in Religious Education

BST 420: Introduction to the Old Testament

REL 422: Introduction to the New Testament and Religious Education

STD 450: Christology

STD 442: Baptism, Confirmation, Eucharist

STP 461: Introduction to Moral Theology

In addition, two three-credit courses recognized by the University of Saskatchewan are recognized. (BTEC 2009 11 20)

Clause (c.2)

- Some teachers may complete a three-year degree in an area of specialty and then apply for admission to a specialty program such as Speech-Language Pathology that includes the teacher education component. In order to qualify for admission into the graduate level program, they must complete a pre-admission year of undergraduate study.

Clause (d)

- Some teachers may complete a four-year degree in an area of specialty (e.g. Art, Kinesiology) and then complete a teacher education program.

Clauses (e) and (f)

- ‘A degree recognized as equivalent to a Bachelor of Education degree’ means a teacher training degree that is equivalent in length and content to a Bachelor of Education program at The University of Regina or The University of Saskatchewan.

10. CLASS VI

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

12(7) A board of education or the conseil scolaire shall place a teacher in Class VI if the teacher has completed a minimum of six years of recognized post-secondary education and holds the certificates and degrees mentioned in one of the following clauses:

- (a) a Professional “A” Teacher’s Certificate, a Bachelor of Education degree, a second bachelor’s degree and one year of graduate study;
- (b) a Professional “A” Teacher’s Certificate, a Bachelor of Education degree and two years of graduate study;
- (c) a Professional “A” Teacher’s Certificate, an Honours degree and a Bachelor of Education degree;
- (d) a Professional “A” Teacher’s Certificate, an approved bachelor’s degree other than a Bachelor of Education degree, and a Master of Education degree;
- (d.1) a Professional “A” Teacher’s Certificate, a Bachelor of Education degree, an Additional Qualification Certificate and one year of graduate study;
- (e) a Vocational Teacher’s Certificate (Endorsed), a Bachelor of Education degree and one year of graduate study;
- (f) a Technical Teacher’s Certificate (Endorsed), a Bachelor of Education degree and one year of graduate study.

INTENT

- A teacher in Class VI must complete at least six years of post-secondary education and meet one of the following conditions:
 - hold a Professional ‘A’ Teacher’s Certificate, a Bachelor of Education, another bachelor’s degree and one year of graduate study;
 - hold a Professional ‘A’ Teacher’s Certificate, a Bachelor of Education and two years of graduate study;
 - hold a Professional ‘A’ Teacher’s Certificate, an Honours degree and a Bachelor of Education;
 - hold a Professional ‘A’ Teacher’s Certificate, an approved bachelor’s degree (e.g. a Bachelor of Arts degree) and a Master of Education degree;
 - hold a Bachelor of Education degree, an Additional Qualification Certificate and one year of graduate study;
 - hold a Vocational or Technical Teacher’s Certificate (Endorsed), a Bachelor of Education and one year of graduate study.

GUIDELINES

- Six years is equivalent to 180 semester hours.
- Approved post-secondary education is course work completed at a recognized college or university. (See section 4, page 10.)
- A year of post-secondary education is calculated in accordance with the guidelines outlined in section 5, page 12.
- The transcript must confirm that the degree has been conferred. The degree and date of conferral will appear on the transcript if the degree has been conferred.
- If a transcript confirming conferral of the degree will not be available for some time (i.e. after convocation), the teacher may make a request that a letter be sent to the board of education from the university. The letter will confirm that the teacher has met the requirements for a degree and is eligible to convocate. Letters confirming the completion of degrees in other faculties/colleges (e.g. Arts) should be sent from the Office of the Dean of the College/Faculty. (See Section 11, Procedures on page 30.)
- There is no provision in *The Teacher Certification and Classification Regulations, 2002* to recognize three undergraduate degrees for placement in Class VI. (TCB 1993 05 11)
- In order to meet the requirements for Class VI, a teacher must hold a Bachelor of Education (or Master of Education, in some cases).

Clause (a)

- A Bachelor of Education degree means a teacher training degree that is equivalent in length and content to a Bachelor of Education program at The University of Regina or The University of Saskatchewan.
- A second bachelor's degree may be a Bachelor of Arts, Bachelor of Science, Bachelor of Commerce or other bachelor's degree. The degree may be completed concurrently with or after the B.Ed. Transfer credits between universities may appear on the transcripts. Transfer credits must only be counted once.
- A year of graduate study is recognized as acceptable for classification purposes under the following conditions:
 - One year of graduate study is equivalent to 30-semester hours of course work at the graduate level.
 - **Undergraduate courses are accepted as graduate study only if accepted by the university for credit in a graduate program.**
 - The course work is relevant to a subject taught in Saskatchewan schools, to teaching and educational practice in Saskatchewan, or to a specialized service such as educational psychology.
- See notes on Graduate Study in the section for Class V, page 24.

Clause (b)

- Two years of graduate study is equivalent to 60 semester hours. (See notes on Graduate Study in the section for Class V, page 24.)

Clause (c)

- Honours degrees must be equivalent to the Honours degrees offered by Saskatchewan universities.
- A B.A. (Advanced) or a B.A. with an Advanced Certificate in Arts is **not** equivalent to a B.A. (Hon).
- A Bachelor of Commerce degree, a four-year B.A. or a four-year B.Sc. is **not** equivalent to an Honours degree.
- An Honours Certificate achieved after the B.A. or B.Sc. is equivalent to a B.A.(Hon) or a B.Sc.(Hon).
- Not all B.Ed./B.A.(Hon) or B.Ed./B.Sc.(Hon) combinations involve a total of six years of post-secondary education. Courses must be counted to ensure there is a total of six years.

Clause (d)

- Teachers who hold an approved bachelor's degree and 48 semester hours of teacher education may complete two or more years of graduate study that results in a Master of Education degree. Although they do not hold a Bachelor of Education degree, they are eligible for Class VI. **An 'approved bachelor's degree' means a bachelor's degree other than a Bachelor of Education degree and does not include a Bachelor of Education degree.** (TCB 2003 09 29)

Clause (d.1)

- Teachers who hold a Bachelor of Education degree, a Professional 'A' Teacher's Certificate, an Additional Qualification Certificate and complete one year of graduate study are eligible for Class VI.
- Teachers who hold an Additional Qualification Certificate are not eligible for Class VI unless they have completed a year of graduate study or an Honours degree.

11. PROCEDURES

A. Initial Classification

LEGAL AUTHORITY

The Education Act, 1995 provides:

198 No person shall be engaged, appointed, employed or retained as a teacher or principal in any school unless that person possesses a valid certificate of qualification issued pursuant to the regulations.

200(3) When accepting the offer, the teacher shall state the class and number of the valid certificate of qualification, issued pursuant to the regulations, then held by him or her.

The Teacher Certification and Classification Regulations, 2002 provide:

15(3) It is the responsibility of the teacher to furnish the board of education with evidence of his or her qualifications within the greater of the following periods:

- (a) 120 days after the day on which the teacher has met the requirements for reclassification; or
- (b) 120 days after the day on which the teacher commences his or her duties with the board of education.

INTENT

- Although school boards are responsible for classifying teachers, teachers are responsible for providing evidence of certification and education.

GUIDELINES

- *The Education Act, 1995* states that a teacher must indicate the class and number of the certificate that he or she holds upon acceptance of employment from a board of education ('class' in this context means the type of certificate, e.g. Professional 'A').
- The board of education must **assess** the teacher's transcripts to establish classification.
- **The onus is on the teacher to provide the board of education with all relevant documentation concerning his or her qualifications.** Transcripts of all post-secondary education must be provided along with evidence of teaching experience.
- Evidence of qualifications must be provided by the teacher to the board of education **within 120 days** of commencing employment with the board.

- The Teacher Classification Board recommends that the following statement be attached to the offer of contract to the teacher:

The following is for your information and does not constitute part of your contract:

According to the regulations governing the classification of teachers and the information and transcripts you have provided, you are placed in Class _____. The criteria for this placement are attached. If you disagree with the classification, you should provide any additional information concerning your educational qualifications to the Board of Education. Teachers have the right to appeal to the Teacher Classification Board if they believe they have been placed in the wrong classification. Contact the Ministry of Education, Teacher Services for appeal forms and information.

Summary Chart:

| Teacher Classification in Saskatchewan | | | |
|---|---|---|--|
| <p style="text-align: center;">Class IV</p> <p>At least four years of post-secondary education is a requirement for Class IV.</p> | <p>Professional ‘A’ Teacher’s Certificate</p> | <p>Professional ‘B’ Teacher’s Certificate (Endorsed)</p> | <p>Vocational or Technical Certificate Teacher’s Certificate (Endorsed) and to have completed sufficient additional training that only one year of university education is required to complete a four-year degree.</p> |
| <p style="text-align: center;">Class V</p> <p>At least five years of post-secondary education is a basic requirement for Class V.</p> | <p>Professional ‘A’ Teacher’s Certificate and one of the following:</p> <ul style="list-style-type: none"> • a B.Ed.(or equivalent) and a second bachelor's degree; or • a bachelor's degree and one year of graduate study; • a four-year bachelor's degree plus professional training; or • an Additional Qualification Certificate. | <p>Professional ‘B’ Teacher’s Certificate (Endorsed) and one of the following:</p> <ul style="list-style-type: none"> • a four-year bachelor's degree other than a B.Ed. plus professional training; • a three-year bachelor’s degree other than a B.Ed. and a year of graduate study, including professional training. | <p>Vocational or Technical Teacher’s Certificate (Endorsed) and a B.Ed. or equivalent degree.</p> |
| <p style="text-align: center;">Class VI</p> <p>At least six years of post-secondary education is a basic requirement for Class VI.</p> | <p>Professional ‘A’ Certificate and one of the following:</p> <ul style="list-style-type: none"> • B.Ed., a second bachelor's degree and one year of graduate study; • B.Ed. and two years of graduate study; • B.Ed. and an Honours degree; • a bachelor’s degree and a Master of Education; or • a B.Ed., an Additional Qualification Certificate and one year of graduate study. | | <p>Vocational or Technical Teacher’s Certificate (Endorsed), a B.Ed. and one year of graduate study.</p> |
| <p>Class C, I, II, and III</p> | <p>Contact Teacher Services, Ministry of Education for details on the requirements for these classifications.</p> | | |
| <p>Post-secondary education is course work above an equivalent Saskatchewan Grade 12 at a recognized institution.</p> <p>It is the responsibility of the employing boards of education to classify teachers.</p> <p>It is the teacher's responsibility to present all documentation regarding classification or reclassification to employing boards of education within 120 days after the day upon which the teacher has met the requirements. Consult your board of education for information on its preferred procedure. Teacher Services wishes to be advised of classification changes, as well. Teachers should forward all transcripts to the Teacher Services office.</p> <p>This is a summary only and does not supersede the official <u>Regulations</u>.</p> <p>For forms or further information contact:</p> <div style="text-align: right; margin-top: 10px;"> <p>Teacher Services 128-1621 Albert Street Regina, SK S4P 2S5 (306) 787-6085 www.education.gov.sk.ca/teacher-services</p> </div> | | | |

B. Reclassification

GUIDELINES

- When an employed teacher completes additional post-secondary education, he or she may be eligible for reclassification.
- **The onus is on the teacher to provide official transcripts or the Additional Qualification Certificate to the board of education.** Transcripts must be received by the board of education within 120 days of completing the requirements for reclassification. The teacher should also forward official transcripts to Teacher Services.
- If the teacher has completed a degree, confirmation of the conferral of the degree does not appear on the transcript until after the actual convocation day. For example, a teacher who completes the course work for a degree in December cannot provide a transcript confirming that the degree has been granted until after the university convocation in May. In this case, a teacher may arrange to have a letter sent to the board from the university. If the teacher has completed a B.Ed. degree, Education Records (University of Saskatchewan) or the Student Program Counselling Office (University of Regina) will provide the letter. This letter will confirm that the teacher has met the requirements for a degree and is eligible to convocate. Letters confirming the completion of degrees in other faculties or colleges (e.g. Arts) should be sent from the Office of the Dean of that faculty or college. On the basis of this letter and a transcript that shows the successfully completed course work, the board of education must reclassify the teacher. After the convocation, the teacher must arrange to have a transcript showing conferral of the degree sent to the board of education. Instead of a second transcript, the teacher may provide a photocopy of the degree to the board.

C. Reclassification/Classification Dates

LEGAL AUTHORITY

The Teacher Certification and Classification Regulations, 2002 provide:

15(1) Whichever of the following dates occurs first after a teacher has met the requirements for reclassification is the effective date of the teacher's reclassification:

- (a) May 1;
- (b) September 1 or the school opening date, if the school opening date is before September 1;
- (c) January 1;

(2) The date on which a teacher meets the requirements for reclassification is the date of the final test or examination which qualifies the teacher for the classification.

(3) It is the responsibility of the teacher to furnish the board of education with evidence of his or her qualifications within the greater of the following periods:

- (a) 120 days after the day on which the teacher has met the requirements for reclassification; or
- (b) 120 days after the day on which the teacher commences his or her duties with the board of education.

(5) Notwithstanding subsection (2), the effective date of the Additional Qualification Certificate is the date on the Additional Qualification Certificate

INTENT

- There are only three times a year that a teacher is eligible for reclassification (May 1, January 1 or September 1 (or school opening date if earlier)).

GUIDELINES

- If the teacher does not provide evidence of meeting the requirements for reclassification within the 120-day period, the board of education must use the reclassification date that follows the date on which the board received the evidence. The teacher should be advised of the right to appeal the decision to the Teacher Classification Board. For example:

You have been reclassified and placed in Class V, Step 10 of the provincial salary scale on the basis of your Professional 'A' Certificate, a B.Ed. degree (University of Saskatchewan), one year of graduate study (University of Regina) and a total of five years of post-secondary education. We have recognized more than 10 years of teaching experience. Your new salary is effective May 1, _____ and is \$ _____ per year in accordance with *The Provincial Collective Bargaining Agreement*. If you disagree with this assessment or have questions, please contact the board of education office. You have the right to appeal this decision to the Teacher Classification Board.

- Teachers should be made aware of the reclassification dates. The Saskatchewan Teachers' Federation also produces information sheets that are available to teachers.
- 'Teacher Classification in Saskatchewan' (page 32) is a summary of the classification system that can be given to teachers.
- If a teacher presents a transcript showing classes completed in the FALL semester, the courses may have been completed before December 31st. Classes taken in the WINTER semester may be completed before May 1st. The teacher may need to contact the university for a letter confirming the date that the last course was completed.
- The effective date of the Additional Qualification Certificate is the date that is used to determine the date the teacher meets the requirements for reclassification. The dates in subsection (1) are applied to determine the effective date of reclassification.

D. Appeals

LEGAL AUTHORITY

The Education Act, 1995 provides:

271(1) The Teacher Classification Board shall:

- (a) make recommendations to the minister with respect to defining and classifying teacher qualifications for inclusion in the regulations;
- (b) hear, in any manner that it may determine, the representations of any teacher, or anyone on the teacher's behalf, with respect to that teacher's inclusion in a class of teachers;
- (c) examine or review any evidence submitted to it; and
- (d) make a determination with respect to the classification of the teacher.

(2) The determination made pursuant to subsection (1) is binding on the teacher and on the board of education or the conseil scolaire employing the teacher.

The Teacher Certification and Classification Regulations, 2002 provide:

15(4) If an appeal to the Teacher Classification Board is filed pursuant to subsection 271(1) of *The Education Act, 1995*:

- (a) within six months after the date of issue of the first salary cheque based on the classification granted by the employing board of education, the effective date of the reclassification determined by the Teacher Classification Board is the date determined pursuant to subsection (1);
- (b) after the expiration of the six-month period mentioned in clause (a), the effective date of the reclassification determined by the Teacher Classification Board is the date on which the appeal is received by the Teacher Classification Board.

INTENT

- The Teacher Classification Board is the final authority in determining the level and date of classification.

GUIDELINES

- Appeals must be heard within four months of the date the application is received by the Teacher Classification Board.
- There is no provision for a board of education to request that the Teacher Classification Board review a teacher's classification.
- An appeal form is available for teachers to use to appeal classification level or date of eligibility for reclassification (Appendix G, page 41).
- The procedures for the classification appeal can also be found in Appendix G.

Appendix A

The Education Act, 1995

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E0-2.pdf>

Appendix B

The Teacher Certification and Classification Regulations, 2002

<http://www.qp.gov.sk.ca/documents/english/Regulations/Regulations/e0-2r11.pdf>

APPENDIX C

Grade 12 Equivalency (for teacher classification purposes)

For the purpose of assessing qualifications for eligibility for teacher classification, the following equivalencies in relation to Saskatchewan Grade 12 standing have been established:

Newfoundland

Grade 11 was for many years the highest grade taught in Newfoundland. Students could enter Memorial University with a Newfoundland Grade 11. Teacher Services counts the first year of university as Grade 12. Newfoundland now has three years of senior high school beyond Grade 9 and its Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

New Brunswick

A New Brunswick Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

Prince Edward Island

A Grade 12 from Prince Edward Island completed prior to 1976 is equivalent to a Saskatchewan Grade 11. A Grade 12 obtained in 1976 or later is accepted as equivalent to Saskatchewan Grade 12.

Nova Scotia

A Nova Scotia Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

Quebec

A Quebec Grade 12 is accepted as equivalent senior matriculation. A "Secondary V" from Quebec is equivalent to Grade 11. C.E.G.E.P. is a two-year college program following high school in Quebec. University-bound students complete C.E.G.E.P. and then continue on to university. A Secondary V plus first year C.E.G.E.P. is accepted as equivalent Grade 12. The second year of C.E.G.E.P. is accepted as the first year of university.

Ontario

An Ontario OAC (Grade 13) is accepted as equivalent to a Saskatchewan Grade 12. As of June, 2003, an Ontario Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

Manitoba

A Manitoba Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

Alberta

An Alberta Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

British Columbia

A British Columbia Grade 12 is accepted as equivalent senior matriculation. A British Columbia Grade 13 is accepted for university credit if it has been accepted for credit by a British Columbia university.

Yukon

A Yukon Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

North West Territories

A NWT Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

Nunavut

A Nunavut Grade 12 is accepted as equivalent to a Saskatchewan Grade 12.

United States

Virtually all of the states have Grade 12 as the end of high school. Although the quality of secondary education varies considerably in the United States, for the purposes of classification we accept a United States Grade 12 as equivalent to a Saskatchewan 12.

Other Countries

- Most African countries of the francophonie – applicants have completed 12 or more years prior to post-secondary education
- Most African countries that are English-speaking – applicants have completed the equivalent of grade 12
- Eastern European countries – applicants have completed the equivalent of grade 10 or 11
- Philippines – applicants have completed grade 10.
- Pakistan – Intermediate Secondary is equivalent to Grade 12

APPENDIX D

Certification and Classification Summaries

| Teacher Certification in Saskatchewan | | |
|---|---|--|
| Certificates | Grades in which Certificates are Valid | Educational Requirements |
| Professional 'A' Teacher's Certificate | K – 12 (all subjects) | Senior matriculation (Grade 12) and four years post-secondary education that is comprised of: <ul style="list-style-type: none"> ➤ a Bachelor of Education or equivalent approved degree; or ➤ an approved degree and at least 48 semester hours of professional education including a <i>practicum</i>. |
| Professional 'B' Teacher's Certificate (Endorsed) | K – 12 (Limited to endorsed subject area and related areas) | Senior matriculation (Grade 12); a degree in an approved area of specialization and at least 48 semester hours of professional education including a <i>practicum</i> . |
| Vocational Teacher's Certificate (Endorsed in a trade taught as a subject in a Saskatchewan school) | K – 12 (Limited to endorsed subject area) | Senior matriculation (Grade 12), a Journey person's Certificate, and at least 30 semester hours of approved teacher education and a <i>practicum</i> . |
| Technical Teacher's Certificate (Endorsed in a technical area of specialization taught as a subject in a Saskatchewan school) | K – 12 (Limited to endorsed subject area) | Senior matriculation (Grade 12), two years of study in an approved technology at the post-secondary level, 24 months of work experience, and at least 30 semester hours of approved teacher education and a <i>practicum</i> . |
| Probationary | Issued upon application of a school board or recognized employer when no suitable certified teacher is available. It is valid until the end of the academic school year in which it is issued, and confers eligibility to teach particular subjects for a specified length of time in a certain school. | |
| Probationary 'B' Teacher's Certificate | A Probationary 'B' Teacher's Certificate is issued to teachers in independent schools. | |
| <p>The certificate (excluding Probationary Certificates) issued to teachers educated outside the province is preceded by the word 'Provisional'. These teachers must teach successfully for 190 days in Saskatchewan and remove any conditions before receiving a permanent certificate.</p> <p>This is a summary only. Please contact the Ministry of Education for full details.</p> | | |

Teacher Classification in Saskatchewan

| | | | |
|--|---|--|--|
| Class IV At least four years of post-secondary education is a requirement for Class IV. | Professional "A" Certificate | Professional "B" Certificate | Vocational or Technical Certificate and to have completed sufficient additional training that only one year of university education is required to complete a four-year degree. |
| Class V At least five years of post-secondary education is a basic requirement for Class V. | Professional "A" Certificate and one of the following: <ul style="list-style-type: none"> • a B.Ed.(or equivalent) and a second bachelor's degree; or • a bachelor's degree and one year of graduate study; • a four-year bachelor's degree plus professional training; or • an Additional Qualification Certificate. | Professional "B" Certificate and one of the following: <ul style="list-style-type: none"> • a four-year bachelor's degree other than a B.Ed. plus professional training; • a three-year bachelor's degree other than a B.Ed. and a year of graduate study, including professional training. | Vocational or Technical Certificate and a B.Ed. or equivalent degree. |
| Class VI At least six years of post-secondary education is a basic requirement for Class VI. | Professional "A" Certificate and one of the following: <ul style="list-style-type: none"> • B.Ed., a second bachelor's degree and one year of graduate study; • B.Ed. and two years of graduate study; • B.Ed. and an Honours degree; • a bachelor's degree and a Master of Education; or • an Additional Qualification Certificate and one year of graduate study. | | Vocational or Technical Certificate , a B.Ed. and one year of graduate study. |
| Class C, I, II, and III | Contact Teacher Services, Ministry of Education for details on the requirements for these classifications. | | |

Post-secondary education is course work above an equivalent Saskatchewan Grade 12 at a recognized institution.

It is the responsibility of the employing boards of education to classify teachers.

It is the teacher's responsibility to present all documentation regarding classification or reclassification to employing boards of education within 120 days after the day upon which the teacher has met the requirements. Consult your board of education for information on its preferred procedure. Teacher Services wishes to be advised of classification changes, as well. Teachers should forward all transcripts to the Teacher Services office.

This is a summary only and does not supersede the official Regulations.

For forms or further information contact:

Teacher Services
128-1621 Albert Street
Regina, SK S4P 2S5
teacher.services@gov.sk.ca
(306) 787-6085
www.education.gov.sk.ca/teacher-services

APPENDIX E
Classification Worksheet

Teacher's Name: _____ Certificate Number: _____ Date: _____

Certification Determined by: _____

Teacher Salary Classification Worksheet: This worksheet is a supplement to, and is not intended to replace: *Teacher Classification in Saskatchewan: a handbook for school divisions*. <http://www.education.gov.sk.ca/classification>

A. Years of Post-Secondary Education*

Step 1: Determine the number of credit hours of undergraduate course work _____

Step 2: Determine the number of credit hours of graduate coursework _____

Step 3: Total credit hours of post secondary education _____

- If total does not exceed 150 the teacher does not meet requirements for Class FIVE or SIX.
- If total does not exceed 180 the teacher does not meet the requirements for Class SIX.

* Post-secondary education must be completed at an institution accredited by a body accepted by Teacher Services.

See the end of this document for further information about acceptable accrediting bodies.

B. Combination of Certificates and Degrees

Type of Teacher's Certificate:

- Probationary → the teacher is Class THREE
- Standard A → the teacher is Class THREE
- Provisional Professional A
 - If the provision is more course work → the teacher is Class FOUR
- Vocational Teacher's Certificate
- Technical Teacher's Certificate
- Professional A
- Professional B

Degrees:

- Bachelor of Education
- Bachelor degree recognized as equivalent to a Bachelor of Education degree (e.g. Bachelor of Arts in Education or Bachelor of Science in Education)
- 3 year Bachelor's degree (Arts, Science, Music, Kinesiology, etc.)
- 4 year Bachelor's degree (Arts, Science, Music, Kinesiology, etc.)
- Bachelor of Arts (Honours) or Bachelor of Science (Honours)
- Additional Qualification Certificate
- Master's of Education degree
- Master's of Education program*
- Other Master's program* (e.g. Master of Arts or Master of Science)

* the term program is used here because a teacher may not have to complete a graduate degree in order to meet the requirements for Class FIVE or Class SIX.

BEFORE CONSIDERING A TEACHER'S REQUEST FOR RECLASSIFICATION: ask the teacher to arrange for an updated transcript to be sent directly to your office by the university (ask them to send one to Teacher Services, too).

Class FOUR

A teacher who has completed at least 120 credit hours of recognized post-secondary education qualifies for Class FOUR if they hold:

- a Professional A Teacher's Certificate;
- or
- a Professional B Teacher's Certificate

A teacher who is 30 credit hours away from completing a four-year degree* qualifies for Class FOUR if they hold:

- a Vocational Teacher's Certificate;
- or
- a Technical Teacher's Certificate

* a letter from the university is required to verify that the teacher is one year (30 credit hours) away from completion of a four year degree.

Class FIVE

A teacher who has completed at least 150 credit hours of recognized post-secondary education qualifies for Class FIVE if they hold:

a Professional A Teacher's Certificate; a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree, and a second bachelor's degree; or

a Professional A Teacher's Certificate; an approved bachelor's degree (this will either be a B. Ed. or a 3 year Bachelor of Arts or Science degree and 48 credit hours of pre-service teacher education); and 30 credit hours of graduate study; or

a Professional A Teacher's Certificate; and an approved four-year bachelor's degree other than a Bachelor of Education degree (in other words, the teacher has a 4 year degree and has completed an additional 48 credit hours of teacher education beyond the degree); or

a Professional A Teacher's Certificate; and an Additional Qualification Certificate; or

a Professional B Teacher's Certificate; an approved three-year bachelor's degree; and 30 credit hours of graduate study; or

a Professional B Teacher's Certificate; and an approved four-year bachelor's degree other than a Bachelor of Education degree (in other words, the teacher has a 4 year degree and has completed an additional 48 credit hours of teacher education beyond the degree); or

a Vocational or Technical Teacher's Certificate; and a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree.

NOTES: 1.) It is very important to count the credit hours, course by course. Do not rely upon the credit total at the bottom of the transcript. Often times the total is a grade point total and will not include credit for courses that were not awarded a numeric grades (such as "Pass" as is often the case with the practicum).
2.) Make sure to count the credit hours in the Master's program as there is considerable variance among programs as to the number of credits required.

Class SIX

A teacher who has completed at least 180 credit hours of recognized post-secondary education qualifies for Class SIX if they hold:

a Professional A Teacher's Certificate; a Bachelor of Education degree, a second bachelor's degree; and one year (30 credit hours) of graduate study; or

a Professional A Teacher's Certificate; a Bachelor of Education degree, and two years (60 credit hours) of graduate study; or

a Professional A Teacher's Certificate; an Honours Degree, and a Bachelor of Education degree; or

a Professional A Teacher's Certificate; an approved bachelor's degree other than a Bachelor of Education degree, and a Master of Education degree; or

a Professional A Teacher's Certificate; a Bachelor of Education Degree, an Additional Qualification Certificate, and one year of graduate study; or

a Vocational or Technical Teacher's Certificate, a Bachelor of Education degree, and one year of graduate study.

NOTES:

- 1.) A teacher must hold either a Bachelor of Education (or equivalent) or a Master of Education (or equivalent) in order to qualify for Class SIX.
- 2.) Some universities use a credit system different from the Saskatchewan semester credit hour system. In many cases it is a 1 and 0.5 system – in such cases a 1 = 6 credits and 0.5 = 3 credits.

After you have made a determination regarding a teacher's classification, complete this section and provide the teacher with a copy of this worksheet.

According to the regulations governing the classification of teachers and the information and transcripts you have provided, you are placed in Class _____. The criteria for this placement are attached. If you disagree with the classification, you should provide any additional information concerning your educational qualifications to the Board of Education. Teachers have the right to appeal to the Teacher Classification Board if they believe they have been placed in the wrong classification. Further information about appealing your classification may be found on the Teacher Services website at: <http://www.education.gov.sk.ca/appealprocedures>

Accrediting Bodies Accepted by Teacher Services:

Canadian post-secondary institutions must be accredited by the Association of Universities and Colleges Canada (AUCC). The accreditation of Canadian schools can be checked at: <http://www.aucc.ca/canadian-universities/>

American post-secondary institutions must be accredited by one of the following bodies: Middle States Association of Colleges and Schools; Northwest Association of Schools and Colleges; North Central Association of Colleges and Schools; New England Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges. You can check the accreditation of American Universities here: <http://www.ope.ed.gov/accreditation/Search.aspx>

You may wish to contact teacher services if you have questions about the acceptability of coursework completed outside of North America.

APPENDIX F

Appeal Procedures

<http://www.education.gov.sk.ca/appealprocedures>

Teacher Classification Appeal Procedures

The membership, role and responsibilities of the Teacher Classification Board (TCB) are outlined in *The Education Act* (section 271). The criteria for classification are outlined in *The Teacher Certification and Classification Regulations, 2002* (sections 12- 15). The membership of the TCB includes:

- two representatives from the Saskatchewan Teachers' Federation;
- two representatives from the Saskatchewan School Boards Association; and
- two representatives from the Ministry of Education.

The **board of education** determines the classification for each teacher in its employ. It is the teacher's responsibility to present all documentation regarding classification or reclassification to employing boards of education within 120 days after the day upon which the teacher meets the requirements.

Appeal Process:

1. If a teacher disagrees with the classification determined by the board of education, the teacher may contact the Secretary of the TCB.
2. The teacher completes and submits to the Secretary an 'Application for Appeal of Teacher Salary Classification'.
3. The Secretary of the TCB acknowledges receipt of the application and forwards a copy of the application to the board of education in order that the board will be aware of the application and will have an opportunity to provide comments or information.
4. A meeting of the TCB will be convened within at least four months. Teachers do not appear in person before the TCB.
5. The Secretary presents the application and all other pertinent facts to the TCB for review. The Secretary may contact the universities or other sources for information or an opinion.
6. The TCB makes a decision on the case based on the criteria and provisions outlined in *The Teacher Certification and Classification Regulations, 2002*.
7. The TCB may defer the application until the next meeting if further information is required.
8. Teachers and their boards of education are contacted in writing regarding the decision of the TCB.

Decisions of the TCB are binding on the teacher and on the board of education that employs the teacher.