



TEMPORARY TEACHING PERMITS POST-SECONDARY STUDENT REQUIREMENTS

Temporary Teaching Permits (TTP) are intended for use in emergent situations where a board of education, conseil scolaire, or a recognized employer of teachers is unable to fill a vacancy normally filled by a person who holds a teacher's certificate (*Schedule D of the SPTRB Regulatory Bylaws*).

Temporary Teaching Permits will only be issued to post-secondary students for the purpose of substitute teaching, unless the employer has successfully appealed to the SPTRB Registrar for an exception.

Application fees are non-refundable. Ensure you have all the required documentation prior to completing the online application for a Temporary Teaching Permit.

Determining if you should consider applying for a Temporary Teaching Permit while a Post-Secondary Student:

IF...		
<p>This practicum is my final requirement for graduation (i.e. Finished in December; not returning to university in January)</p>	<p>Apply to the SPTRB for your Teaching Certificate after October 1</p> <p>Not eligible for a TTP under the Post-Secondary Student policy</p>	<p>Professional A Certificate will be awarded by the SPTRB upon receipt of the 'Convocation Notice' from the Saskatchewan post-secondary institution you were enrolled with (late December or early January), if all other required documents have been submitted with your application</p>
<p>I have coursework remaining following the completion of this practicum and will be registered in classes for the Winter term</p>	<p>A passing final grade must be approved by the post-secondary institution for your practicum to be considered completed</p> <p>Eligible to apply for a Temporary Teaching Permit if employment offer to be a substitute teacher has been made by an employer</p>	<p>Follow the steps detailed on the next pages</p> <p>Start date of TTP (for purposes of substitute teaching) will be January 2 (or later based on receipt date of all required documentation)</p>
<p>I have an opportunity to accept a temporary contract teaching position following the completion of this practicum (whether finished degree requirements or returning to classes in January)</p>	<p>Employer must request an exemption from the SPTRB Registrar to the TTP policy before proceeding</p>	<p>Apply for a TTP <u>ONLY</u> if employer directs you to do so (exemption was granted)</p>
<p>I hold a previous degree, have completed at least 48 credit hours of Education coursework and this is the final practicum for my B.Ed. program</p>	<p><u>Returning to classes in January:</u> Review the Pre-BEd Certification requirements and apply if you wish to</p> <p><u>Degree completed following practicum:</u> Do not apply for a TTP; apply for your Teaching Certificate after October 1 (Pre-BEd application not necessary; not eligible for TTP under this policy)</p>	<p><u>Returning to classes in January:</u> Follow the steps detailed on the next pages</p> <p>Start date of TTP (for purposes of substitute teaching) will be January 2 (or later based on receipt date of all required documentation)</p>
<p>I am a post-secondary student (not in a B.Ed. program) interested in obtaining a Temporary Teaching Permit</p>	<p>Eligibility to hold a TTP will be based on meeting the requirements of Schedule D; will have to provide a copy of your post-secondary timetable to your employer showing availability</p>	<p>Only eligible for permanent Teaching Certificate if a B.Ed. degree is completed in the future</p>

Note: Practicums/Field Placements are considered completed when the final grade has been approved by the post-secondary institution, not the last day in classroom at your cooperating school assignment.

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Step 1: Are you eligible to hold a TTP as a Post-Secondary Student?

- ✓ Your academic timetable has at least one full day and/or two ½ days (Mon-Fri) where you do not have classes scheduled.
- ✓ You are in good academic standing in your program of study.
- ✓ If enrolled in a Teacher Education Program, you have completed your 4th Year practicum.

If you answered yes to all of the above (as applicable), continue to Step 2.

Step 2: Seek an employment opportunity.

- ✓ Monitor school division and employment websites for job advertisements to apply for; speak to the school division where you completed your practicum to see if they need additional people on their sub-list.

Once you have a confirmed employment opportunity, proceed to Step 3.

Step 3: Collect all personal documentation that will be required for your Temporary Teaching Permit application.

- ✓ A current Criminal Record Check (including the Vulnerable Sector Check) for employment purposes – must have been completed within 3 months of your application date to be considered current (uploaded with your application)
- ✓ Your birth certificate (preferred), or your valid passport (uploaded with your application).
- ✓ Name Change documentation (if you have ever changed your name) (uploaded with your application).
- ✓ For post-secondary students in a Teacher Education Program: a copy of your course timetable for the term in which you would hold the TTP must be signed by both the employer (designated signing authority for TTP) and the Associate Dean (Undergraduate Programs) at your university [emailed to the SPTRB].
- ✓ For post-secondary students in non-Teacher Education programs or studying outside of Saskatchewan: you must submit a copy of your timetable to the employer.

Once all of the above are available to you, proceed to Step 4.

Step 4: Ensure you have all the employment documentation required for your application.

- ✓ A copy of the position advertisement (uploaded with your application*).
- ✓ Completed **Authorization to Teach – Employer's Approval Form** (must be signed by Director of Education/Approved Supervisor) (uploaded with your application*).

For Post-Secondary Students in a Saskatchewan Teacher Education Program

- ✓ Signature of employing Director of Education/Approved Supervisor on a copy of your timetable.
- ✓ From the employer, you must receive the **Temporary Teaching Permit Agreement for Post-Secondary Students form**. Ensure they have completed the Employer section of the form.

*NOTE: The advertisement and the *Authorization to Teach – Employer’s Approval form* will either be provided to you by the employer so you can upload them with your TTP application OR the employer may submit them directly to the SPTRB via email on your behalf. If the employer indicates they are sending them directly to the SPTRB, you must upload a blank document to that section of the application form.

If you have all the above documents ready, proceed to Step 5 (if in a Teacher Education Program) OR Step 6 (if not in a Teacher Education Program).

Step 5: Complete and seek required signatures for the Temporary Teaching Permit Agreement for Post-Secondary Students Form

- ✓ Complete the ‘Student Information’ section of the agreement form.
- ✓ For Teacher Candidates at the College of Education, University of Saskatchewan, email your TTP form **and** timetable (*that was previously signed by your prospective employer*) in **PDF** to Arvelle Van Dyck, at arvelle.vandyck@usask.ca.

**Forms will only be signed after a grade of "P" for the Extended Practicum is showing in PAWS.*

**Documents not in PDF will be returned to the teacher candidate.*

Once completed and signatures gathered, proceed to Step 6.

Step 6: Visit www.sptrb.ca to create an account and submit the Initial Temporary Teaching Permit application.

- ✓ This application form **MUST** be completed online by the person applying for the Temporary Teaching Permit.
- ✓ The application will not be processed unless the application fee and **ALL** documentation has been received by the SPTRB. While we strive to process TTP applications for substitute teaching within 10 business days (of receipt of the last required document) there may be delays due to high application volumes and/or complexity of the application.
- ✓ You **MUST NOT** work until you have received the confirmation email from the SPTRB stating that your Temporary Teaching Permit has been issued. It is a breach of the *Registered Teachers Act* and the SPTRB Regulatory Bylaws to work as a teacher without a TTP (or Teacher Certification) and may result in regulatory consequences which could impact your future certification as a teacher by the SPTRB.

To access the Initial Temporary Teaching Permit Application (www.sptrb.ca)

- Click **Create Account** at the top right-hand corner of the page
 - If you already created an account for your Professional A Certificate, do not create a second account.
- Fill in the required data by following the instructions in the online form
- Click **Save** to create your account
- Your account will remain logged in so you can begin the **Temporary Teaching Permit application**
- Click **Certification**
- Click **Apply for Temporary Teaching Permit**
- Click **Apply Online** to begin your application

IMPORTANT: If you apply for a Temporary Teaching Permit while you are a post-secondary student, you MUST remember to also submit the Professional A Certificate Application in order for your Saskatchewan Teaching Certificate to be issued following completion of your undergraduate Bachelor of Education degree.