



SPTRB Application Process and Tips for University of Regina & University of Saskatchewan Education Students

General Information

- The Saskatchewan Professional Teachers Regulatory Board (SPTRB) is responsible for Teacher Certification in Saskatchewan.
- In order to teach in Saskatchewan, you are required to hold a Saskatchewan Teacher’s Certificate *and* register with the SPTRB annually.
- Teachers’ Certificates are permanent (unless suspended or revoked by the discipline committee).

When to Apply

- Apply within three months of completing your teacher education program.
- Applications are not processed until all required documents are received. (See Application Status below)

How to Apply

- The first step in applying for certification is to go to www.sptrb.ca and create an account.
- Once you have created your account you will be able to apply for certification by following the prompts.

Examples of Application Timelines:

When you expect to graduate	When to apply to SPTRB	When to get CRC and VSS
May	Any time after February 1	Any time after February 1
December	Any time after October 1	Any time after October 1

Please note: If you apply after February 1 and expect to graduate in May but submit a Criminal Record Check (CRC) and Vulnerable Sector Search (VSS) that was issued in December, the CRC/VSS will not be accepted as it does not fall within the three months of your application being completed. Your application is not complete until all documents have been received, and in most cases this it would be the convocation eligibility letter from your teacher education program.

Required Documents

- You must upload a copy of the following to your application:
 - ✓ **Birth Certificate or Passport with full legal name**
 - ✓ **Change of name documentation** if your name has changed since your birth
 - ✓ **Criminal Record Check (CRC) and Vulnerable Sector Search (VSS)**
 - These must be completed and supplied within 3 months prior to certification (not 3 months from date of application). For spring graduates, this will mean having a CRC and VSS done February 1 or later.
 - If your CRC and/or VSS results are incomplete or a possible match, you will be required to request a fingerprint comparison from your local law enforcement authority.
 - ✓ **Transcripts**
 - U of S or U or R transcripts and convocation eligibility letters for your teacher education program will be sent directly from the university to the SPTRB *when your education degree has been awarded*. **Please do not call the university or the SPTRB to check on the status of these documents.** Your certificate will be issued as soon as we are in a position to do so. (See Application Status below).
 - If you have completed any other post-secondary education, you must arrange to have all transcripts sent to the SPTRB directly from the issuing institution.
 - ✓ **If you have employment** pending your certification, you must upload a confirmation of employment letter.

Application Status

- You can check the status of your application online by logging in to your profile and clicking **Certification and Registration > Application Status**.
- Applications are not processed until all required documents are received.

Registration

- When issued a Teacher's Certificate, teachers are automatically registered with the SPTRB as follows:
 - Persons granted a Saskatchewan teacher's certificate between September 1 and May 31 will be registered with the SPTRB for the remainder of the current school year.
 - Persons granted their Saskatchewan teacher's certificate during the registration period of June 1 through August 31 will be registered with the SPTRB for the remaining school year as well as for the upcoming school year.
- After initial certification and registration, ***it is your responsibility to register with the SPBTRB annually.***

NEW THIS YEAR - SK Pre-B.Ed. Assessment Option

- As always, applicants with an approved undergraduate degree **and** at least 48 semester hours of pre-service Teacher Education coursework (must include a completed practicum and specific courses required for certification) may apply for assessment for certification prior to completing their B.Ed. program.
- At the time of application, teacher candidates may request a Pre-B.Ed. assessment by indicating such on the application and paying the associated fee. The fee includes the SK B.Ed. Graduate Application Fee (\$105) and the SK Pre-B.Ed. Assessment fee (\$105) for a total of \$210.
- Applicants requesting the SK Pre-B.Ed. Assessment and who meet requirements for certification will be issued a permanent Professional A teaching certificate. Applicants who do not meet requirements for certification will have their application held until proof of completion of a B.Ed. is received; at which point a permanent Professional A teaching certificate will be issued.
- **Please note that all fees, including the SK Pre-B.Ed. fee, are non-refundable. As such, applicants are asked to be familiar with certification requirements at <http://www.sptrb.ca/web/Documents/Schedule%20F%20Academic%20Requirements.pdf> prior to requesting the SK Pre-B.Ed. assessment.**

Key Points To Remember

- Applications are not processed until all required documents are received.
- A CRC and VSS is required as part of your application and must be completed within 3 months prior to certification (generally February 1 or later)
- U of S or U or R transcripts and *convocation eligibility* letters will be sent directly from the university to the SPTRB.
- If you have attended any other post-secondary institution (other than the U of R or U of S), you must arrange to have these transcripts sent to the SPTRB directly from the institution.
- You can check the status of your application online by logging into your profile and clicking 'Educators Only' and then 'Applications'.
- After initial certification and registration, it is your responsibility to register with the SPTRB annually.

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