



## HUMAN RESOURCES MANAGEMENT 19 – Certification of Teachers

Date: August 23, 2002

Responsible Administrator: Associate Superintendent; Human Resources

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### **1.0 RATIONALE**

All teachers must possess an Alberta Teaching Certificate to be eligible to teach in Alberta schools.

### **2.0 PROCESS**

The Human Resources Department will ensure that all teachers have the necessary teaching certification credentials.

### **3.0 GUIDELINES**

- 3.1 Teachers joining staff must submit to the Superintendent, prior to employment, proof of certification.
- 3.2 Teachers possessing an interim Teaching Certificate must notify the Superintendent at least six (6) months in advance as to the expiration date of their certificate.
- 3.3 Teachers must report all changes in their certification to the Superintendent.

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References: *School Act*