



HUMAN RESOURCES MANAGEMENT 39 – Permanent Professional Certification

Date: November 14, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

Providing teachers with permanent certification is a necessary administrative function. Therefore, an administrative practice is required to provide direction to administrators and teachers regarding the process for recommending Permanent Professional Certification for a teacher.

2.0 PROCESS

The Associate Superintendent, Human Resources will be responsible for maintaining this Administrative Practice and ensuring that it is followed.

3.0 GUIDELINES

- 3.1 Prior to a teacher receiving a recommendation from the Superintendent of Sturgeon School Division for Permanent Professional Certification, the following documentation is required:
 - 3.1.1 Completion of two years of full time teaching or the equivalent of two full years of teaching in an educational setting approved by the Minister of Learning (the equivalent of two full years can be defined as a minimum of 400 FTE days or the average of Sturgeon School Division's operational days for the years noted on the recommendation form).
 - 3.1.2 Two current, favorable, evaluations from a principal(s).
 - 3.1.3 A recommendation from the teacher's principal indicating that the teacher demonstrates the knowledge, skills, and attributes related to interim certification
- 3.2 Once the required documentation as in 3.1 above is on file with Human Resources, an Alberta Permanent Professional Certification Recommendation Form will be completed. The teacher will be requested to meet with Human Resources at Central Office to read the *Teaching Quality Standard Ministerial Order 016/97*, sign and date the declaration.

References: *ATA Collective Agreement*

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- 3.3 The teacher will be required to issue payment in the appropriate amount to the Provincial Treasurer. Payment is to be included with the recommendation form.
- 3.4 The recommendation form will be submitted to the Superintendent, Sturgeon School Division, for his/her recommendation to Alberta Learning. Once signed by the Superintendent, the recommendation form will be forwarded to Teacher Certification & Development, Alberta Learning.
- 3.5 If the recommendation for permanent certification is approved, Teacher Certification & Development, Alberta Learning will mail a file copy to the recommending board and an original copy to the teacher.

References: *ATA Collective Agreement*