

Teaching Positions

Alberta Teacher Certification

In order to teach at CAIS you will need to meet Alberta Education Teacher Certification standards. The school will assist you with the necessary information to give to Alberta, however, once an offer is provided to you, you will need to commence preparing the necessary documents for Alberta. Wait until we have provided you with a reference number from Alberta.

To check that you will meet the Alberta Standards for Teacher Certification, please read through the following information and table:

Step 1: Check your credentials

All teachers in an Alberta accredited school require at minimum, 16 years of formal education, which includes a 4 year university degree with a pre-service teacher preparation program from an approved institution. The teacher preparation program must include:

- 48 semester hour credits of coursework in professional teacher education courses within a structured teacher preparation program
- 10 weeks of supervised student teaching (practicum) at the elementary or secondary level

Programs not recognized

School-based or employment-based teacher training programs are not recognized. These include, but are not limited to:

- School-centered Initial Teacher Training
- School Direct, or Graduate Teacher Programs
- Teach America
- TEACH-NOW
- Teacher Ready

Other programs and courses that may not be recognized include:

- denominational or doctrinal courses
- audit courses
- self-directed teacher education programs
- distance delivered education programs. eg Sunderland University PGCE
- alternative certification programs

Supporting documents

Your application will not be processed until all supporting documents and fees are received.

Where original documents are required, photocopies are not acceptable. Original documents can be submitted in-person or by mail. Original, irreplaceable documents will be returned by registered mail once assessment is complete.

Any documents in a language other than English or French must be accompanied by a translation from an official translator.

Document	Alberta graduates	North American graduates	Out of country graduates	How to submit	Original required?
Identity documents	Required	Required	Required	Online or by mail	No
Criminal Record Check and Vulnerable Sector Check	Required	Required	Required	By mail	Yes
Evidence of language proficiency	Not required	Required	Required	By mail	Yes
Statement of Professional Standing	Maybe required	Required	Required	Mailed <u>directly</u> from all certifying jurisdictions	Yes
Official transcripts	Required if attended other institutions outside of Alberta	Required	Required	Mailed <u>directly</u> from all post-secondary institutions	Yes
Secondary School Leaving Certificate	Not required	Not required	May be Required	By mail	Yes
Verification of Currency of Teaching Practice	May be required if it has been 10 or more years since a teacher last taught	May be required if it has been 10 or more years since a teacher last taught	May be required if it has been 10 or more years since a teacher last taught	By mail	Yes
Evidence of all name changes	Required if applicable	Required if applicable	Required if applicable	Online or by mail	No

Identity documents

Passports are not accepted as proof of identity or citizenship. Acceptable identity documents include a photocopy of:

- Canadian Citizenship Card or Certificate (front and back)
- valid Permanent Resident Card (front and back)
- government issued Birth Certificate
- Certificate of Registration of Birth Abroad (front)
- valid work permit that permits you to teach
- government issued Name Change Certificate
- government issued marriage certificate (marriage registration document is not acceptable)

Criminal record check

A criminal record check must be obtained through one of the agencies as deemed appropriate by the Registrar. It must:

- be current (within the last 6 months)
- be original
- include a Vulnerable Sector Check
- include all names you have used for legal purposes

Evidence of language proficiency

You must be proficient in English to teach in CAIS. If you completed your teacher education program outside of Canada, you may be required to provide evidence of language proficiency by successfully completing an accepted test. Scores older than one year are not accepted.

English

- The Test of English as a Foreign Language – internet based test (TOEFL-iBT)
 - You must achieve minimum scores of 27 in speaking, 25 in writing, 23 in listening and 23 in reading.
 - Alberta Education institution code number is 7357.
- The International English Language Testing System - Academic (IELTS - Academic)
 - You must achieve minimum scores of 7 in speaking, 7 in writing, 6.5 in listening and 6.5 in reading.

Statement of Standing

You will need to provide a Statement of Standing from every jurisdiction where you have held teacher certification, including the jurisdiction where you completed your teacher preparation program. Statements of Standing must be sent directly to the Registrar from each jurisdiction.

The Statement of Standing must show:

- your certificate's date of issue
- whether your certificate has been suspended, cancelled or withdrawn
- the type or level of the certificate
- the scope of its authority

If a jurisdiction does not issue certification, a letter of reference is accepted in lieu of a Statement of Standing. Letters of reference must:

- be on official school letterhead
- be dated and signed by the head of the school
- be sent directly to the Registrar at Alberta Education by the head of the school
- detail the duration of employment as well as subjects and grades taught
- attest that you left the school in good standing

Official transcripts

Transcripts are a detailed record of courses completed and grades received.

Alberta Education requires official transcripts from all post-secondary and transfer institutions you attended. These documents must be mailed directly from the post-secondary institution to the Registrar at Alberta Education in sealed envelopes.

You may be asked to provide additional information, such as a course syllabus of program(s) of study, and practicum reports detailing the hours/days/weeks of supervised student teaching.

Secondary school leaving certificate

International applicants may need to provide an original high school leaving certificate that includes a record of courses completed and grades received. You will be advised if this document is required.

Currency of teaching experience

If you completed your education program more than 10 years ago, you must provide a written verification from all employers detailing your teaching experience within the last 10 years.

The written verification must:

- be written on official school authority letterhead
- be dated and signed by the appropriate authority
- contain the duration of employment (number of days)
- detail the grade levels taught

Current teaching experience within the past 10 years must include at least one of the following:

- at least 75 days teaching experience in one academic year
- at least 100 days teaching over 2 consecutive academic years, or
- 10 weeks of supervised student teaching within your teacher education program

If you are not current in your teaching practice, you may need to upgrade your qualifications by completing 9 semester hour credits of education coursework and 9 weeks of supervised student teaching.

Evidence of all name changes

If you have changed your name, you must send in a photocopy of your government-issued marriage certificate(s) - short form (which includes only name, location of marriage and date of marriage)