

Form 422-1

To Be Completed by Principal:
 Criminal Record Check Completed _____
 Filed at the School _____ Filed at Central Office _____
 Principal Initial _____



Saskatchewan
 Ministry of
 Education

Teacher Services
 1840 Lorne St.
 REGINA SK S4P 2L7
 Phone: (306) 787-6085

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Educator ID (Office Use Only)

Application - Probationary Certificate

1. CERTIFICATE TYPE: (Select One)

Probationary Certificate - Initial Application - Enclose \$75.00 application fee (payable to the Minister of Finance) and complete all sections 1- 13.

Probationary Certificate - Subsequent Applications (Complete Sections 1-8 and 13).

2. SOCIAL INSURANCE NUMBER: Enclose (with initial Application only) verified* photocopy of Social Insurance Number card.

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3. NAME AT BIRTH: Please Print

		Date of Birth			
<i>Surname</i>	<i>Given Names (In Full)</i>	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px;">DAY</td> <td style="width: 20px;">MONTH</td> <td style="width: 20px;">YEAR</td> </tr> </table>	DAY	MONTH	YEAR
DAY	MONTH	YEAR			

4. NAME CHANGES:

		Effective Date			
<i>Surname</i>	<i>Given Names (In Full)</i>	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px;">DAY</td> <td style="width: 20px;">MONTH</td> <td style="width: 20px;">YEAR</td> </tr> </table>	DAY	MONTH	YEAR
DAY	MONTH	YEAR			
		Effective Date			
<i>Surname</i>	<i>Given Names (In Full)</i>	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px;">DAY</td> <td style="width: 20px;">MONTH</td> <td style="width: 20px;">YEAR</td> </tr> </table>	DAY	MONTH	YEAR
DAY	MONTH	YEAR			

5. CURRENT FULL LEGAL NAME: (if different than Name at Birth)

		Effective Date			
<i>Surname</i>	<i>Given Names (In Full)</i>	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px;">DAY</td> <td style="width: 20px;">MONTH</td> <td style="width: 20px;">YEAR</td> </tr> </table>	DAY	MONTH	YEAR
DAY	MONTH	YEAR			

WITH INITIAL APPLICATION: Please enclose a Verified* copy of your Birth Certificate. If your name has changed, also enclose a verified copy of your Change of Name Certificate, Marriage Certificate or other evidence of legal name change.

"Verified" means: A photocopy signed by a guarantor who can attest that: "This is a true copy of the original document." The guarantor must provide his/her full name, contact information and signature. Faxed documentation will not be accepted. For a complete list of authorized guarantors, go to <http://www.learning.gov.sk.ca/certificationprocedures>.

6. MAILING ADDRESS:

_____ Phone () _____

_____ Postal Code _____

7. CONFIDENTIAL DISCLOSURE:

Have you ever held a teacher's certificate or qualification to teach that has been suspended or cancelled? Yes No

Have you ever been convicted of, or are you presently charged with, any criminal offence of a sexual nature? Yes No

Have you ever been convicted of, or are you presently charged with, any criminal offence involving a minor? Yes No

If you have answered yes to any of the above questions, please attach details.

8. DECLARATION:

I hereby declare that the above information is true, correct and complete to the best of my knowledge. I authorize Saskatchewan Ministry of Education, at its discretion, to conduct a Criminal Record Search or I will provide the same to the department upon request.

Signature of applicant

Date

9. HIGH SCHOOL: (Complete for Initial Application Only). With initial application, please forward **official transcripts** if high school standing is not confirmed on post-secondary transcripts or if high school was completed outside Canada.

NAME OF SCHOOL AND LOCATION	GRADE COMPLETED	DATE COMPLETED

10. POST SECONDARY EDUCATION: (Complete for Initial Application Only). With initial application, please have **official transcripts** from all colleges and universities sent directly to our office.

NAME OF INSTITUTION/UNIVERSITY AND LOCATION	LENGTH OF COURSE	DEGREE OR DIPLOMA	DATE COMPLETED

11. TECHNICAL/VOCATIONAL TRAINING: (Complete for Initial Application Only). With initial application, please have **official transcripts** from technical institutions sent directly to our office and forward a **verified*** copy of the diploma, certificate or Journey person's Certificate.

NAME OF TECHNICAL INSTITUTION AND LOCATION	LENGTH OF COURSE	CERTIFICATE/ DIPLOMA	DATE COMPLETED

12. TEACHING CERTIFICATES HELD (if any): (Complete for Initial Application Only). List all teaching certificates you have held. Include lapsed or temporary certificates. With initial application, please contact the Department of Education or other authority that issued your last certificate and request that a Statement of Professional Standing be sent directly to our office.

PROVINCE, STATE OR COUNTRY	CERTIFICATE TYPE/NAME	DATE ISSUED

13. TO BE COMPLETED BY DIRECTOR OF EDUCATION

<p>After making a concerted effort to do so, we have been unable to secure the services of a suitable, certified teacher for the following teaching position:</p> <p style="text-align: center;">_____ in _____ subject/grade or substitute teaching school(s)</p> <p>For the period: _____ to _____ Date Date</p> <p>I hereby recommend that an authorization to teach be issued to the above person for the specific teaching position described above in accordance with the <i>Teacher Certification and Classification Regulation</i>.</p> <p style="text-align: center;">_____ Signature Title Date</p> <p>Name of School Division or Employer: _____</p>		
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FORWARD APPLICATION (WITH DOCUMENTS AND FEES IF APPLICABLE) TO:
TEACHER SERVICES, SASKATCHEWAN MINISTRY OF EDUCATION, 1840 Lorne Street REGINA, SK S4P 2L7

14. TO BE COMPLETED BY SASKATCHEWAN MINISTRY OF EDUCATION - TEACHER SERVICES

Approved by: Certifying Official _____ Date _____

NOTICE: Pursuant to Section 26(2) of The Freedom of Information and Protection of Privacy Act, this information is collected for the purpose of determining the applicant's eligibility for a Saskatchewan teacher's certificate in accordance with Section 3 of *The Teacher Certification and Classification Regulations* and for the purpose of assisting any other jurisdiction in Canada to determine the applicant's eligibility for a teacher's certificate in such other jurisdiction. Personal information will be used only for the purpose for which it is collected and will not be disclosed except in accordance with The Act.



Saskatchewan
Learning

Teacher Services
Box 650
REGINA SK S4P 3A3
(306) 787-6085
Fax: 787-1003

Policy Statement – Probationary Certificates

Saskatchewan Learning recognizes the difficulty that may be encountered by school division and other education employers in securing suitable, certified teachers for some teaching positions.

- An application for a **Probationary Certificate** must be approved and submitted by a school division or other acceptable education employer.
- **Probationary Certificates** will be issued only after a concerted effort has been made by the employer to secure a suitable, certified teacher for a particular teaching position. Evidence of recruiting (advertising) attempts may be requested.
- Although no minimum requirements are stated for **Probationary Certificates**, Grade XII plus some additional qualification will generally be expected. Consideration is given to persons having special qualifications in a particular field.
- A **Probationary Certificate** will not be issued until after July 15 for duties to commence in the fall and will be valid for a maximum of one school year.

INITIAL APPLICATION:

- A current official **Statement of Professional Standing** issued by the Department of Education or other authority which issued the last teacher's certificate (if an applicant is or has been a certified teacher in another province.)
- **Official transcripts** for all post-secondary education (including university, college, vocational and technical institutions attended). High School transcripts will be required if High School is not confirmed on post-secondary transcripts, if High School was completed outside Canada or if High School is the highest level of education completed.
- A completed **Application – Probationary Certificate**.
- Verified* copy of Social Insurance Number card.
- Verified* copy of Birth Certificate. Verified copies of all documents (e.g. Marriage Certificate, Certificate of Change of Name) which confirm a change of name.
- Other information or documents may be requested if necessary.
- **\$75.00 certification fee** (one time fee payable to the Minister of Finance).

SUBSEQUENT APPLICATIONS:

- A completed **Application – Probationary Certificate**
- Evidence of any additional secondary or post-secondary education.
- Evidence of any subsequent change of name.

* "Verified" means: a photocopy signed by a lawyer, notary public, commissioner of oaths, principal or director of education who can attest that "this is a true copy of the original document". If you wish to forward original documents, they will be returned to you.

October 2005