

**Subject:** Local Teacher's Permit  
**Effective:** December, 1971  
**Revised:** June 1994; October 3, 2006

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**1.0 PURPOSE**

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This policy aims to clarify section 14 of the [Teacher Certification Regulation](#).

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**2.0 APPLICATION**

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The policy applies to the application process for a local teacher's permit.

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**3.0 DEFINITIONS**

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As outlined in subsection 14(1) of the [Teacher Certification Regulation](#), a **local teacher's permit** is an authorization granted to a person who does not hold a teacher's certificate or interim teacher's certificate to teach in a school district for a school term or a portion thereof when a school district has been unable to obtain the services of a person holding a teacher's certificate or interim teacher's certificate.

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**4.0 LEGAL AUTHORITY**

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[Teacher Certification Regulation](#), section 14 – Local teacher's permit

14(1) If a school district has been unable to obtain the services of a person holding a teacher's certificate or interim teacher's certificate, after August 1 for the first school term and December 15 for the second term, a person may apply for a local teacher's permit authorizing him or her to teach for 1 school term, or a portion thereof, in that school district.

14(2) The superintendent of the school district must certify in writing that the applicant possesses adequate knowledge to fulfil the duties of the position.

14(3) A local teacher's permit shall be classified for salary purposes in accordance with the amount of academic training completed by the applicant on the date of application.

[Education Act](#), section 40.1 – Provision of information to the Minister

40.1(2) A District Education Council, through the superintendent of the school district, shall provide to the Minister, at such times and in such format as determined by the Minister, such information as the Minister considers necessary.

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**5.0 GOALS / PRINCIPLES**

The Department of Education recognizes the importance of establishing fair and clear practices concerning issuance of a local teacher's permit.

**6.0 REQUIREMENTS / STANDARDS**

- 6.1** A superintendent may approve a local permit request for substitute teaching on behalf of the Minister consistent with procedures established by the Office of Teacher Certification. The number of local teacher's permits issued must be reported by the superintendent to the Office of Teacher Certification on a monthly basis.
- 6.2** Local teacher's permits must not be issued to full-time university or college students during the period of September 1<sup>st</sup> to May 1<sup>st</sup> except in exceptional circumstances.
- 6.3** Where a local teacher's permit relating to vocational education is issued, a local teacher's permit 4 will be granted to applicant with a journeyman certificate or equivalent. Such individuals will be placed at an appropriate step on the salary scale in relation to recognized work experience (see Policy 607 – [Teaching Experience](#)).

**7.0 GUIDELINES / RECOMMENDATIONS**

None

**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

District Education Councils may develop policies with respect to requirements for local teacher's permit.

**9.0 REFERENCES**

- Policy 202 – [Substitute Teachers](#)
- Policy 606 – [Interim Certificate 4 for Technology Teachers](#)
- Policy 607 – [Teaching Experience](#)

**10.0 CONTACTS FOR ADDITIONAL INFORMATION**

Department of Education – Office of Teacher Certification  
(506) 453-2785

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**MINISTER**