



Education, Early  
Learning and Culture

# TEMPORARY PERMIT TO SUBSTITUTE FOR A TEACHER FOR PERSONS WHO DO NOT HOLD A PEI TEACHER'S CERTIFICATE

## Application and Guidelines

Send all documentation to:  
**Office of the Registrar**  
**Certification and Standards Section**  
**Department of Education, Early Learning & Culture**  
**Holman Building, Suite 101**  
**250 Water Street**  
**Summerside, PEI C1N 1B6**  
Tel: (902) 438-4130  
Fax: (902) 438-4062  
*E-mail: [registrar@edu.pe.ca](mailto:registrar@edu.pe.ca)*

## Employer Contact Information:

**Public Schools Branch**  
2-234 Shakespeare Drive  
Stratford, PE C1B 2V8  
P.O. Box 8600  
Charlottetown, PE C1A 8V7  
1-800-280-7965  
1-902-368-6990  
E-mail: [elsb-web@edu.pe.ca](mailto:elsb-web@edu.pe.ca)  
Web Site: <http://www.gov.pe.ca/edu/psb/>

**La Commission scolaire de langue  
française**  
P.O. Box 124, RR#1  
Wellington Station, Î.-P.-É COB 2EO  
902 854-2975  
E-mail: [csf@edu.pe.ca](mailto:csf@edu.pe.ca)  
Web Site: <https://csfipe.wordpress.com/>

# GUIDELINES FOR APPLYING FOR A TEMPORARY PERMIT TO SUBSTITUTE FOR A TEACHER 'NON-CERTIFIED'

*Under Section 67 (2) of the PEI Education Act, a school authority shall not employ a person as substitute teacher unless the person holds a teacher's license or a temporary permit.*

## What is a Temporary Permit to Substitute for a Teacher?

A school board may hire a person who does not hold a valid PEI teacher's license to substitute for a teacher - only for day-to-day assignments; exclusively in emergency situations where a certified teacher is not available; and only if the person has been authorized by the Registrar and holds a valid Temporary Permit to Substitute for a Teacher.

## Who May Apply?

If you do not hold, or if you are not eligible to hold a PEI Teacher's License, you may be eligible for a Temporary Permit which authorizes you to Substitute for a Teacher for an Island school board on a temporary basis when a licensed teacher cannot be found for daily assignments.

### Academic Temporary Permit

To substitute for a teacher in a K to 12 classroom, you must have completed three (3) full years (ninety credit hours) of academic study at a recognized university and in a subject area, or in subject areas taught in the authorized PEI public school system.

### Career and Technical Temporary Permit

To substitute for a senior high Career and Technical Education teacher, you must hold a recognized trades qualifications such as a Red Seal in one of **automotive, carpentry, welding or cooking**. This must include completion of a minimum one year program (or the required number of weeks block training for the trade) at a recognized post-secondary institution plus a minimum of four years of work experience (or the minimum required number of weeks of work experience for that trade).

## For How long is a Temporary Permit to Substitute for a Teacher Valid?

A Temporary Permit to Substitute for a Teacher is valid only from the date of issue to June 30<sup>th</sup> in each school year unless suspended, cancelled or revoked. You should never accept an assignment to substitute for a teacher until you have received your Temporary Permit and have registered with the school board.

## How do I Apply?

You must complete the attached application form and return it with the following:

☐ a copy of your birth certificate

☐ a copy of your Social Insurance Number Card

☐ a copy of a Criminal Record Check and Vulnerable Sector Screen not older than three months from the day of submission of your application

☐ an official transcript of marks **mailed directly from the university** attesting to completion of at least **three (3) years** of study at the university level (the equivalent of **ninety (90) credit hours**) in an academic subject area that is taught in the authorized the PEI public school curriculum.

We will not accept transcripts that are faxed, e-mailed, hand-delivered, photocopies of originals, or issued to the student. You must order your official transcript from the university and request that it be mailed to our office at the address shown on the cover of this application package.

OR

☐ a copy of your Red Seal qualification

☐ a \$75.00 fee paid by cheque or money order written to the Minister of Finance or by credit card. (See section on paying by credit card.) \* You can pay in cash in person at the Reception Desk in Summerside.

## \*Paying by Credit Card

When paying by credit card, use the PEI Credit Card Payment Form found on the web site at:

<http://www.gov.pe.ca/forms/pdf/2931.pdf>

Please phone Accounts Registrar at 902-438-4850 with your credit card number and expiry. Submit your payment form with your completed application form for a Temporary Permit.

## Language Proficiency Requirement

Where an applicant has completed a significant number of years of their education in a language other than English or French, they may be required to submit acceptable results on an approved language proficiency test as determined by the Minister.

## When does the Temporary Permit Become Effective?

Once all of the required documentation has been received by the Office of the Registrar, verified and approved, a Temporary Permit to Substitute for a Teacher at the Non-Certified Rate will be issued. Your Temporary Permit to Substitute for a Teacher is effective from the date when the Office of the Registrar has received all of the required documentation provided that you have met all of the requirements as outlined in Teacher Certification and Standards Board policy. It is only valid for the school year in which it was issued.

## How Will I Know when I am Authorized to Substitute for a Teacher?

You will receive your Temporary Permit in the mail at your mailing address as indicated on your application form. A copy will be mailed to the school board(s) requested by yourself on the application form. You must contact the school board(s) to advise of your interest in substituting for a teacher within their board.

## What are the Conditions of Employment?

There are two employing school boards in Prince Edward Island: the English Language School Board and the Commission scolaire de langue française. Once you have received your Temporary Permit to Substitute for a Teacher, you must make contact with one or both school boards. **NOTE: The contact information for the two Island School Boards is found on the cover this application package.**

## How Much Will I Be Paid?

Persons working under a Temporary Permit to Substitute for a Teacher are paid at the non-certified rate. Those persons who do not hold a valid P.E.I. instructional license and who substitute for a teacher will receive a daily rate determined through negotiations between the Education Negotiating Agency and the Prince Edward Island Teachers' Federation.

## POLICIES OF THE CERTIFICATION AND STANDARDS SECTION

### Documents Policy

All documents received by the Office of the Registrar become the property of the Department of Education and Early Childhood Development. You are strongly advised to keep copies of your documents before submitting them.

### Original Documents Requiring Translation

Original documents must be provided to the Office of the Registrar in the language in which they were issued. If the original documents are written in a language other than French or English, the Registrar will provide a copy of the original to the applicant. The applicant must use this copy to obtain a translation for an official and accredited translator. The official translation must be returned to the Office of the Registrar with the copy of the original.

### Fees Policy

\*The \$75.00 fee for a Temporary Permit to Substitute for a Teacher is non-refundable unless the application has been withdrawn and in the event that no staff time has been invested in processing the application.

\*Temporary Permit to Substitute for a Teacher is valid in both Island school boards.

\*No application for a Temporary Permit to Substitute for a Teacher will be reviewed until such time as all required documentation and the required fee has been received by the Office of the Registrar.

## Where do I Send My Application and Supporting Documents?

Office of the Registrar  
Certification and Standards Section  
Department of Education, Early Learning & Culture  
Holman Building, Suite 101  
250 Water Street  
Summerside, PEI C1N 1B6

## On Obtaining Assistance

To inquire about the status of your application, please contact the Office of the Registrar by e-mail.

Please e-mail the Office of the Registrar at: registrar@edu.pe.ca In the subject line of your e-mail please write "**Status Update Requested**". In the body of your e-mail clearly identify yourself and the nature of your application.

Other inquiries may be directed to the Registrar's Administrative Assistant by calling 438-4130.

## For Further Information

Information on teacher certification, substitute teacher authorizations etc. can be located at our web site at: <http://www.gov.pe.ca/eedc/index.php3?number=1027691>

## Is a Temporary Permit to Substitute for a Teacher Renewable?

No it is not. A temporary permit to substitute for a teacher is valid only for the school year in which it was issued. You must re-apply for any subsequent year when you might be interested in working under a Temporary Permit to Substitute for a Teacher using this application form. You must also apply to the school board(s) each year where you wish to work as a substitute for a teacher.

## What if I am working on completing a Pre-Service Teacher Education Program?

If you are working on completing a bachelor of education program and you apply for a PEI Teacher's License, you may request that we issue a Certified Authorization as a Substitute Teacher. Your authorization as a Certified Substitute Teacher becomes effective from the effective date on your PEI Teacher's License.

# Application for a Temporary Permit to Substitute for a Teacher

## REQUIRED DOCUMENTS CHECKLIST

		Enclosed	Requested	N/A
1.	Proof of Identification such as a copy of your Birth Certificate			
2.	Proof of Eligibility to work in Canada such as a Copy of Social Insurance Card			
3(a)	Applicants for a Temporary Permit to Substitute for a K to 12 Classroom Teacher must request that the university mail an up-to-date transcript of marks directly to the Office of the Registrar <b>OR</b>			
3(b)	Applicants for a Temporary Permit to Substitute for a Senior High Career & Technical Education Teacher in one of <i>automotive, carpentry, welding, cooking</i> , must provide:			
	<b>A photocopy of your Red Seal or Trades Qualification in <i>automotive, carpentry, welding or cooking</i>,</b>			
	A transcript of marks as proof of completion of a minimum one year program (or the required number of weeks block training for the trade) at a recognized post-secondary institution			
	<b>A letter from a former employer or employers as proof of a minimum of four years of work experience (or the minimum required number of weeks of work experience for the trade)</b>			
4.	<b>A Criminal Background Check and Vulnerable Sector Screen not older than <i>three (3)</i> months from date when you submit this application form.</b>			
5.	<b>\$75.00 fee</b>			

## IDENTIFICATION

Name			Other Name (If you were educated in a name other than the one shown here. Please provide proof of name change such as marriage certificate.)
First	Middle	LAST	
Address			
Community, City, Town, Municipality		Province	Postal Code
Telephone	E-mail Address		
Date of Birth		Social Insurance Number	
Month	Day		

## EDUCATION BACKGROUND

### High School

Name and Address of High School

Year Graduated

Post Secondary Education			
Name and Address of Training Institution (University or College)			
From	To	Degree, Diploma Credential Attained	
Month	Year	Month	Year

Name and Address of Training Institution (University or College)			
From	To	Degree, Diploma Credential Attained	
Month	Year	Month	Year

Include any other educational background on the back of this form.

<h2 style="margin: 0;">LANGUAGE OF INSTRUCTION</h2> <span style="font-size: 0.8em; float: right;">Please indicate language of instruction for each level.</span>							
ELEMENTARY		INTERMEDIATE/ SECONDARY		POST-SECONDARY UNDERGRADUATE		POST-SECONDARY GRADUATE	
ENGLISH	OTHER	ENGLISH	OTHER	ENGLISH	OTHER	ENGLISH	OTHER
FRENCH		FRENCH		FRENCH		FRENCH	

<h2 style="margin: 0;">EMPLOYER</h2> <span style="font-size: 0.8em; float: right;">Please indicate the School Board (s ) where you intend to apply for Substitute Employment and where you would like a copy of this authorization sent on your behalf.</span>	
PUBLIC SCHOOLS BRANCH	COMMISSION SCOLAIRE DE LANGUE FRANÇAISE

<h2 style="margin: 0;">PERSONAL SELF-DISCLOSURE</h2> <span style="font-size: 0.8em; float: right;">Please answer yes or no. For each question where you have answered no, attach a signed and complete explanation.</span>		
Yes	No	I attest that I have never held a teacher's certificate that has been suspended, revoked or cancelled.
Yes	No	I attest that I have never held a substitute teacher authorization that has been suspended , revoked or cancelled.

<h2 style="margin: 0;">DECLARATION</h2>	Under Section 100. (7) of the <i>Education Act</i> , the Registrar may refuse to issue a temporary permit to an applicant on the grounds that the applicant knowingly made a false statement in the application or accompanying documents.
I declare that this information is complete and accurate to the best of my knowledge. I authorize the Department of Education to verify the above information and to share this information with the school board(s) indicated above.	
Signature _____	Date _____

*Personal information on this form is collected under sections 98 and 100 of the Education Act R.S.P.E.I. 1988, Cap. E-02 and will be used for the purpose of verifying identity and educational credentials. If you have any questions about this collection of personal information, you may contact the Office of the Registrar, Certification and Standards Section, Department of Education, Early Learning and Culture, Holman Centre Suite 101, 250 Water Street, Summerside, PEI C1N 1B6 Telephone 902-438-4130*

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