

# *Christ the Teacher Catholic Schools*

## ADMINISTRATIVE PROCEDURES

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|-------------------|------------------------------|--------------|--------|
|                   | 400 – PERSONNEL & EMPLOYEE   | <b>CODE:</b> | AP 427 |
| <b>SECTION:</b>   | RELATIONS                    |              |        |
| <b>PROCEDURE:</b> | <b>TEACHER ACCREDITATION</b> |              |        |

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### BACKGROUND

The Division supports the concept of teacher accreditation for grade twelve subjects. The privilege of accreditation for the purposes of evaluation will be extended to teachers who meet the requirements set out in the “Accreditation Policy” of the Department of Learning, and have demonstrated commitment to their profession and to their students.

### PROCEDURES

#### 1. Granting of Accreditation

- 1.1 Teachers will be expected to fulfill the necessary prerequisites for accreditation as described in the policy and procedures approved by Saskatchewan Learning.
- 1.2 Teachers who have been accredited in a subject in another school jurisdiction may request accreditation in that subject.
- 1.3 Requests by teachers for accreditation in specific subjects shall follow the procedure outline below.
  - 1.3.1 Submission to Principal for approval.
  - 1.3.2 Principal forwards the application, with attached recommendation, to the Director for consideration.
  - 1.3.3 Following approval by the Director, the accreditation request is forwarded to the Regional Director for department approval.

#### 2. Renewal of Accreditation

- 2.1 Saskatchewan Learning stipulates that every accredited teacher must be required to apply for renewal of accreditation every five (5) years.
- 2.2 The Director is responsible for ensuring compliance with Saskatchewan Learning policy regarding accreditation renewal.
- 2.3 The Director will provide each accredited teacher with notice of the expiration of accredited status by May 31 in the fourth year following initial accreditation or accreditation renewal.
- 2.4 The teacher shall submit the application for accreditation renewal to the Principal no later than October 1 in the fifth year following initial accreditation or accreditation renewal. The decision by the Director will be provided by March 1. Notwithstanding

this statement, a teacher may submit an application for accreditation renewal at any time prior to this date.

- 2.5 The application for accreditation renewal must be accompanied by appropriate documentation in accordance with Saskatchewan Learning Accreditation (Initial and Renewal): Policies and Procedures Document.

### 3. Funding of Accreditation and Accreditation Renewal

The Division may provide funding for teacher accreditation and accreditation renewal in the following manner:

- 3.1 Where the Director requires a teacher to become accredited or to renew accreditation, the costs of attendance at an accreditation/accreditation renewal seminar shall be fully reimbursed.
- 3.2 Where a teacher opts to become accredited or to renew accreditation by attendance at an accreditation/accreditation renewal seminar, the costs of attendance may be provided for through the professional development monies decentralized to the schools.

### 4. Withdrawal of Accreditation

While the Director supports the concept of accreditation as a means of enhancing learning opportunities for students, he/she also reserves the right to withdraw accreditation privileges. Circumstances that might lead to a review of accreditation privileges of individual teachers include:

- 4.1 Evidence of inappropriate evaluation techniques and student grades.
- 4.2 Concerns with respect to curriculum coverage.
- 4.3 Concerns with respect to overall teaching competence.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act  
Regulation 30

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