

# **TEACHING IN MANITOBA:**

## **Information for Internationally Educated Teachers**

### **1. About Manitoba**

The province of Manitoba, one of ten provinces and three territories that make up Canada, is located at the geographical centre of the country. It is a land of natural beauty, clean air and water, and significant economic and cultural diversity. The climate is characterized by four distinct seasons, with warm summers and cold winters. Its people have created a vibrant and welcoming society.

Manitoba has a population of over 1.2 million people and covers an area of approximately 650,000 square kilometres. The province's capital and largest city, Winnipeg, is home to nearly 60 percent of the population of the province.

Manitoba's Indigenous (First Nations, Metis, Inuit) peoples' history goes back thousands of years. Today, 17% of Manitoba's population is Indigenous. Approximately sixty percent of Indigenous peoples in Manitoba are First Nations. Manitoba's Métis people comprise more than a third, while Inuit and others represent a small number of Indigenous people in the province.

Manitoba has also welcomed immigrants from every corner of the globe. Each year, some 15,000 people from countries all over the world move to Manitoba, finding in this Canadian province new jobs and careers, friendly communities and affordable family living. People of many different backgrounds live in Manitoba, a culturally diverse society with more than 100 languages spoken.

Canada has two official languages: English and French. In Manitoba, English and French have an official status in the legislative and judicial spheres of government. The languages of Cree, Dakota, Dene, Inuktitut, Michif, Ojibway and Oji-Cree are recognized as the Indigenous languages spoken and used in Manitoba. The majority of Manitobans use English in their daily lives. French is also a key language as Manitoba is home to one of the most concentrated Francophone communities outside Quebec. Strong skills in one or both of English and French are very important to success in Manitoba.

For more information about visiting Manitoba [Canada's Heart...Beats](#)  
For more facts about [Manitoba](#)

## 2. Manitoba's Education System

Education in Canada is primarily the responsibility of provincial and territorial governments. Exclusive legislative responsibility for education is granted to the provinces in Canada's *Constitution Act, 1867*; similar responsibilities are delegated to the territories by the federal government. The federal government has a constitutional responsibility to support First Nations rights and desires in providing for the education of children ordinarily resident on-reserve.

Manitoba's school system is comprised of public schools, independent (private) schools that receive provincial funding, non-funded independent (private) schools, First Nations schools and home schooled students. The school year in Manitoba begins in September and continues until the end of June.

In Manitoba, elementary/secondary education (Kindergarten to Grade 12) is governed principally by [The Public Schools Act](#) and [The Education Administration Act](#) as well as regulations made under both Acts.

There are 37 school divisions/districts responsible for the day-to-day educational delivery to students in over 600 public schools. Each school division hires Manitoba certified teachers to staff the schools within its division.

Public schools are governed by locally elected school division/district boards. There is one français school division in Manitoba. The Division scolaire franco-manitobaine is made up of 24 schools that offer only the français program. Public schools are funded by a combination of direct provincial funding and special taxation levies.

There are also approximately 60 independent schools that receive funding from the Province. The operation of independent schools varies. Some schools are affiliated with a specific religious or denominational group. They have their own governing bodies or boards who hire teachers to staff their school. Independent schools are eligible for provincial funding if they implement the Manitoba curriculum and meet a number of additional requirements including employing certified teachers.

First Nation schools are generally operated by First Nations governments (the Government of Canada funds elementary and secondary education for First Nation students that live on-reserve in Manitoba). The majority of First Nations students that live on-reserve attend schools operated by First Nations (57 schools) and some attend public schools or First Nations schools administered by school divisions under an educational agreement.

Children have a right to attend school from age six to 21 or until they receive a graduation diploma whichever comes first. Attendance is compulsory from age 7 to 18. The vast majority of students (approximately 180,000) attend public schools. Some attend independent schools (funded or non-funded) while a small number of students are home-schooled.

Post-secondary education in Manitoba is delivered primarily through seven public post-secondary institutions – the University of Manitoba, the University of Winnipeg, Brandon University, Red River College, Assiniboine Community College, University College of the North, and Université de Saint-Boniface which includes École technique et professionnelle. The government also provides grants to the Canadian Mennonite University and to private religious institutions in Manitoba – Steinbach Bible College, Providence University College and Seminary, and Booth University College.

The department responsible for education in Manitoba is the [Department of Education and Training](#) under the authority of the Minister of Education.

### **Obtaining a Teaching Position – Being Hired in Manitoba**

School divisions/districts and independent (private) schools hire teachers directly. Hiring normally occurs at the end of one school year, in advance of the following school year (June to August). The Department of Education and Training does not hire teachers to work in schools. School divisions hire Manitoba certified teachers to teach in their schools.

There are no formal English or French language qualifications for teacher certification in Manitoba. However, to successfully find employment as a teacher or find other work in the Manitoba public school system, you must be proficient in either English or French. If you plan to teach in an English school anywhere in Manitoba, it is necessary to be proficient in English. If you plan to teach in a French Immersion or Francophone/Français school anywhere in Manitoba, it is necessary to be proficient in French. Certain independent schools in Manitoba operate in languages other than English or French. Proficiency in an Indigenous language may be a requirement or desirable in First Nations schools. Limited employment opportunities exist for individuals who speak the languages used in these schools.

The Registrars for Teacher Certification Canada, working under the auspices of the Council of Ministers of Education, Canada (CMEC) and with support from the federal

government published this resource [Speaking for Excellence: Language Competencies for Effective Teaching Practice](#)

### 3. Expectations about Teaching in Manitoba

Rights and responsibilities of the Minister of Education and Training and the rights and responsibilities of school boards, principals, teachers, parents and students are set out in the legislation and regulations<sup>1</sup>. Further information on the administration of public schools can be found in the [School Administration Handbook](#).

With respect to the general responsibilities of teachers, a teacher is responsible for:

- teaching provincially approved curriculum
- providing an effective classroom learning environment
- maintaining order and discipline among pupils
- advising pupils as to what is expected of them in school, evaluating their progress and reporting on that progress to parents
- administering and marking assessments of pupil performance
- ongoing professional development

The school year in Manitoba runs from the beginning of September to the end of June. The number of teaching days (a typical school day is 5.5 hours) in the school year will vary from year to year within a range of 194 to 196. Up to a maximum of ten non-instructional days can be used for teacher in-service, parent-student conferences, administration and pupil evaluation.

Some of the characteristics of teaching in Manitoba that internationally-educated teachers should be aware of include:

- A policy of inclusion - Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued and safe. Students of differing abilities and backgrounds are included in schools and classrooms. Teachers must differentiate instruction to support learning for all students.
- Parental involvement - The involvement of parent's in their children's education is an important foundation for learning. Communicating with parents about students' progress is an essential part of the teacher's role.
- Teaching assignments - Teachers frequently teach more than one subject and may teach at various grade levels. Teachers are expected to use a variety of

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<sup>1</sup> Summary information related to teachers and teaching is provided for general information only. The legislation and regulations should be consulted for official purposes.

teaching methodologies. Collaboration among teachers and staff is an important characteristic of Manitoba schools.

- Student-teacher relationship - Classroom management, student discipline and the nature of the student-teacher relationship may be different in Canada (and Manitoba) than many internationally educated teachers have experienced.
- Technology – Information and communication technologies (ICT) are broadly used within and outside the classroom. Teachers help students become critical and creative thinkers as they learn with technology, and guide students in the responsible and ethical use of information and communication technologies (ICT).

To learn more about schools in Manitoba visit the [Going to School in Manitoba](#) website.

[Making a Difference: Manitoba Public Schools](#)

## 4. Becoming a Certified Teacher in Manitoba

### A. Regulator

Teaching is a regulated profession in Canada. Each province and territory has its own regulator and certification requirements. To work as a teacher in the Manitoba public school system (and in funded independent schools), a person must hold a Permanent Professional Certificate or a Provisional Professional Certificate (valid for three years).

In Manitoba, The Professional Certification and Student Records Unit (**PCSRU**) receives and evaluates applications for teaching certification:

#### **Professional Certification Unit**

P.O. Box 700  
402 Main Street  
Russell MB R0J 1W0

**Telephone:** 204-773-2998 or 1-800-667-2378 (toll free within Manitoba)

**Fax:** 1-204-773-2411

**Email:** [Professional Certification Unit](mailto:certification@gov.mb.ca) (certification@gov.mb.ca)

## **B. Academic requirements for a Manitoba Permanent Professional Certificate**

University coursework must be equivalent to a minimum of:

- Three year (90 credit hours) undergraduate university degree (Example: Bachelor of Arts, Bachelor of Science)
- and**
- Two year (60 credit hours) Bachelor of Education university degree, including:
    - 6 credit hours of Special Education coursework
    - 3 credit hours of Indigenous Issues coursework(Qualified out-of-province applicants without special education or Indigenous coursework may still be eligible for certification.)

The two university degrees combined must include:

- Five years (150 credit hours) of university study including:
  - 18-30 credit hours in a major teachable subject
  - 12-18 credit hours in a minor teachable subject

If you do not meet the academic requirements for a Permanent Professional Certificate you may be qualified for a Provisional Professional Certificate (valid for three years).

To be eligible for a Provisional Professional Certificate, your university coursework must be equivalent to a minimum of:

- Four year (120 credit hours) teacher preparation program including:
  - One year (30 credit hours) equivalent of Education coursework
  - 18-30 credit hours in a major teachable subject
  - 12-18 credit hours in a minor teachable subject

Holders of a Provisional Professional Certificate are expected to complete the academic requirements for a Permanent Professional Certificate within three years.

### Credit Hours

In Manitoba, university courses are usually equal to three or six Credit Hours (Cr. Hrs.) and are based on course length and classroom hours. Three credit hours are equivalent to approximately 13 weeks at three hours per week. Six credit hours are equivalent to approximately 26 weeks at 3 hours per week.

### Streams

A stream refers to a group of grade levels within the Manitoba public school system. Manitoba groups public school grade levels into two streams for the purpose of certifying teachers:

- 1) Early/Middle Years (Kindergarten to Grade 8)
- 2) Senior Years (Grade 9 to Grade 12)

Once the Professional Certification and Student Records Unit (PCSRU) determines that you qualify for a teaching certificate, it will analyze your credit hours (Cr. Hrs.) to ensure that you meet the requirements to teach a specific stream.

Credit Hour requirements for each stream are:

**1) Early/Middle Years (Kindergarten to Grade 8)**

- Major teachable subject of 18 Cr. Hrs.
- Minor teachable subject of 12 Cr. Hrs.
- Two years (60 Cr. Hrs.) of education coursework, including 24 weeks (30 Cr. Hrs.) of student teaching
- 6 Cr. Hrs. in Math
- 6 Cr. Hrs. in a Physical or Biological Science
- 6 Cr. Hrs. in English or French
- 6 Cr. Hrs. in History or Geography, or a combination of History and Geography

**2) Senior Years (Grade 9 to Grade 12)**

- Major teachable subject of 30 Cr. Hrs.
- Minor teachable subject of 18 Cr. Hrs.
- Two years (60 Cr. Hrs.) of education coursework, including 24 weeks (30 Cr. Hrs.) of student teaching

**C. Teachable Subjects**

One of the academic requirements for certification is that you must have **one** major and **one** minor teachable subject. Your major teachable subject must be different from your minor teachable subject.

**Early/Middle Years**

**Major Teachable Areas (18 credit hours):**

Art, Biology, Chemistry, Computer Science, English, French, General Science, Geography, an approved Heritage, Indigenous, or World Language, History, Human

Ecology, Industrial Arts, Mathematics, Music, Indigenous Studies, Physical Education (Health), Physics and Theatre.

**Minor Teachable Areas (12 credit hours):**

All major teachable areas are also accepted as a teachable minor except General Science.

**Senior Years**

**Major Teachable Areas (30 credit hours):**

Art, Biology, Business Education, Chemistry, Computer Science, English, French, General Science, Geography, an approved Heritage, Indigenous, or World Language, History, Human Ecology, Industrial Arts, Mathematics, Music, Indigenous Studies, Physical Education (Health), Physics, Theatre and Vocational Industrial.

**Minor Teachable Areas (18 credit hours):**

All major teachable areas are also accepted as a teachable minor.

**ADDITIONAL SUBJECT AREAS ACCEPTED AS MINOR TEACHABLE AREAS ONLY**

The following subject areas may **ONLY** be selected as a minor teachable area for certification purposes at both the Early/Middle Years and Senior Years streams.

Anthropology, Classics, Dance, Developmental Studies, Earth Science, Economics, Environmental Studies, Law, Philosophy, Sociology, Political Science, Psychology and Religious Studies (academic).

**D. Application for Certification**

If you are a teacher who was certified outside of Canada, an overview of the steps you must take to become certified to teach in the Manitoba public school system is identified in Steps 1 to 3 below. More detailed information about the certification process for internationally educated teachers is available at the following link.

<http://www.edu.gov.mb.ca/k12/profcert/certificates/iet/overview.html>

## Step 1: Application

1. Organize the required documents. All costs associated with acquiring documents will be at your expense. Make a request to World Education Services (WES) for an assessment of your academic credentials.
2. Complete the application form. Incomplete applications will delay the application process.
3. Submit your application fee of \$200.00 CAD (Canadian Funds) (by cheque, money order or credit card).
4. Mail your required documents with your application form and application fee to the Professional Certification and Student Records Unit.



### **IMPORTANT INFORMATION – APPLICATION STATUS**

*Please do not contact the Professional Certification and Student Records Unit (PCSRU) to inquire about the status of your application until we have sent you a notification by email. This email will include your file ID number and a list of any documents that are missing from your application.*

## Step 2: Evaluation

The Professional Certification and Student Records Unit (PCSRU) will conduct an evaluation once all required documents have been received. Possible outcomes of the evaluation are as follows:

- You qualify for a Permanent Professional Certificate
- You qualify for a Provisional Professional Certificate (valid for three [3] years)
- You do not qualify and are not issued a certificate



Previous teaching experience is not considered in assessing your eligibility for a teaching certificate.

## Step 3: Certification

1. **If you qualify for a Permanent Professional Certificate:**  
PCSRU will mail you a wallet size Permanent Professional Certificate and a Statement of Qualifications. The Statement of Qualifications is a document that outlines the details of your certification, such as your certificate number and academic qualifications.
2. **If you qualify for a Provisional Professional Certificate (Valid for three [3] years):**

PCSRU will mail you a wallet size Provisional Professional Certificate and a list of requirements that you must complete in order to qualify for a Permanent Professional Certificate. You will also receive a Statement of Qualifications that outlines the details of your certification, such as your certificate number and academic qualifications.

3. **If you qualify for a Statement of Eligibility (Valid for three [3] years):**  
PCSRU will mail you a Statement of Eligibility which confirms that you are **eligible** for a Permanent Professional Certificate or a Provisional Professional Certificate. A Statement of Eligibility is not a teaching certificate. A certificate will be issued when proof of valid Canadian citizenship, landed immigrant status or a valid work visa is submitted to PCSRU.
4. **If you do not qualify for a certificate:**  
PCSRU will mail a letter to you that explains the further requirements you must complete to qualify for certification. Once you have completed these requirements, please contact PCSRU to make arrangements for an evaluation of the completed academic coursework.

**!** **IMPORTANT INFORMATION**

*If you do not agree with the official results of the evaluation of your credentials you may request a reconsideration through the reviews and appeals process.*

## 5. Other Resources

Manitoba provides a centralized, single window for all immigrants arriving in Manitoba needing support to achieve their labour market goals. Internationally skilled immigrants working to meet Canada's re-accreditation and training requirements can receive advice and guidance through [Manitoba Start](#).

Links for more information:

[Manitoba Education and Training](#)

Manitoba School Divisions

<http://www.edu.gov.mb.ca/k12/schools/index.html>

[Manitoba School Boards Association](#)

Faculties of Education:

University of Brandon

<https://www.brandonu.ca/education/>

University of Manitoba

<http://umanitoba.ca/education/>

University of Winnipeg

<http://education.uwinnipeg.ca/>

Université de Saint-Boniface

<http://ustboniface.ca/page.aspx?pid=961#&page=1&q=faculty%20of%20education>

University College of the North

<https://www.ucn.ca/sites/academics/facultyeducation/Pages/Kenanow-Faculty-of-Education.aspx>

[Canadian Information Centre for International Credentials](#)

[Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications](#)

<http://www.immigratemanitoba.com/>

[http://www.gov.mb.ca/ie/pdf/ie\\_booklet.pdf](http://www.gov.mb.ca/ie/pdf/ie_booklet.pdf)

[http://www.gov.mb.ca/msw/publications/pdf/2009\\_living\\_in\\_mb\\_immigrant\\_women.pdf](http://www.gov.mb.ca/msw/publications/pdf/2009_living_in_mb_immigrant_women.pdf)

[Office of the Manitoba Fairness Commissioner](#)

## 6. Questions and Answers

*How are public schools different from independent schools?*

### **Public**

Public schools are governed by locally elected school division boards and operate under the regulatory framework of the provincial government. All public schools require teachers to hold a Permanent Professional Certificate or a Provisional

Professional Certificate. All public schools require teachers to be proficient in either English or French.

### **Independent**

Independent schools have their own governing bodies or boards. Some independent schools are affiliated with a specific religious or denominational group. Most independent schools require teachers to hold a Permanent Professional Certificate or a Provisional Professional Certificate. Most independent schools require teachers to be proficient in either English or French.

### ***Can I apply for a certificate if I am not a Canadian citizen or landed immigrant?***

Yes, you may submit an application along with the required documents and application fee. If you meet the certification requirements, the Professional Certification and Students Records Unit (PCSRU) will mail you a Statement of Eligibility. The Statement of Eligibility is **NOT** a certificate, it is simply a letter that confirms that you are eligible for a certificate.

This letter may help you find employment in Manitoba since it assures employers that PCSRU has evaluated your credentials and you are eligible for certification. To convert your Statement of Eligibility to a certificate after your arrival in Canada, contact PCSRU with proof of your status as one of the following:

<b>Proof of Status Requirements</b>	
<b>Status</b>	<b>Proof</b>
Canadian citizen	Photocopy of Canadian passport
Landed Immigrant	Photocopy of Permanent Resident card front and back
Holder of a valid work visa	Photocopy of valid work visa
Received offer of employment to teach in Manitoba	Notice of Employment from employer

### ***How will my application be evaluated?***

Your application will be evaluated once all required documents are received.

Previous teaching experience is not considered in assessing your eligibility for a teaching certificate.

PCSRU will:

- Evaluate your degree(s) and coursework to ensure you meet the academic requirements.
- Review your university courses to determine if you meet the teachable subject requirements.
- Review the credit hours that you have completed to determine if you have met professional preparation requirements.
- Provide the official evaluation results to you by mail.

### ***Is my teaching experience outside of Manitoba recognized?***

In general, the Professional Certification and Student Records Unit (PCSRU) will recognize the teaching experience you gained in a public school system while holding a valid teaching certificate in that jurisdiction.

Teaching experience is only assessed for the purpose of verifying the number of years of teaching experience that is subsequently used by school divisions to place a teacher on the salary classification scale used by the school division.

To have such teaching experience assessed, your employer(s) must complete a Verification of Teaching Experience form. See [Required Documents](#) for more information.

### ***What if I disagree with the decision of the Professional Certification and Student Records Unit (PCSRU)?***

If you disagree with the decision made by PCSRU, please follow the [Reviews and Appeals](#) process.

### ***Can I work as a teacher in Manitoba without a certificate?***

No, you cannot work as a teacher in the Manitoba public school system without a certificate. However, in Manitoba, it may be possible to work as a teacher without a certificate at these institutions:

- Colleges and universities
- English as an Additional Language (EAL) programs
- Some independent schools

### ***How do I obtain a Canadian Criminal Record Check with Vulnerable Sector Screening?***

Once you arrive in Canada, contact your local Law Enforcement Agency to complete the Canadian Criminal Record Check with Vulnerable Sector Screening. This screening is available only in Canada. A Canadian Criminal Record Check from The Commissionaires will not be accepted. The original Canadian Criminal Record Check with Vulnerable Sector Screening must be submitted to PCSRU. The Criminal Record Check you submit with your application for Manitoba teacher certification must be current within three months of the date of your application.

### **Questions not answered?**

Please contact the [Professional Certification and Student Records Unit](#) if you have additional questions regarding certification as a teacher in Manitoba.