

## Special Education Teacher Certificate Guideline

### Requirements

To receive a Special Education Teacher Certificate, a valid Manitoba Professional Teaching certificate is required along with a minimum of two years of successful teaching experience while holding a valid Manitoba teaching certificate.

**Plus, thirty (30) credit hours of approved university course work as specified in the guidelines to complete Section 1: Core and Section 2 (a): Electives.**

Note: Course work completed from various universities must be transferred into a degree program.

Course work will only be accepted if completed within ten (10) years.

Course outline may be required for courses marked \*Special Ed topics only\*

Consult the university calendars for course availability

**A minimum of thirty (30) credit hours of approved post-baccalaureate course work, (18) Core and (12) Electives in special education is required.**

- a) **Section 1: Core Requirements**  
Eighteen, (18) credit hours of course work

The Core course work is available at the University of Manitoba (UM), Collège universitaire de Saint-Boniface (CUSB), Brandon University (BU) and University of Winnipeg (UW).

- b) **Section 2(a): Electives**  
Twelve, (12) credit hours of course work

The Elective course work is available from the Brandon University (BU), University of Manitoba (UM), Collège universitaire de Saint-Boniface (CUSB) and the University of Winnipeg (UW).

- c) **Section 2(b): Professional Development - Optional**  
Twenty, (20) contact hours, is equivalent to one, (1) hour towards Section 2(a): Electives.

Professional development is not required for certification purposes when completing Section 2(a): Electives through university coursework.

12 credit hours of university course electives are selected for special education certification and completed as part of the degree requirements for salary reclassification purposes.

18 credit hour of core courses, plus 12 credit hours of elective courses in special education = 30 credit hours for a Special Education certificate, plus a conferred degree for salary reclassification purposes.

Contact hours earned through workshops are not recognized by the universities

Completing only the accredited professional development will not fulfill the Special Education Teacher Certificate requirements.

## **Application Process**

- 1) **Academic work completed in Manitoba:**  
Submit an official transcript to Professional Certification showing completion of courses to be applied towards the Special Education Teacher Certificate.
  
- 2) **Academic work completed outside Manitoba:**  
Submit an official transcript to Professional Certification showing completion of courses to be applied towards the Special Education Teacher Certificate.

- 3) **Achievement Certificate:**

Only professional development activities with a reference number in <b>Special Education</b> will be accepted for credit towards the Special Education Certificate.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------

Achievement certificates with a reference number may be scanned and submitted to our office by email to: [donna.evanchuk@gov.mb.ca](mailto:donna.evanchuk@gov.mb.ca).

- 4) **Certification Fee:**

The certification fee is \$60.00. Payment can be made by cheque or money order payable to the Minister of Finance or by credit card by filling out the Credit Card Service Request form.

## **Contact**

The Special Education Guideline is available on the Internet:

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

Additional information is available by contacting the Professional Certification Unit:

The Professional Certification Unit  
Box 700  
Russell MB R0J 1W0

Toll free 1-800-667-2378 (in Manitoba)

1-204-773-2998

Fax 1-204-773-2411

E-mail [certification@gov.mb.ca](mailto:certification@gov.mb.ca)

# **Special Education Course Listing**

## **Section 1: Core Requirements**

Eighteen (18) credit hours of course work.

<b><u>Course No</u></b>	<b><u>Course Title</u></b>	<b><u>University</u></b>	<b><u>Credit</u></b>
<b><u>Inclusive Special Education</u></b>			
EDUA 5600	Introduction to Inclusive Special Education	UM	6
EDUA 5630	Assessment and Instruction in Inclusive Special Education	UM	6
EDUA 5670	Strategies for Organizing Inclusive Classrooms and Schools	UM	3
EDUA 5680	Promoting Responsible Behaviour in Educational Settings	UM	3
EDUC 5000	Exceptional Child I	UW	3
EDUC 5001	Assessment Research I	UW	3
<b><u>Enseignement à l'enfance en difficulté basé sur le principe de l'inclusion</u></b>			
EDUA 5601	Introduction à l'éducation inclusive	CUSB	6
EDUA 5631	Évaluation et programmation en éducation inclusive	CUSB	6
EDUA 5671	Stratégies pour l'organisation de classes et d'écoles inclusives	CUSB	3
EDUA 5681	Promotion d'un comportement responsable en milieu scolaire	CUSB	3
<b><u>Educational Psychology &amp; Foundations</u></b>			
04.706	Theory and Practice of Standardized Assessment	BU	3
04.750	Education of Exceptional Children I	BU	3
04.751	Education of Exceptional Children II	BU	3
04.756	Education of Children with Behaviour Disorders I	BU	3
04.757	Education of Children with Behaviour Disorders II	BU	3
04.761	Assessment in Special Education	BU	3

## **Section 2(a): Electives**

Twelve (12) credit hours of course work.

<b><u>Administration and Educational Services</u></b>			
01.722	Early Childhood Curriculum and Instruction	BU	3
01.723	Designing Curriculum for Early Childhood	BU	3
01.724	Children's Play and Learning	BU	3
<b><u>Curriculum and Instruction: Humanities</u></b>			
02.740	Trends in the Teaching of Early/Middle Years Language Arts I	BU	3
02.741	Trends in the Teaching of Early/Middle Years Language Arts II	BU	3
02.742	Trends in the Teaching of Early/Middle Years Developmental Reading I	BU	3
02.743	Trends in the Teaching of Early/Middle Years Developmental Reading II	BU	3
02.744	Diagnostic and Remedial Reading I	BU	3

## **Section 2(a): Electives - continued**

### **Curriculum and Instruction: Humanities - continued**

02.745	Diagnostic and Remedial Reading II	BU	3
02.755	Teaching Thinking Strategies	BU	3
02.774	Curriculum Adaptation for Multicultural Settings	BU	3
02.780	Introduction to Curriculum	BU	3
02.782	Curriculum Planning and Materials Design and Development	BU	3
02.786	Trends and Issues in Literacy Difficulties	BU	3
02.787	Trends and Issues in Literacy Theories	BU	3
02.788	Trends and Issues in Literacy Development	BU	3
02.789	Multi Age / Multi Level Classroom	BU	3

### **Curriculum and Instruction: Math/Science**

03.760	Trends & Developments in the Teaching of Early & Middle Years Mathematics I	BU	3
03.761	Trends & Developments in the Teaching of Early & Middle Years Mathematics II	BU	3
03.762	Trends & Developments in Teaching Middle & Senior Years Mathematics I	BU	3
03.763	Trends & Developments in Teaching Middle & Senior Years Mathematics II	BU	3
03.782	Curriculum Planning and Materials Design and Development	BU	3

### **Educational Psychology & Foundations**

04.700	The Educational Process: Developmental Stages	BU	3
04.701	The Educational Process: The Adolescent	BU	3
04.702	Educational Psychology: Foundations of Education	BU	3
04.703	Educational Psychology: Human Learning, Intelligence & Instruction	BU	3
04.704	Guidance and Counselling	BU	3
04.707	Theory and Practice of Assessment in the Classroom	BU	3
04.708	Introduction to Counselling: Helping Relationships	BU	3
04.709	Counselling Theory and Practice	BU	3
04.710	Career Guidance	BU	3
04.714	Educational Research Methods	BU	3
04.722	Sociology of Education I	BU	3
04.723	Sociology of Education II	BU	3
04.724	Cultures and Education I	BU	3
04.725	Cultures and Education II	BU	3
04.728	Comparative Education I	BU	3
04.729	Comparative Education II	BU	3
04.733	Group Guidance and Counselling	BU	3
04.735	Individualized Testing	BU	3
04.752	Education of Children with Intellectual Disabilities I	BU	3
04.753	Education of Children with Intellectual Disabilities II	BU	3

## **Section 2(a): Electives - continued**

### **Educational Psychology & Foundations - continued**

04.754	Education of Children with Learning Disabilities I	BU	3
04.755	Education of Children with Learning Disabilities II	BU	
04.758	Curriculum for Children with Intellectual Disabilities	BU	3
04.759	Readings and Research in Special Education	BU	3
04.760	Education of Children who are Gifted, Talented and Creative	BU	3
04.762	Including Children with Exceptionalities	BU	3
04.763	Practicum in Special Education I	BU	3
04.764	Practicum in Special Education II	BU	3
04.766	Gender and Education	BU	3
04.767	Assessment for Counsellors	BU	3
04.773	Language Acquisition & Communication Disorders in the Classroom	BU	3
04.774	Introduction to Expressive Therapies	BU	3
04.775	Consultancy and Collaboration in Special Education	BU	3
04.776	Resilience, Risk and Special Education	BU	3
04.779	Classroom Assessment for / of / as Student Learning	BU	3
04.780	Theory and Practice of Small Group Leadership in Education	BU	3
04.797	Trauma and the Mind, Body Connection	BU	3
04.799	Graduate Research Seminar in Education *Special Ed topics only*	BU	3

### **Guidance and Counselling**

EDUA 5500	Theories and Issues in School Counselling	UM	3
EDUA 5510	Elementary School Counselling	UM	3
EDUA 5530	Secondary School Counselling	UM	3
EDUA 5540	Groups in Guidance	UM	3
EDUA 5550	Psychology of Human Relationships	UM	3
EDUA 5580	Career Development	UM	3

### **Cours d'orientation**

EDUA 5501	Théories de counselling scolaire	CUSB	3
EDUA 5511	Counselling à l'élémentaire	CUSB	3
EDUA 5531	Counselling au secondaire	CUSB	3
EDUA 5541	Counselling de groupes	CUSB	3
EDUA 5551	Psychologie des relations humaines	CUSB	3
EDUA 5581	Orientation de carrières	CUSB	3

### **Inclusive Special Education**

EDUA 5610	Field Experience in Inclusive Special Education	UM	3
EDUA 5620	Teaching Children Through Alternative and Augmented Communication	UM	3
EDUA 5640	Inclusive Special Education: Early and Middle Years	UM	3
EDUA 5650	Inclusive Special Education: High School and Transition to Adult Life	UM	3
EDUA 5660	Organization and Delivery of Resource Program and Support Services	UM	3
EDUA 5690	Focus on Exceptionality: Gifted and Talented	UM	3
EDUA 5770	Focus on Exceptionality: An Ecological Approach to FAS/E	UM	3

## **Section 2(a): Electives – continued**

### **Enseignement à l'enfance en difficulté basé sur le principe de l'inclusion**

EDUA 5661	Gestion et mise en œuvre des programmes d'orthopédagogie et des services de soutien	CUSB	3
-----------	-------------------------------------------------------------------------------------	------	---

### **Educational Psychology**

EDUA 5700	Social Psychology of Education	UM	3
EDUA 5710	Readings in Educational Psychology I * Special Ed Topics only*	UM	3
EDUA 5720	Readings in Educational Psychology II * Special Ed Topics only*	UM	3
EDUA 5730	Recent Developments in Educational Psychology I * Special Ed topics only*	UM	3
EDUA 5740	Recent Developments in Educational Psychology II * Special Ed topics only*	UM	3
EDUA 5750	Psychology of Learning in Educational Contexts	UM	3

### **Fondements scolaires**

EDUA 5701	Psychologie sociale de l'éducation	CUSB	3
EDUA 5711	Lectures dirigées en psychologie de l'éducation I	CUSB	3
EDUA 5721	Lectures dirigées en psychologie de l'éducation 2	CUSB	3
EDUA 5731	Développements récents en psychologie de l'éducation	CUSB	3
EDUA 5741	Développements récents en psychologie de l'éducation 2	CUSB	3
EDUA 5751	Psychologie de l'étude en contexte scolaire	CUSB	3

### **Instructional Design and Evaluation**

EDUA 5800	Introduction to Educational Research	UM	3
EDUA 5810	Theory of Test Construction	UM	3
EDUA 5850	Computer Application in Education 2	UM	3

### **Conception pédagogique et évaluation**

EDUA 5811	Théories de construction de tests	CUSB	3
-----------	-----------------------------------	------	---

### **Early Years Education**

EDUA 5900	Education and the Developmental Process I	UM	3
EDUA 5910	Education and the Developmental Process II	UM	3
EDUA 5920	Children's Play	UM	3
EDUA 5930	Observing Child Behavior	UM	3

### **Enseignement primaire**

EDUA 5901	Éducation et processus du développement 1	CUSB	3
EDUA 5911	Éducation et processus de développement 2	CUSB	3
EDUA 5921	Le jeu chez l'enfant	CUSB	3
EDUA 5931	Observation du comportement de l'enfant	CUSB	3

## **Section 2(a): Electives – continued**

### **Readings in Curriculum - \*Special Ed topics only\***

EDUB 5200	Readings in Curriculum, Teaching and Learning I	UM	3
EDUB 5210	Readings in Curriculum, Teaching and Learning II	UM	3
EDUB 5220	Recent Developments in Curriculum, Teaching and Learning I	UM	3
EDUB 5230	Recent Developments in Curriculum, Teaching and Learning II	UM	3
EDUB 5470	Recent Developments in Curriculum: Mathematics and Natural Sciences I	UM	3

### **Curriculum: Reading/Language Arts**

EDUB 5330	Teaching Language and Literacy in the Content Areas	UM	3
EDUB 5340	Foundations of Literacy	UM	3
EDUB 5400	Diagnostic and Remedial Techniques in Language Arts	UM	6

### **Programme d'études – Reading/Language Arts**

EDUB 5331	Sujets pratiques dans les arts langagiers 2	CUSB	3
-----------	---------------------------------------------	------	---

### **English as a Second Language**

EDUB 5510	ESL Materials Development and Practicum	UM	3
EDUB 5520	Grammar in ESL Learning and Instruction	UM	3
EDUB 5530	ESL and Content Instruction	UM	3
EDUB 5540	Vocabulary and Pronunciation Instruction	UM	3
EDUB 5580	Fundamentals of ESL (English Second Language) Instruction	UM	3

### **Curriculum: Mathematics**

EDUB 5770	Diagnosis and Remediation in Elementary School Mathematics	UM	3
-----------	------------------------------------------------------------	----	---

### **Programmes d'études – Mathématiques**

EDUB 5771	Diagnostic et orthopédagogie en enseignement des mathématique à l'élémentaire	CUSB	3
-----------	-------------------------------------------------------------------------------	------	---

### **Graduate Studies Inclusive Special Education**

EDUA 7600	Seminar in Inclusive Special Education	UM	6
EDUA 7610	Behavioural Issues in Educational Settings	UM	3
EDUA 7620	Seminar in Disability Studies	UM	3
EDUA 7630	Advanced Assessment and Instruction in Inclusive Special Education	UM	3
EDUA 7650	Field Experience in Inclusive Education	UM	6

### **Enseignement à l'enfance en difficulté basé sur le principe de l'inclusion**

EDUA 7601	Séminaire en éducation inclusive	CUSB	6
EDUA 7611	Séminaire sur l'éducation des enfants aux prises avec des troubles du comportement	CUSB	3

## **Section 2(a): Electives – continued**

### **Graduate Studies - continued**

#### **Miscellaneous**

EDUA 7710	Development in Learning Environments	UM	3
EDUA 7720	Psychology of Classroom Learning	UM	3
EDUA 7730	Psychological Perspectives in Early Education	UM	3
EDUA 7740	Topics of Educational Psychology I	UM	3
EDUA 7750	Topics of Educational Psychology II	UM	3
EDUA 7760	Interview Techniques with Children and Adolescents	UM	3
EDUA 7721	Psychologie de l'apprentissage en salle de classe	CUSB	3
EDUA 7741	Sujets particuliers en psychologie de l'éducation 1	CUSB	3
EDUA 7751	Sujets particuliers en psychologie de l'éducation 2	CUSB	3

#### **Graduate Studies and Field Research**

EDUA 7840	Qualitative Methods of Research in Education	UM	3
07.751	Interpreting Educational Research	BU	3
07.752	Overview of Educational Issues	BU	3
07.753	Seminar in Education: Rural, Native & Northern Educational Issues	BU	3
07.755	Information & Communication Technology (ICT) for Teachers	BU	3
07.780	Graduate Scholarly Writing	BU	3

#### **Mathematics**

EDUB 7480	Advanced Seminar in Mathematical Diagnosis and Remedy	UM	3
-----------	-------------------------------------------------------	----	---

#### **University of Winnipeg**

15.5001-	Special Topics in Education	UW	3
	Bullying-Affected Children		
	Conflict Resolution in Educational Settings		
	Enhancing Resiliency through Mentorship Programs		
	Non-Routine Mathematical Problem Solving		
	Topics in Risk and Resiliency		
15.5401	Creative Problem Solving	UW	3
15.5402	Expanding Gifted Education	UW	3
15.5403	Meeting the Needs of FAS and FAE Students	UW	3
15.5404	Reaching ADHD Child	UW	3
15.5405	Reclaiming Troubled Children and Youth	UW	3
15.5406	Achieving Real-Life Skills	UW	3
15.5407	At-Risk Readers	UW	3
15.5408	Reclaiming Troubled Children and Youth	UW	3
15.5410	Learning Disabilities	UW	3
15.5411	Violence in Schools	UW	3
15.5412	Gifted Education in the Inner City	UW	3

## Section 2(b): Professional Development - OPTIONAL

Twenty, (20) contact hours are equivalent to one, (1) hour towards Section 2(a): Electives.

<p><b>Note:</b></p> <p style="text-align: center;">→</p> <p>PD activities may not be required for certification purposes</p>	<p>Professional development is not required for certification purposes when completing <u>Section 2(a): Electives</u> through university coursework.</p> <p>12 Electives in university course work are selected for Special Education certification <u>and</u> completed as part of the degree requirements for salary reclassification purposes.</p> <p>18 Core + 12 Electives in Special Education = 30 credit hours for a Special Education certificate + a conferred degree for salary reclassification purposes.</p>
------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact hours earned through workshops are not recognized by the universities.

**Completing only accredited professional development will not fulfill the Special Education Teacher Certificate requirements.**

Only professional development activities with a reference number in Special Education will be accepted for credit towards the Special Education Certificate.

Achievement certificates with a reference number may be scanned and submitted to our office by email to: [donna.evanchuk@gov.mb.ca](mailto:donna.evanchuk@gov.mb.ca).

## **Special Education Professional Development Guide**

Professional development activities must be registered at our office by a formal application from the sponsoring school division or organization. An application for workshops is available from the [Professional Certification](#) office.

**All activities must be arranged by a university, Manitoba Education or other government departments, professional association, agency, hospital, school division/district.**

### **Professional Development Activities must focus on these Competencies:**

1. Professional development will include the philosophical, historical, and legal foundations of Special Education within the context of the general education system.
2. The characteristics of learners - Training will deal with how disabilities impact the cognitive, physical, emotional, social and communication development of an individual. How to provide opportunities that support the intellectual, social and personal development of all students.
3. Assessment, Diagnosis and Evaluation – This focus will deal with the educational assessment process and various assessment strategies to support the continuous development of all students.
4. Instructional Content and Practice - How students differ in their approaches to learning and how to create instructional opportunities that are adapted to diverse learners. Instructional planning and design instruction based on knowledge of the discipline, students, community and curriculum goals.
5. Planning and Managing the Teaching Learning Environment - Understanding how individual and group motivation and behaviour can be used to create a learning environment that encourages positive social interaction, active engagement in learning, and self motivation.
6. Managing Student Behaviour and Social Interaction Skills - Understanding the necessity and various strategies for participating with other professionals and parents in an interdisciplinary effort in the management of behavior.
7. Communication and Collaborative Partnerships - The methods of effective written, verbal, nonverbal, and visual communication techniques to foster active inquiry, collaboration, and support interaction among professionals, paraprofessionals and parents.
8. Professionalism and Ethical Practices - Understanding teaching as a profession, maintaining standards of professional conduct and providing leadership to improve student learning and well-being.



## CREDIT CARD SERVICE REQUEST FORM

If you wish to use your credit card for method of payment, this form must be completed and accompany request.

Complete and return the application form on next page when remitting the certification fee: by cheque, money order payable to the Minister of Finance, or credit card service request form.

PROFESSIONAL CERTIFICATION UNIT			
TYPE OF SERVICE	FEE AMOUNT	QUANTITY	TOTAL
SPECIAL EDUCATION CERTIFICATE	60.00		
TOTAL			

### Method of Payment

Visa <input type="checkbox"/>												MasterCard <input type="checkbox"/>											
Credit Card Number																							
Cardholder Name															Expiry Date								
Signature																							
<b>For Office Use Only:</b>																							
Authorization Number:																							
Name:															Receipt Number								



**PROFESSIONAL CERTIFICATION UNIT**

APPLICATION FOR:

**SPECIAL EDUCATION CERTIFICATE**

**See also Salary Reclassification application**

Include the salary reclassification application in the "Handbook", when applying for a salary reclassification.

Please print		
Name:		PSP NO:
Address:		
City / Town:		
Postal Code:		
Telephone No:		

Complete and return the application form when remitting the certification fee:  
by cheque, money order payable to the Minister of Finance, or credit card service request form.

This personal information collected is under the authority of Manitoba Regulation 515/88 of the Education Administration Act and will be used for ongoing verification of certification and notification. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If any questions arise about the collection, please contact the Program Director, Professional Certification Unit.

Mail to:

The Professional Certification Unit  
Box 700  
Russell MB R0J 1W0

Toll free 1-800-667-2378 (in Manitoba)  
1-204-773-2998  
Fax 1-204-773-2411