

A HANDBOOK FOR:

**CERTIFIED  
PROFESSIONAL SCHOOL PERSONNEL  
IN MANITOBA**

(Également offert en français)

May 2015



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## **INTRODUCTION**

Congratulations on choosing teaching as a profession.

This handbook has been prepared to provide you with general information about teacher and clinician certification in Manitoba.

Please read the contents of this handbook carefully and retain it for future reference. Additional information is available on our website [www.edu.gov.mb.ca/certification](http://www.edu.gov.mb.ca/certification). It is a professional responsibility of teachers and clinicians to stay current in their knowledge of requirements for certification and classification.

## A. PROFESSIONAL CERTIFICATION

### 1. Permanent Certification of Teachers

Manitoba Education and Advanced Learning issues a Permanent Professional Teaching Certificate to graduates of Manitoba Bachelor of Education programs. Graduates must submit all required documentation. The certificate is permanent. There is no expiry date. A Permanent Professional Teaching Certificate entitles the bearer to teach any subject, at any grade level (K – 12 inclusive) in Manitoba.

Faculty of Education graduates who hold a Student Visa are not granted a Manitoba teaching certificate. These graduates receive a letter verifying that they have successfully completed the teacher-training program. Should they return to Manitoba and provide verification of an Employment Visa, Landed Immigrant Status or Canadian Citizenship, a Manitoba teaching certificate may be issued.

Manitoba teaching certificates issued to applicants certified in another Canadian jurisdiction are issued based on Chapter 7 of the Agreement on Internal Trade.

### 2. Provisional Certification of Teachers:

A Manitoba Provisional Professional Teaching Certificate may be issued to:

- a) Candidates who are certified teachers from another Canadian jurisdiction but who have restrictions on their teaching certificate from the other province.
- b) Qualified candidates whose background check is of concern, (this includes Manitoba Bachelor of Education graduates),
- c) Non-Canadian teachers with a valid Employment Visa. This Provisional Certificate is valid for the term of the Employment Visa.
- d) Candidates who are certified teachers from outside of Canada and who have 120 credit hours of course work and a minimum of 30 credit hours of professional course work.

The Provisional Professional Teaching Certificate allows the bearer to teach any subject, at any grade level (K-12 inclusive) in Manitoba for a specific time. This certificate is valid for not more than three years from the date of issue. The term allows the candidate to complete any course work required for the teacher to be eligible for a Permanent Professional Teaching Certificate.

The Minister at his/her discretion may renew a Provisional Professional Teaching Certificate for an additional period (maximum three years) where circumstances warrant. The recommendation of the superintendent of the School Division/District in which the teaching experience was gained; or the recommendation of an Official designated by the Department may be requested when applying for extensions or renewals. The form is available at <http://www.edu.gov.mb.ca/k12/profcert/handbook.html>.

**Note: If a non-Canadian teacher, holding an Employment Visa, wishes to apply for provisional certificate extension/renewal, the Employment Visa must be extended first.**

3. Technical Vocational Certification of Teachers

Vocational teachers may complete the requirements for certification through attendance in the Technical Vocational Teacher Education Program at Red River College, or by completing the same course work on a part-time basis at Red River College.

Graduates from the Red River College program will receive a Permanent Technical Vocational Teaching Certificate. This certificate allows the bearer to teach **only their subject specialty**.

**A school division/district must receive authorization from the Professional Certification and Student Records Unit prior to a vocational teacher undertaking any assignment to teach outside their specialty area.**

4. School Clinician Certification (Provisional and Permanent)

School Clinician Certificates in School Psychology, Reading, Audiology and Speech Language Pathology, Social Work, Occupational Therapy, or Physiotherapy are issued to clinicians trained in one of these specialty areas and meeting the minimum requirements established by Manitoba Education and Advanced Learning. Those persons interested in working as a School Clinician should contact the Professional Certification and Student Records Unit for certification requirements prior to enrolling in a preparatory program at a university.

A provisional school clinician certificate is issued initially. To qualify for a permanent school clinician certificate, a school clinician must complete an approved internship by:

- a) Completing two years (360 days) of supervised clinical experience in a Manitoba school or an acceptable school-related activity while holding a Provisional School Clinician's Certificate. The supervising clinician must hold a Permanent School Clinician's certificate in the same field.
- b) Enrolling in and completing The Legal and Administrative Aspects of Schools for Clinicians.
- c) Receiving a recommendation ([Recommendation Form](#)) that the certificate be made permanent from
  - i) the supervision clinician and
  - ii) the school superintendent

## **B. PROFESSIONAL SCHOOL PERSONNEL (PSP) NUMBER**

Each teacher is assigned a PSP number, shown as five numerical digits on the teacher/clinician certificate.

Use the PSP number in all written or verbal communications with the Professional Certification and Student Records Unit.

### **C. CRIMINAL RECORDS CHECK / VULNERABLE SECTOR SCREENING CHECK / CHILD ABUSE REGISTRY CHECK**

A complete criminal record check includes the Criminal Record Check and the Vulnerable Sector Screening (VSS). This is an additional level of screening of individuals who have received pardons for sexual offenses and who hold a position of trust by working with vulnerable persons.

#### Criminal Record Checks (Validity)

- Must be completed by applicants at their local law enforcement agency
- Criminal Record Checks must be submitted to Professional Certification and Student Records Unit (PCSRU) within 3 months of the date of issue
- Must be the original document. Should a Law Enforcement Agency supply only a copy of the VSS to the applicant, the copy must be signed and preferably sealed by the Agency.

#### Manitoba Child Abuse Registry Check

- Must be submitted within 3 months of the Date of Issue
- Details regarding the application process can be found at [http://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry\\_form.html](http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html).

#### Accepted Agencies issuing Criminal Record Checks & VSS:

- Royal Canadian Mounted Police (R.C.M.P.)
- City Police (i.e. Winnipeg Police Service)
- Commissionaires (only accepted if received directly from the Commissionaires. Applicant is required to sign a third party consent waiver in order for results to be sent directly to PCSRU)
- TrueCheck (Criminal record check is acceptable but no VSS can be provided)

#### U.S.A.:

- National F.B.I. Criminal Record Check

#### Out-of-Country:

- Police Clearance Certificate

### **D. SALARY CLASSIFICATION**

Salary classification is established by [Manitoba Regulation 115/2015 \(Schedule A\)](#) (found on page 30) and is based upon the academic and professional status of the individual teacher. Manitoba employers may use salary classification to establish the annual salary for a teacher per local collective agreements. ([Appendix B](#))

Questions regarding **classification** should be directed to the Professional Certification and Student Records Unit and questions pertaining to **salary** should be directed to the employer.

**Note: The onus is on each individual teacher to verify with his/her employer that the employer is using the correct classification for payroll purposes.**

## **E. RECLASSIFICATION**

A salary reclassification may result when a certified teacher completes an acceptable program of studies from an accredited institution recognized by Manitoba Education and Advanced Learning. Written confirmation should be obtained from the Professional Certification and Student Records Unit **prior** to enrolling in any program if reclassification is a goal of the additional education.

Verification of the completion of additional programs of study, and payment of the applicable fee must be submitted before a reclassification will be processed. The verification must be in the form of an official transcript showing that an accredited university has conferred a degree, certificate or diploma. [Reclassification Form](#) (Refer to [Appendix A](#) for fee schedule).

When all the required documentation and the applicable fee have been submitted to the Professional Certification and Student Records Unit, the Unit will confirm the appropriate salary classification and notify the employer.

The date of the reclassification will be the date the Professional Certification and Student Records Unit receives the required documentation. The effective date of change in salary, however, comes under the jurisdiction of the employer in accordance with the collective agreement.

## **F. TEACHING EXPERIENCE**

Credit for teaching experience is granted as of June 30 of each year upon receipt of official verification from the employing authority.

Consult with the Professional Certification and Student Records Unit before accepting a position with any private school in Manitoba to determine the status of the private school. Credit **is not** granted for teaching experience gained in any non-funded independent school.

### **1. Experience Within Manitoba**

Credit is granted for experience completed by a certified teacher:

- (a) Within the Manitoba Public School System
- (b) Outside the Manitoba Public School System, in child or youth institutions, First Nations' schools, funded independent schools or in an adult learning centre recognized by the jurisdiction provided that:
  - i. Teaching or clinician's certificate or equivalent was required for employment and
  - ii. The teacher or clinician was supervised by a recognized educational authority and
  - iii. The employing institution was supported by public funds and
  - iv. The programs of study were equivalent to those taught in the Manitoba public school system



- (c) Substitute teaching in public, funded independent schools or First Nations' schools
- (d) For parental leave (see [item 6 Experience Accumulated on Parental Leave](#))

Teachers seconded to Manitoba Education and Advanced Learning, to the Manitoba Teachers' Society, etc. are eligible to have this experience credited. Each school division/district is responsible for reporting experience gained by their seconded teachers.

Teachers on entitled sick leave per local collective agreement are granted credit for teaching experience equivalency during that time. This does not include days on long-term disability.

Teachers on sabbatical leave, leave of absence, educational leave or long-term disability are not eligible for teaching experience during that time.

Teaching experience gained while teaching under a Limited Teaching Permit is not recognized except where a person holds a Limited Teaching Permit allowing the person to teach outside his or her area of entitlement.

## 2. Experience Outside of Manitoba (Within Canada)

Credit for teaching experience completed outside the Province of Manitoba may be granted when the employing authority meets all requirements as outlined in item 1.(b). Official verification of the experience is to be submitted to the Professional Certification and Student Records Unit from the employing authority on the "[Verification of Teaching Experience](#)" form.

Credit for teaching experience in a Canadian private school may be granted provided the following conditions apply:

- The person held a valid teaching/clinician certificate or equivalent issued by the jurisdiction where the experience was gained and
- The jurisdiction recognized the programs of study and standings awarded to the students of the private school.

Official verification of experience must come from the employing authority and show the commencement and termination dates of employment, and the total number of days of experience completed within each school year of employment. An acceptable day of experience is not less than 5.5 hours including recesses but not including the midday intermission in accordance with [Manitoba Regulation 101/95](#).

3. Experience Outside of Manitoba (Outside Canada)

In accepting employment in another country, have the form "[Verification of Teaching Experience](#)" completed by the foreign employing authority. This form is to be returned to the Professional Certification and Student Records Unit. Additional information respecting courses, curriculum taught, school funding (if independent), and the supervising education authority will be required before consideration of experience credit will be given by the Professional Certification and Student Records Unit. (See [Experience Within Manitoba](#) item (b)).

A statement verifying all teaching experience may be obtained from Professional Certification and Student Records Unit for a fee as set out in [Manitoba Regulation 86/210](#) of the Education Administration Act. ([Appendix A](#))

4. Experience in Canadian Universities and Community Colleges

Credit is granted for experience completed in any faculty in a university or post-secondary institution registered with the Association of Universities and Colleges of Canada or the Association of Canadian Community Colleges, provided the teacher held, or was eligible to hold, a Manitoba teaching certificate at the time of employment. Experience is granted on the basis of contact hours in the classroom.

5. Experience as a Substitute

Credit for substitute teaching days is calculated and granted as of June 30 of each year upon receipt of official verification from the employing authority. Experience is calculated using the following formula: 180 days = 1 year of experience. 1 year = a minimum of 180 days – if more than 180 days are worked in a school year, there are no additional days granted. Only one year credit is granted for a one-year period. **A day is not less than 5.5 hours including recesses but not including the midday intermission in accordance with [Manitoba Regulation 101/95](#).**

School Division/District offices have been requested to complete the Substitute Teacher Report, but it is the responsibility of the individual teacher to keep a record of days of substitute teaching and to ensure that the correct number of days have been reported to Professional Certification and Student Records Unit by employers.

6. Experience accumulated on Parental Leave

Experience may be granted to a maximum of 85 days for full-time teachers. Part-time experience will be pro-rated. Teachers/Clinicians must have completed 12 consecutive months with an employer and be employed under a contract with their employing authority at the start of the parental leave. Where a teacher elects to take the complete year off, credit will be granted to a maximum of 85 days for parental leave. It is the responsibility of the employer to verify that a teacher was absent for parental leave purposes.

7. School Clinician Experience Accumulated Outside the Public School System

Credit may be granted for clinician experience accumulated outside the public school system when the employment meets all the criteria listed in the "[Verification of Clinician Experience](#)" form. Clinician experience is not eligible for credit if the experience is gained while working in a private practice or for an employer who is not a qualified clinical authority.

## G. NAME AND ADDRESS CHANGES / REPLACEMENT CERTIFICATES

Teaching certificates are often re-issued for the following reasons:

- (a) The teacher changes his/her name
- (b) The teacher loses his/her certificate

Please ensure that you promptly notify the Professional Certification and Student Records Unit of any change to your name or address or if you require a replacement certificate.

In the case of a name change, complete the form "[Professional Certification Name Change](#)", return **all certificates** issued by the Professional Certification and Student Records Unit that require the name change and send photocopies of applicable documents verifying the name change such as marriage certificate, divorce decree, Vital Statistics Certificate of Name Change. All teaching certificates will be re-issued in your new name. Professional certificates not returned for a name change are subject to a replacement fee of \$25.00 per certificate.

Requests for a replacement certificate(s) are subject to a replacement fee as set out in [Manitoba Regulation 86/210](#). Please indicate your full name, date of birth, PSP number or the certificate number (for identification purposes) and include the required fee stated in [Appendix A](#).

The replacement fee will be waived for stolen certificates if the form [Application for Replacement Certificate\(s\) - Lost as a Result of a Criminal Act](#) is submitted.

**Ensure that in all communications (either verbal or written) with the Professional Certification and Student Records Unit, the name shown on the teaching certificate is the one being used. This name must be the name used with school divisions/districts.**

## H. ADDITIONAL CERTIFICATES OF QUALIFICATION

Certificates are available in the following areas:

1. Special Education Teaching Certificate:

Thirty (30) credit hours of special education course work at the "500" level plus two (2) years recognized teaching experience is required to complete the Special Education certificates requirements. The Special Education guideline outlines the course work and is available on the internet at: <http://www.edu.gov.mb.ca/k12/profcert/certificates/othercertificates/speced.html> or contact the Professional Certification and Student Records Unit.

2. Special Education Coordinator Certificate:

To be eligible for the Special Education Coordinator Certificate, a teacher must:

- (a) Hold the Special Education Teaching Certificate
- (b) Have completed five years of experience in two or more of the following areas:

- Regular classroom teaching;
- Resource or special class teaching
- Approved clinical or special agency work at a professional level such as: psychology, reading, social work, speech and hearing or school counselling
- Consultative or supervisory experience, such as school administrator or department head.

3. School Counsellor Certificate

To be eligible for a School Counsellor certificate a candidate will have:

- (a) Thirty (30) credit hours of university course work at the post-baccalaureate level, or higher,
- (b) Accumulated a minimum of two (2) years successful teaching experience while holding a valid Manitoba Permanent Professional teaching certificate.

The School Counsellor Certificate guideline is available on the Internet at:

<http://www.edu.gov.mb.ca/k12/profcert/certificates/othercertificates/counsellor.html>

or contact the Professional Certification and Student Records Unit.

4. Certificate in School Leadership

The Certificate in School Leadership replaces Level 1 and 2 administrator certificates. Meeting the qualifications under the pre-existing administrator certificates will continue to be an available option until September 1, 2017.

The renewed qualifications for the Certificate in School Leadership strengthen and recognize the current education and professional preparation essential to supporting effective leadership in our schools.

The Certificate in School Leadership: Guidelines to Qualification is available on the Internet at:

<http://www.edu.gov.mb.ca/k12/profcert/certificates/othercertificates/leadership.html>

or contact the Professional Certification and Student Records Unit.

5. Administrator Certificate

There are two levels of administrator certificates

- a) Level 1 – School Administrator (120 contact hours)
- b) Level 2 – Principal (180 contact hours)

A combination of recognized professional development and approved “500” level course work in educational administration are required for these certificates. The

School Administrator’s guideline is available on the Internet at

<http://www.edu.gov.mb.ca/k12/profcert/certificates/othercertificates/administrator.html> or contact the Professional Certification and Student Records Unit. **This**

**certificate will be discontinued as of September 1, 2017.**

## I. OFFICIAL STATEMENT OF STANDING

Manitoba certified teachers applying for certification outside of the province, may be required to obtain an official Statement of Professional Standing from Manitoba Education and Advanced Learning, by other jurisdictions. A majority of the jurisdictions will also request that this statement be sent **directly** to their teacher certification offices from Manitoba Education and Advanced Learning. The Professional Certification and Student Records Unit offers this service for an established fee as set out in [Manitoba Regulation 86/210](#) under The Education Administration Act ([Appendix A](#)).

To request a Statement of Standing, provide the following to the Professional Certification and Student Records Unit:

- (1) Fill in the electronic form "[Statement of Standing Request Form](#)" or submit a written request including the following:
  - a) Your full name and PSP number
  - b) Your current mailing address and a phone number where you may be reached.
  - c) The jurisdiction including the mailing address to which the official statement is to be sent
- (2) The required fee ([Appendix A](#))

An official Statement of Standing will be prepared and sent directly to the jurisdiction noted in your request. A copy of the official statement and a receipt for the fee will be sent to you.

The **Statement of Qualifications** letter is issued after the completion of the certification process. It may be presented to a Manitoba employing authority for employment purposes. This statement will **not** be re-issued. A formal statement of standing or verification of class and experience can be ordered if necessary. The applicable fees will apply ([Appendix A](#)).

## J. FEES FOR SERVICES PROVIDED

Fees are charged for some of the services provided by the Professional Certification and Student Records Unit. Fees are listed in [Manitoba Regulation 86/210](#) and are subject to change. See [Appendix A](#) for the current fees.

## K. SUSPENSION & REVIEW OF CERTIFICATES

The Minister of Education and Advanced Learning has the authority to revoke, suspend or cancel any certificate issued under his/her authority. The Minister may direct the Certificate Review Committee to investigate and report on any case in which a teacher's certificate is to be reviewed. A review is initiated for cause, which the Minister deems sufficient.

## L. RECONSIDERATIONS AND APPEALS

Decisions concerning the assessment of your credentials as it relates to certification, salary classification, and recognition of experience, may be appealed. There are two steps to the Appeal process. The initial step before pursuing a formal appeal is a **Request for Reconsideration**. There is no fee associated with this step of the process.

A formal **Request for Appeal** may be made following the Reconsideration decision in those cases where the applicant continues to be dissatisfied with the decision. A **Request for Appeal** must be accompanied by a fee ([Appendix A](#)). If the appeal is successful, the fee will be refunded.

Complete information is on our website at:

[www.edu.gov.mb.ca/k12/profcert/reviews\\_appeals.html](http://www.edu.gov.mb.ca/k12/profcert/reviews_appeals.html) or contact the Professional Certification and Student Record Unit.

## M. CHANGES IN REQUIREMENTS / POLICIES

It is the responsibility of every teacher to keep abreast of certification requirements. Amendments to the Regulations are published in the *Manitoba Gazette*. These amendments and any other policy changes affecting certification are communicated to the Manitoba Teachers' Society and may be published in *The Manitoba Teacher*. Such changes may also be published on the K-Grade 12 website at <http://www.edu.gov.mb.ca/k12>.

## **CONCLUSION**

Information provided to the Professional Certification and Student Records Unit is treated as confidential. Specific information will be released only upon receipt of written permission from the teacher/clinician or by personal appearance. The inquirer must provide reasonable identification with the request. Information will not be released over the telephone. Photocopies of information contained within a teacher file may be released to the teacher for a minimal fee. Official transcripts are retained in the file and will not be returned to the applicant teacher except in the case of foreign documents, which may not be available from the source.

This handbook and the website are offered to you as a source of assistance. Contact the Professional Certification and Student Records Unit about any matter pertinent to your certification as a teacher.

**FEES CHARGED FOR SERVICES PROVIDED**

Effective April 2015 (Fees subject to change without notice)

Replacement teaching certificate.....	\$25.00
Official Statement of Professional Standing.....	\$30.00
Reclassification .....	\$30.00
Registration of qualifications for Administrator's Certificates (Levels 1 & 2).....	\$60.00
Registration of qualifications for School Leadership Certificate .....	\$60.00
Registration of qualifications for Clinician Certificate .....	\$60.00
Registration of qualifications for Special Education Certificate .....	\$60.00
Registration of qualifications for School Counsellor certificate.....	\$60.00
Verification of a teacher's classification and experience .....	\$25.00
Request for Appeal .....	\$99.00

A cheque or money order payable to the Minister of Finance will be accepted for payment or you may use Visa or MasterCard by filling in the [Visa or MasterCard Service Request Form](#). A service charge of \$20.00 will be imposed if a cheque is returned with "insufficient funds".



**Education and Advanced Learning**

Professional Certification and Student Records Unit  
Box 700 Russell, Manitoba R0J 1W0  
T 204-773-2998 F 204-773-2411  
Toll-Free : 1-800-667-2378

**Salary Classification Information****Note:**

1. Academic and professional course work must be done within an approved degree, diploma or certificate program, and is not counted unless the person attains the degree, diploma or certificate.
2. A year is defined as 30 credit hours. Two years is defined as 60 credit hours etc.
3. All required years of study beyond secondary school are recognized in the first degree. All required years of study are recognized in the Bachelor of Education (B.Ed.) degree. Additional undergraduate degree: one step only regardless of the number of years in the additional undergraduate degrees.
4. CEGEP from Quebec – Award of DÉC (Diplôme d'études collégiales) is eligible for one step.

**Class 4**

1. A three-year Bachelor's degree or approved equivalent and a one-year B.Ed.
2. A four-year B.Ed. or approved equivalent.

**Class 5**

1. A three-year Bachelor's degree or approved equivalent and one of the following:
  - (a) a two-year B.Ed. after-degree;
  - (b) an approved post-baccalaureate diploma or certificate and a one year B.Ed.
  - (c) a one year graduate level degree and a one-year B.Ed.
2. All of the following:
  - (a) a three-year Bachelor's degree or approved equivalent;
  - (b) a second Bachelor's degree or approved equivalent;
  - (c) a one-year B.Ed.
3. A four-year B.Ed. and one of the following:
  - (a) a second Bachelor's degree;
  - (b) a one-year graduate level degree.
4. A four-year Bachelor's degree or approved equivalent and at least one additional year of professional course work.

**Class 6**

1. A four-year Bachelor's degree or approved equivalent and a two-year B.Ed.
2. All of the following:
  - (a) a three-year Bachelor's degree or approved equivalent;
  - (b) a one-year B.Ed.
  - (c) two approved post-baccalaureate diplomas or certificates.

3. The qualifications for Class 5, and one of the following that is in addition to the person's Class 5 qualifications:
  - (a) a bachelor's degree;
  - (b) an approved post-baccalaureate diploma or certificate;
  - (c) a graduate level degree.

### **Class 7**

1. If a person holds a Master's degree as part of his or her being qualified for Class 6, the qualifications for Class 6 combined with
  - (a) an additional bachelor's degree; or
  - (b) an additional graduate level degree.
2. If a person does not hold a Master's degree as part of his or her being qualified for Class 6, the qualifications for Class 6 combined with a Master's degree.

A person who holds a permanent professional teaching certificate, or an approved equivalent, and a Ph. D. is included in Class 7

### **Appeal Process and information**

You may appeal decisions concerning the assessment of your credentials as it relates to certification, salary classification and recognition of experience. There are two steps to the appeal process. The first step before pursuing a formal appeal is a **Request for Reconsideration**. There is no fee associated with this step, but **there is a filing deadline**. Please consult the web site provided below. A formal **Request for Appeal** may be made following the Reconsideration decision in those cases where the applicant continues to be dissatisfied with the decision. A Request for Appeal must be accompanied by a fee of \$99.00. If the appeal is successful, the fee will be refunded.

The following link provides more information regarding the appeal process, filing deadline dates and access to the forms for each step of the process

[http://www.edu.gov.mb.ca/k12/profcert/reviews\\_appeals.htm](http://www.edu.gov.mb.ca/k12/profcert/reviews_appeals.htm)