

Employer Verification of Teaching Experience

for employers **outside** the Manitoba public school system



The criteria for recognizing teaching experience is outlined in the [Teaching Certificates and Qualifications Regulation 115/2015](#) of the Education Administration Act (sections 25 to 28). One year of experience is considered to be 180 days.

To be completed by the Teacher:

Legal Name _____
Surname Given Name Middle Name

Current Address _____
P.O. Box/Street City/Town
Province/State Country Postal Code

Date of Birth _____ Telephone No. _____ PSP or
Day/Month/Year Cert. No. _____

Email Address _____

Evaluation of teaching experience acquired outside Manitoba requires a copy of a valid teaching certificate from the jurisdiction when the experience was acquired. PCU reserves the right to request additional information.

To be completed by the Employing Authority: (Part 1)

Name of employing authority where experience was acquired: _____

School Name _____

Address _____
P.O. Box/Street City/Town
Province/State Country Postal Code

Email Address _____ Telephone No. _____

The following questions must be answered:

1. The position required the employee to hold a teaching certificate to work as a teacher in the jurisdiction. Yes No
2. The teacher was supervised by a recognized educational authority. Yes No
3. The programs of study were relevant to the Kindergarten to Grade 12 programs of study offered by the local, provincial/state or national government funded school system. Yes No
4. What age of children did the teacher work with directly? _____
5. Brief Job Description: _____

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To be completed by the Employing Authority: (Part 2)

Teacher Legal Name _____
Surname Given Name Middle Name

How to complete this form:

FULL DAYS:

1. One full day equals 5.5 or more hours. No more than 5.5 hours per day may be recognized.

IF TEACHER WORKED LESS THAN FULL TIME:

1. Divide the number of hours worked per day by 5.5 to calculate the percentage (%) of full time.

For example: 3 hours per day divided by 5.5 hours = 0.55 % of full time.

2. Multiply the percentage of full time by the number of days worked to calculate the total full days.

For example 0.55 % of full time x 100 days worked = 55 total full days.

EXAMPLES:

1. Teacher worked 100 days at 3 hours per day: 3 hours divided by 5.5 = 54% x 100 days = 54 full days.

2. Teacher worked 30 days at 1.5 hours per day: 1.5 hours divided by 5.5 = 27% x 30 days = 8.1 full days.

3. Teacher worked 200 days at 9 hours per day: 9 hours > 5.5 so = 100% x 200 days = 200 full days.

Enter Full Days worked for each individual year of employment:

Enter only one school year per line. Photocopy this form if more than one page is required.

MM DD YYYY to MM DD YYYY	Total Full Days: (see above for calculation)	PCU Office Use
For example <u>July 1, 2017</u> to <u>March 15, 2018</u>	55 days	
to		
to		
to		
to		
to		
to		
to		

I am an authorized official of the employing authority and certify the above information is accurate and complete:

Legal Name _____
Surname Given Name Middle Name

Position _____ Email Address _____
Please Print

Signature _____ Date _____

The Employing Authority must return **PAGE 1** and **PAGE 2** by mail, fax or email to:

Professional Certification Unit
PO Box 700, 402 Main Street N.
RUSSEL MB R0J 1W0 Canada

Fax 1-204-773-2411
Email certification@gov.mb.ca

This personal information is being collected under the authority of Manitoba Regulation 115/2015 made under The Education Administration Act, and will be used for ongoing verification of certification, notification and data analysis. Personal information is protected under The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Professional Certification Unit, Box 700, Russell MB R0J 1W0 ph. 1-800-667-2378 or 1-204-773-2998.