

Teacher Certification Guidelines for Principals & Program Administrators in Alberta Accredited International Schools

The [Education Act](#) of the Province of Alberta states that:

- 198(1) Unless otherwise authorized under this Act, a board shall employ as a teacher only an individual who holds a certificate of qualification as a teacher issued pursuant to this Act.
- (2) A board may employ a competent individual to teach a language or culture under the supervision of a teacher who holds a certificate referred to in subsection (1), and
- 58(1)c permit persons other than teachers to provide religious instruction or exercises to its students.

A teaching certificate is the authorization, under the Education Act and associated regulations, that allows an individual to teach K-12 in Alberta or an Alberta Accredited International School. Holding a certificate means that the individual has met the standards and requirements necessary to be employed and has obtained a valid certificate from the Alberta Minister of Education through the Office of the Registrar. **At the request of Alberta Education, The Association of Independent Schools and Colleges of Alberta, AISCA, acts as the agent of Alberta Education's Office of the Registrar for many matters pertaining to the re-issuance/extension of interim professional certificates (IPC) and the evaluation of teachers for the purposes of permanent professional certificates (PPC).** In requesting initial issuance of IPC's teachers will apply directly to the Registrar at Alberta Education.

There are three types of teaching authority that may be granted:

- Interim Professional Certificate;
- Permanent Professional Certificate;
- Letter of Authority

Detailed information on each of these is found in the latest edition of the [AISCA Teacher Certification Handbook](#) and all accompanying forms and checklists can be downloaded from the [AISCA website](#).

Below is a summary of the process for obtaining each type of certification:

Initial Certification:

Prior to commencing employment at an Alberta accredited international school, a teacher who does not already hold Alberta certification must:

- Submit an application for teacher certification at <https://www.alberta.ca/teacher-certification.aspx> .
- Pay the required application fee; and
- Submit all documents as required to The Registrar at Alberta Education at teacher.certification@gov.ab.ca .

Upon satisfying all conditions, teachers will be issued either an Alberta Interim Professional Certificate or a Letter of Authority. Inquiries about initial certificates can be directed to the Teacher Certification Branch at teacher.certification@gov.ab.ca

Interim Certificates:

Teachers already holding Alberta Interim Professional Certificates may access the following services through the AISCA website, www.aisca.ab.ca/teacher-certification/ .

- Extension of an Interim Professional Certificate which is about to expire.
- Re-issuance of an expired Interim Professional Certificate.
- Evaluation for the purpose of recommending a teacher for an Alberta Permanent Professional Certificate.

Letters of Authority:

Letters of Authority must be requested directly from the [teacher certification branch](mailto:teacher.certification@gov.ab.ca) at teacher.certification@gov.ab.ca. In some cases, teachers employed in Alberta accredited international schools will be issued a Letter of Authority, specific to a given school and valid for a specific period of time.

Teachers in Alberta accredited international schools may be exempted from the requirement to hold Canadian citizenship or permanent resident status.

DSA Services

A Designated Signing Authority, DSA, is a recommending officer appointed by the Alberta Minister of Education to approve teachers for certification. AISCA employs a number of DSAs who are empowered to evaluate Alberta independent school teachers who have met the conditions for attaining their Alberta Permanent Professional Certificate.

Alberta Education may issue a Permanent Professional Certificate to teachers who:

- Currently hold a valid Alberta Interim Professional Certificate, IPC
- Have completed the equivalent of two full years of service in an Alberta school or an Alberta accredited international school, while holding a valid IPC
- Have two successful evaluations by an Alberta program administrator or principal
- Have been recommended for permanent certification by a DSA; and
- Are a Canadian citizen or are lawfully permitted to work in Canada (Exemption available to those teaching offshore in Alberta accredited international schools).

If teachers have met all other conditions, AISCA will, upon receipt of an application by the teacher, assign a DSA to evaluate the teacher. The DSA will ascertain that the teacher is meeting the competencies outlined in the [Alberta Education Teaching Quality Standard](#), TQS. An evaluation will consist of a visit to the teacher to gather the necessary evidence indicating that the teacher is adequately demonstrating the TQS competencies. A DSA visit may consist of, but is not limited to:

- An interview with the teacher;
- A review of long range plans, unit plans and lesson plans for alignment with the Alberta Program of Studies;
- A review of the teacher's self assessment;
- A review of the teacher's professional growth plan;
- A review of assessment samples;
- Observation of classes;
- A meeting with the school administrator who has evaluated the teacher.

Due to travel restrictions imposed by Covid-19, it is highly unlikely that evaluations will be conducted on site in the 2020-2021 school year. DSA's will arrange with teachers and school administrators to conduct remote evaluations that may involve electronic sharing of documents, interviews via Zoom or other platforms and viewing of live-streamed classes.

At the conclusion of the evaluation, the DSA will decide to either recommend to the registrar of Alberta Education that the teacher be granted a Permanent Professional Certificate or that the teacher should apply for a second evaluation by a DSA at a later date. In the case of the latter recommendation, the DSA will clearly communicate to the teacher, in writing, areas of remediation referenced to the TQS.

AISCA Fee Schedule for DSA Services to Alberta Accredited International Schools

Fee	Time of Payment	Amount
Evaluation of Teacher for recommendation regarding Permanent Professional Certification	Before scheduled evaluation takes place via Flywire. https://aisca.flywire.com	AISCA will annually set a cost recovery fee per teacher to be paid by the school employing that teacher. The fee will be \$500.00 CDN per teacher for remote evaluations conducted in the 2020-2021 school year.
Interim Certificate (Re-issuance or extension)	n/a	No charge for AISCA services, but teachers will have to pay applicable fees to Alberta Education