

## Temporary Teaching Permit Information for Post-Secondary B.Ed. Students

### Criteria to qualify for a Temporary Teaching Permit while enrolled in a Bachelor of Education program in Saskatchewan:

- a) the extended practicum must be completed prior to the TTP issuance date; and
- b) the offer of employment is for substitute teaching (not a contract position); and
- c) the applicant has availability to work a minimum of one full day or two ½ days. Skipping classes to work as a substitute teacher is not allowed.

If any of the above criteria are not satisfied, the employer must submit an exemption request to the SPTRB Registrar for review and approval PRIOR to you submitting your online application.

Application fees are non-refundable. Ensure you have an offer of employment and all the required documentation gathered for upload prior to starting the online application.

### Step 1: Seek an employment opportunity

- ✓ Consider speaking to the school division where you completed your practicum to see if they need additional people on their sub-list; monitor school division and employment websites for positions opening.

### Step 2: Collect all personal documentation that will be required for your online Temporary Teaching Permit application

- ✓ Government issued ID, Unofficial Transcripts, and a criminal record check with vulnerable sector search.
- ✓ Note: You must submit a copy of your timetable to the employer showing you meet the availability requirements for a TTP to be issued (\*timetable does not need to be uploaded with your TTP application)

### Step 3: Visit [www.sptrb.ca](http://www.sptrb.ca) to create an account and submit the Temporary Teaching Permit application.

- ✓ This application form MUST be completed by the person applying for the Temporary Teaching Permit.
- ✓ The application will not be processed unless and until the application fee and ALL required documentation has been submitted to the SPTRB (from both the applicant and the employer).
- ✓ You MUST NOT work until you have received the confirmation email from the SPTRB stating that your Temporary Teaching Permit has been issued (or prior to the “valid from” date of the TTP). It is a breach of *The Registered Teachers Act* and the SPTRB Regulatory Bylaws to work as a teacher without a TTP (or Saskatchewan teacher certification) and may result in regulatory consequences.

#### To access the Temporary Teaching Permit Application ([www.sptrb.ca](http://www.sptrb.ca))

- Click **Create Account** at the top right-hand corner of the page
  - *If you already created an account with the SPTRB previously, **do not create a second account, just sign in***
- Fill in the information by following the instructions in the online form
- Click **Save** to create your account
- Your account will remain logged in so you can begin the **Temporary Teaching Permit application**
- Click **Certification**
- Click **Apply for Temporary Teaching Permit**
- Click **Apply Online** to begin your application

**IMPORTANT: If you apply for a Temporary Teaching Permit while you are a post-secondary student, you MUST remember to also submit the Professional A Certificate application for your permanent Saskatchewan teaching certificate to be issued following completion of your Bachelor of Education degree. A Temporary Teaching Permit is NOT a teaching certificate.**