

TEACHER CERTIFICATION

SPTRB Application Process and Tips for University of Saskatchewan Education Students

General Information

- The Saskatchewan Professional Teachers Regulatory Board (SPTRB) is responsible for teacher certification in Saskatchewan.
- In order to teach in Saskatchewan, you are required to hold a Saskatchewan Teacher’s Certificate *and* register with the SPTRB annually.
- Teachers’ certificates are permanent (unless suspended or revoked within the SPTRB Complaint Management Process).

When to Apply

- Apply up to three months in advance of completing your teacher education program and any time thereafter.
- Applications are not processed until all required documents are received. (See *Application Status* below)

Examples of Application Timelines:

When you expect to graduate	When to apply to SPTRB	When to get CRC and VSS
May	Any time after February 1	Any time after February 1
December	Any time after October 1	Any time after October 1

Please note: If your degree will be conferred in December (Fall convocation) you should apply after October 1, and your Criminal Record Check (CRC) including Vulnerable Sector Search (VSS) must be conducted on October 1st or later.

If your degree will be conferred in May (Spring Convocation) you should apply after February 1, and your Criminal Record Check (CRC) including Vulnerable Sector Search (VSS) must be conducted on February 1st or later. CRC/VSC documents will not be accepted for certification purposes if the check was completed more than three (3) months prior to the date you become eligible for certification.

How to Apply

- The first step to apply for certification is to go to www.sptrb.ca and create an account.
The name used to create your account must match the legal name appearing on the government issued identification you will be required to submit when completing your application).
- Once you have created your account you will be able to apply for certification by clicking the **Apply for Certification** button on the SPTRB home page or under **Certification > Apply for Certification**

Required Documents

- You must upload copies of the following documents to your application:
 - ✓ **Birth Certificate (preferred) or valid Passport with full legal name and date of birth**
 - ✓ **Change of name documentation** if your name has changed since your birth
 - ✓ **Criminal Record Check (CRC) and Vulnerable Sector Search (VSS) [for Employment]**
 - These must be completed and supplied within 3 months prior to certification (not 3 months from date of application). This will mean having a CRC and VSS done October 1 (Fall Convocation)/February 1 (Spring Convocation) or later.
 - If your CRC and/or VSS results are incomplete or indicate a possible match, you will be required to obtain a fingerprint comparison from your local law enforcement agency.
 - We only accept CRC/VSS completed by a law enforcement agency (i.e. city police, RCMP). We do not accept results from other agencies such as MyBackCheck, CERTN, etc. (Note: if they request a letter stating why you require a vulnerable sector search, please email general@sptrb.ca to request the letter).
 - ✓ **Transcripts**
 - **Finished Bachelor of Education Requirements at End of Fall (Term 1)**
 - Once your extended practicum grade appears on your transcript, please email Audrey Swan at audrey.swan@usask.ca requesting that a letter be sent to the Saskatchewan Professional Teachers Regulatory Board (SPTRB) confirming your degree (since degree status will not appear on your U of S transcripts until June).
 - You do not need to send your University of Saskatchewan transcripts.
 - **Finished Bachelor of Education Requirements at End of Winter (Term 2)**
 - A letter confirming your degree will be sent to the SPTRB as soon as possible after your final grades appear on your transcript.
 - You do not need to send your University of Saskatchewan transcripts.
 - If you have attended any other post-secondary institution (other than the University of Saskatchewan), you must arrange to have those transcripts sent to the SPTRB directly from the institution. ***Transcripts must be received even if the course work did not transfer into your teacher education program or if you only took a few courses at the institution.***
 - **Please do not call the university or the SPTRB to check on the status of these documents.** Your certificate will be issued as soon as we are able to do so. (See *Application Status* below).

Application Status

- Please check the status of your application online by signing into your SPTRB profile and clicking **Certification > Application Status**.
- Applications are not processed until all required documents are received.

Annual Registration

- The annual registration year runs September 1 to the following August 31.
- When issued a Teacher’s Certificate, you will be automatically registered with the SPTRB for the remainder of the registration year.
- **It is your responsibility to register with the SPTRB annually.**
 - You will need to register for the 2026-2027 school/ annual registration year no later than August 31, 2026. (Registration opens in May)

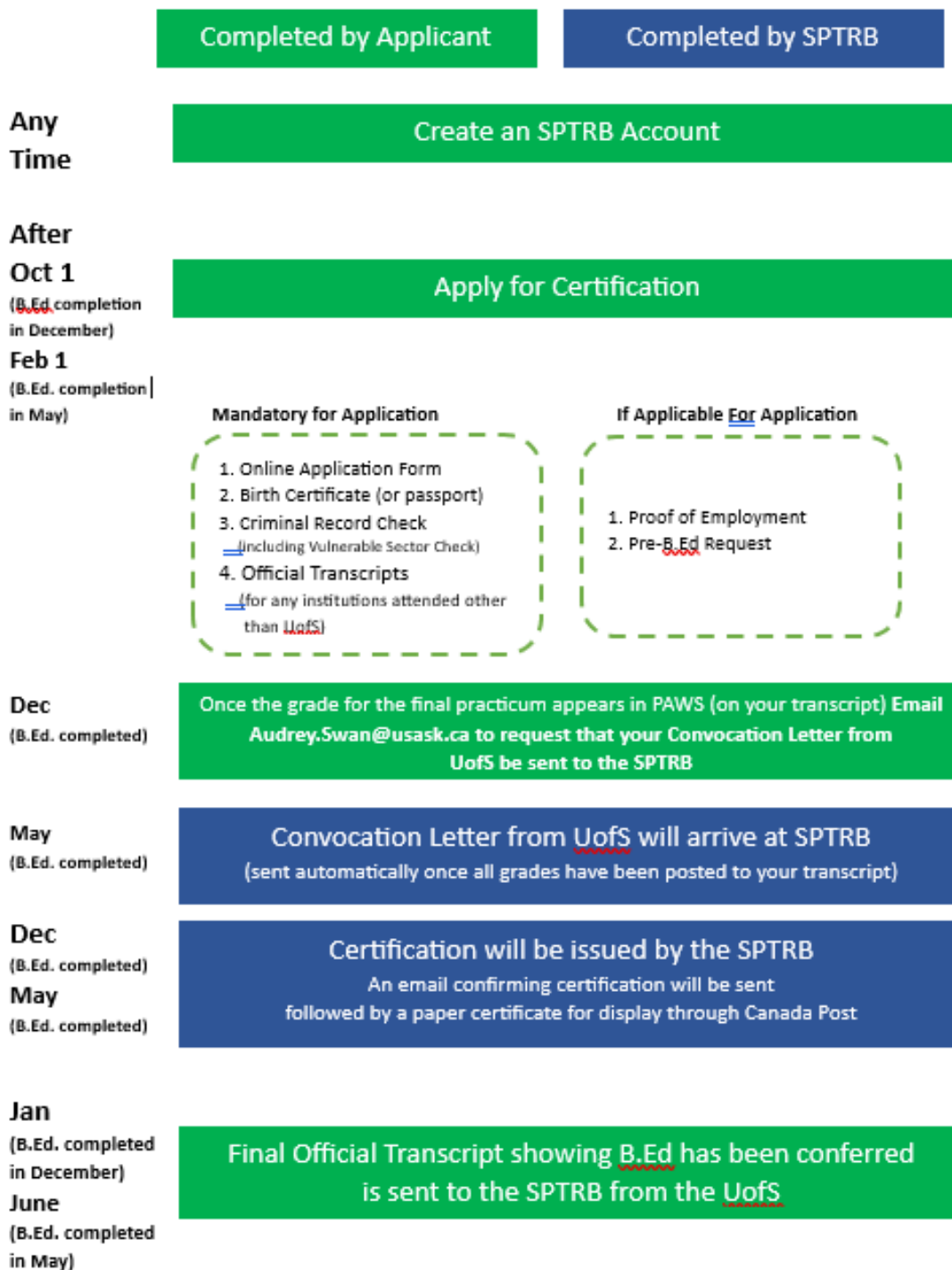
Key Points to Remember:

1. When completing your online application, please answer “No” for the questions about holding another teacher’s certificate or authorization to teach UNLESS you do hold a teacher’s certificate or authorization to teach from another province or country.
2. Applications are not processed until all required documents and payment of the application fee are received.
3. A CRC and VSS are required as part of your application and must be completed within 3 months prior to certification (October 1 (Fall Convocation)/February 1 (Spring Convocation) or later).
4. U of S convocation eligibility letters will be sent directly from the university to the SPTRB upon the completion of your degree requirements. (See directions on pg.3 to determine if you need to request this)
5. If you have attended any other post-secondary institution (other than the university where you completed your B.Ed.), you must arrange to have those transcripts sent to the SPTRB directly from the institution even if you did not receive transfer credit into your B.Ed. program.
6. Certificate applications will remain active according to the following:

Submission of additional documents was requested by the SPTRB	Active for 1 year from the date the SPTRB request was emailed
Application fee not submitted	Active for 3 months from the application date

7. Please use your SPTRB account to check the status of your application by logging into your SPTRB account and clicking *Application Status* under the Certification and Registration tab.
8. After initial certification & registration, it is your responsibility to register with the SPTRB annually.

Summary of Application Process



**** Remember to complete your Annual Registration Renewal application form every year between May 1 – August 31 if you are teaching in Saskatchewan****

SK Pre-B.Ed. Assessment Option

DO NOT apply for a Pre-B.Ed. assessment, if your practicum is the final requirement in your B.Ed. degree.

- Applicants may apply for a SK Pre-B.Ed. assessment prior to completing their B.Ed. program if they:
 - hold another previously awarded, approved undergraduate degree (i.e. B.A. or B.Sc.)
 - have completed at least 48 semester hours of pre-service teacher education coursework
 - have completed their teaching practicum, and
 - have completed specific courses required for certification see Schedule F (link to download the PDF is available under the 'Certification' menu on the SPTRB website)
- At the time of application, teacher candidates may request a Pre-B.Ed. Assessment by selecting this option on the application and paying the associated fee. The fee includes the regular Application Fee (\$105) and the SK Pre-B.Ed. Assessment Fee (\$100) for a total of \$205 (non-refundable and non-transferrable).
- Transcripts must be requested from all institutions attended and sent directly to the SPTRB; regardless of if a credential was awarded.
- Applicants requesting the SK Pre-B.Ed. Assessment and who meet requirements for certification will be issued a provisional Professional A teaching certificate. Once proof of completion of a B.Ed. is received, a permanent Professional A teaching certificate will be issued. Applicants who do not meet requirements for certification will have their application held until proof of completion of a B.Ed. is received; at which point a permanent Professional A teaching certificate will be issued.

PLEASE NOTE:

- To qualify for the SK Pre-B.Ed. option, your teaching practicum must be completed and awarded on your transcript. All SPTRB Certification application fees are non-refundable and non-transferable.

Contact Information

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