

Temporary Teaching Permit Information for Applicants

General Information

A Temporary Teaching Permit (TTP) may be issued in emergent situations where an employer's attempts to recruit a certified teacher to fill a teaching position have not been successful.

TTP requests are initiated when an **Authorization to Teach form** is submitted by an employer.

Once you have an offer of employment from an employer, you must complete the online TTP application form. Do not submit a TTP application prior to having an offer of employment as application fees are non-refundable and non-transferable.

TTP's are only valid for the school year in which they are issued. You will receive an email once a TTP is issued which will indicate the valid dates for the permit.

TTP's can only be issued for substitute teaching or temporary contracts.

Step 1:

Employer makes offer of employment; submits Authorization to Teach form to SPTRB

Step 2:

TTP candidate must submit a Temporary Teaching Permit online application

Step 3:

Applications are reviewed once all required documents are received.

The applicant cannot work until the TTP is issued.

Step 4:

Following the issuance of the TTP, both the employee and the employer associated with the TTP application will be notified by email.

The TTP holder may now begin employment.

To be eligible for a TTP, applicants must:

- a) have graduated from high school a minimum of four (4) years ago; and
- b) have completed some post-secondary education (any program) or have a specialized skill related to the position being filled (i.e. mastery of a language).

A TTP will not be issued to a person living outside of Canada. A TTP does not demonstrate proof of provincial teacher certification for immigration or work permit purposes. As the title indicates, a TTP is only a temporary permit and is not a teaching certificate.

TTP Applicants Enrolled in a Saskatchewan Teacher Education Program (B.Ed.)

An employer may request that a TTP be issued to a B.Ed. student (enrolled in a Saskatchewan university) for the purpose of **substitute teaching** up until April 30th annually if:

- a) the extended practicum is completed prior to the TTP start date; and
- b) a timetable is provided to employer proving availability to work a minimum of one full day or two ½ days during the week (updated if changes are made to the timetable).

Students cannot be offered substitution employment which results in a conflict with classes; skipping classes to work as a substitute teacher is not allowed.

Students cannot accept teaching assignments while completing their extended practicum.

If issued a TTP prior to graduating from a B.Ed. program in Saskatchewan, you **MUST** remember to apply for your Professional A teaching certificate once you are within three (3) months of completing your program.

Other Important Information

- If a TTP holder is going to be employed by multiple employers, each employer must submit an Authorization to Teach form and a separate TTP application must be submitted by the applicant.
- Statements of Professional Standing will not be issued as a TTP is not a teaching certificate.
- TTP holders are subject to the same standards of conduct and disciplinary procedures as registered teachers.

Accepting the Role and Responsibilities Associated with a Temporary Teaching Permit

Individuals who accept employment based on a TTP are agreeing to take on the role and responsibilities of a certified and registered teacher. As per the SPTRB Regulatory Bylaws section 5.06(4) they shall:

- (i) carry out the general functions and duties of teachers as set out in section 231 of *The Education Act, 1995*
- (ii) be subject to the same standards of conduct as registered teachers; and
- (iii) be subject to the same disciplinary procedures pertaining to registered teachers.

Upon issuance of a TTP, the permit holder will appear on the SPTRB Public Registry so that members of the public can verify that the individual holds a valid TTP for the current school year and can view the specific employment conditions associated with the TTP.

Temporary Teaching Permit



Documents Required to Apply for a Temporary Teaching Permit

Before starting an application, you must have electronic copies of the following documents ready for upload:

(file attachment formats accepted: pdf, .docx, .jpg, .jpeg, .png, .xlsx, .doc)

- **Government issued identification (birth certificate or current passport)**
- **Proof of name change document(s) (if applicable)**
- **Unofficial post-secondary transcripts** showing any, and all, post-secondary coursework you have completed (or are enrolled in currently).
- **Criminal record check including vulnerable sector search** which has been issued within three (3) months of the date of application and is for employment purposes * Email general@sptrb.ca if the detachment requires you to submit a letter from the SPTRB to complete the vulnerable sector search. A letter will be provided to you by email attachment.

Note: a fingerprint search with vulnerable sector search will be required if there is a positive or possible match result on the CRC/VSS. Request the fingerprint search (with VSS) immediately, as these results can take several weeks. A TTP will not be issued until the fingerprint search results are received by the SPTRB.

**Exemption: if you have held a TTP within the past 3 years (without a break in service) that was issued following submission of a required fingerprint (VSS) search, an affidavit may be accepted in lieu of the fingerprint check, if there has been no change to the CRC/VSS provided. A new fingerprint check is required every 4 years at minimum. Contact our office at general@sptrb.ca if you need a copy of the SPTRB Affidavit form.*

