

# Accreditation

## Initial and Renewal Policies and Procedures

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# Policy for Initial Accreditation

This policy has been developed by the Ministry of Education in consultation with the League of Educational Administrators, Directors and Superintendents (LEADS); the Saskatchewan School Boards Association (SSBA); and the Saskatchewan Teachers' Federation (STF).

## Accreditation Review Committee

The Accreditation Review Committee is chaired by the Registrar and includes one member from each of LEADS, SSBA and STF. The terms of reference of this committee are to review applications of teachers where there is a question regarding qualifications and to review the accreditation policy periodically and make recommendations to the Ministry of Education regarding any necessary changes.

## Definition of Accreditation

Regulation 30 (a) of [The Education Regulations, 1986](#), defines "accredited teacher" as a teacher who meets the requirements for accreditation established by the department and set out in the department's policy statement on accreditation.

Insofar as this policy is concerned, "accreditation" means granting to a teacher the responsibility of determining the final mark or standing of the students in a specified Grade 12 (level 30) subject or subjects.

The courses taught by a teacher granted accreditation privileges must be within the framework of the provincial curriculum.

## Teacher-By-Subject

Teachers may be accredited in the following Grade 12 subjects:

- Biology 30
- Chemistry 30
- Physics 30
- English Language Arts (A and B) 30
- Mathematics (Workplace and Apprenticeship 30, Foundations 30 and Pre-Calculus 30)

## Requirements for Accreditation

1. To be eligible to practice accreditation in the subjects listed, a teacher must:
  - 1.1 hold a permanent Saskatchewan Professional A certificate;
  - 1.2 have at least two full years or equivalent of successful teaching experience<sup>1</sup>;
  - 1.3 have attended an accreditation seminar in the subject area coordinated by the STF; and,
  - 1.4 have university standing (credits earned) that totals 24 credit hours of academic and professional courses<sup>2</sup> including:
    - 21 credit hours in academic (not Education) courses (a minimum of 12 hours in the subject in which accreditation is being sought<sup>3</sup> and the remaining 9 hours in the subject or in related areas<sup>4</sup>); and,
    - 3 credit hours in a professional (Education) course<sup>5</sup> (secondary level methods course in curriculum, instructional methods, or evaluation) in the general subject area or in the specific subject.

1 This does not include substitute teaching. For all other recognized experience, it is assumed that the teaching was in a K-12 situation requiring a professional teaching certificate. In the case of teachers in the Adult 12 program, teaching experience may include teaching in the ABE program at a recognized post-secondary institution.

2 Completion of the following programs serves to meet the academic and professional course requirement for accreditation in the respective subjects: Mathematics Teacher Certificate Program, University of Saskatchewan; Certificate of Extended Studies in Chemistry and Physics, University of Regina.

3 Biochemistry courses are acceptable as part of the academic requirement for Biology and Chemistry. Biophysics courses are acceptable as part of the academic requirement for Biology and Physics.

One Astronomy or Astrophysics course (up to 6 credit hours) may be counted as an academic course for Physics. Additional Astronomy courses are counted as related courses.

4 See page 10 for a list of related courses.

5 See page 8 for a list of professional courses.

In cases where a professional course is worth more than 3 credit hours, teachers should consult with their Director and Accreditation Officer regarding the remaining requirements.

2. To apply for accreditation, a teacher must:
  - 2.1 complete the [Application for Accreditation](#) form, obtainable from the Ministry of Education website, to allow receipt by the Accreditation Officer before October 21 or March 21 of the semester/year in which accreditation is required;
  - 2.2 provide the principal and the Director of Education with evidence that he/she meets the requirements as outlined; and,
  - 2.3 obtain approval for accreditation from the principal, the Director of Education, and the Accreditation Officer.

Refer to the section [Procedures for Application](#) for more details.

## Accreditation Seminar

The accreditation seminar is developed by the STF in consultation with the LEADS, the SSBA and the Ministry of Education. The following principles apply:

1. Accreditation seminars will be available in English Language Arts 30, sciences (Biology 30, Chemistry 30, and Physics 30), and mathematics (Workplace and Apprenticeship 30, Foundations 30 and Pre-Calculus 30).
2. Teachers seeking accreditation in a second subject area will be required to participate in the sessions on days 1, 2 and 3 of the 5 day (summer/initial and renewal/second subject) or days 1 and 2 of the 4 day (mid-year renewal/second subject) seminar that focus on evaluation, professional exchange, and curriculum and instruction.
3. Teachers do not have to meet the other requirements for accreditation before taking the seminar.
4. Although there is only one accreditation seminar for the sciences (biology, chemistry, and physics), teachers seeking accreditation in one or more subjects in these areas (e.g., biology and chemistry) must meet the academic and professional course requirements for each subject.
5. Teachers must have completed the accreditation seminar before October 21 or March 21 of the semester in which accreditation is required. Mid-year seminars will meet the requirements for accreditation in the following semester or year.

## Guidelines

1. Unless the Registrar, Ministry of Education, receives notification to the contrary from the Accreditation Officer, all teachers accredited in Grade 12 subjects will continue to be accredited in these subjects if they remain in the employ of the same school board and fulfill the requirements for renewal. (Accreditation renewal policies and procedures became effective October 21, 1991.)
2. Students taught by an accredited teacher must accept the evaluation of the accredited teacher in the semester or term in which the subject is taken. The Ministry of Education will accept the evaluation of accredited teachers. The final marks assigned by the teacher shall be submitted to the Ministry of Education by electronic transfer of marks.
3. Students wishing to appeal an evaluation from an accredited teacher shall have the opportunity to write either a teacher-prepared comprehensive supplemental or a supplemental departmental examination in accordance with the regulations governing the writing of examinations. The student who elects to write a teacher-prepared supplemental examination is obligated to give the teacher adequate notification of his/her intention.
4. Students may not appeal marks obtained on supplemental examinations.

5. If an accredited teacher goes on leave and is replaced by a non-accredited teacher, students must write the departmental examination unless the accredited teacher has taught the majority of the course (provided the direct instruction) and returns to provide the final evaluation.

## Procedures for Application

1. Teachers who wish to apply for accreditation should first ensure that they meet all provincial requirements for accreditation and also any local policies of the employing school board.
2. If any requirements are in doubt, the teacher should discuss these with the principal and/or the Director of Education.
3. Application should be made on the [Application for Accreditation](#) form and include all supporting information. Application should be made early enough to allow receipt by the Accreditation Officer before October 21 or March 21 of the semester/year in which accreditation is required.
4. The application form and documentation should be given to the principal who will complete the approval section and forward the form and documentation to the Director of Education. The principal's signature indicates his/her approval of the application.
5. The Director of Education will review the application and documentation to ensure that they meet all the provincial requirements and any local requirements of the Board of Education. If the Director approves the application, he/she will complete and sign the *Application for Accreditation* form and submit one copy of the documentation and one copy of the form to the Accreditation Officer.
6. The Accreditation Officer shall review the *Application for Accreditation* form and documentation submitted and approve or deny the application by completing the form. Notice of approval or denial shall be received by the teacher on or before November 7 or April 7. If an application is denied, the reasons for denial shall be sent to the Director of Education with a copy to the teacher and the principal.
7. Should the application be denied by the Accreditation Officer, the teacher may request a formal review by the Accreditation Review Committee.
8. One copy of the *Application for Accreditation* form and documentation will be kept on file in the Accreditation Officer's office.
9. The [Application for Accreditation \(Short Form\)](#) may be used by teachers applying for accreditation in one school division after having been accredited previously in another school division.

## **Procedures for Appeal**

### **Initial review:**

A teacher whose application for accreditation has been denied should first discuss the matter with his/her principal, Director of Education, and/or the Accreditation Officer.

### **Formal review:**

1. Should the Accreditation Officer deny the application, the teacher may request a formal review. An appeal letter should be sent to the Registrar, Ministry of Education and include all necessary documentation. Appeals should be made within a month of the date of the notification of denial.
2. The Registrar, Ministry of Education, shall notify the teacher that the request and documentation have been received and that the appeal will be heard. Copies of this notification will also be sent to the principal, the Director of Education and the Accreditation Officer.
3. The Registrar, Ministry of Education, shall call a meeting of the members of the Accreditation Review Committee at the earliest possible convenience.
4. The Accreditation Review Committee shall meet and review all documentation submitted. The decision of the Committee will be communicated to the teacher, the principal, the Director of Education and the Accreditation Officer by the Registrar.

## Professional Courses

The following list is provided to assist applicants in determining appropriate courses to meet the professional (Education) secondary level methods course requirement for accreditation. *The list is not intended to be all inclusive but rather to serve as a guideline.*

Refer to The Registrar's Handbook for School Administrators – [Appendix H: Teacher Accreditation Course List \(to date\)](#) for information on approved/denied courses for accreditation from various universities.

Course numbers/names in previous years may be different. Questions about course numbers and descriptions should be directed to the university concerned.

### University of Regina (Courses accepted that have been offered)

Biology, Chemistry, or Physics	ESCI 302 Environmental Education ESCI 350 Curriculum and Instruction in Secondary School Science ESCI 351 Special Topics in Secondary School Science ESCI 401 Participatory Research in Science Education
English	ELNG 300 Curriculum in Secondary School English ELNG 350 Secondary English Methodology: Literature ELNG 351 Secondary English Methodology: Composition, Language and Media ELNG 316 Language Awareness
Mathematics	EMTH 300 Curriculum Content in Secondary Mathematics I EMTH 350 Curriculum Content in Secondary Mathematics II EMTH 351 Theories of Instruction in the Teaching of Secondary School Mathematics EMTH 450 Post-Internship Seminar in Secondary Mathematics

### University of Saskatchewan (Courses accepted that have been offered)

Biology, Chemistry, or Physics	EDCUR 326.3 – 1/2(3L) Methods for Teaching Science in Secondary School EDCUR 327.3 Methods for Secondary Life Sciences EDCUR 328.3 Methods in Physical Sciences EDCUR 423.3 Advanced Methods for Teaching Science in Secondary School
English	EDCUR 371.3 Developing Writing Abilities EDCUR 379.3 Introductory Methods in Secondary English Language Arts EDCUR 472.3 Teaching Writing in Middle and Secondary Classrooms EDCUR 475.3 The Study of Language for Secondary School Teachers EDCUR 479.3 Advanced Methods for Teaching English Language Arts in Secondary School
Mathematics	EDCUR 318.3 Methods of Teaching Mathematics in the Secondary School EDCUR 418.3 Advanced Methods for Teaching Secondary School Mathematics

## **General Methodology Course for Saskatchewan Secondary Schools**

The Universities of Regina and Saskatchewan offer a general methodology course for the secondary level for individuals with an education degree from an institution outside Saskatchewan.

\*\*\* Prerequisite: A previous Education Degree and permission from the university

- University of Regina  
EPS 490AA – Methods for Saskatchewan Secondary Schools

Student Program Centre, University of Regina at 306-585-4537 or email  
[education.counselling@uregina.ca](mailto:education.counselling@uregina.ca)

OR

- University of Saskatchewan  
400.3 Curriculum and Instruction for Saskatchewan Secondary Schools

Department of Curriculum Studies, University of Saskatchewan at 306-966-7601 or email  
[ecur.office@usask.ca](mailto:ecur.office@usask.ca)

## Related Courses

The following list of related courses for each subject is provided to assist teachers and school administrators to determine the university courses which may be related to the subject in which accreditation is sought. Any courses beyond the introductory level must include content directly related to the subject in which accreditation is being sought. This list is not necessarily all inclusive.

- English Language Arts A 30 and B 30      courses in the study of Literature and Linguistics in any Language, Drama, Media, Film
  
- Sciences
  - Biology 30      courses in Chemistry, Agriculture, Physiology
  
  - Chemistry 30      courses in Mathematics, Physics, Biology, Agriculture
  
  - Physics 30      courses in Biochemistry, Chemistry, Mathematics, Engineering, Astronomy\*
  
- Mathematics      Courses in Computer Science, Statistics, Physics

\* One Astronomy or Astrophysics course (up to 6 credit hours) may be counted as an academic course for Physics. Additional Astronomy courses are counted as related courses.

Refer to The Registrar’s Handbook for School Administrators – [Appendix H: Teacher Accreditation Course List \(to date\)](#) for information on approved/denied courses for accreditation from various universities.

## Subjects and Course Codes

Subject	Course Code
English Language Arts A 30	8017
English Language Arts B 30	8018
Biology 30	8255
Chemistry 30	8256
Physics 30	8257
Math: Workplace and Apprenticeship 30	8423
Math: Foundations 30	8425
Math: Pre-Calculus 30	8426

# Policy for Accreditation Renewal

The accreditation renewal policy contained herein was authorized for implementation in the Province of Saskatchewan as of October 21, 1991. This policy has been developed by the Ministry of Education in consultation with the League of Educational Administrators, Directors and Superintendents (LEADS); the Saskatchewan School Boards Association (SSBA); and the Saskatchewan Teachers' Federation (STF).

## Teacher-By-Subject

Teachers may seek renewal of accreditation in:

- Biology 30
- Chemistry 30
- Physics 30
- English Language Arts (A and B) 30
- Mathematics (Workplace and Apprenticeship 30, Foundations 30 and Pre-Calculus 30)

## Requirements for Renewal of Accreditation

Teachers are required to renew their accreditation in a subject area every five years after the date of initial accreditation through participation in an appropriate professional development activity related to evaluation in the subject area. A separate renewal is required for each subject area.

1. Teachers may meet the requirement for renewal of accreditation in the subject area in one of two ways:
  - 1.1. The requirement may be met by attending the accreditation renewal seminar in the subject area. These renewal seminars which are offered by the Saskatchewan Teachers' Federation are approximately 20 hours in length and have these objectives:
    - To examine current policies and practices in student evaluation and reporting.
    - To participate in a professional exchange with other teachers on curriculum changes, teaching strategies and evaluation in the subject area.
    - To develop knowledge and skills in a variety of evaluation strategies pertinent to the subject area.
  - 1.2. Equivalent professional development activity in the subject area during the five-year period preceding renewal may be substituted for the seminar. In the following options that require some determination of "equivalent service", it is the responsibility of the teacher to submit information about such activity to the principal and the Director of Education and receive approval from them.

Appropriate professional development activities related to the subject area at the Grade 12 level which may be substituted for the renewal seminar include:

- A full-credit university course (minimum of 3 hours) in the subject area.
- Equivalent service\* on a provincial or division curriculum committee in the subject area or a committee in the area of student evaluation, school-based program evaluation or curriculum evaluation.
- Equivalent service\* as a pilot teacher for a new curriculum in the subject area.
- Equivalent service\* in the development of departmental examinations as a setter, validator or sub-examiner in the subject area.
- Equivalent service\* in any one or combination of the following:
  - active involvement in the professional development activities of a Special Subject Council in the subject area;
  - non-credit courses or conferences on student evaluation or program evaluation related to the subject area; and,
  - development and implementation of a personal professional development plan which might include reading, professional writing, research or presentations in the subject area. Involvement as a cooperating teacher in a secondary teacher education internship or extended practicum may form part of this plan.

**\* "Equivalent service" is to be determined in terms of those activities which would serve to meet the objectives of the STF Accreditation Renewal Seminar.**

Note: Teachers who have attended an interdisciplinary accreditation renewal seminar with a focus on one subject area and subsequently seek accreditation renewal in a second subject area may use the seminar as part of the renewal requirement, but should undertake some supplementary activities in the second subject area to fulfill the renewal requirements for that second subject area.

2. To apply for renewal of accreditation, a teacher must:
  - 2.1. apply for renewal of accreditation on the [Approval for Renewal of Accreditation](#) form obtainable on the Ministry of Education website early enough to allow receipt by the Accreditation Officer before October 21 or March 21 of the semester/year in which renewal is required;
  - 2.2. provide the principal and the Director of Education with documentation that the requirements as outlined have been met; (e.g., transcript or letter/certificate of verification); and,
  - 2.3. obtain approval for renewal of accreditation from the principal and the Director of Education.
3. The Director of Education will submit the approval form and attached documentation to the Accreditation Officer.
4. Unless the Registrar receives notification to the contrary from the Accreditation Officer, all teachers accredited in Grade 12 subjects will continue to be accredited in these subjects if they remain in the employ of the same school board and fulfill the requirements for renewal.

## Procedures for Application

1. Teachers who are applying for renewal of accreditation should first ensure that they meet any requirements for renewal found in local policies of the employing school board as well as all provincial requirements.
2. If any requirements are in doubt, the teacher should discuss these with the principal and the Director of Education. In cases where renewal is through equivalent recent professional development activities, the teacher should discuss these plans with the principal and the Director of Education.
3. Application should be made on the [Approval for Renewal of Accreditation](#) form and include supporting information. This should include a certificate for attendance at an STF Accreditation Renewal Seminar, a university transcript for a full-credit course or a certificate/letter of verification detailing how the "equivalent service" requirement has been met.
4. The approval form and supporting information should be given to the principal who will forward these to the Director of Education. The principal's signature on the form indicates his/her approval of the application. Application should be made early enough to allow receipt by the Accreditation Officer before October 21 or March 21 of the semester in which renewal is required. Note: Mid-year accreditation renewal seminars scheduled after these dates will not meet the renewal requirement for that semester.
5. The Director of Education will review the application to ensure that it meets the requirements for renewal of accreditation. If the Director approves the application, he/she will sign the *Approval for Renewal of Accreditation* form and submit one copy of the form and documentation to the Accreditation Officer. Additional copies should also be made at the school division level to be kept on file by the Director of Education, the principal and the teacher.

## Renewal Dates

The renewal approval form and documentation must be received by the Accreditation Officer before October 21 or March 21 of the semester/year in which renewal is required.

Mid-year accreditation renewal seminars are not effective for the semester in which they are taken. Teachers should plan accordingly to ensure all requirements are met before the October 21 or March 21 deadline.

All teachers granted accreditation are required to renew their accreditation once every five years after the year of their initial accreditation in the subject area.

Teachers may apply for renewal at any time after the fourth year of the defined five-year period.

Teachers who transfer from one school division to another will not have their renewal date affected by the transfer. Whatever renewal date was in effect at the time of the transfer will still be in effect in the new school division.

Teachers who have allowed their accreditation to expire and subsequently wish to renew will have their renewal date calculated from the year in which they renew again, not from the year in which the accreditation expired.

# Accreditation in First Nations Schools, Independent Schools, and Post-Secondary Institutions

The accreditation policy (initial and renewal) has been extended to include teachers in First Nations schools, Independent schools, Regional Colleges and Saskatchewan Polytechnic. The same application and approval procedures apply except as outlined below.

## First Nations Schools

First Nations school systems may choose to practice teacher accreditation as set out in the ministry's policy statement, *Accreditation (Initial and Renewal): Policies and Procedures*. The accreditation of First Nation teachers will occur under the following terms and conditions:

- the ministry's accreditation policy, with the five-year renewal requirement, applies;
- the band council demonstrates interest and commitment through a band council resolution;
- the band school undertakes to follow the provincial curriculum and related policies;
- the director, superintendent or program supervisor approved by the Ministry of Education undertakes to consult with the Accreditation Officer to ensure that the appropriate processes are in place to support the provincial curriculum and accreditation policies; and,
- the Student and Educator Services, Ministry of Education, in partnership with the band Director of Education, maintains and monitors the process.

## Independent Schools

Independent schools may choose to practice teacher accreditation as set out in the ministry's policy statement, *Accreditation (Initial and Renewal): Policies and Procedures*. The accreditation of independent school teachers will occur under the following terms and conditions:

- the ministry's accreditation policy, with the five-year renewal requirement, applies;
- the independent school board demonstrates interest and commitment through a board resolution;
- the independent school undertakes to follow the provincial curriculum, and related policies;
- the Ministry of Education's Independent Schools Director, in partnership with the independent school principal/director and the Accreditation Officer (Ministry of Education), maintains and monitors the process.

## Post-Secondary Institutions

Post-secondary institutions (Regional Colleges and Saskatchewan Polytechnic) may choose to practice teacher accreditation as set out in the ministry's policy statement, *Accreditation (Initial and Renewal): Policies and Procedures*. The accreditation of post-secondary instructors will occur under the following terms and conditions:

- the ministry's accreditation policy, with the five-year renewal requirement, applies;
- the Board of Trustees/Board of Directors demonstrates interest and commitment through a board resolution;
- the post-secondary institution undertakes to follow the provincial curriculum, and related policies;
- the Director of Education approved by The Ministry of Education undertakes to consult with the Accreditation Officer to ensure that the appropriate processes are in place to support the provincial curriculum and accreditation policies; and,
- the Accreditation Officer (Ministry of Education), in partnership with the institute's Director of Education, maintains and monitors the process.