

Ministry of Education Accreditation Policy

2023

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This document was created by the Ministry of Education.

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Ministry of Education Accreditation Policy

Authority

This policy statement is developed in accordance with:

Legal Documents:

- *The Education Regulations, 2019*, Section 28

Policy or Supplemental Documents:

- *The Registrar's Handbook for School Administrators*

Intent

The Accreditation 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) to regulate the process by which teachers in the province may be granted accreditation privileges within the framework of the provincial curriculum.

Outcomes/Objectives

The objective of the initial accreditation and renewal policy is to ensure uniformity and fairness in the accreditation procedure and eligibility for all teachers across the province.

Policy Statement

The accreditation policy (initial and renewal) has been extended to include teachers in the Saskatchewan Distance learning Corporation, First Nations schools, independent schools, Regional Colleges and Saskatchewan Polytechnic. Please refer to Appendix A: Guidelines and Procedures for more information.

Teachers may be accredited (and may seek renewal of accreditation) in the following Grade 12 subjects:

- Biology/Biologie 30;
- Chemistry/Chimie 30;
- Physics/Physique 30;
- English Language Arts (A and B) 30; and,
- Mathematics (Workplace and Apprenticeship 30, Foundations 30 and Pre-calculus 30)/Maths: milieu de travail et formation d'apprentis 30, fondements des mathématiques 30 and précalcul 30.

1. Initially, to be eligible to practice accreditation in the subjects listed, a teacher must:
 - a. hold a permanent Saskatchewan Professional A certificate;
 - b. have at least two full years ¹or equivalent service of successful teaching experience in Saskatchewan² in the subject area at the secondary level.
 - i. Alternative Education courses or Locally Modified courses are not considered equivalent for teaching experience in the subject area; for Chemistry and Physics only the regular stream is accepted.
 - c. have university standing (credits earned) that totals 24 credit hours of academic and professional courses³ including:
 - i. 21 credit hours in academic (not Education) courses (a minimum of 15 hours in the subject area in which accreditation is being sought⁴ and the remaining 6 hours in the subject or in related areas⁵);
 - ii. Three credit hours in a professional (Education) course (secondary level methods course in curriculum, instructional methods, or evaluation) in the general subject area or in the specific subject; or may have one of the following:
 - o A post-graduate degree or a second degree in the subject area will be considered as meeting the requirement for a secondary level methods course in curriculum, instructional methods or evaluation in the general subject area or in the specific subject; **OR**,
 - o A minimum of five years teaching experience; (Note: Alternative Education courses or Locally Modified courses are not equivalent teaching experience in the subject area; for Chemistry and Physics only the regular stream is accepted.) in the provincially examinable subject area will be considered as meeting the requirement for a secondary level methods course in curriculum, instructional methods, or evaluation in the general subject area or in the specific subject even if an applicant has not taken the methodological course at the 30 level in the subject area.
 - d. attend an STF Accreditation Initial Seminar in the specific subject area.

¹ A full year of successful teaching in Saskatchewan is equivalent to 190 school days in the province.

² This does not include substitute teaching. The two years of equivalent service of successful teaching experience in Saskatchewan include regular, replacement and temporary teaching contracts with a signed record of contracts employment. For all other recognized experience, it is assumed that the teaching was in a secondary (grades 10 through 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 Saskatchewan post-secondary institution.

³ 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.

⁴ 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.

⁵ See page 10 for a list of related courses.

To apply for accreditation, a teacher must:

- e. complete the *Application for Initial Accreditation* form with required school principal and director (or designate) signatures,
- f. provide the principal and the director of education with evidence that they meet the requirements as outlined; and,
- g. obtain approval for accreditation from the principal, the director of education, and the accreditation officer. It is the employer's responsibility to submit the application on behalf of the teacher once it's approved.

Teachers seeking accreditation in a second subject area will be required to attend an STF Accreditation Second Subject Seminar:

- i. days 1 and 2 if the initial accreditation seminar was taken PRIOR to 2019.
- ii. days 3 and 4 if the initial accreditation seminar was taken AFTER 2019.

2. 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**. Teachers may meet the requirement for renewal of accreditation **in the subject area** in one of three ways:
 - a. attend the STF accreditation renewal seminar or provide evidence of equivalent professional development **in the subject area** in the final year of renewal;
 - i. The Science Renewal seminar is applicable to Chemistry, Physics and Biology. No additional seminars are required.
 - b. **in the subject area** complete a post-secondary course that may be used toward a certificate, second degree or Master's degree within the last five years of renewal; **OR**,
 - c. **in the subject area** attend an independent or self-directed professional development within the last five years of renewal.

Teachers seeking renewal in a second subject area are required to attend:

- Day 1 if the initial accreditation seminar was taken PRIOR to 2019.
- Day 2 if the initial accreditation seminar was taken AFTER 2019.

Appropriate professional development activities, **taken within the five years of renewal**, related to **the subject area** at the Grade 12 level which may be substituted for the renewal seminar include:

- **In the subject area**, a full-credit university course (minimum of three hours) that may be used toward a certificate, second degree or Master's degree.
- **In the subject area**, equivalent service* on a provincial or division curriculum committee or a committee in the area of student evaluation, school-based program evaluation or curriculum evaluation.
- **In the subject area**, equivalent service* as a pilot teacher for a new curriculum.
- **In the subject area**, equivalent service* in the development of provincial examinations as a setter, validator or sub-examiner.

- **In the subject area**, equivalent service* in any one or a combination of the following:
 - active involvement in the professional development activities of a Professional Growth Network **in the subject area**;
 - completion of non-credit courses or conference participation on student evaluation or program evaluation related to **the subject area**;
 - development and implementation of a personal professional development plan which might include reading, professional writing, research or presentations **in the subject area**; and,
 - involvement as a cooperating teacher in a secondary teacher education internship or extended practicum may form part of this **in the subject area** at secondary level.
- The accredited teacher may elect for students to write provincial examinations to meet the renewal requirements.

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

3. To apply for renewal of accreditation, a teacher must:
 - a. Complete and submit an *Application for Renewal of Accreditation form*, signed by their principal and the director of education (or designate) obtainable on the Ministry of Education website early enough to allow receipt by the accreditation officer before the last business day in October or March of the semester/year in which accreditation is being sought;
 - b. provide the principal and the director of education with proof that the requirements as outlined have been met (e.g., transcript or letter/certificate of verification); and,
 - c. obtain approval for renewal of accreditation from the principal and the director of education and the accreditation officer.

Definitions

Accreditation:

"Accreditation" means granting 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.

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.

Accredited Teacher:

Section 28 of *The Education Regulations, 2019*, defines "accredited teacher" as a teacher who meets the requirements for accreditation established by the ministry and set out in the ministry's policy statement on accreditation.

Education Organization:

Includes provincial school divisions, the Conseil des écoles francsaskoises, the Saskatchewan Distance Learning Corporation, independent schools, First Nations schools, regional colleges, historical high schools, and care and custody facilities that offer Kindergarten to Grade 12 education in Saskatchewan.

Appendix A

Guidelines and Procedures for Initial Accreditation

The Accreditation 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). Refer to the Accreditation Policy for the eligibility requirements and provisions.

Initial Accreditation Guidelines

The following outline the accreditation guidelines for eligible teachers:

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.⁶
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 provincial 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 their intention.
4. Students may not appeal marks obtained on teacher-prepared or provincial supplemental examinations.
5. If an accredited teacher goes on leave and is replaced by a non-accredited teacher, students must write the provincial examination unless the accredited teacher has taught the majority of the course (provided the direct instruction) and returns to provide the final evaluation. If team teaching the subject area, ALL teachers must be accredited. Contact the Office of the Registrar student.records@gov.sk.ca for additional information.

Procedures for Application

1. Teachers who wish to apply for accreditation should first ensure that they meet all provincial requirements for accreditation and 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 Initial Accreditation* form and include all supporting information. Application should be made early enough to allow receipt by the accreditation officer before the last business day in October or March of the semester/year in which accreditation is being sought.
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 their approval of the application.

⁶ Accreditation renewal policies and procedures became effective October 21, 1991.

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, they will complete and sign the *Application for Initial 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 Initial 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 Initial Accreditation* form and documentation will be kept on file in the accreditation officer's office.
9. Accreditation is tied to the employer who signed and submitted the application to the ministry, if a teacher has a new employer, they need to complete The *Application for Transfer of Accreditation (Short Form)* to inactivate their accreditation with their former employer and transfer it to the new employer.

Procedures for Appeal

Initial review:

A teacher whose application for accreditation has been denied should first discuss the matter with their 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.

Note: *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: Teacher Accreditation Course List (to date)* for information on approved / denied courses (to date) submitted by previous teachers 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 respective university.*

University of Regina (Courses accepted that have been offered)

Biology,	ESCI 302 Environmental Education
Chemistry,	ESCI 350 Curriculum and Instruction in Secondary School Science
or Physics	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
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,	ECUR 326.3 Methods for Teaching Science in Secondary
Chemistry,	School
or Physics	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	ECUR 379.3 Introductory Methods in Secondary English Language Arts offered over the terms Fall/Winter 2022/23)
	EDCUR 400.3 Curriculum and Instruction for Saskatchewan Schools (offered July/August 2023)
Mathematics	ECUR 318.3 Methods in Secondary Mathematics 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**

ECS 495– Curriculum Pedagogy: Teaching in Saskatchewan (formally EPS 490)

Student Program Centre, University of Regina at 306-585-4537 or email 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

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 one 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.

Accredited 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
Biologie 30	8258
Chimie 30	8259
Physique 30	8260
Math: Workplace and Apprenticeship 30	8423
Math: Foundations 30	8425
Math: Pre-calculus 30	8426
Maths : milieu de travail et formation d'apprentis 30	8427
Maths : fondements des mathématiques 30	8429
Maths : précalcul 30	8430

Procedures and Guidelines for Accreditation Renewal

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).

Refer to the Accreditation Policy for renewal requirements and provisions.

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 **in the subject area**, the teacher should discuss these plans with the principal and the director of education.
3. Application should be made on the *Application for Renewal of Accreditation* form and include supporting information. This should include a certificate of attendance at an STF Accreditation Renewal Seminar in the subject area, a university transcript for a full-credit course **in the subject area** or a certificate/letter of verification detailing how the "equivalent service" requirement has been met in the subject area.

4. The approval form and supporting information is given to the principal who will forward these to the director of education. The principal's signature on the form indicates their approval of the application. Application should be made early enough to allow receipt by the accreditation officer before the last business day of October or March 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, they will sign the *Application for Renewal of Accreditation* form and submit one copy of the form and documentation to the Office of the Registrar's accreditation officer. Additional copies should also be made at the Education Organization and be kept on file by the director of education, the principal and the teacher.

Renewal Dates

1. The renewal application form and supporting documentation in the subject area must be received by the accreditation officer before the last business day of October or March of the semester/year in which renewal is required.
2. 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 last business day of October or March deadline.
- ~~3.~~ All teachers granted accreditation are required to renew their accreditation prior to the expiry date or by that fall.
4. Teachers may apply for renewal at any time **after the fourth year** of the defined five-year period.
5. Teachers who transfer from one employer to another must submit to the ministry an Application for Transfer of Accreditation form, or their accreditation will not transfer to the new employer. The renewal date that was in effect at the time of the transfer will still be in effect in the new Education Organization.
6. 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; and,
- 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 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.

Appendix B

Roles and Responsibilities

Teacher/Educator

- Consult with the principal and the Director of Education (or designate) or approved program supervisor on their intent to apply for accreditation.
- Ensure all accreditation requirements are met as per the Accreditation Policy and local administrative procedures in consultation with Director of Education, designate or approved program supervisor.
- Ensure the application is complete with supporting documentation (copies of transcripts and signatures).
- Retain a copy of the application.

Principal/Program Supervisor/Department Head

- Ensure the Education Organization administrative procedures and Accreditation Policy are followed.
- Review the application to ensure all requirements are met and submit to the director, designate, or approved program supervisor.
- Manage teacher/educator accreditation status. Run the Student Data System report Active Accreditation Report every October and April and discuss with those teacher their plans on renewing. If a teacher has left their employment, they are to notify the accreditation who left and what date.
- Retain a copy of the application.

Director or designate/Approved Program Supervisor

- Review and approve application; returned signed copies to principal/teacher.
- Submit the approved application to the Ministry of Education for processing; cc the principal and teacher.

Saskatchewan Teachers' Federation (STF)

- Provide Initial and Renewal Accreditation seminar opportunities in the subject areas to educators.
- Provide accreditation seminar educator participation information to the Office of the Registrar for processing of accreditation applications.
- Advise on accreditation of academic and related course lists as required.
- Participate on the Accreditation Advisory Review Committee as required.

Saskatchewan School Boards Association (SSBA)

- Participate on the Accreditation Advisory Review Committee as required.

Saskatchewan League of Educational Administrators, Directors and Superintendents (LEADS)

- Advise on accreditation of academic and related course lists as required.
- Participate on the Accreditation Advisory Review Committee as required.

Programs Branch, Ministry of Education

- Consult with independent schools regarding accreditation processes.
- Review and approve accreditation applications for independent schools.
- Submit independent school accreditation applications to the Office of the Registrar for final processing.

Office of the Registrar, Ministry of Education

- Process the Initial and Renewal Applications for final approval.
- Notify educators, principals, directors and approved program supervisors of approval/denials including outstanding requirements to be met.
- Maintain the accreditation policy and supporting documents including course lists to date.
- Audit teacher/educator accreditation status by semester to ensure requirements are met on the Student Data System; notify schools of discrepancies.
- Chair the Accreditation Advisory Review Committee as required.

Appendix C

Frequently Asked Questions

- 1. What does equivalent service mean for the following requirement: at least two full years or equivalent service of successful teaching experience in Saskatchewan in the subject area at the secondary level?**
 - The two years of equivalent service would include regular, replacement teacher or temporary teaching with a signed record of contract employment and permanent teaching experience. Alternative Education courses or Locally Modified courses teaching experience is not considered equivalent service. For Chemistry and Physics only the regular stream is accepted. One year of equivalent service is defined as being equivalent to 190 school days (refer to the Provincial Collective Bargaining Agreement).
- 2. Is substitute teaching recognized as requirement for equivalent service of successful teaching experience?**
 - No, substitute teaching is not recognized as a requirement for equivalent service of successful teaching experience.
- 3. What are the options available if a teacher refuses to provide supplemental exams?**
 - The privilege of accreditation includes the provision of supplemental examinations for student are advised to speak with their schoolteacher, guidance counselor or administrator.
- 4. The online *The Registrar's Handbook for School Administrators – Appendix: Teacher Accreditation Course List (to date)* does not include a course I would like to use to fulfil a requirement. What do I do?**
 - The appendix lists courses “to date” that previous applicants have been submitted for accreditation. If there is a course in question that does not appear on the list, please forward the course name and a link to the syllabus for review to student.records@gov.sk.ca.
- 5. How long is the STF Accreditation seminar certificate valid for?**

The certificate is valid for a maximum of five years from the original date. If you submit your application, one or two years AFTER you completed the seminar, the accreditation window is adjusted to end within the five year period. For example, if the STF certificate was awarded in March 2020, it would expire July 31, 2025.

6. Are students required to write provincial examinations in the event the accredited teacher becomes ill during the semester and is replaced by a non-accredited teacher?

In cases where an accredited teacher becomes ill or goes on other leave during the semester and is replaced by a non-accredited teacher, students must write the provincial examination unless the accredited teacher has taught the majority of the course (provided the direct instruction) and returns to provide the final evaluation.

When team teaching courses in which provincial examinations are prepared, all members of the team must be accredited for students to be exempt from writing provincial examinations.

Refer to section 2.3.1 Accreditation in the [Registrar's Handbook for School Administrators](#).