



The work of the Teacher Regulation Branch of the Ministry of Education is guided by certain bylaws and policies. The bylaws are maintained in effect pursuant to section 90 of the *Teachers Act*. Please refer to the following pages for the relevant excerpts.

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Effective December 27, 2017

BYLAW 2 QUALIFICATIONS

2.A Eligibility for a Certificate of Qualification

2.A.01

To be considered eligible for a certificate of qualification, a person:

- (a) must be of good moral character and otherwise a fit and proper person to practice the profession of teaching; and
- (b) must
 - (i) have completed within the last ten years a program of professional and academic or specialist preparation offered in a British Columbia post-secondary institution and acceptable to the Teacher Regulation Branch and have received a recommendation from that program; or, in the case of applicants from outside British Columbia, must have completed a program of professional and academic or specialist preparation that is comparable to those offered in British Columbia or, in the case of an applicant for a First Nations Language Teacher Certificate, must be recommended to the Teacher Regulation Branch by the appropriate First Nations Language authority as a proficient speaker of her or his First Nations' language; or
 - (ii) hold a valid unrestricted teaching certificate in another Canadian province or territory pursuant to the *British Columbia Labour Mobility Act*; and
- (c) may be required to provide evidence as to the nature of any and all service previously given in the capacity of a teacher including practice teaching; and
- (d) may be required to provide such other information as is deemed by the Teacher Regulation Branch to be necessary; and
- (e) must be in compliance with the *Criminal Records Review Act*.

2.A.01.1 Language Proficiency

To be considered eligible for a certificate of qualification, a person must meet the language proficiency requirement for teaching in at least one of the following areas:

- (a) a person who teaches in the English language must provide evidence of an acceptable score on a language proficiency test as outlined in Policy P2.A.01:
 - (i) if the applicant completed her or his post-secondary education in countries other than those outlined in Policy P2.A.01.1; or
 - (ii) if the Director of Certification has reason to believe the applicant is not proficient in the English language.

- (b) a person who teaches in the French language
 - (i) must provide evidence acceptable to the Teacher Regulation Branch that her or his command of written and spoken French is satisfactory for the purposes of effectively carrying out the teaching function in British Columbia.

- (c) Notwithstanding 2.A.01.1 (a) and (b) above, where an applicant has
 - (i) completed her or his secondary school education, including grade 12, in Canada in the English or French Language, or
 - (ii) verified successful teaching experience in Canada in the English or French language, of at least five years duration, and has received a successful teaching report,

the Director of Certification may grant the applicant an exemption from the requirements of 2.A.01.1 (a) or (b).

2.A.01.2 Course Work Not Completed

No certificate of qualification will be issued if an evaluation of an application determines that required course work from a previous evaluation which led to the issuing of a certificate of qualification is still required and remains incomplete.

2.A.02

The Director of Certification may issue a certificate of qualification to any person whose certificate of qualification is not in good standing in the jurisdiction of origin if the applicant can satisfy the Director of Certification that this standing is not a result of professional misconduct, conduct unbecoming a certificate holder, or incompetence.

2.A.03

Every application for a certificate of qualification must include a completed and signed criminal record check authorization as required by the *Criminal Records Review Act*.

2.B Categories of Certificate of Qualification

2.B.01

The following categories of certificate may be issued:

- (a) The Professional Certificate
 - (i) [deleted Jan. 7, 2013]
 - (ii) Effective April 1, 2008, the Professional Certificate shall require completion of a minimum 4-year program, or equivalent, of post-secondary school professional and academic or specialist studies beyond BC grade 12, or equivalent including an

approved or acceptable teacher education program and appropriate degree or degrees or equivalent, as defined in Bylaw 2.I.02 and 2.J.02.

(b) The Conditional Certificate

The Conditional Certificate shall require completion of a minimum four-year program, or equivalent, of post-secondary school professional and academic or specialist studies beyond British Columbia Grade XII, or equivalent, including appropriate basic teacher education acceptable to the Teacher Regulation Branch. The Conditional Certificate may be granted where not all requirements for the Professional Certificate have been met, as outlined in Bylaw 2.I. and 2.J.

(c) The First Nations Language Teacher Certificate

- (i) The First Nations Language Teacher certificate shall require the applicant to be a proficient speaker of a First Nations language, and
- (ii) The First Nations Language Teacher certificate may be issued to individuals who have been recommended by the appropriate First Nations Language authority.

(d) The Developmental Standard Term Certificate

The Developmental Standard Term Certificate is a term certificate which shall require the completion of basic academic and teacher education acceptable to the Teacher Regulation Branch and

- (i) completion of an interprovincial trades qualification program recognized by the Teacher Regulation Branch, or
- (ii) completion of a First Nations program of studies recognized by the Teacher Regulation Branch.

(f) The Basic Certificate

The Basic Certificate may be granted to applicants holding a valid unrestricted teaching certificate in another Canadian province or territory where not all requirements for the Professional Certificate have been met, as outlined in Bylaw 2.I. and 2.J.

(g) The Trades Certificate

The Trades Certificate shall require completion of the following professional, specialist and academic preparation beyond BC grade 12:

- (i) Red Seal or Certificate of Qualification in a trades subject area offered within BC's K-12 systems as defined in Policy P2.B.01(a) and Bylaw 2.K.01(a);

- (ii) Minimum 5 years of journeyperson work and/or teaching experience in the trade area as defined in Policy P2.B.01(b) and Bylaw 2.K.01(b);
- (iii) An approved or acceptable teacher education program as defined by Bylaw 2.I.02; and
- (iv) 6 credits of English or French literature and composition as defined by Bylaw 2.J.02(a).

2.B.02 Restriction of Certificate of Qualification

- (a) A certificate may be restricted to a specific teaching area.

2.B.02.1 The Trades Certificate

- (a) The Trades Certificate of Qualification is a certificate of qualification restricted to teaching a trade subject area offered within BC's K-12 systems as defined in Policy P2.B.01.
- (b) A person holding a valid Trades Certificate of Qualification may, upon request, be issued a Professional Certificate of Qualification if all of the following conditions are met:
 - (i) the certificate holder is in good standing; and
 - (ii) the certificate holder submits documentation showing successful completion of the requirements outlined in Bylaw 2.B.01(a)(ii).

2.C Certificates of Qualification

2.C.01 Validity

All certificates of qualification are valid only if

- (a) the certificate holder pays the annual practice fee, and
- (b) the certificate of qualification is not suspended or cancelled under the provisions of the *Teachers Act*.

2.C.01.1

- (a) A Professional Certificate of Qualification is a certificate of qualification without an expiry date.
- (b) A person holding a valid British Columbia developmental standard term, interim standard, interim professional or conditional teaching certificate of qualification may,

upon application, be issued a professional certificate of qualification if all of the following conditions are met:

- (i) the application for a professional certificate of qualification is received by the Teacher Regulation Branch prior to the expiry date of the certificate of qualification;
- (ii) the applicant is a certificate holder in good standing; and
- (iii) the applicant has submitted transcripts showing successful completion of any course work required by the Teacher Regulation Branch.

2.C.02 Conditional Certificates of Qualification

- (a) A Conditional Certificate of Qualification is a certificate of qualification with an expiry date.
- (b) The period of validity of the conditional certificate of qualification shall normally be, but shall not exceed, 60 months from the date of issue. Upon application, a professional certificate will be granted if all of the following conditions are met:
 - (i) the application for a professional certificate is received by the Director of Certification prior to the expiry date of the certificate of qualification;
 - (ii) the applicant is a certificate holder in good standing; and
 - (iii) the applicant submits transcripts, in accordance with Policy P2.C.02(c) showing successful completion of all course work required by the Teacher Regulation Branch.
- (c) Upon application, an extension of up to one year may be granted to an interim or conditional certificate if all of the following conditions are met:
 - (i) the application for extension is received by the Teacher Regulation Branch prior to the expiry date of the certificate of qualification;
 - (ii) the applicant is a certificate holder in good standing; and
 - (iii) the applicant has been unable to complete the course work required by the Teacher Regulation Branch by reasons of circumstances beyond the control of the applicant.
- (c.1) Upon application, an extension of up to four years may be granted to a certificate of qualification issued pursuant to the Agreement in Principle on Labour Mobility/Teaching Profession where the initial evaluation required more than 18 credits of course work if all of the following conditions are met:

- (i) the application for extension is received by the Teacher Regulation Branch prior to the expiry date of the certificate of qualification;
 - (ii) the applicant is a certificate holder in good standing; and
 - (iii) the applicant submits transcripts showing completion of at least one-half of the course work required by the Teacher Regulation Branch.
- (d) Where a certificate holder in good standing, who is in receipt of long-term disability benefits, applies for an extension of a certificate of qualification on or before the expiry date of the certificate of qualification and does not meet the requirements set out in Bylaw 2.C.02(b)(iii), the certificate holder may be granted an extension of one year.
- (e) Any person who held a certificate of qualification that has expired may make application for a certificate of qualification based on the bylaws in effect at the time of application.

Note See Bylaw 2.I.02 for further conditions on the granting of a certificate of qualification.

2.C.03 Basic Certificate

- (a) The Basic Certificate of Qualification is a certificate of qualification to teach that does not have an expiry date.

2.C.04 Developmental Standard Term Certificate

- (a) A Developmental Standard Term Certificate is a certificate of qualification restricted to cook (chef) instructor, technology education, First Nations language instruction or other specialty area determined by the BC Teachers' Council.
- (b) The period of validity of the Developmental Standard Term Certificate shall normally be 58 months from the date of issue. Upon application, a Developmental Standard Term Certificate may be extended once for another four-year term dependent on the applicant's satisfactory progress towards a standard certificate.
- (c) The Developmental Standard Term Certificate shall be issued to an applicant who meets the criteria for a certificate as defined in 2.B.01(d).

2.C.05 First Nations Language Teacher Certificate

- (a) A First Nations Language Teacher Certificate is a restricted certificate of qualification restricted for a specific First Nations language.

2.C.06 Trades Certificate

- (a) A Trades Certificate of Qualification is a certificate of qualification without an expiry date.

2.D Applications for Certificates of Qualification

2.D.01

Applications for a certificate of qualification must be made on the form approved by the Director of Certification.

2.D.02

Before any consideration is given to an application, except in cases which fall under Bylaw 2.D.03, all required documentation must be available to the Teacher Regulation Branch. If any of the requirements are missing, the applicant shall be so advised and the application set aside pending receipt of the missing components.

2.D.03

In exceptional circumstances an application may be considered without complete supporting documentation provided that there is evidence that substantial efforts have been made to obtain it. In such cases, verification of academic expertise by reference to one of the provincial universities may be required, and appropriate course work and practicum be prescribed before a certificate is granted.

2.D.04

The applicant shall authorize two persons who have known the applicant for at least two years and who are not related to the applicant to provide the Teacher Regulation Branch with confidential references that attest to the applicant's character and suitability to be granted a certificate of qualification. The two persons are required to answer the specific questions stated on the Confidential Reference forms provided by the Teacher Regulation Branch. Each confidential reference form must be sent directly to the Teacher Regulation Branch by the referee.

2.D.05

The applicant shall be required to provide a complete and full accounting of his/her post secondary academic and work histories. The applicant may be required to explain any gaps in these histories.

2.D.05.1

The applicant shall be required to provide a completed and signed criminal record check authorization as required by the *Criminal Records Review Act*.

2.D.06

The applicant must answer all the questions in the personal information section of the application form, and for every affirmative answer the applicant must provide a written explanation. The personal information section of the application shall include questions pertaining to the applicant's professional conduct, competence and fitness to practice the profession relating to the teaching profession or any other profession.

2.D.07

The applicant may be required to provide the Teacher Regulation Branch with documentation related to her or his criminal record.

2.D.08

[Bylaw deleted May 3, 2004.]

2.D.09

The applicant shall be required to sign:

- (a) a declaration that the information given on the application form is complete and correct.
- (b) an authorization for any person, government, military authority, governing body or other organization required of under this authorization to provide the Teacher Regulation Branch with all relevant information or documentation pertaining to the standards of qualification and the standards of fitness required under section 30 of the *Teachers Act* as requested by the Teacher Regulation Branch.
- (c) the Declaration of Professional Commitment which states “I have read the Standards for the Education, Competence and Professional Conduct of Educators in British Columbia. I solemnly declare, that my professional practice will be covered by the ethics and principles of the teaching profession as outlined in the most current version of the Standards.”

2.D.10 Certification Reinstatement

The Director of Certification may reinstate the certificate of qualification of a former certificate holder if the person satisfies the Director upon application that he/she:

- (a) formerly held a non-expiring certificate of qualification that was cancelled under section 33(2)(a) or (e) of the *Teachers Act* or was relinquished;
- (b) is of good moral character and otherwise a fit and proper person to practice the profession of teaching under section 30(1)(c)(ii) of the *Teachers Act*;
- (c) is in compliance with the *Criminal Records Review Act*;
- (d) pays the prescribed fees under the *Teachers Act*; and
- (e) has satisfactory recent teaching experience of at least one school year on a full-time basis, or the accumulated part-time equivalent, in the five years immediately prior to the application date, in
 - (i) a British Columbia public school,
 - (ii) a Group 1, Group 2, or Group 4 British Columbia independent school, or

- (iii) an accredited First Nations school in British Columbia,
and which is verified in writing by the employer.

2.E Evaluation of Applications for a Certificate of Qualification

2.E.01

Where the preliminary inspection of an application for a certificate of qualification raises a concern as to whether the applicant is a person of good moral character or is otherwise a fit and proper person to be granted a certificate of qualification, the application shall be referred to the Director of Certification.

2.E.02

It shall be the responsibility of the Director of Certification to screen the record and to make the decision as to whether the applicant should be granted a certificate of qualification.

2.E.03

If the Director of Certification has any doubt whatsoever, he or she may order an investigation.

2.F Evaluation of Criminal Records

2.F.01

Where the preliminary inspection of an application for a certificate of qualification shows that the applicant has a criminal record, the application shall be referred to the Director of Certification.

2.F.02

It shall be the responsibility of the Director of Certification to screen the record for relevance and to make the decision as to whether the applicant should be granted a certificate of qualification.

2.F.04

The Director of Certification may consider that the circumstances of the case warrant a criminal record search. If this is requested, then information obtained from the search must be assessed on the basis of the relevance of the criminal record history to the duties and responsibilities of a certificate holder.

2.F.05

Charges or allegations for which no conviction was obtained may be considered an impediment to granting a certificate of qualification.

2.F.06

Offences for which the applicant has been convicted and has been given a conditional or absolute discharge may be considered an impediment to granting a certificate of qualification.

2.F.07

If at the time of application the applicant is serving a sentence for any criminal offence, a certificate of qualification may be denied.

2.F.08

If an applicant has been convicted of or been given a conditional or absolute discharge on a criminal offence or its equivalent in another jurisdiction, a certificate of qualification may be denied. Any offence may be assessed for relevance to an applicant's suitability for a certificate of qualification.

2.G Evaluation of Applications for Certification

[Bylaw deleted August 27, 2004.]

2.H Criteria for a Certificate of Qualification - General Principles

2.H.01

Eligibility for a certificate of qualification shall be based on the following principles:

- (a) proficiency in English or French;
- (b) a broad understanding of Canadian culture and society;
- (c) professional preparation suitable to undertake teaching assignments appropriate to the British Columbia curriculum;
- (d) specific knowledge appropriate to the British Columbia curriculum; and
- (e) an appropriate balance between professional, academic and/or specialist studies.

2.H.02 Grade 12 Equivalence

- (a) A student who is accepted for enrolment by a government accredited Canadian university acceptable to the Teacher Regulation Branch shall be considered to have achieved Grade 12 equivalence.
- (b) Notwithstanding the generality of the above, a student enrolling at Memorial University, Newfoundland, or in the CEGEP program in Quebec following secondary school graduation from Grade 11, shall not be considered to have achieved Grade 12 equivalence until accepted for enrolment in the second year.
- (c) For a student who attended a university acceptable to the Teacher Regulation Branch located outside Canada, Grade 12 equivalence shall be considered to have been achieved at that point in her or his program which is deemed by the Teacher Regulation Branch to be equivalent to completion of British Columbia Grade 12.

2.H.03 Quality of Training

- (a) Only academic, professional and specialist course work completed at institutions acceptable to the Teacher Regulation Branch shall be accepted for the purposes of granting certificates. Transfer credit from other colleges and universities which has been accepted by post-secondary institutions shall be evaluated independently by Teacher Regulation Branch.
- (b) Only trades certification recognized or issued by the BC Industry Training Authority shall be accepted by the Teacher Regulation Branch for the purposes of granting certificates.

2.H.04 Prior Learning Assessment

Applicants and certificate holders may receive recognition and credit for demonstrated knowledge, skills and attributes in the following ways:

- (a) PLA credit for course work assessed appears on a transcript; is awarded by an institution acceptable to the Teacher Regulation Branch; and the institution has an articulated process that follows the Prior Learning Implementation Guidelines for BC as outlined in policy P2.H.04, or a process deemed equivalent.
- (b) Applicants whose first language is other than English and who wish to teach that language as a second language will be awarded the equivalence of up to 24 credits of academic course work in the language upon:
 - (i) completion of a post-secondary degree in a country where the language is the primary language of instruction;
 - (ii) an acceptable score on a language proficiency test as outlined in policy P2.H.04, or
 - (iii) an assessment by Canadian university faculty, acceptable to the Teacher Regulation Branch, who are specialists in that language attesting that the applicant has demonstrated knowledge of the language equivalent to up to 24 credits of course work in the language.
- (c) Certificate holders whose interim certificates were issued before March 31, 2008 may have up to 12 credits of academic course work and/or 6 credits of education course work excused provided that:
 - (i) They have successful full-time teaching experience in British Columbia for at least 1.5 years while holding a valid BC Certificate of Qualification, and
 - (ii) They have provided evidence by way of an evaluation from a certificate holder who is a superintendent of schools, a chief executive officer, an assistant

superintendent of schools, or a principal or a vice-principal who has supervised and assessed the certificate holders' classroom performance that they demonstrated competency in teaching related to the course work required.

- (d) The academic requirements outlined in Bylaw 2.J.02 (a) cannot be excused.
- (e) Certificate holders holding conditional certificates may have up to 6 credits of education course work excused provided that:
 - (i) They have successful full-time teaching experience in British Columbia for at least 1.5 years while holding a valid BC Certificate of Qualification, and
 - (ii) They have provided evidence by way of an evaluation from a certificate holder who is a superintendent of schools, a chief executive officer, an assistant superintendent of schools, or a principal or a vice-principal who has supervised and assessed the certificate holder's classroom performance that they demonstrated competency in teaching related to the course work required.

2.I Criteria for a Certificate of Qualification - Professional Preparation

2.I.01

[Bylaw deleted December 9, 2009. Please see Bylaw 2.A.01.]

2.I.02 Acceptable Professional Preparation

- (a) An applicant must have successfully completed a teacher education program acceptable to the Teacher Regulation Branch which must include:
 - (i) 48 credit/semester hours or equivalent of professional education course work including any credit granted for practice teaching. Acceptable teaching practice is defined in policy P2.I.01.1.
- (b) An acceptable teacher education program must include studies in:
 - (i) human development and learning,
 - (ii) educational foundations (history, philosophy, sociology),
 - (iii) curriculum and instruction in the applicable teaching area(s),
 - (iv) diagnosing and providing for the educational needs of individual students,
 - (v) evaluation and testing.
- (c) An applicant for a certificate of qualification who
 - (i) has a deficiency in academic course work allowed under Bylaw 2.J.; and
 - (ii) has successfully completed a minimum of 30 credit/semester hours of professional education course work and practice teaching

is deemed to have completed an acceptable teacher education program, but must complete any required professional education course work and any required academic course work within the validity period of the conditional certificate of qualification.

- (c.1) An applicant from outside British Columbia who qualifies for a conditional certificate of qualification pursuant to the Agreement in Principle on Labour Mobility/Teaching Profession is deemed to have completed an acceptable teacher education program, but must complete any required professional education course work during the validity period of the conditional certificate of qualification.
- (c.3) An applicant who meets the requirement as stated in Bylaw 2.A.01(b)(iii) will be deemed to have completed an acceptable teacher education program.
- (d) When an applicant for a certificate of qualification does not have a teacher education program similar in philosophy to a B.C. teacher education program or does not have 1.5 years of equivalent experience in an education system similar in philosophy to the B.C. public education system, the applicant shall be required to successfully complete an approved program of study as outlined in Policy P2.I.02 (d) before a certificate of qualification may be granted.
- (e) An applicant will be exempted from any requirements stated in 2.I.02 (d) if he or she has successful teaching experience in a jurisdiction considered to have an education system comparable to the British Columbia public education system amounting to:
 - (i) at least 1.5 years of employment on a full-time basis, as verified by employer(s), for which a valid certificate of qualification is required, or
 - (ii) at least .2 of full-time employment in a part-time position when the part-time service can be accumulated to a total of 1.5 years, as verified by employer(s), for which a certificate of qualification is required,and has submitted a satisfactory teaching report from that experience.

2.I.03 The First Nations Language Teacher Certificate

An applicant qualifying for a First Nations Language Teacher Certificate under 2.B.01 (c) shall have the recommendation of the appropriate First Nations Language authority to teach the First Nations Language and culture, and shall have a broad understanding of First Nations culture and society.

2.I.04 Developmental Standard Term Certificate

An applicant qualifying for a Developmental Standard Term Certificate under 2.B.01 (d) shall require the completion of a teacher education program acceptable to the Teacher Regulation Branch and:

- (a) an interprovincial trades qualification recognized by the Teacher Regulation Branch, or
- (b) a First Nations Language program of studies acceptable to the Teacher Regulation Branch, or
- (c) other qualifications approved by the BC Teachers' Council.

2.J Criteria for a Certificate of Qualification – Academic Preparation

2.J.01

[Bylaw deleted April 22, 2008.]

2.J.02 Acceptable Academic Preparation

An applicant for a certificate of qualification must have successfully completed a program of academic studies in Faculties other than the Faculty of Education.

- (a) All applicants must have successfully completed a minimum of 6 credit/semester hours or equivalent of undergraduate English or French course work, and
- (b) An applicant whose initial teacher education preparation is for assignments at the Kindergarten to Grade 7 levels must have completed a minimum of 30 credit/semester hours or equivalent of her or his studies in faculties other than the Faculty of Education, which includes the following academic course work:
 - (i) three credit/semester hours or equivalent of sciences, as defined in Policy P2.J.02 and
 - (ii) three credit/semester hours or equivalent of Mathematics, and
 - (iii) three credit/semester hours or equivalent of Canadian studies.

The courses qualifying for academic background may not include professional course work from another discipline.

No course work that is completed as part of British Columbia Grade 12 or equivalent will be considered for the purposes of meeting mandatory academic requirements for a certificate.

- (c) An applicant whose initial teacher education preparation is for assignments at the levels of Grade 8 and above must have completed a minimum of 24 credits of academic coursework in one teachable subject area. These studies must be in fields of knowledge that are compatible with the curriculum expectations in British Columbia secondary schools, and in sufficient depth to ensure an appropriate knowledge and understanding of the subject, as defined in Policy P2.J.07.

- (d) An applicant for a certificate of qualification, who is deficient in not more than 12 credit/semester hours or equivalent of academic course work as specified in Bylaw 2.J.02(a) and (b), may be granted a conditional certificate of qualification.

Any other deficiency in academic course work must be completed before a conditional certificate of qualification is issued.

- (d.1) An applicant who is eligible for a conditional certificate of qualification pursuant to the Agreement in Principle on Labour Mobility/Teaching Profession may be granted a conditional certificate of qualification with more than 12 credit/semester hours of course work to complete.

2.J.03 First Nations Language Teacher Certificate

An applicant qualifying for a First Nations Language Teacher Certificate under 2.B.01(c) shall have the recommendation of the appropriate First Nations Language authority to teach her or his First Nations language and culture.

2.J.04 Developmental Standard Term Certificate

- (a) An applicant qualifying for a Developmental Standard Term Certificate under 2.B.01(d)(i) shall require the completion of a basic academic program of studies consisting of a minimum of 30 credits of arts and science university transfer courses, including 6 credits of English Composition and Literature and an inter-provincial trades qualification program "Red Seal" (Cook) or equivalent.
- (b) An applicant qualifying for a Developmental Standard Term Certificate under Bylaw 2.B.01 (d)(ii) shall require the completion of a basic academic program of studies acceptable to the Teacher Regulation Branch and a First Nations Language program acceptable to the Teacher Regulation Branch.

2K Criteria for a Certificate of Qualification – Specialist Preparation

2.K.01 Acceptable Specialist Preparation

An applicant qualifying for a Trades Certificate of Qualification through Bylaw 2.B.01(g) shall be required to:

- (a) hold a Red Seal or Certificate of Qualification recognized or issued by the BC Industry Training Authority, and
- (b) have a minimum 5 years of journeyman work and/ or teaching experience in the trade area as defined in P2.B.01(b)

2.M Teaching Experience

2.M.01

For the purposes of qualifying for a certificate of qualification an applicant is required to have teaching experience acceptable to the Teacher Regulation Branch with all of the following characteristics:

- (a) the teacher and/or educational administrator is primarily responsible for the planning, delivery and evaluation of an instructional program, and
- (b) the subject and curriculum taught does not significantly differ from curriculum areas and subjects widely taught in the British Columbia school system.
- (c) amount to at least 75 days in one school year or 100 days in two consecutive school years in the ten years prior to application, which has been verified by employing officials.
- (d) the instructional methods, management and delivery are comparable to that which occurs in the BC K-12 school system.

2.M.01.1 Currency of Teaching Experience

- (a) An applicant who has not met the currency requirements as defined in Bylaw 2.M.01, shall be required to successfully complete an approved program of study as outlined in Policy P2.I.02 (b) before a certificate of qualification may be granted.
- (b) An applicant for a certificate of qualification who has not had teaching experience as defined in Bylaw 2.M.01 (a)(b) amounting to at least 75 days in one school year or 100 days in two consecutive school years in the 20 years prior to the date of application, shall be required to successfully complete an approved or acceptable teacher education program.

2.N Letters of Eligibility & Evaluation

2.N.01 Letters of Eligibility

- (a) A letter of eligibility represents official verification that an applicant has met the requirements for a certificate of qualification.
- (b) A letter of eligibility shall be valid for a non-renewal period of up to three calendar years from the date of issue, subject to the conditions of 2.B.01 (a).
- (c) Recipients of letters of eligibility who have not satisfied requirements for obtaining their certificate within the period of validity must apply for a re-evaluation of their qualifications under current bylaws of the Teacher Regulation Branch.

2.N.02 Letters of Evaluation

A letter of evaluation is:

- (a) correspondence defining the academic, specialist and professional course work an applicant is required to complete;
- (b) valid for a non-renewable period of up to five years from the date of issue, unless otherwise specified by other bylaws in effect at the time of issue of the letter. Thereafter, if any of the designated course work remains outstanding, a re-evaluation of the applicant's qualifications under current bylaws of the Teacher Regulation Branch will be required.

POLICY P2 QUALIFICATIONS

P2.A *Categories Eligibility for a Certificate of Qualification*

P2.A.01 **English Language Proficiency**

Acceptable scores for fulfilling the English Language proficiency requirement are:

- (a) a total score of 580 (paper based test) or 237 (computer based test) on the Test of English as a Foreign Language (TOEFL), and a score of 50 on the Test of Spoken English (Professional) (TSE-P); or
- (b) a total score of 98 on the Test of English as a Foreign Language (TOEFL) Internet-based test (iBT), with the following minimum subtest scores: 23 on Reading and Listening, 27 on Speaking, and 25 on Writing; or
- (c) an overall band score of 6.5 on the academic version of the International English Language Testing System (IELTS), with no band below 6 and with a minimum of 7 on the Speaking and Writing bands.

Proficiency requirement scores are valid for two years from the date of the test.

P2.A.01.1

An applicant who has completed his/her post-secondary education in Canada, the United States, New Zealand, Australia, Ireland or the United Kingdom, or from any of the following countries where English is essentially the only language used:

- (a) Bahamas, Barbados, Bermuda, Cayman Islands, Guyana, Jamaica, Montserrat, Saint Kitts-Nevis.; or
- (b) any other nation where the applicant can provide documented evidence that the primary/secondary and post-secondary/tertiary education is conducted in English only,

may be exempted, by the Director of Certification, from any or all of the English language proficiency testing requirements.

P2.A.01.2

Applicants who have completed their post-secondary education in countries where English is not the first language, who present English or English as a Second Language as a subject area, and who have not provided evidence on initial evaluation of an acceptable score on a language proficiency test as outlined in Policy P2.A.01, are required to complete as part of the requirements outlined in Bylaw 2.J.02

- (a) 6 credit/semester hours (3 units) of senior-level Canadian Literature in English;
- (b) 6 credit/semester hours (3 units) or senior-level English Composition; and

- (c) 3 credit-semester hours (1.5 units) of methodology course work for teaching English Literature and Composition.

These requirements must be completed at a British Columbia university or acceptable comparable institution in order to qualify for a certificate of qualification.

P2.B Categories of Certificates of Qualification

P2.B.01 Trades Certificate

- (a) For the purposes of Bylaw 2.B.01(g), the Teacher Regulation Branch recognizes Red Seal or Certificate of Qualification trades that have a minimum of three levels as outlined by the BC Industry Training Authority.
- (b) For the purposes of Bylaw 2.B.01(g), the Teacher Regulation Branch requires the journey person work and/or teaching experience be in the recognized trade area and be accumulated within the last 10 years.

P2.B.01.1 Developmental Standard Term Certificate

For the purposes of Bylaw 2.B.01(d)(i), the Teacher Regulation Branch recognizes any Inter-provincial trades qualification program "Red Seal" or equivalent that relates to the curriculum outcomes of the BC Integrated Resource Packages.

P2.B.02

No policies.

P2.B.03 Acceptable Degrees or Equivalent

- (a) A degree shall be considered acceptable for a professional certificate if it has been granted by a post-secondary institution acceptable to the Teacher Regulation Branch and the applicant has a minimum four-year program and not less than 120 credit/semester hours beyond BC grade 12, or equivalent, as defined in Bylaw 2.H.02.
- (b) Senior level course work is defined as course work in a discipline taken when 6 credits of introductory course work in that discipline has been completed provided that:
 - (i) the additional courses are not clearly of an introductory nature, and
 - (ii) such course work provides the breadth and depth of preparation required for teaching.
- (c) Course work completed as part of the professional studies component of a teacher education program will not satisfy the academic course work specified in Bylaw 2.J, unless the specific course(s) has (have) been approved by the Teacher Regulation Branch for this purpose.

- (d) In assessing degrees from applied fields the Teacher Regulation Branch will normally accept the evaluation of a Faculty of Education of a BC university recognized under the *Universities Act* or the *College and Institutes Act* in determining the amount of broad academic course work contained in degrees of a specialized, professional or other area.
- (e) A degree which includes credit for instructors' diplomas will not be recognized for a professional certificate until the credits received for instructors diplomas are replaced by course work acceptable to the Teacher Regulation Branch.
- (f) Credit received for the familiarization and updating course work required under Bylaw 2.I.02(d) and Bylaw 2.M.01.1(b) may be credited towards a professional certificate.
- (g) Degree equivalence will be awarded to an individual holding a Trades Certificate of Qualification issued by the Teacher Regulation Branch upon meeting the requirements of Policy P2.J.02(d).

P2.B.03.1 Ontario College of Applied Arts and Technology

- (a) Where transfer credit has been given by a post-secondary institution acceptable to the Teacher Regulation Branch for course work completed at an Ontario College of Applied Arts and Technology, the Teacher Regulation Branch will normally accept the following:
 - (i) up to 30 credits of block transfer for completion of a three-year CAAT program;
 - (ii) up to 18 credits of block transfer for completion of a two-year CAAT program;
 - (iii) no transfer credit will be recognized for course work completed as part of a one-year CAAT program.
- (b) All recognized block transfer credit from an Ontario College of Applied Arts and Technology must be an integrated component of an acceptable degree as defined in Policy P2.B.03.

P2.B.04

No policies.

P2.B.05

No policies.

P2.B.06

No policies.

P2.B.07

No policies.

P2.B.08

No policies.

P2.B.09

No policies.

P2.B.10 A First Nations Language Authority

A Tribal Council or other body acceptable to the BC Teachers' Council may recommend to the BC Teachers' Council the First Nations Language authority for its language and culture. The authority recommended shall be the authority for the designated language and culture for the purposes of Bylaw 2.B.01(d), 2.I.03, and 2.J.03.

P2.B.11

For the purposes of issuing First Nations Language Teacher Certificates, the BC Teachers' Council recognizes the following First Nations Language Authorities:

1. Okanagan Indian Language Association (Okanagan)
2. Secwépemc Language Authority (Secwépemc)
3. Upper St'at'imc Language and Culture Authority (St'at'imc)
4. Ktunaxa Language Authority (Ktunaxa)
5. Wilp Wilxo'oskwhl Nisga'a Language Authority Committee (Nisga'a)
6. Saanich Language Authority (Sencoten)
7. Yinka Dene Language Institute (Athabaskan)
8. Gitksan Language Authority (Gitksan)
9. S'malgyax T'simshian Language Authority (S'malgyax T'simshian)
10. Tsilhqot'in Language Authority (Tsilhqot'in)
11. Heiltsuk Language Authority
12. Scw'exmx Language Authority
13. Liq'wala/Kwakwala Language Authority
14. Kwakwala Ni'nogad Language Authority
15. Sto:lo Nation Language Authority (Halq'eméylem)
16. Snuneymux First Nations Language Authority
17. Skidegate Haida Language Authority (Skidegate Dialect only)
18. Ts'msyen Sm'algyax Language Authority
19. Huu-ay-aht Language Authority
20. Musqueam Language Authority
21. Old Massett Language Authority
22. Coast Salish Language Authority
23. Quw'utsun Syuw'entst Lelum' Language Authori
24. Spi7uy Sqweqwlut.s Language Authority (northern Shuswap)
25. Nuxalk Nation Council (Nuxalk)
26. Nuuchahnulth Tribal Council for Nuuchahnulth Language Authority
27. Nlaka'pamux Nation Tribal Council (Nlaka'pamux)
28. Treaty 8 Tribal Association Dane-zaa Language Authority (Dane-zaa)
29. Dah Dzahge Nodesidē/Tahltan Language and Culture Council
30. Fort Nelson First Nation Language Authority (Dene)
31. Wuikala' Language Authority (Wuikinuxv)

P2.C **Validity of Certificates of Qualification**

P2.C.01 **Validity date of certificates of qualification**

The validity date of a certificate of qualification shall be the date of issue.

P2.C.02 **Upgrading to a Professional Certificate of Qualification**

- (a) Exclusive of Bylaw 2.C.02(c), Bylaw 2.C.02(c.1), and Bylaw 2.C.02(d), no extension of Conditional Certificates of Qualification will be granted.
- (b) Notification for a Professional certificate will be sent to a certificate holder's last reported home address six months before the expiry date of the Conditional certificate of qualification.
- (c) When the Teacher Regulation Branch has employment information related to a Conditional certificate holder, a copy of the notification letter will be sent to the employer.
- (d) Where a certificate holder in good standing applies for a Professional certificate before the expiry date of the certificate of qualification,
 - (i) all documentation pertaining to the application must be received at the Teacher Regulation Branch no later than the expiry date of the certificate.

P2.D **Applications for a Certificate of Qualification**

P2.D.01 **Applications**

Informational material shall accompany application forms, and shall include:

- (a) a list of the documentation to be submitted with the completed application forms,
- (b) *The Standards for the Education, Competence and Professional Conduct of Educators in British Columbia,*
- (c) the requirements of the *School Act, Criminal Records Review Act, the Teachers Act* and the *continued bylaws and policies* respecting certificates of qualification.

P2.D.02

It is the certificate holder's responsibility to inform the Teacher Regulation Branch of any changes to the information held by the College.

P2.E **Evaluation of Applications for Certificates of Qualification**

No policies.

P2.F **Evaluation of Criminal Records**

P2.F.01 **Criminal Record - advice**

Faculties of Education shall be requested to include a statement in their calendars and on their application forms advising that an applicant who has been convicted of, or has been given a conditional or absolute discharge on, a criminal offence or its equivalent in another jurisdiction at the time of application, or who is convicted of, or given a conditional or absolute discharge on, a criminal offence or its equivalent in another jurisdiction during her or his enrolment in the Faculty of Education, should seek advice from the Director of Certification as to the policies of the Teacher Regulation Branch. Faculties of Education shall also be asked to advise all applicants to their programs of the requirements of the *Criminal Records Review Act*.

P2.F.02 **Criminal Record - evaluation**

The following kinds of questions must be considered when determining the relevance of a criminal record:

- (a) Does the behaviour for which the applicant was convicted, if repeated, pose any threat to children?
- (b) Does the behaviour have the potential to impact on the operation of a school?
- (c) What were the circumstances of the charge and particulars of the offence (e.g. how old was the applicant when the events in question occurred, were there any extenuating circumstances)?
- (d) How much time has elapsed between the conviction and the application for a certificate of qualification and what has the applicant done during that period of time?
- (e) Has the applicant undertaken any rehabilitation since the conviction?
- (f) What, if any, conditions were placed on discharge, pardon or probation, and has the applicant complied with them?
- (g) Has the applicant a satisfactory employment record since release?
- (h) Does the conviction involve the illegal use, sale or possession of controlled substances?

P2.G **Evaluation of Applications for a Certificate of Qualification**

P2.G.01 **Re-evaluation**

An applicant whose qualifications have been evaluated for the purposes of granting a certificate may apply for re-evaluation of her or his qualifications only if evidence of a change in the circumstances of the first evaluation is submitted. Changes in circumstances which will be considered are:

- (a) Satisfactory teaching experience gained in
 - (i) a British Columbia public school,
 - (ii) a Group 1, Group 2, or Group 4 independent school
 - (iii) an accredited First Nations school
 - (iv) an offshore school approved by the Ministry of Education, or
 - (v) another jurisdiction where the education system is deemed comparable to that of British Columbia,since a requirement for updating has been determined.

- (b) Upon production of evidence, in the form of letters of reference or satisfactory teaching reports from principals, of
 - (i) 75 days of substitute teaching experience in one school year or 50 days in each of two consecutive school years, or
 - (ii) at least 75 days of teaching experience on a Letter of Permission, or
 - (iii) full time teaching experience for a four-month period within one school year, or
 - (iv) part-time teaching experience on a .4 or greater contract for a 10-month period,the requirement for updating courses and/or practicum may be waived.

- (c) An applicant who has previously applied for a certificate and who becomes aware of a change in the continued bylaws and policies which may favourably alter the original evaluation may request a re-evaluation.

P2.G.02

[Deleted December 1, 1994.]

P2.G.03 Re-evaluation fee

No fee for re-evaluation shall be required if the request is made within three years of the date of the initial evaluation.

P2.G.04 Evaluation of qualifications from a post-secondary institution in Bangladesh, India and Pakistan

An applicant with academic and professional course work from a post-secondary institution in Bangladesh, India, and Pakistan will be evaluated according to the following guidelines:

- (a) First and Second Division degrees (50% and above) shall be deemed to be comparable to degrees awarded by British Columbia universities.

- (b) Third Division degrees will be recognized only upon completion of course work acceptable to the Teacher Regulation Branch.

P2.H **Criteria for Certificates of Qualification - General Principles**

P2.H.01

A person who teaches in the French language may demonstrate a satisfactory command of written and spoken French by:

- (a) showing that he or she has completed all his or her education in the French language,
- (b) providing a letter from a Francophone Education Authority indicating his or her proficiency in French,
- (c) providing a minimum score of B1 on the French Proficiency Test, administered by the Department of Language and Literacy Education, Faculty of Education, University of British Columbia, or
- (d) providing a written assessment by Faculty of the French Department of a Canadian university, acceptable to the Teacher Regulation Branch, attesting that the person has demonstrated knowledge of the French language to indicate that he or she is capable of conducting all his or her teaching in the French language.

P2.H.02.1 Ontario Grade 13

Completion of Ontario grade 13 is considered equivalent to completion of British Columbia grade 12.

P2.H.02.2 United Kingdom Education System "O" and "A" Levels

Completion of British education system "O" levels and at least two "A" levels is considered equivalent to completion of British Columbia Grade 12. "A" level course work with a grade of A or B will be considered equivalent to 6 credit/semester hours of first-year university course work at a British Columbia institution.

P2.H.03

No policy

P2.H.04

Prior Learning Assessment (PLA)

- (a) The Prior Learning Implementation Guidelines for British Columbia are those stated in the British Columbia Transfer Guide, found on the British Columbia Council on Admissions & Transfer website at www.bccat.bc.ca.
- (b) Language proficiency tests and scores approved for determining equivalence under Bylaw 2.H.04 (ii) are:
 - (i) French – a minimum score of C1 or equivalent on the French Proficiency Test, administered by the Faculty of Education, UBC.

- (c) Teaching experience may be presented as part time and/or full time teaching assignments amounting to the equivalence of 1.5 years of full time teaching.

P2.I Criteria for Certificates of Qualification - Professional Preparation

P2.I.01 Basic teacher education program acceptable to the Teacher Regulation Branch

To be considered acceptable, a basic Teacher Education program shall either

- (a) be a program offered at a British Columbia post-secondary institution and approved by the BC Teachers' Council, or
- (b) if outside British Columbia, be a program which
 - (i) is offered at a post-secondary institution acceptable to the Teacher Regulation Branch, and
 - (ii) satisfies the requirements of Bylaw 2.I.02, and
 - (iii) has resulted in a certificate being granted in the jurisdiction in which the teacher education program was completed.

P2.I.01.1

An acceptable practicum as it applies to Bylaw 2.I.02(a)(ii) is defined as one which:

- (a) is normally of 12 weeks, but not less than 10 weeks in duration, and
- (b) is recognized by an accredited university and is supervised by that university's Faculty of Education, and
- (c) takes place under the supervision of one or more school advisors who are certificated in the jurisdiction in which the practicum takes place.

P2.I.01.2

Applicants, who have completed 75 days of satisfactory teaching experience within one school year or 100 days of satisfactory teaching experience over two consecutive school years in the 10-year period prior to the date of application to the Teacher Regulation Branch, will be deemed to have completed an acceptable practicum as defined in P2.I.01.1 provided that:

- (a) there is a practicum supervised by the university in their original teacher education program, and
- (b) the teaching experience being considered is verified by way of a satisfactory teaching report or a letter of recommendation by a superintendent of schools, a chief executive officer, an assistant superintendent of schools, a principal or a vice-principal who supervised the experience.

P2.I.01.3

In special circumstances where a Teacher Regulation Branch evaluation requires a practicum and a Faculty of Education is not prepared to or is not able to supervise the required practicum within a reasonable distance from an applicant's home, or within a reasonable time period, the Teacher Regulation Branch may arrange the practicum with the cooperation of school district officials.

P2.I.02 Acceptable Program

(a) Where an applicant for a certificate has completed the Ontario Short Program (1970-1975), comprised of 18 credit/semester hours of professional course work and required practica, leading to an Ontario provincial certificate and

- (i) has at least ten years of full-time teaching experience, and
- (ii) provides a satisfactory teaching report written within the ten years prior to the date of application,

the Teacher Regulation Branch deems that the applicant has satisfied the full professional requirements as outlined in Bylaw 2.I.02.

(b) An approved program of study required in Bylaw 2.M.01.01 shall be comprised of 12 credit/semester hours of equivalent of updating course work in education methodology and a minimum six weeks of supervised student teaching in an acceptable classroom setting supervised by an approved teacher education program within British Columbia.

(c) The following factors will be taken into consideration in determining whether an education system is comparable to the British Columbia education system, as required in Bylaw 2.I.02(d):

- (i) experience where the teacher has organized a classroom with students as active participants,
- (ii) experience in classrooms where children are actively involved in large and small groups,
- (iii) experience planning and adapting lessons where there are students with special needs and students from different ethnic backgrounds,
- (iv) experience using a variety of student assessment and evaluation methods,
- (v) experience with similar class size and curriculum to that used in British Columbia public schools, and
- (vi) familiarity with available learning resources in British Columbia public schools.

(d) An approved program of study required in Bylaw 2.I.02(d) shall be comprised of either:

- (i) 12 credit/semester hours of education methodology related to her or his teaching area, and a minimum six weeks of supervised student teaching in an acceptable classroom setting, supervised by an approved teacher education program within British Columbia; or
- (ii) the Professional Qualification Program offered through Simon Fraser University.

P2.J **Criteria for a Certificate of Qualification - Academic Preparation**

P2.J.01

No policies.

P2.J.02 **Acceptable Academic Preparation**

- (a) English or French Requirement
For applicants teaching in the English language, the course work required by Bylaw 2.J.02(a) must be English; for those teaching in the French language the course work must be French.
 - (i) The 6 credit/semester hours must include both literature and composition and must be comparable to post-secondary courses taken at a British Columbia university.
 - (ii) Three credit/semester hours of composition may be credited to applicants who have completed a thesis in the relevant language as part of a masters or doctorate degree acceptable to the Director of Certification.
 - (iii) The University of British Columbia English exemption examination shall not be considered to satisfy the academic English requirement for a certificate as outlined in Bylaw 2.J.02(a) for students accepted into the UBC teacher education program after January 1, 1993.
- (b) Disciplines that will be recognized toward fulfillment of Bylaw 2.J.02(b)(i) are Biology, Chemistry, Physics, Physical Geography, Geology/Earth Science, Ocean Science, Environmental Science, and Astronomy.
- (c) The subject area of Social Studies consists of 24 credit/semester hours which must include:
 - (i) 3 credit/semester hours of Canadian Studies at either the junior or senior level;
 - (ii) 3 credit/semester hours of Geography and 3 credit/semester hours of History;
 - (iii) 15 credit/semester hours of academic course work in one or a combination of Anthropology, Economics, Political Science, Sociology, History, and Geography.

Course work relating to these disciplines -- taken in Canadian Studies, Asian Studies, Women's Studies, Native Studies, Religious Studies of a non-doctrinal nature, Classical Studies, Urban Studies, and Environmental Studies -- may be included provided an examination of the course descriptions reveals such a relationship.

A Canadian Geography course would satisfy elements of any of the above but retains only its single course value in the 24 credit/semester hours total. A Canadian History course would also satisfy elements of any of the above but retains only its single course value.

If the applicant has at least 24 credits in Social Studies but lacks the courses described in (i) and (ii), the courses may be completed during the validity period of a conditional certificate.

- (d) For the purpose of Bylaw 2.B.02.1 an individual holding a Trades Certificate who completes a minimum of 6 credits in each of two additional areas within technology education is deemed to have met Bylaw 2.J.02(c).

P2.J.03

No policies.

P2.J.04

No policies.

P2.J.05 Canadian Studies

The focus of a Canadian Studies course, as required in Bylaw 2.J.02(b)(iii) and Policy P2.J.02(c) must be on understanding the Canadian experience. The Canadian content must be central to the conceptual thesis of the course rather than existing only in exemplar supporting concepts of another academic discipline.

P2.J.06 English/English as a Second Language

[Deleted February 27, 2004.]

P2.J.07 Subject Areas Taught in British Columbia Secondary Schools

The following list is for application pursuant to Bylaw 2.J.02(c):

Art *	Home Economics
Biology	Italian
Business Education	Japanese
Chemistry	Korean
Computer Science	Mandarin
Dance *	Mathematics
Drama *	Music *
Earth Science	Physical Education
English	Physics
First Nations Studies	Punjabi

French
General Science
Geography
German
History

Russian
Social Studies
Spanish
Special Education
Technology Education

* At least 6 credits of the 24 credits in a Fine and performing arts teaching area must be studies in theory (i.e. non-studio). If the applicant has at least 24 credits in the teaching area but lacks the theory course work, the courses may be completed during the validity period of a conditional certificate.

P2.M **Teaching Experience**

P2.M.01

April 3, 2009

Amendment to P2.B.11

Amendment to P7.B.01(c)

- (a) An acceptable band school shall have successfully completed the First Nations Schools Association schools assessment process within five years prior to the date of application for a non-expiring certificate.
- (b) Teaching Experience in the Last Ten Years
All applicants whose applications are received on or before December 31 of the 10th calendar year since the applicant's last acceptable teaching experience shall be deemed to have had teaching experience within the ten years prior to the date of application.
- (c) Teaching Experience in the Last Twenty Years
All applicants whose applications are received on or before December 31 of the 20th calendar year since the applicant's last acceptable teaching experience shall be deemed to have had teaching experience within the 20 years prior to the date of application.

P2.N **Letters of Eligibility & Evaluation**

No policies.