



TO BE COMPLETED BY THE EMPLOYER OF AN APPLICANT FOR A LETTER OF PERMISSION

Employer Information

Public School District No. Independent School Authority No. Name of District, Authority, or First Nations Council

School Name

School Address

Appointment Start Date (YYYY/MM/DD) Appointment End Date (YYYY/MM/DD)

Please describe the school's unique circumstances that require a Letter of Permission

I hereby assure the Ministry of Education and Child Care that:

- I have no knowledge of any facts that would make the applicant an inappropriate person to work with children, and
I am satisfied that the applicant is of good character.

I further assure the Ministry of Education and Child Care that:

- the position described in this application has been extensively advertised both within the School District/School Authority/First Nations Council and externally; and
the School District/School Authority/First Nations Council has been unable to recruit a certificate holder for the position; and
the School District/School Authority/First Nations Council will make provisions for supervising and supporting the uncertified person until a certified qualified teacher can be recruited.

Superintendent, School Authority or First Nations Council Chairperson (Please Print) Signature Date of Signature (YYYY/MM/DD)

Letter of Permission Contact Name (Please Print) Email Address Phone Number (with area code)

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Applicant Information

Surname _____ Given Name(s) _____

Date of Birth (YYYY/MM/DD) _____ File/Certificate No. _____

Leave this space blank if this is the first application for the applicant.

Please describe how the applicant is suitable for the position, including any relevant life experience or education.

Position Information

Select all that apply: Elementary (K-7) Secondary (8-12) TTOC

Grade(s) _____

Subject(s) _____

Total FTE _____ (Full Time = 1.0 FTE) Note: TTOCs are automatically 1.0 FTE.

Please describe the position.

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Advertising Information

Describe the advertising that the School District, School Authority, or First Nations Council has undertaken to seek a qualified person eligible for or holding a BC teaching certificate. Describe the response received from the advertising.

Note: if you do not complete this section, we are unable to accept the application form.

	Start Date to End Date (YYYY/MM/DD to YYYY/MM/DD)	Location / Postings	No. of Responses
Internal Advertising	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
External Advertising	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

With this form, include proof of the advertising/job postings as evidence of your extensive search for qualified candidates. Proof can be in the form of screenshots of the advertising/job postings.

Screenshots must **clearly** show:

- The actual posting on the external website as seen by candidates (We cannot accept screenshots of an employer's dashboard.)
- The posting dates on the external website, as indicated above
- The location/site where the job is posted, including the address bar/URL and website logo
- The position, including subjects and grade
- Whether the position is full time or part time, including the full-time equivalent (FTE)

I confirm that the position was advertised externally for at least 14 days, and that the proof of the job posting that is included with this application form meets these requirements.

Yes

No

Rationale

Were any of the responses received from persons holding valid BC teaching certificates or certified to teach in another jurisdiction?

Yes

No

If you answered yes, complete page 4 of this application form. Provide a rationale for not assigning a certified teacher to the position.

Note: Letters of Permission are issued only until the end of the school year. They cannot be extended without reapplying.

Please email the completed form to trb.certification@gov.bc.ca.

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Rationale

If certified teachers responded to the advertising/job postings, please explain why they were not assigned the position. A sample rationale is provided.

Given Name(s) and Surname	Certification information	Qualifications	Professional experience	Detailed reasons for not hiring a certified teacher
Jane Doe	BC certificate L999999	1988 BA, Simon Fraser University 1989 BEd, University of British Columbia	1989-1999: Candidate taught Grade 3	Candidate has not taught in over 20 years

Include this page when you email your completed form to trb.certification@gov.bc.ca.