

ALBERTA GRADUATE CERTIFICATION FAST TRACK PROCESS

1. The future graduate applies to the substitute posting at www.fmpsd.ab.ca. The application is processed and the applicant is approved to be added to the call out list.
2. FMPSD then sends the applicant an **OFFER OF EMPLOYMENT**. (appendix 1)
3. The applicant sends the **OFFER OF EMPLOYMENT** to the Undergraduate Student Services Office (Faculty of Education) of their **ALBERTA** University.
4. The Undergraduate office then sends the undergrad a **LETTER OF EARLY RELEASE**. (appendix 2)
5. The Undergraduate then applies to Alberta Education for certification. The Undergraduate provides Alberta Education with a copy of both the **OFFER OF EMPLOYMENT** and the **LETTER OF EARLY RELEASE**.
6. Alberta Education sends the Undergraduate a letter which provides temporary teaching authority to the Undergrad, a **LETTER FROM THE REGISTRAR**. (appendix 3)

The applicant/undergrad will be employed and paid as a Teacher on Call (TOC) from the date on the LETTER FROM THE REGISTRAR.

The applicant/undergrad will be employed and paid as a Teaching Assistant Supervisor (TAS) until they have provided FMPSD with the LETTER FROM THE REGISTRAR.

The differences between a TOC and a TAS. (appendix 4)



231 Hardin Street, Fort McMurray, Alberta T9H 2G2
Telephone: (780) 799-7900
Fax: (780) 743-2655

Date: _____

Name: _____

Address: _____

Dear _____:

Re: Teacher on Call position

I am pleased to offer _____ the position of Teacher on Call for the Fort McMurray Public School District.

We look forward to you being an important part of our Teacher on Call team.

Yours truly,


Phil Meagher

Chief Deputy Superintendent - Human Resources and Administration

PM:cm





May 16, 2011

RE:

To Whom It May Concern,

This letter is verification that the above mentioned student has completed a Bachelor of Elementary Education Degree at the University of Alberta. The student completed all coursework toward this degree program in April 2011. Erika will be eligible for graduation in the June 2011 convocation ceremonies. This student has met all certification requirements.

If you have any further questions please do not hesitate to contact this office at 780-492-3659.

Sincerely,

Associate Dean
Clive Hickson

SCANNED
Human Resources
Fort McMurray Public School
District

Government of Alberta

Education

Office of the Registrar
2nd Floor, 44 Capital Boulevard
10044 108 Street
Edmonton, Alberta T5J 5E6
Canada
Telephone 780-427-2045
Fax 780-422-4199
www.education.alberta.ca

Reference #: 625450

March 28, 2011

CANADA

DEAR

This letter is being sent to confirm that your application for teacher certification is now complete and we are currently awaiting the Dean's recommendation to issue you the *Interim Professional Certificate*.

In the meantime, if you wish to begin employment with a school authority, upon completion of your teacher preparation program, and prior to the issuance of your *Interim Professional Certificate*, you are required to do the following:

1. Present this letter to a school authority if you receive an offer of employment.
2. Request a letter from the school authority stating that you have been offered employment.
3. Take the letter of employment and this letter to request a letter from the Dean of Education. The letter from the Dean of Education must state that you have completed all requirements of your teacher preparation program and that the Dean will recommend you for certification.
4. Once you have received all three letters, present all three letters to your school authority employer. Your school authority employer will then determine your teaching placement.

Upon satisfying all requirements above, you are able to work as a teacher in Alberta until such time as your *Interim Professional Certificate* is issued by our Office.

This letter provides temporary teaching authority and it is not transferrable outside of Alberta.

If you have any questions, please contact a certification clerk at: (780) 427-2045 or toll-free at: 310-0000 and (780) 427-2045.

Sincerely,



Marc Prefontaine
Registrar

LS

