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Building Nunavut Together
Nunavuliuqatigiingniq
Bâtir le Nunavut ensemble

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Department of Education
Ilinniaqtuliqiyikkut
Ministère de l'Éducation

Qualified Substitute Teachers' Certification Process

Requirements

A clear criminal record and vulnerable sector check (cannot be more than six months old)
Documentations identified below submitted to the Principal

Principal submits Documentation to HR Officer

Principal receives the following documentations from teacher and submits to Human Resource (HR) Officers at the RSO/ CSFN*:

- Resume
- Criminal record and vulnerable sector check (cannot be more than 6 months old)
- Birth certificate
- Social Insurance number
- *Casual Staffing Action Personal Information Form* completed (this form may vary for each of the regional offices)

HR Officer Verifies Information

HR Officer:

1. verifies that information (above) was received from Principal
2. provides teacher with the appropriate certification forms (through the NTIP site)
3. includes Registrar on correspondences with the teacher that is trying to get certified

Teacher Submits Certification Application

Teacher submits a completed application, supporting documentations and fee (if applicable) to the Registrar's office and follow-up to ensure the requested items are received.

Registrar Conducts Credential Evaluation

Registrar assesses teacher's credentials only when the completed application has been received from the teacher.
The teacher's salary placement information is sent to the HR Officer and the Registrar notifies teacher of the outcome.

Interim Professional Certificate granted

Interim Standard Certificate granted

Certification Denied

HR Officer Adjusts Teacher's Pay

HR Officer adjust teacher's pay based on the salary placement information provided by the Registrar

Teacher Verifies the Adjustment

Teacher check paystubs to ensure the adjustment is implemented
Teacher contacts Payroll Officer for all further questions about pay

Last revised Sept 19, 2016
*RSO/ CSFN: Regional School Operations or Commission Scolaire Francophone du Nunavut