

# Teacher Salary Classification Worksheet

<b>Teacher's Name: (please print)</b>				
Last Name		First and Middle Names		
Certificate Number		Month	Day	Year
<b>Classification Determined by:</b>				
Last Name		First Name		

**Teacher Salary Classification Worksheet:** This worksheet is a supplement to, and is not intended to replace: *Teacher Classification in Saskatchewan: a guide for school divisions and le conseil scolaire* or [The Teacher Salary Classification Regulations](#).

## A. Years of Post-Secondary Education\*

**Step 1:** Determine the number of credit hours of undergraduate course work \_\_\_\_\_

**Step 2:** Determine the number of credit hours of graduate coursework \_\_\_\_\_

**Step 3:** Total credit hours of Post-secondary education \_\_\_\_\_

- If total does not exceed 150 the teacher does not meet requirements for Class FIVE or SIX.
- If total does not exceed 180 the teacher does not meet the requirements for Class SIX.

\* Post-secondary education must be completed at an institution accredited by a body accepted by the Ministry of Education. See the end of this document for further information about acceptable accrediting bodies.

## B. Combination of Certificates and Degrees

### Type of Teacher's Certificate:

- Temporary Teaching Permit → the teacher is Class THREE
- Standard A → the teacher is Class THREE
- Provisional Professional A
  - If the provision is more course work → the teacher is Class FOUR
- Vocational Teacher's Certificate
- Technical Teacher's Certificate
- Professional A
- Professional B

### Degrees:

- Bachelor of Education
- Bachelor degree recognized as equivalent to a Bachelor of Education degree (e.g. Bachelor of Arts in Education or Bachelor of Science in Education)
- 3 year Bachelor's degree (Arts, Science, Music, Kinesiology, etc.)
- 4 year Bachelor's degree (Arts, Science, Music, Kinesiology, etc.)
- Bachelor of Arts (Honours) or Bachelor of Science (Honours)
- Additional Qualification Certificate
- Master's of Education degree

- Master's of Education program\*\*
- Other Master's program\* (e.g. Master of Arts or Master of Science)

\*\* the term program is used here because a teacher may not have to complete a graduate degree in order to meet the requirements for Class FIVE or Class SIX.

**BEFORE CONSIDERING A TEACHER'S REQUEST FOR RECLASSIFICATION: ask the teacher to arrange for an updated transcript to be sent directly from the University to your office. It is recommended to also send a copy to the *Saskatchewan Professional Teachers Regulatory Board (SPTRB)*.**

#### **Class FOUR**

A teacher who has completed at least  120 credit hours of recognized post-secondary education qualifies for Class FOUR if they hold:

- a Professional A Teacher's Certificate; or
- a Professional B Teacher's Certificate

A teacher who is 30 credit hours away from completing a four-year degree\* qualifies for Class FOUR if they hold:

- a Vocational Teacher's Certificate; or
- a Technical Teacher's Certificate

\* a letter from the university is required to verify that the teacher is one year (30 credit hours) away from completion of a four year degree.

#### **Class FIVE**

A teacher who has completed at least  150 credit hours of recognized post-secondary education qualifies for Class FIVE if they hold:

- a Professional A Teacher's Certificate;  a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree, and  a second bachelor's degree; or
- a Professional A Teacher's Certificate;  an approved bachelor's degree (this will either be a B. Ed. or a 3 year Bachelor of Arts or Science degree and 48 credit hours of pre-service teacher education); and  30 credit hours of graduate study; or
- a Professional A Teacher's Certificate; and  an approved four-year bachelor's degree other than a Bachelor of Education degree (in other words, the teacher has a 4 year degree and has completed an additional 48 credit hours of teacher education beyond the degree); or
- a Professional A Teacher's Certificate; and  an Additional Qualification Certificate; or
- a Professional B Teacher's Certificate; an approved three-year bachelor's degree; and  30 credit hours of graduate study; or
- a Professional B Teacher's Certificate; and  an approved four-year bachelor's degree other than a Bachelor of Education degree (in other words, the teacher has a 4 year degree and has completed an additional 48 credit hours of teacher education beyond the degree); or
- a Vocational or Technical Teacher's Certificate; and  a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree.

#### **NOTES:**

- 1) It is very important to count the credit hours, course by course. Do not rely upon the credit total at the bottom of the transcript. Often times the total is a grade point total and will not include credit for courses that were not awarded a numeric grades (such as "Pass" as is often the case with the practicum).
- 2) Make sure to count the credit hours in the Master's program as there is considerable variance among programs as to the number of credits required.

## Class SIX

A teacher who has completed at least  180 credit hours of recognized post-secondary education qualifies for Class SIX if they hold:

- a Professional A Teacher's Certificate;  a Bachelor of Education degree ,  a second bachelor's degree; and  one year (30 credit hours) of graduate study; or
- a Professional A Teacher's Certificate;  a Bachelor of Education degree , and  two years (60 credit hours) of graduate study; or
- a Professional A Teacher's Certificate;  an Honours Degree, and  a Bachelor of Education degree; or
- a Professional A Teacher's Certificate;  an approved bachelor's degree other than a Bachelor of Education degree, and  a Master of Education degree; or
- a Professional A Teacher's Certificate;  a Bachelor of Education Degree,  an Additional Qualification Certificate, and  one year of graduate study; or
- a Vocational or Technical Teacher's Certificate,  a Bachelor of Education degree, and  one year of graduate study.

### NOTES:

- 1) A teacher must hold either a Bachelor of Education (or equivalent) or a Master of Education (or equivalent) in order to qualify for Class SIX .
- 2) Some universities use a credit system different from the Saskatchewan semester credit hour system. In many cases it is a 1 and 0.5 system – in such cases a 1 = 6 credits and 0.5 = 3 credits.

**After you have made a determination regarding a teacher's classification, complete this section and provide the teacher with a copy of this worksheet and [The Teacher Salary Classification Regulations](#).**

*According to the regulations governing the classification of teachers and the information and transcripts you have provided, you are placed in Class \_\_\_\_\_. The criteria for this placement are attached. If you disagree with the classification, you should provide any additional information concerning your educational qualifications to the Board of Education. Teachers have the right to appeal to the Teacher Classification Board if they believe they have been placed in the wrong classification. Further information about appealing your classification may be found on the website at: [www.saskatchewan.ca](http://www.saskatchewan.ca)*

### Accrediting Bodies Accepted by the Ministry of Education:

Canadian post-secondary institutions must be accredited by *Universities Canada* (formerly the *Association of Universities and Colleges in Canada* (AUCC)). The accreditation of Canadian schools can be checked at [www.univcan.ca/](http://www.univcan.ca/).

American post-secondary institutions must be accredited by one of the following bodies: Middle States Commission on Higher Education; New England Association of Schools and Colleges; Higher Learning Commission; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools; Western Association of Schools and Colleges. The accreditation of American Universities can be checked here: <http://ope.ed.gov/accreditation/>

You may wish to contact [teacher.classification@gov.sk.ca](mailto:teacher.classification@gov.sk.ca) if you have questions about the acceptability of coursework completed outside of North America.