



# Handbook for Alberta Accredited International Schools

The *Handbook for Alberta Accredited International Schools* is an Alberta Education publication for use by international school authorities and those who want to establish an Alberta accredited international school. It outlines the process for becoming an Alberta accredited international school, including the requirements that all schools must follow. In addition, it provides information for operating an Alberta accredited international school.

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# Table of Contents

<b>Introduction</b> .....	<b>6</b>
<b>Onboarding</b> .....	<b>9</b>
<b>Accreditation Process</b> .....	<b>12</b>
TIER 1 (Year 1).....	12
TIER 2 (Year 2).....	13
TIER 3 (Year 3).....	14
TIER 4.....	15
Accreditation Requirements .....	16
<b>Monitoring of Schools</b> .....	<b>19</b>
Agreements.....	19
Off-Site Monitoring Process.....	19
On-Site Evaluation Process.....	20
Evaluation Reports.....	20
Non-Compliance .....	20
Termination of Agreement.....	21
<b>Roles and Responsibilities</b> .....	<b>23</b>
Role of Alberta Education.....	23
Role of the Owner .....	23
Role of the Alberta Program Administrator/Principal.....	24
Role of the Teacher.....	25
Role of the Student .....	25
<b>Staff Qualifications</b> .....	<b>27</b>
Professional Practice Standards.....	27
Requirements for Permanent Certification.....	29
Requirements for an Alberta Program Administrator/Principal.....	29
Verifying Credentials of New Alberta Program Administrators/Principals.....	30
Designated Signing Authority (DSA).....	30

<b>School Operations .....</b>	<b>32</b>
Local Approval to Operate.....	32
Facilities .....	32
Submission of Staff Lists .....	33
Policies.....	33
Curriculum.....	34
Provincial Assessments .....	34
Resources .....	36
Program Delivery .....	36
Hours of Instruction .....	36
Locally Developed/Acquired and Authorized Courses .....	36
English as a Second Language.....	37
Provincial Education Directory (PED).....	37
Provincial Approach to Student Information (PASI).....	37
Technology Requirements.....	37
Student Records .....	38
Tuition and Student Fees .....	39
Annual Planning and Reporting Requirements .....	39
<b>Appendices .....</b>	<b>43</b>
<b>Appendix 1: Alberta Accredited International School Fee Schedule .....</b>	<b>44</b>
<b>Appendix 2: Expression of Interest .....</b>	<b>45</b>
<b>Appendix 3: Alberta Program Administrator/Principal Certification and Experience Verification .....</b>	<b>46</b>
<b>Appendix 4: Designated Signing Authority Form.....</b>	<b>48</b>
<b>Appendix 5: Alberta Accredited International School Staffing Template .....</b>	<b>50</b>
<b>Appendix 6: Teacher Certification and Verification Process .....</b>	<b>52</b>



# Introduction

# Introduction

Alberta's success is dependent upon strong international relationships. By working with Albertans and international stakeholders, the Alberta government is committed to focused, productive, and active global engagement.

Alberta is one of Canada's most dynamic provinces and an international leader in education. Alberta's education system has a reputation as one of the best in the world.

International education plays a key role in assisting students to think and engage globally and build relationships with people from around the world. Through Alberta's international schools, Alberta Education works to develop the province's international reputation and interests within priority markets, attract graduating students to Alberta and Canada, and promotes the province as an attractive place to visit, work and invest.

Students graduating from an accredited international school with an Alberta School Diploma are equipped with foundational competencies for their future success. Receiving an Alberta High School Diploma provides opportunities for students to continue their education at Alberta's post-secondary institutions and to attend other universities or colleges in Canada and around the world.

The Alberta Accredited International Schools (AAIS) program works to:

- invite high-performing international schools to play a key role in being a part of Alberta's world-class education system;
- enable international schools to provide the Alberta curriculum and credentials to their local students;
- increase international recognition of Alberta's high-quality education system through its international schools; and
- create sustainable and efficient opportunities for international schools to receive and maintain Alberta accreditation; and collaborate with accredited schools to connect them to teachers, students, community leaders and schools in Alberta.

An Alberta accredited international school must meet the accreditation requirements as outlined in this handbook. Schools must:

- hire teachers that meet the Alberta certification requirements to teach the [Alberta programs of study](#) and support [Kindergarten to Grade 12 \(K to 12\) education policies and standards](#) established by the Minister;
- hire an Alberta program administrator/principal who ensures that the school follows Alberta Education policies, as outlined in the [Guide to Education: ECS to Grade 12](#);
- ensure students meet the requirements for graduation in order to obtain an Alberta High School Diploma; and
- meet all other requirements as outlined in the [Accreditation Process](#) section of this handbook.



# Onboarding



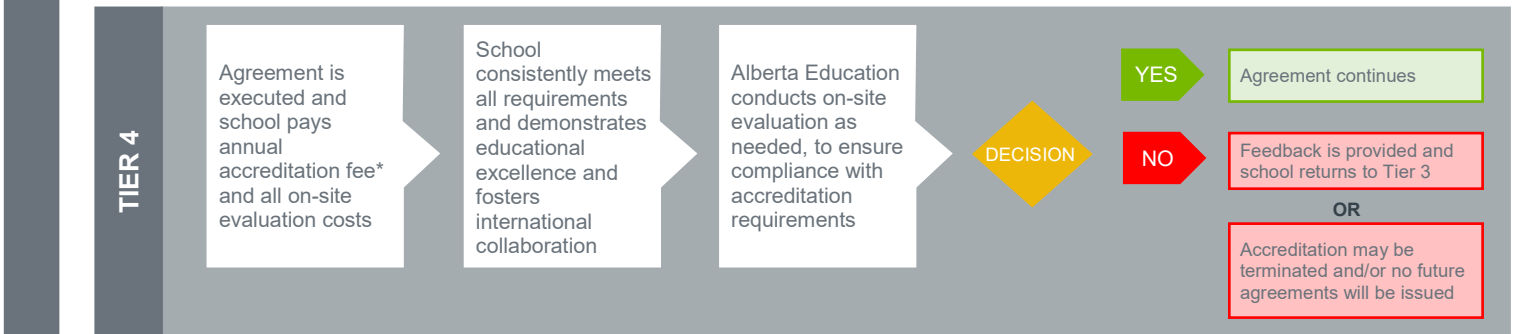
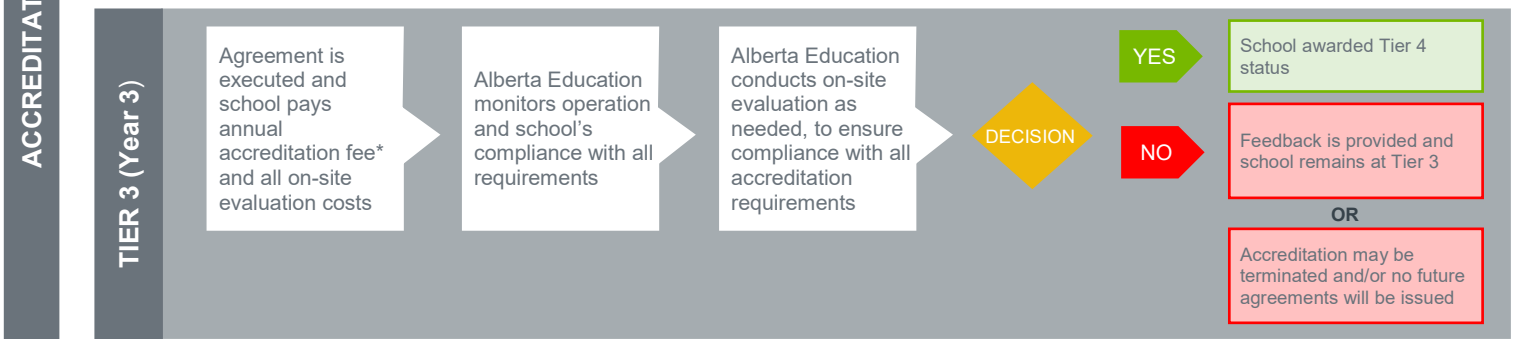
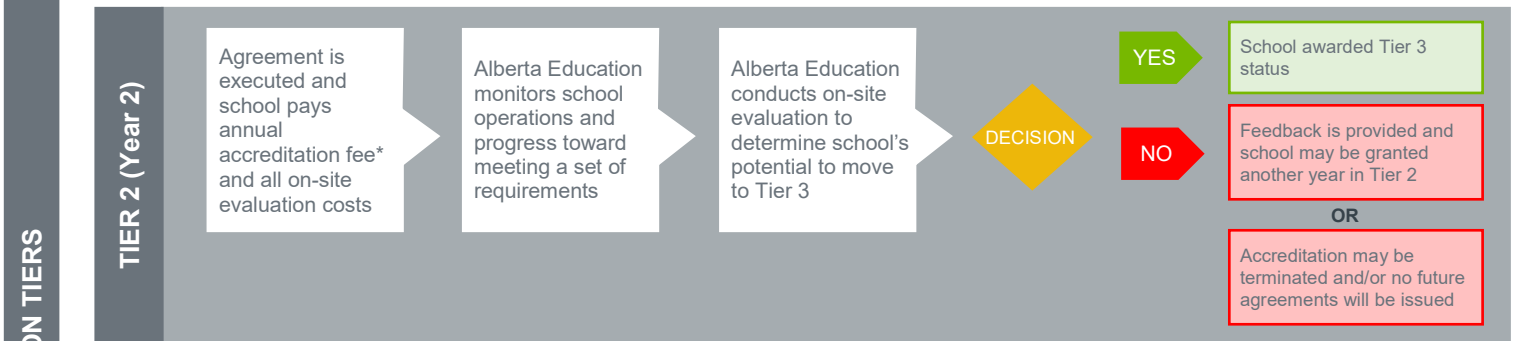
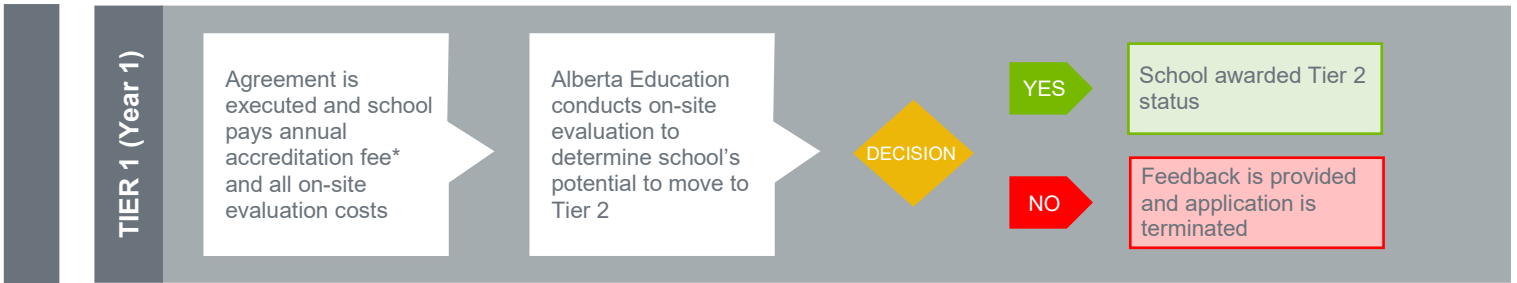
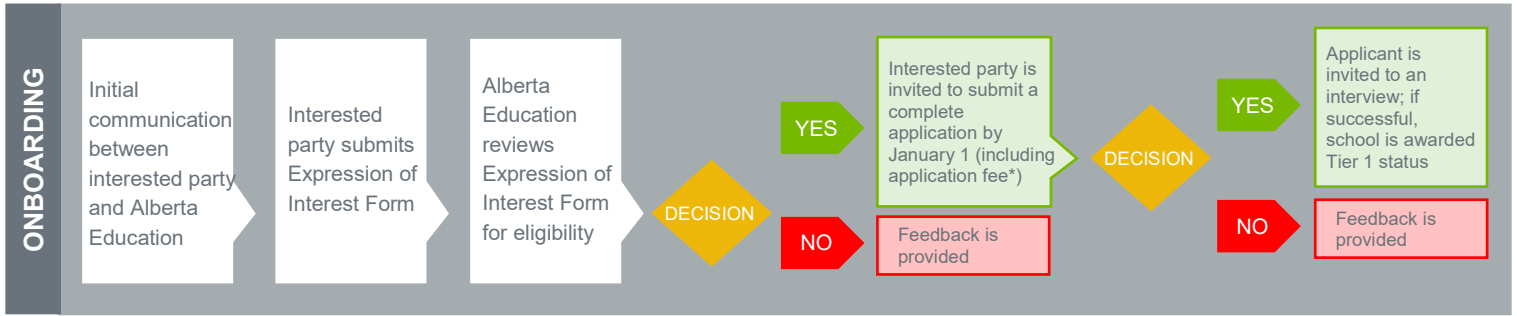
# Onboarding

International school authorities, or those owners interested in Alberta accreditation, begin the onboarding process by initiating communication with Alberta Education. They are encouraged to review the [Alberta Accredited International Schools](#) website to understand the accreditation process. If they wish to proceed, they may submit an Expression of Interest Form ([Appendix 2](#)). Alberta Education reviews the Expression of Interest Form for eligibility and to determine the successful parties that will be invited to submit a detailed application. Alberta Education must receive completed applications no later than January 1 for the school to be considered for accreditation in the following school year. A non-refundable application fee must be included with the completed application.

Along with other information required in the application process, owners will be required to provide:

- proof of necessary government approvals to operate a school in the country of origin and to offer the Alberta programs of study;
- proof that the school building meets all local zoning requirements, and all health, safety and building standards; and
- a projected number of staff including Alberta or Canadian certificated teachers required to teach the Alberta programs of study.

Applicants that show potential to meet accreditation requirements are granted an interview. If the application is successful, the school receives Tier 1 accreditation. If the application is unsuccessful, Alberta Education provides them feedback on why they were not successful.



Decision by Alberta Education

\* All fees are non-refundable



# Accreditation Process

# Accreditation Process

Becoming an Alberta accredited international school requires leadership, commitment, planning, resources and time. Schools can move through four tiers as they proceed through the accreditation process. The tiered approach allows schools to build capacity and provides a step-by-step accreditation process that assures continuous improvement.

## TIER 1 (Year 1)

Once an application is accepted, the school receives Tier 1 accreditation. The owner enters into a Tier 1 accreditation agreement with Alberta Education prior to September 1. For the term of the Tier 1 accreditation agreement, Alberta Education may authorize use of the Alberta programs of study for schools offering programs within the range of Kindergarten to Grade 8.

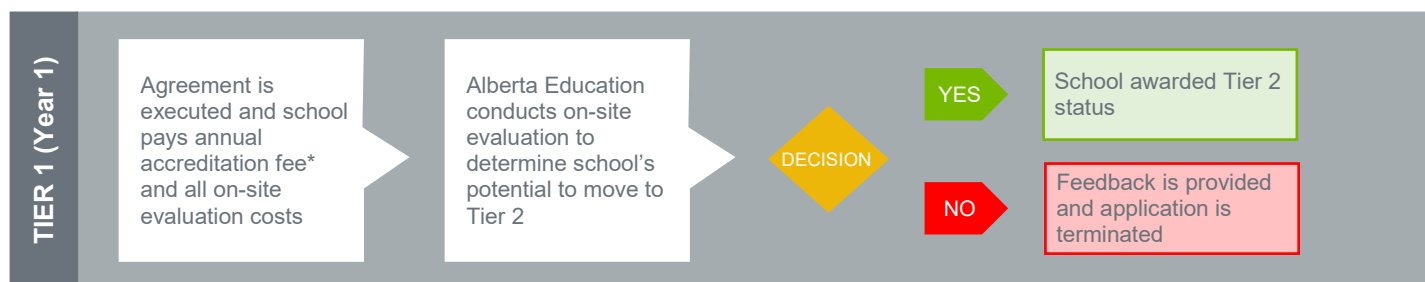
The school must maintain all government approvals to operate an international school using the Alberta program and must be able to provide proof that it meets all zoning requirements. The school must continue employing Alberta certificated teachers, as well as an Alberta program administrator/principal, and must meet all other Tier 1 requirements as outlined in this handbook.


Alberta Education will monitor school operations and conduct an on-site evaluation at the school. Alberta Education will use the information gathered during the term of the Tier 1 accreditation agreement and any other information it deems relevant to determine whether the school will move to Tier 2. If the school does not move to Tier 2:

- the Tier 1 accreditation agreement terminates and accreditation is cancelled; and
- Alberta Education no longer authorizes use of the Alberta programs of study.

### The owner understands that a Tier 1 school cannot:

- use the Alberta high school programs of study in Grades 10 to 12;
- issue marks or grant Alberta high school credits;
- graduate students with an Alberta high school credential;
- use provincial assessments, including Alberta provincial achievement tests (PATs) or Alberta diploma exams;
- use the Alberta Education or AAIS logo; or
- recommend teachers for an Alberta Permanent Professional Certificate.



 Decision by Alberta Education

\* All fees are non-refundable

## TIER 2 (Year 2)

Once a school moves to Tier 2, it must meet the ongoing requirements to remain in good standing. The owner enters into a Tier 2 accreditation agreement with Alberta Education prior to September 1.

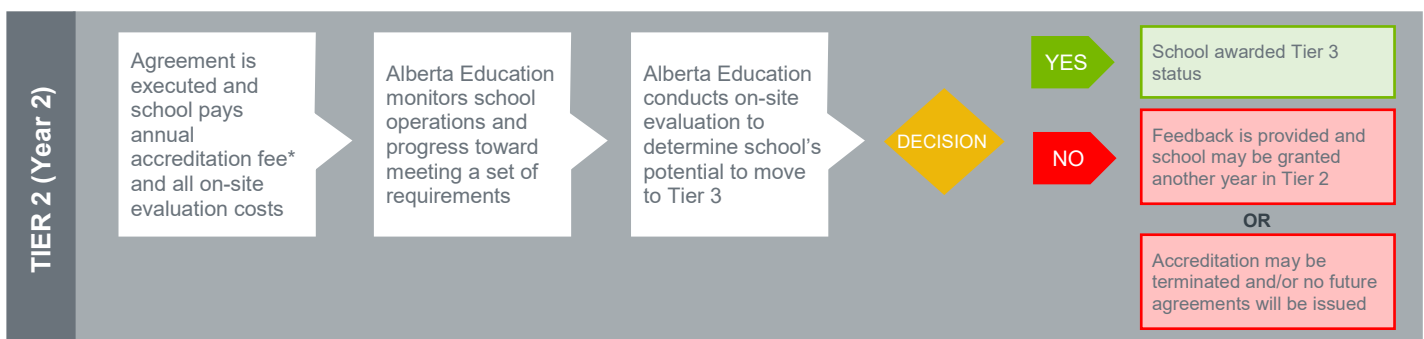
A Tier 2 school may use the Alberta programs of study up to Grade 9 and must employ Alberta certificated teachers and an Alberta program administrator/principal. The school must maintain all government approvals to operate an international school using the Alberta program including all zoning requirements. In Tier 2, the school must develop policies that align with Alberta Education and meet the requirements as outlined in this handbook.

Alberta Education will monitor school operations and conduct an on-site evaluation to assess the school's operations. The evaluator(s) will make a recommendation about whether the school should receive Tier 3 accreditation. If the school is not recommended for Tier 3, Alberta Education will determine whether:

- the Tier 2 accreditation agreement is extended for another year; or
- the Tier 2 accreditation agreement terminates and/or no future agreements are issued.

### The owner understands that a Tier 2 school cannot:

- use the Alberta high school programs of study in Grades 10 to 12;
- issue marks or grant Alberta high school credits;
- graduate students with an Alberta high school credential;
- use provincial assessments, including Alberta PATs or Alberta diploma exams;
- use the Alberta Education or AAIS logo;
- recommend teachers for an Alberta Permanent Professional Certificate; or
- remain in Tier 2 for more than two years.



Decision by Alberta Education

\* All fees are non-refundable

## TIER 3 (Year 3)

After successful completion of Tier 2, the school progresses to Tier 3. The owner enters into a Tier 3 accreditation agreement with Alberta Education prior to September 1. In Tier 3, the school must maintain all government approvals to operate an international school using the Alberta program, including all zoning requirements. The school must develop, implement and enact policies that align with Alberta Education, and must meet the requirements as outlined in this handbook.

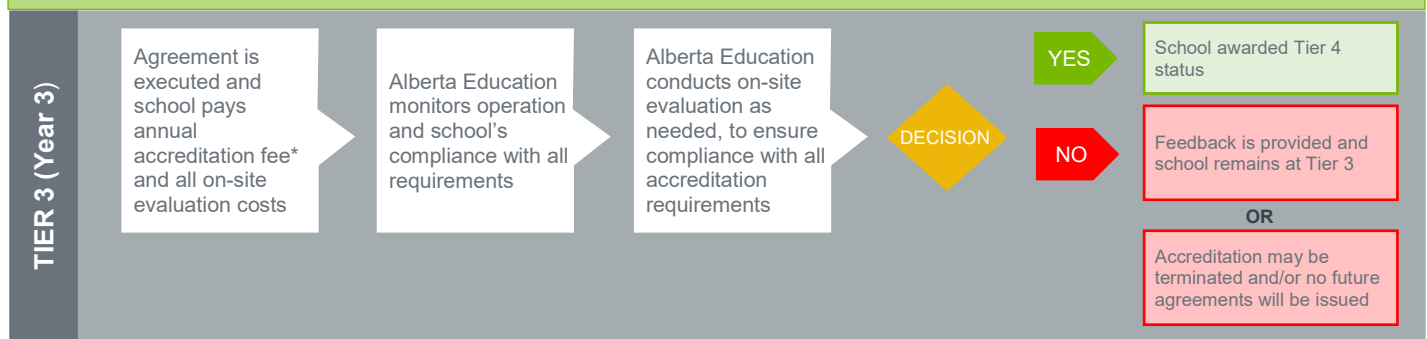
To ensure the school meets ongoing requirements and remains in good standing, Alberta Education monitors school operations through off-site processes and may conduct an on-site evaluation at its sole discretion. If the school meets all Tier 3 requirements, accreditation continues. A school consistently meeting Tier 3 requirements may be issued a two-year accreditation agreement. A school can remain at Tier 3. If the school does not meet all Tier 3 requirements:

- feedback is provided and the school remains in Tier 3; or
- the Tier 3 accreditation agreement may be terminated and no future agreements will be issued.

### USE OF THE ALBERTA ACCREDITED INTERNATIONAL SCHOOL LOGO

Once an international school reaches Tier 3 accreditation, the Alberta Minister of Education will grant permission to use the logo that identifies the school as an Alberta accredited international school. Only Tier 3 and 4 schools may use this logo.

Schools must protect the logo's integrity. Schools cannot modify or recreate the logo in any way. The approved electronic files provided to the school are the only source for the logo.



Decision by Alberta Education

\* All fees are non-refundable

## TIER 4

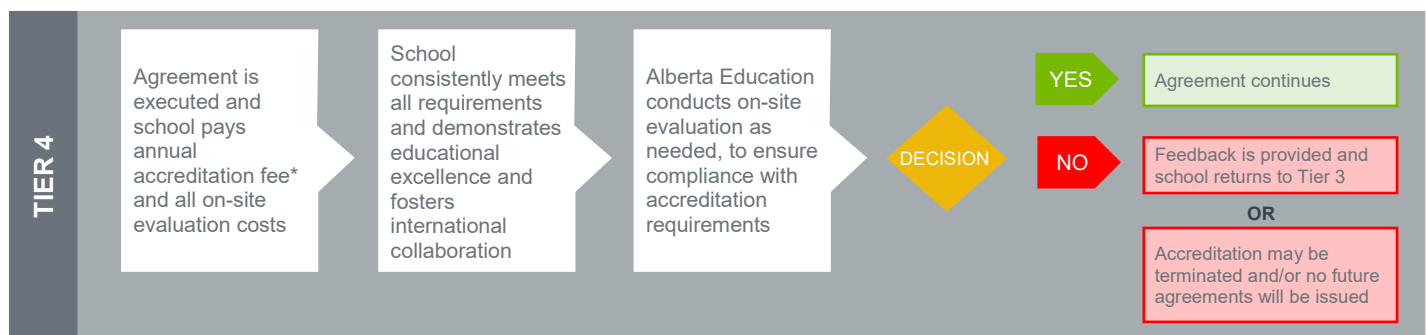
If a school consistently meets all requirements, demonstrates excellence in educational programming and fosters international collaboration, it may progress to Tier 4. The owner enters into a Tier 4 accreditation agreement with Alberta Education prior to September 1. To ensure that the school remains in good standing, Alberta Education monitors school operations through off-site monitoring processes and may conduct an on-site evaluation at its sole discretion. If the school meets all Tier 4 requirements and demonstrates the excellence needed to remain at Tier 4, accreditation continues at the Tier 4 level. A school consistently meeting Tier 4 requirements may be issued a two-year accreditation agreement. A school can remain at Tier 4. If the school does not remain in good standing at Tier 4:

- the school returns to Tier 3 and a Tier 3 accreditation agreement is provided; or
- the Tier 4 accreditation agreement is terminated and no future agreements will be issued.

### Demonstrating Excellence as a Tier 4 School

What sets a Tier 4 school apart is the work done to demonstrate educational excellence. Alberta Education recognizes Tier 4 as leading-edge schools that make a difference for students and go beyond the standards expected of every school. Examples of educational excellence include:

- academic results that consistently meet or exceed the provincial average;
- robust educational programming that includes optional programs for students;
- extracurricular programs that extend learning beyond the classroom;
- opportunities that foster local, national and/or international collaboration; and
- a comprehensive plan for professional learning that engages all staff.



Decision by Alberta Education

\* All fees are non-refundable

## Accreditation Requirements

	Tier 1	Tier 2	Tier 3	Tier 4
1. Maintain all necessary government approvals to operate a school in the country of origin and to offer the Alberta programs of study	✓	✓	✓	✓
2. Meet all local zoning requirements and all health, safety and building standards	✓	✓	✓	✓
3. Facilitate the attainment of all required visas and permits for staff to work in the country	✓	✓	✓	✓
4. Meet the minimum hours of instruction, as referenced in the <a href="#">Guide to Education: ECS to Grade 12</a>	✓	✓	✓	✓
5. Submit a complete staff list for teacher certification verification to <a href="mailto:EDC.AAIS@gov.ab.ca">EDC.AAIS@gov.ab.ca</a> by June 15 and a final staff list by September 1	✓	✓	✓	✓
6. Submit the Employment Submission (fall and spring) to the Teacher Workforce Information System (TWINS)	✓	✓	✓	✓
7. Manage school authority information and submit the Annual Declaration in the Provincial Education Directory (PED) by November 30	✓	✓	✓	✓
8. Maintain a <a href="#">student record</a> for each student containing information outlined in the <a href="#">School Operations</a> section of this handbook	✓	✓	✓	✓
9. Provide a list of Alberta programs and courses offered, the school calendar, master timetable, teacher timetables, course outlines and long-range plans to Alberta Education	✓	✓	✓	✓
10. Participate in annual monitoring, including an annual on-site evaluation, at the discretion of Alberta Education, and off-site monitoring processes	✓	✓	✓	✓
11. Employ Alberta certificated teachers	*	✓	✓	✓
12. Employ an Alberta program administrator/principal to administer the Alberta programs of study and curriculum	*	✓	✓	✓



	Tier 1	Tier 2	Tier 3	Tier 4
13. Use the Alberta programs of study and ensure that outcomes are consistent with <a href="#">K to 12 education policies and standards</a> established by the Minister	*	✓	✓	✓
14. Ensure that all students and staff have access to appropriate devices, reliable infrastructure, high-speed networks and digital learning environments to support student learning	*	✓	✓	✓
15. Abide by the policies and regulations of Alberta Education as referenced under <a href="#">Policies</a> in this handbook	*	✓	✓	✓
16. Develop school policies/procedures as outlined in this handbook	*	✓	✓	✓
17. Implement and enact school policies/procedures as outlined in this handbook	*	✓	✓	✓
18. Ensure that school administration have the hardware and software requirements necessary to connect with the Alberta Education Extranet	✓	✓	✓	✓
19. Submit a complete list of students on the Provincial Approach to Student Information (PASI) system or another PASI enabled software by September 30	✓	✓	✓	✓
20. Upload a combined Three-year Education Plan (3YEP) and Annual Education Results Report (AERR) to the PED by November 30		*	✓	✓
21. Administer PATs and diploma examinations, ensuring that all assessments are administered in accordance with the directives of the ministry. SLAs are optional in 2019/20 and will be mandatory in 2020/21.			✓	✓
22. Register students in PASI for high school courses and marks (Grades 10 to 12)			✓	✓
23. Demonstrates excellence in educational programming and fosters international collaboration			*	✓

\* School is working toward meeting the requirement

A large, light beige outline graphic of a document with a pencil. The document has a header section, three horizontal lines representing text, and a pencil is positioned diagonally on the right side of the page.

# Monitoring of Schools

# Monitoring of Schools

## Agreements

Accreditation agreements are the contracts between Alberta Education and the international school owner that set out the school authority's responsibilities for a given term.

The agreement:

- sets the parameters around the school's use of the Alberta programs of study (all tiers) and curriculum (Tier 3 and 4) for agreed-upon grades;
- outlines the responsibilities of the school and Alberta Education;
- requires payment of fees and costs; and
- is signed by a representative of the Alberta Minister of Education and the owner.

Alberta Education issues agreements by June 30. Signed agreements must be returned to Alberta Education by September 1. Agreements are binding and non-negotiable.

## Off-Site Monitoring Process

Alberta Education monitors schools using a variety of off-site processes. Off-site monitoring includes:

- student enrolments;
- staff lists;
- annual 3YEP;
- AERR;
- accountability pillar survey data;
- registration for student assessments;
- exam administration;
- submission of student marks; and
- communication between the school and Alberta Education.

## **On-Site Evaluation Process**

Alberta Education conducts regular on-site evaluations to assess the progress made in meeting accreditation requirements. The owner must provide Alberta Education with reasonable access to the school and to necessary information requested to carry out annual on-site evaluations. Alberta Education will determine the size and composition of the evaluation team prior to the visit.

The evaluation includes:

- review of documents;
- review of policy;
- teacher observations;
- meetings with stakeholders;
- inspection of facilities;
- stakeholder surveys; and
- review of curriculum implementation (programs of study, resources, assessment and evaluation).

## **Evaluation Reports**

An annual evaluation report is presented at the end of the visit and/or a written report is delivered prior to the end of the school year.

## **Non-Compliance**

During the school year, if the Alberta accredited international school does not meet the accreditation requirements including if the school fails to deliver the programs of study and/or curriculum and/or provincial assessments (Tier 3 and 4) as intended, Alberta Education may issue a letter of non-compliance stating the requirements that must be met.

The school will be given 60 days to demonstrate compliance and meet requirements. Alberta Education may, at its sole discretion, allow a longer period of time to demonstrate compliance and meet requirements by providing written notice to the owner. If the school does not comply, the ministry may, by written notice to the owner, terminate the accreditation agreement and/or issue no future agreements.

## Termination of Agreement

If an Alberta accredited international school wants to cancel accreditation, the school must provide Alberta Education 90 days written notice.

Upon termination of an accreditation agreement, for whatever reason:

- Alberta Education will no longer authorize use of the Alberta programs of study and/or curriculum (Tier 3 and 4);
- the school can no longer claim to be an Alberta accredited international school; and
- students cannot remain in the Alberta program unless they transfer to another Alberta accredited international school or a school within Alberta.

Schools must comply with any request to transfer a student record if accreditation is terminated.



# Roles and Responsibilities

# Roles and Responsibilities

## Role of Alberta Education

- Communicate requirements and expectations to Alberta accredited international schools.
- Establish government-to-government agreements.
- Set goals, regulations, policy and legislation for school operations.
- Authorize provincial curriculum and set provincial curriculum standards.
- Authorize schools to use the Alberta programs of study and curriculum (Tier 3 and 4).
- Develop student learning assessments (SLAs), PATs and diploma examinations.
- Articulate security and compliance requirements for provincial testing.
- Measure and report on student performance.
- Issue Alberta high school credits.
- Issue Alberta high school credentials.
- Monitor and evaluate Alberta accredited international schools.
- Issue agreements.
- Verify Alberta program administrator/principal credentials, professional standing and administrative experience.
- Verify teacher credentials and certificate eligible teachers.

## Role of the Owner

- Provide Alberta Education with regular and timely communication to assist in monitoring of school operations and delivery of the Alberta programs of study and curriculum (Tier 3 and 4).
- Ensure that the school meets the accreditation requirements and standards of Alberta Education.
- Ensure that the school is following the Alberta programs of study.
- Provide an education program according to the current [Guide to Education: ECS to Grade 12](#).
- Ensure that the school submits annual plans and reports to Alberta Education as prescribed, and other required documents.
- Employ an Alberta program administrator/principal who meets the qualifications as outlined in this handbook.
- Employ only Alberta certificated teachers who are in good professional standing.
- Enter into employment contract agreements with teachers and administrators.
- Submit the names of all teaching staff to Alberta Education using the staff list template by June 15, and an updated staff list by September 1.
- Facilitate the attainment of all required visas and permits for school staff to work in the country.

## Role of the Alberta Program Administrator/Principal

- Provide instructional leadership in the Alberta accredited international school.
- Ensure that the instruction provided by the teachers employed in the school is consistent with the Alberta programs of study and [K to 12 education policies and standards](#) established by the Minister.
- Evaluate courses, subjects and programs offered in the Alberta accredited international school.
- Ensure that students in the Alberta accredited international school have the opportunity to meet the standards of education set by Alberta Education.
- Manage the operations of the Alberta accredited international school.
- Maintain order and discipline in the Alberta accredited international school, on the school grounds and during activities organized or approved by the school.
- Promote co-operation between the Alberta accredited international school and the school community.
- Administer provincial assessments as outlined in the [Guide to Education: ECS to Grade 12](#).
- Supervise the evaluation and advancement of students.
- Supervise and evaluate teachers employed in Alberta accredited international schools as outlined by the [Teacher Growth, Supervision and Evaluation Policy](#).
- Recommend eligible teachers for Alberta permanent certification to a [designated signing authority \(DSA\)](#) as outlined in this handbook.
- Ensure that teachers are aware of the Professional Conduct Requirements for Teachers outlined in the [K to 12 education legislation and regulations](#).
- Report the alleged unprofessional conduct or professional incompetence of an Alberta certificated teacher, school principal or school administrator to the Office of Registrar at Alberta Education in accordance with the [K to 12 education legislation and regulations](#).



## Role of the Teacher

- Provide instruction competently to students.
- Teach the courses and programs of study that are prescribed, approved or authorized by Alberta Education.
- Promote the goals and standards approved by Alberta Education.
- Encourage students to learn.
- Regularly evaluate students and report the results to the students, the students' parents/guardians and the school.
- Maintain, under the direction of the Alberta program administrator/principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities organized or approved by the school.
- Subject to the employment contract, carry out the duties assigned by the Alberta program administrator/principal.
- Adhere to the Professional Conduct Requirements for Teachers as outlined in the [K to 12 education legislation and regulations](#).
- Report any alleged unprofessional conduct or professional incompetence of an Alberta certificated teacher, school principal or school administrator to the Office of Registrar at Alberta Education in accordance with the [K to 12 education legislation and regulations](#).

## Role of the Student

- Be ready to learn, actively engage and be diligent in their education.
- Attend school regularly and punctually.
- Co-operate with everyone authorized by the school authority to provide education programs and other services.
- Comply with the rules of the school and the school authority.
- Be accountable to the teacher and other school staff for the student's conduct.
- Respect the rights of others.
- Ensure that their behaviour contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Refrain from bullying behaviour, whether or not it occurs within the school building, during the school day or by electronic means. Contribute positively to the school and community.



# Staff Qualifications

# Staff Qualifications

## Professional Practice Standards

The foundation for Alberta's education system is built on the talent, skill and ongoing commitment to learning demonstrated by teachers, school leaders and superintendents who work every day to help students succeed.

Alberta Education has revised and updated the professional practice standards for the teaching profession. The new standards are in effect on September 1, 2019.

The application of the three professional practice standards is as follows:

- [Teaching Quality Standard \(TQS\)](#)
  - Applicable to all certificated teachers in Alberta.
- [Leadership Quality Standard \(LQS\)](#)
  - Applicable to all principals; assistant, associate and vice principals; and school jurisdiction leaders.
- [Superintendent Leadership Quality Standard \(SLQS\)](#)
  - Applicable to all superintendents and chief deputy superintendents.

Professional practice standards are important because:

- they guide university and other education programming for teachers and leaders;

- they provide the basis for teacher certification, mentorship, induction and career-long learning; and
- they provide the foundation for teacher growth planning, and for supervision and evaluation of professional practice,

By setting uniform expectations for all Alberta teachers, principals, school jurisdiction leaders and superintendents, standards help to support excellent teaching and leadership in Alberta schools.

## Teacher Certification

Alberta accredited international schools must employ certificated teachers to teach the Alberta programs of study. A teaching certificate is the authorization, under the [K to 12 education legislation and regulations](#), that allows an individual to teach K to 12 in Alberta. Being a certificated teacher means that the individual has met the standards and requirements necessary to be employed and that the teacher has obtained a valid certificate from the Alberta Minister of Education through the Office of the Registrar. To obtain a valid teaching certificate issued by the Province of Alberta, all teachers must apply for [teacher certification](#).

The only exceptions to this rule are:

- individuals employed to teach a language or culture under the supervision of a teacher who holds an Alberta certificate; or
- individuals employed to provide religious instruction or exercises to the school's students.

There are three types of teaching authority that may be granted:

- Interim Professional Certificate;
- Permanent Professional Certificate; or
- Letter of Authority.

Prior to commencing employment at the Alberta accredited international school, a teacher who does not already hold Alberta certification must:

- submit an application for teacher certification;
- pay the required application fee; and
- submit all documents as required to [the Registrar at Alberta Education](#).

It is the responsibility of the school owner to ensure that teachers meet local standards and requirements for staff qualifications and obtain security clearance and police checks of all staff.

The principal and/or another certificated staff member must supervise any teacher without Alberta teacher certification at all times until they have received teaching authority from Alberta Education. Teachers requiring assistance in completing the application or understanding the process are encouraged to contact [Teacher Certification](#).

## Requirements for Permanent Certification

Alberta Education may issue a Permanent Professional Certificate to an applicant who:

- currently holds a valid Alberta Interim Professional Certificate (IPC);
- has completed the equivalent of two full years of service in an Alberta school or an Alberta accredited international school, while holding a valid IPC;
- has two successful evaluations by an Alberta program administrator/principal;
- has been recommended for permanent certification by a DSA; and
- is a Canadian citizen or is lawfully permitted to work in Canada.

In order to obtain permanent certification, Alberta Education requires that the teacher meet the Teaching Quality Standard as outlined in the [professional practice standards](#).

## Requirements for an Alberta Program Administrator/Principal

To move beyond Tier 1 accreditation, Alberta accredited international schools must employ an Alberta program administrator/principal with the experience needed to fulfil the school administrative roles and responsibilities. The Alberta program administrator/principal is the instructional leader that holds primary responsibility for leading Alberta curriculum implementation.

The Alberta program administrator/principal must have the following qualifications:

- a valid Alberta Permanent Professional Certificate in good standing;
- a minimum of three years of successful teaching experience in Alberta or in an Alberta accredited international school;
- current Alberta leadership or Alberta educational administration experience (within the past 10 years); and
- Alberta [leadership certification](#) or working toward attaining certification within a reasonable amount of time.

Leadership or educational administration experience may be gained in Alberta, and/or in an Alberta accredited international school.

The Alberta program administrator/principal must demonstrate:

- the knowledge and skills to effectively lead and manage the Alberta accredited international school;
- an understanding of the Alberta educational context (specifically how Alberta schools handle student registration, courses and marks submissions, school planning and reporting, and how Alberta Education communicates with its schools); and
- an understanding of the Alberta curriculum.

Where an Alberta accredited international school operates as a program within another school that has a non-certificated principal, an Alberta program administrator must lead the Alberta program.

## **Verifying Credentials of New Alberta Program Administrators/Principals**

All schools must submit the Alberta Program Administrator/Principal Certification and Experience Verification Form ([Appendix 3](#)) to the Teacher Certification Branch at Alberta Education to verify the credentials, professional standing and experience of new applicants.

## **Designated Signing Authority (DSA)**

A DSA is a recommending officer appointed by the Alberta Minister of Education to approve teachers for permanent certification, in Tier 3 and Tier 4 schools.

A DSA cannot be the principal or vice-principal of the school, must hold a valid Alberta Permanent Professional Teaching Certificate and must have a master's degree or equivalent from a recognized program. For more information, see the Designated Signing Authority Form ([Appendix 4](#)).

For Alberta accredited international schools that have individuals who meet the criteria, a DSA appointment can facilitate teachers in obtaining permanent certification.

If an Alberta accredited international school does not have a DSA, Alberta Education may provide DSA services as per the fee schedule. Alberta Education will rely on the program administrator/principal to conduct formal teacher evaluations that support a recommendation for permanent certification.

Alberta Education may submit a recommendation for permanent certification if the program administrator/principal has completed two formal evaluations, which includes a series of formal and informal observations throughout the year.

# School Operations



# School Operations

## Local Approval to Operate

Before a school can begin operating, it must provide Alberta Education with all necessary approvals from education and/or government authorities to operate a school in the country of origin. The owners must also provide proof of approval to operate an international program using the Alberta programs of study and curriculum. If documents are in a foreign language, a notarized, English translation is required and the owner must provide Alberta Education with valid documentation.

The school must also abide by all local zoning bylaws and applicable public health, safety and building standards. Documents must be available upon request to Alberta Education.

## Facilities

Schools are required to operate facilities that meet local building standards and safety requirements, and that meet the program requirements consistent with the Alberta programs of study. Schools must ensure that students have access to instructional technology as outlined in the [Learning and Technology Policy Framework \(2013\)](#). Consideration should be given to creating the following spaces depending on the grade configuration of the school:

- classrooms;
- science labs;
- learning commons;
- gymnasium;
- appropriate playground facilities;
- spaces for music and fine arts programs;
- career and technology studies; and
- teacher preparation.

Schools must give written notification to Alberta Education six weeks prior to making any change to the existing school facility or location.



## Submission of Staff Lists

All Alberta accredited international schools are required to submit a complete staff list to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) by June 15. The staff list must include all teachers who will be teaching the Alberta programs of study, including those who will be providing instruction in language and culture programs and/or providing religious instruction. The school will be required to provide an update of the staff list by September 1 and any further updates. Staff lists are also uploaded to the PED.

## Policies

Alberta Education requires that Alberta accredited international schools abide by the policies and regulations outlined in the [Guide to Education: ECS to Grade 12](#). To maintain accreditation, Alberta accredited international schools must adhere to [K to 12 education polices and standards](#).

International schools must develop, implement and enact the following policies/procedures as part of their operations:

- student admissions and enrolment;
- student academic integrity, assessment and evaluation;
- teacher growth, supervision and evaluation;
- welcoming, caring, respectful and safe learning environments that includes the establishment of a student code of conduct for students that addresses bullying behaviour;
- human resources and employee relations;
- inclusive education; and
- use of technology.

Policies must be easily accessible to teaching staff, administration, parents and students and listed on the school website and in school handbooks. It is important to periodically review and update policies.

## Curriculum

The Alberta Early Childhood Services (ECS) to Grade 12 curriculum outlined in the Alberta programs of study, identify what students are expected to learn in all grades and subjects. Alberta accredited international schools must follow the Alberta [programs of study](#) and ensure that outcomes are consistent with [K to 12 education legislation and regulations](#). Teachers must review programs of study annually to ensure that they are following current practices.

Alberta Education authorizes use of the programs of study and retains all rights, title and interest including all copyright and intellectual property rights of the Alberta curriculum and the Alberta programs of study.

## Provincial Assessments

Alberta uses student assessments to evaluate student achievement and assist teachers in program planning. All Alberta accredited international schools in Tier 3 and 4 are required to use the PATs for Grades 6 and 9 and diploma examinations in Grade 12 to assess student learning and measure achievement. Schools in Tier 3 and 4 may use the SLA in Grade 3, as outlined in the protocol issued by Alberta Education. Schools administering provincial assessments, including diploma examinations, will be charged a per student fee as per fee schedule ([Appendix 1](#)). All provincial assessments are administered digitally.

For more information, see [K to 12 provincial assessment](#).

### ***Student Learning Assessments***

Student Learning Assessments (SLAs) are digital tests administered at the beginning of the school year in Grade 3. They assess outcomes related to literacy and numeracy in language arts and mathematics in Alberta's current Grade 2 provincial programs of study.

We encourage participating school authorities to administer all parts of the SLAs for Grade 3 students for the 2019/20 school year.

For the 2020/21 school year, SLAs will be mandatory for all school authorities.

For more information, see [Student Learning Assessments](#).

### ***Provincial Achievement Tests***

Provincial Achievement Tests (PATs) are administered annually to all Alberta students in grades 6 and 9. These standardized tests reflect the essentials that all Alberta students are expected to achieve, regardless of school choice or location.

PATs help:

- determine if students are learning what they are expected to learn
- report to Albertans how well students have achieved provincial standards at given points in their schooling
- assist schools, authorities and the province in monitoring and improving student learning

For more information, see [Provincial Achievement Tests](#).

### ***Diploma Examinations***

High schools in Tier 3 and 4 are required to administer Alberta diploma examinations, as required by Alberta Education.

Schools administering diploma examinations are required to adhere to the directives, guidelines and procedures of the diploma examination program as specified in the [General Information Bulletin](#). Schools are required to administer and secure diploma examinations in accordance with the approved timetable and directives of Alberta Education.

The Grade 12 Diploma Examinations Program has 3 main purposes:

- to certify the level of individual student achievement in selected Grade 12 courses
- to ensure that province-wide standards of achievement are maintained
- to report individual and group results

For more information, see [Diploma exams](#).

### ***Field Tests***

International schools may participate in field tests for each of the provincial assessments when made available by Alberta Education. The purpose of field tests is to determine the difficulty and appropriateness of questions before using the questions in provincial assessments. Field tests also allow teachers to provide comments about test questions, which contributes to the development of fair, valid and reliable provincial assessments. For information about participating in field tests, please refer to the respective General Information Bulletin.

## Resources

Teachers may use any resource that meets some or all of the outcomes in the Alberta programs of study. For more information on teaching and learning resources, see the [Authorized Learning Resources Database](#).

[LearnAlberta.ca](#) can assist teachers in finding resources that support the Alberta programs of study.

Alberta Education provides the program administrator/principal of an accredited school with a school username and password to access [LearnAlberta.ca](#).

## Program Delivery

Instruction is the process in which certificated teachers take responsibility for ensuring that learning activities for students are directed toward achieving learner outcomes of the approved programs of study.

Schools are required to provide instruction in a way that meets the needs and interests of individual students. Alberta accredited international schools must deliver the Alberta education program using face-to-face instruction. Schools may use online programs as resource materials for teaching and learning in the classroom, but online programs cannot be the primary method of instruction. An online learning program is a structured learning environment in which students engage with their teachers in one or more online courses. For more information about online learning, see the [Online Learning Guides](#).

## Hours of Instruction

Schools must provide a minimum of:

- 475 hours of instructional programming activities for ECS;
- 950 hours of instruction for students in Grades 1 to 9; and
- 1,000 hours of instruction for students in Grades 10 to 12 including at least 25 hours of instruction per credit.

## Locally Developed/Acquired and Authorized Courses

Alberta accredited international schools can use [Locally Developed Courses \(LDCs\)](#) for senior high students if the school has received authorization from Alberta Education. LDCs give schools flexibility to be innovative and to respond to the needs and interests of the community and students. LDCs give students opportunities to explore interests or to extend the learning outcomes in Alberta programs of study.

## English as a Second Language

English as a Second Language (ESL) programs help students to learn English and to learn about Canadian cultural values, customs and social expectations. The goal of ESL programs is to provide students with systematic instruction and support that will help them speak English fluently. For more information on ESL programming, see the [English as Second Language Program](#).

## Provincial Education Directory (PED)

Alberta accredited international schools are required to submit school and authority information by November 30 using the PED. PED is an information database developed and maintained by Alberta Education that provides assistance in completing and maintaining authority and school information including:

- operating schedule;
- documents such as staff list, 3YEP, AERR, fire and health inspections; and
- annual declaration.

## Provincial Approach to Student Information (PASI)

Alberta Education requires that schools submit student enrolment data annually through the PASI by September 30. PASI is a student information database developed and maintained by Alberta Education to collect accurate student data including:

- student demographics;
- diploma examination registration;
- submitting high school course marks; and
- registering students for [myPass](#).

For PASI-related operational questions, contact the Client Services Desk at [cshelpdesk@gov.ab.ca](mailto:cshelpdesk@gov.ab.ca) or +1-780-427-5318.

## Technology Requirements

### ***Internet Connectivity, Hardware and Software Requirements – Administration***

Alberta accredited international schools must meet Alberta Education's current requirements for Internet connectivity, computer hardware/software and printer capabilities to ensure efficient electronic transfer and printing of items, such as student and teacher registration data and high school courses and marks. This will ensure the smooth transfer of data to Alberta Education through PASI.

## ***Technology Requirements to Support Student Learning***

Schools must ensure that students and staff have access to appropriate devices, reliable infrastructure, high-speed networks and digital learning environments to support student learning. The school's technology plan must ensure that student learning outcomes are achieved and that students can write provincial assessments using electronic formats as required. The [Learning and Technology Policy Framework \(2013\)](#) describes Alberta Education's vision for the role of technology in education and establishes a set of policy directions for school authorities to ensure the innovative and effective use of technology in K to 12 schools. International schools are expected to align their own technology policy with the *Learning and Technology Policy Framework (2013)*.

### ***Website***

International schools must have a website that provides information about the school to students, parents/guardians and teachers, including an employment section where prospective teachers can learn about job opportunities. The website should also provide links to school policies and procedures, the annual 3YER and AERR. The school's website will be linked to Alberta Education's [Working Abroad](#) page that lists all Alberta accredited international schools.

## **Student Records**

### ***Enrolment and Attendance Records***

Alberta accredited international schools must keep a record for each student enrolled. The record must contain all information affecting the decisions made about the education of the student including a record of daily attendance that teachers record in a classroom register or on a computer.

Alberta accredited international schools are required to include the following information as outlined in the [Student Record Regulation](#):

- student's name;
- Alberta student number (ASN);
- name of student's parent(s)/guardian(s);
- birthdate of the student;
- gender of the student;
- citizenship of the student;
- addresses and telephone numbers of the student and of the student's parent(s)/guardian(s);
- annual summary of student's achievement;

- results obtained by the student on any diagnostic test, achievement test and diploma examination and on standardized tests;
- a record of the student's attendance; and
- any individualized program plan, if required, specifically devised for the student.

Schools are required to keep student records containing the above information for at least seven years after the date the student could be expected to have completed Grade 12, if the student had not transferred from the school.

## **Tuition and Student Fees**

Alberta accredited international schools may charge tuition and student fees as required to fund operations. Schools receive no funding from the Province of Alberta and must pay fees to the province as outlined in the fee schedule ([Appendix 1](#)).

## **Annual Planning and Reporting Requirements**

### ***Reporting Student Achievement in Senior High School Subjects***

Alberta Education requires that schools submit marks, recorded in percentage terms, to Alberta Education for Grade 10 to 12 students. This requirement applies to Tier 3 and 4 schools only. Alberta Education maintains an individual record for each student in an Alberta accredited international school. The record for a senior high school student must provide a complete and accurate reflection of the student's senior high school achievement, including courses reported as a pass or fail.

Alberta Education records a course as completed if the school awards and reports a mark of 0 per cent to 100 per cent. Schools use PASI to submit student marks.

### ***Planning and Reporting***

Planning and results reporting are integral parts of school accountability for Alberta's accredited international schools. The annual 3YEP sets out what needs to be done, including determining priorities, strategies and targets using the most recent results. The AERR includes the results obtained from implementing the 3YEP. The 3YEP and AERR are part of an overall performance management cycle that includes:

- developing and updating plans aligned with provincial goals, outcomes and performance measures;
- incorporating community input;
- implementing strategies to maintain or improve student learning and achievement;

- monitoring implementation and adjusting efforts as needed;
- measuring, analyzing and reporting results;
- using results to identify areas for improvement and to develop strategies and targets for the next plan; and
- communicating with stakeholders (staff, students and parents).

For more information, visit [Planning Requirements and Reporting Guidance](#) on the Alberta Education website.

### ***Three-year Education Plan (3YEP)***

Alberta accredited international schools are expected to begin to develop a preliminary 3YEP, prior to the school year's commencement. Components and requirements include the following:

- an accountability statement signed by the school owner;
- the accountability pillar overall summary from the previous year;
- foundation statements – vision, mission, principles and beliefs;
- school profile;
- trends and issues;
- projected student enrolments by grade;
- provincial outcomes, including performance measures, targets and strategies;
- parental involvement strategies; and
- a communication plan.

The final 3YEP is submitted in conjunction with the AERR.

### ***Annual Education Results Report (AERR)***

Alberta accredited international schools in their second year of operation are required to submit an AERR by November 30. The purpose of the AERR is to assess and interpret the school's performance and report on its progress toward achieving the goals and outcomes of the 3YEP. The final 3YEP is submitted in conjunction with the AERR, and may be a combined document. Components and requirements include the following:

- an accountability statement signed by the school owner;
- the accountability pillar overall summary;
- summary of accomplishments;
- performance measure results for the previous year;
- commentary on results;



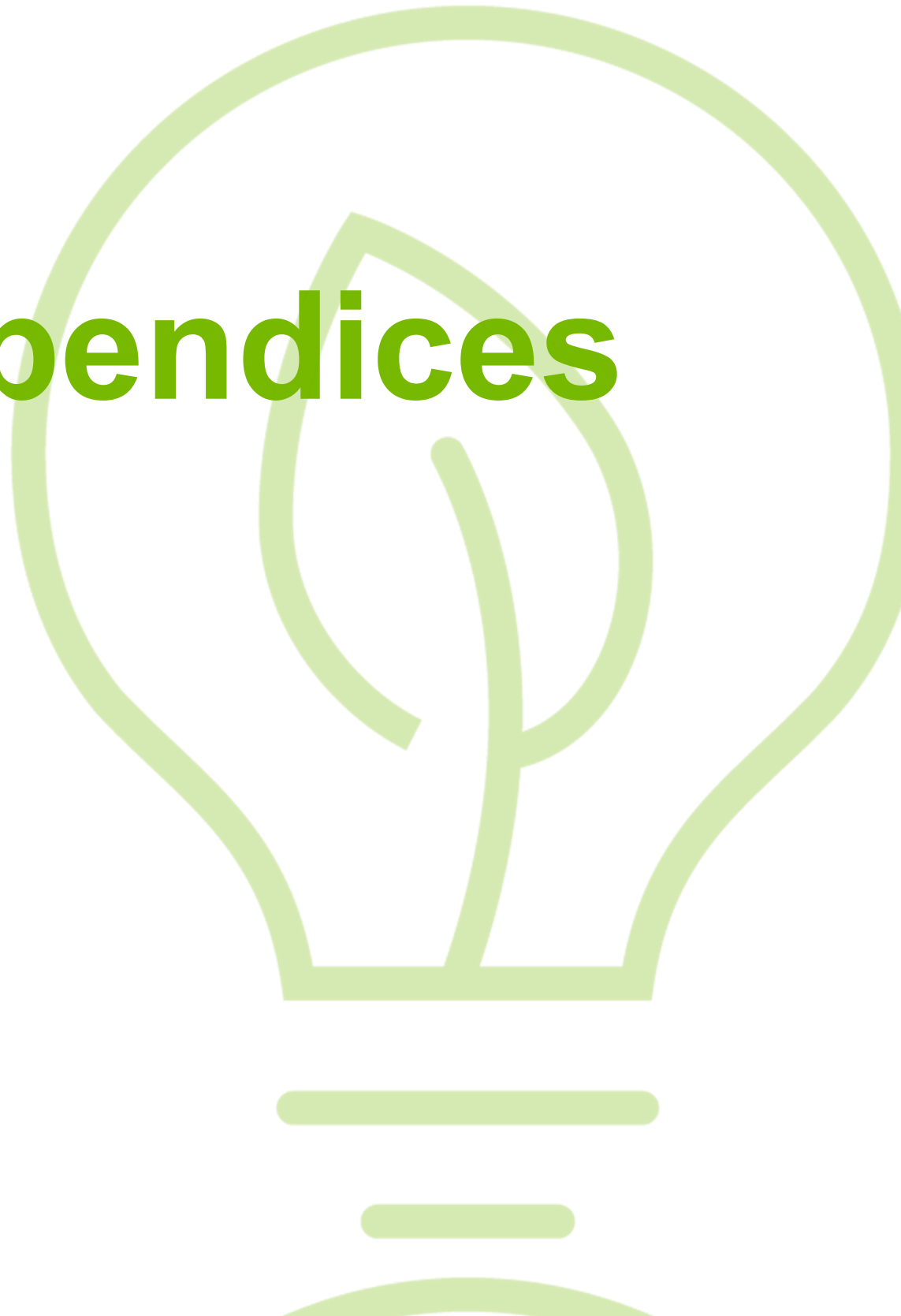
- future challenges;
- parent involvement strategies; and
- timelines and communication plan.

The final (combined) 3YEP/AERR is uploaded to the PED by November 30.

### ***Communicating Education Plans and Results Reports***

The 3YEP and AERR are public documents that must be posted on the school website by November 30. Schools are encouraged to use a variety of methods to communicate their plans and results to all stakeholders including teachers, students and parents.

# Appendices



# Appendices

The following forms are for information and viewing only. To request the fillable forms, please contact [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca).

[Appendix 1](#): Alberta Accredited International School Fee Schedule (information only)

[Appendix 2](#): Expression of Interest Form (fillable accreditation document)

[Appendix 3](#): Alberta Program Administrator/Principal Certification and Experience Verification Form (information only)

[Appendix 4](#): Designated Signing Authority Form (information only)

[Appendix 5](#): Alberta Accredited International School Staffing Template (information only)

[Appendix 6](#): Teacher Certification and Verification Process (information only)

# Appendix 1: Alberta Accredited International School Fee Schedule

Fee	Time of Payment	Amount*
<b>Initial Application Fee</b> An initial and non-refundable application fee will be charged to international schools interested in obtaining Alberta accreditation.	With the application	<b>\$3,500 (non-refundable)</b>
<b>Annual Accreditation Fee</b>	Annually (Tiers 1, 2, 3 and 4)	<b>\$7,500</b>
<b>On-site Evaluation Costs and Fees</b>	Before on-site visit at the school (Tiers 1, 2, 3 and 4)	<b>Plus all expenses of on-site evaluation, including:</b> <ul style="list-style-type: none"> <li>return airfare (business class), and other transportation expenses between Alberta and the school;</li> <li>accommodation in a four-star hotel or higher;</li> <li>meals as per Alberta government rates for out-of-country travel;</li> <li>per diem and other sundry costs that may arise; and</li> <li>manager(s) fee of \$600/person/day</li> </ul>
	After on-site visit at the school	<b>Sundry costs that may arise (these expenses will be invoiced immediately after the on-site evaluation visit)</b>

## Alberta Student Provincial Assessment Program Fee Schedule

Individual schools will be assessed the following costs for the administration of provincial assessments.

Only applicable for Tier 3 and 4 schools.

### Provincial Assessments

Student Learning Assessments (Grade 3) and Provincial Achievement Tests (Grades 6 and 9)\*\*

<b>Cost for tests</b>	Annually	<b>\$50/test/student</b>
<b>Diploma Examinations</b>		
<b>Cost for examinations and marking</b>	Annually	<b>\$50/examination/student</b>
<b>Cost for invigilation</b> There may be an on-site visit to the school to ensure security and acceptable conditions under which the examinations are administered.	As needed	Expenses for return airfare, accommodations, a professional fee of \$600/person/day, meals, per diem, other transportation expenses and other sundry costs that may arise (these expenses will vary depending on airfare and accommodation costs and will be invoiced immediately after the on-site evaluation visit)
<b>Alberta Education Staff Costs</b> Individual schools will be assessed staff costs at a base rate, and the school will be responsible for all expenses incurred by Alberta Education staff to conduct their business.	When used for curriculum implementation assistance, curriculum gap analysis, etc.	<b>A professional fee of \$600/person/day</b>

\*All amounts are in Canadian dollars

\*\*SLAs are optional in the 2019/20 school year and will be mandatory in the 2020/21 school year

# Appendix 2: Expression of Interest

The personal information on this form is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act (RSA 2000, C. F-25)*. This information will be used to help determine eligibility for accreditation of an international school with the Province of Alberta. Questions or inquiries regarding the collection and use of your personal information may be directed to Lead Accreditation Manager, Alberta Accredited International Schools, School Accreditation, Standards and Print Services Branch, 8<sup>th</sup> floor, 44 Capital Boulevard, 10044 - 108 Street NW, Edmonton, Alberta T5J 5E6, or by email at [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) or by telephone at +1-780-422-9423.

Legal name of the school:														
Mailing Address														
Municipality/City				Province/Territory			Postal Code			Country Name in Full, in English or French				
Telephone Number				Email Address						Full legal name of owner/operator				
Owner/operator information (please provide a brief description below of the owner/operator, including their history/expertise in operating a school):														
School plans (please provide a brief description below):														
Does the owner/operator have local approval to operate an international program? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress (explain)														
Explanation:														
Why does the owner/operator want to open an Alberta accredited international school?														
Grades that will be offered at start up in the Alberta program and anticipated number of students enrolled:														
Indicate number of students	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Number of full-time teachers that meet <a href="#">Alberta's certification requirements</a> :														
Has the owner/operator recently applied, or are they currently in the process of applying, to become an offshore school with any other jurisdictions? If yes, please explain:														
Submitted by:														
Name														
Role					Telephone Number					Email Address				

Submit form to: [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca)

# Appendix 3: Alberta Program Administrator/Principal Certification and Experience Verification

The personal information is collected pursuant to section 33(c), of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, C. F-25). This information will be used to help determine eligibility of an Alberta program administrator/principal for an international school with the Province of Alberta. Questions or inquiries regarding the collection and use of your personal information may be directed to Lead Accreditation Manager, Alberta Accredited International Schools, School Accreditation, Standards and Print Services Branch, 8<sup>th</sup> floor, 44 Capital Boulevard, 10044 - 108 Street NW, Edmonton, Alberta T6J 5E6 or by email at [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) or by telephone at +1-780-422-9423.

Please complete this form, print, sign and email to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca).

Name of Candidate

Last Name	First Name	Middle Name
Telephone Number (include country and area/city code)	Email Address	

### Qualifications of the Alberta program administrator/principal

I hold a valid Alberta Permanent Professional Certificate (PPC).

I hold Alberta Leadership Certification

(PPC certificate number)

I have a minimum of three years of successful teaching experience in Alberta or an Alberta accredited international school.

Position	Name of school	School authority	Date of employment

I have current Alberta leadership or Alberta educational administration experience (within the past 10 years)

Position	Name of school	School authority	Date of employment

Please verify and release my certification and employment experience information to the following for employment as an Alberta program administrator/principal

\_\_\_\_\_  
Name of school

\_\_\_\_\_  
School Email Address

\_\_\_\_\_  
Date (yyyy-mm-dd)

\_\_\_\_\_  
Candidate's Signature

## FOR ADMINISTRATIVE USE ONLY

I have reviewed the information provided on this form and can attest that the candidate meets the requirements for an Alberta accredited international school program administrator/principal as outlined below:

Valid Alberta Permanent Professional Certificate                      Comment:

Valid Alberta Leadership Certification                                      Comment:

Minimum of three years successful teaching experience in an Alberta school or an Alberta accredited international school                      Comment:

Current and relevant Alberta educational administration or leadership experience                      Comment:

Verified by Teacher Certification Branch:

\_\_\_\_\_  
Signature of verifier

# Appendix 4: Designated Signing Authority Form

The personal information is collected pursuant to section 33(c), of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, C. F-25). This information will be used to help determine eligibility of a Designated Signing Authority for an international school with the Province of Alberta. Questions or inquiries regarding the collection and use of your personal information may be directed to Lead Accreditation Manager, Alberta Accredited International Schools, School Accreditation, Standards and Print Services Branch, 8<sup>th</sup> floor, 44 Capital Boulevard, 10044 - 108 Street NW, Edmonton, Alberta T6J 5E6 or by email at [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) or by telephone at +1-780-422-9423.

Name of School	Name of Alberta program administrator/principal
<b>Please check one box and return by October 1.</b>	
<input type="checkbox"/> Our school currently has appointed _____ to act as a Designated Signing Authority (DSA).	
<input type="checkbox"/> Our school is requesting that _____ be appointed as a DSA.	
<input type="checkbox"/> Our school is seeking information and approval from Alberta Education to appoint its own DSA who meets the requirements.	
<input type="checkbox"/> We are requesting that Alberta Education provide DSA services as outlined below.	
<input type="checkbox"/> At the present time:	
<ul style="list-style-type: none"> <li>• all teachers at our school are certificated and do not require recommendations for further certification; or</li> <li>• they do not meet the qualifications for permanent certificate at this time.</li> </ul>	

\_\_\_\_\_  
Date (yyyy-mm-dd)

\_\_\_\_\_  
Signature of Alberta program administrator/principal

## Requirements for Permanent Professional Certification

The Registrar may issue a Permanent Professional Certificate to an applicant who:

- (a) currently holds an Alberta Interim Professional Certificate (IPC);
- (b) has completed the equivalent of two full years of service in an Alberta school or an Alberta accredited international school;
- (c) has experience and knowledge of utilizing the Alberta programs of study;
- (d) had two successful evaluations by an Alberta program administrator and/or Alberta principal;
- (e) has been recommended for permanent certification by a DSA; and
- (f) is a Canadian Citizen or is lawfully permitted to work in Canada.

Please use the following chart to identify teachers with an Alberta IPC and a minimum of two years experience in an Alberta school or an Alberta accredited international school who must be evaluated this year to obtain a permanent professional certificate.

Name	Alberta IPC #	Years of Experience	# of complete formal evaluations completed	Evaluation dates	



## **Role of the Designated Signing Authority (DSA)**

A DSA is an individual appointed by the Minister as an officer for the purpose of fulfilling requirements of the *Certification of Teachers Regulation*. The role and responsibilities of a DSA include:

- reviewing two or more complete teacher evaluations on file;
- observing the teacher to confirm the findings of the evaluations conducted by the Alberta program administrator/principal;
- reviewing the recommendations for permanent certification from the Alberta program administrator/principal;
- making a recommendation for permanent certification indicating that the individual has completed the requirements for a Permanent Professional Certificate as prescribed by order of the Minister; or
- indicating that the individual has not completed the requirements for a Permanent Professional Certificate as prescribed by order of the Minister and include reasons.

## **Appointment of a DSA in an Alberta Accredited International School**

Qualifications required to be appointed as a DSA (Recommending Officer) include the following:

- recommendation is provided by an authorized party;
- must have a valid Alberta teaching certificate;
- teaching certificate must be in good standing;
- cannot currently be a principal or vice-principal;
- must have a minimum of three years teaching experience;
- bachelor of education degree from a university in Alberta or from a university of equivalent standard;
- master's degree or equivalent from a university in Alberta or from a university of equivalent standard (must be verified: transcript to be sent to Teacher Certification branch); and
- appointments as a DSA will be for a period up to five years.

## **Alberta Education may provide DSA services upon request**

- Alberta Education may fulfill the role of a DSA in order to recommend teachers for permanent certification provided that the Alberta program administrator/principal has conducted two complete evaluations of the teacher prior to the on-site evaluation.
- If requested, Alberta Education will endeavor to complete all reviews for permanent certification at the time of the on-site evaluation.
- All costs associated with the work of a DSA appointed by Alberta Education will be borne by the school, including the manager's fee of \$600/day plus expenses.
- If another visit to the school is required, all costs including travel must be borne by the school.

## **References**

For further information, please refer to the [K to 12 education legislation and regulations](#).

# Appendix 5: Alberta Accredited International School Staffing Template

The personal information is collected pursuant to section 33(c), of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, C. F-25). This information will be used to help determine certification status of staff for an international school with the Province of Alberta. Questions or inquiries regarding the collection and use of your personal information may be directed to Lead Accreditation Manager, Alberta Accredited International Schools, School Accreditation, Standards and Print Services Branch, 8<sup>th</sup> floor, 44 Capital Boulevard, 10044 - 108 Street NW, Edmonton, Alberta T6J 5E6 or by email at [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) or by telephone at +1-780-422-9423.

School Authority Name	Name of School	School Code	School Year (yr/yr)	Mailing Address
School Principal		School Principal Email Address		
HR School Contact (if applicable)		HR School Contact Email Address		
Accreditation Status	Date Accreditation Received	Grades Approved		

Please ensure that you list all teachers **alphabetically** by last name, and complete all columns for each teacher.

#	Teacher Name (Last, First, Middle – alphabetically by last name)			Job Title (Grade/Subject)	Duration of Employment Contract (year/year)	Credentials	Alberta Certification Held (Certification Number)	Application Document Requirements (To be completed by Teacher Certification Branch only)
	Last	First	Middle					
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

### **Important instructions for Alberta program administrators/principals:**

1. All teachers teaching the Alberta programs of study within the Alberta accredited international school must have Alberta teacher certification. If a teacher does not have Alberta certification, they must complete an application as soon as they are offered a position. Refer to [Appendix 6](#) for the process of obtaining teacher certification.
2. The Alberta program administrator/principal must submit a complete staffing list for teacher certification verification by **June 15** to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca).
3. The Teacher Certification Branch will verify the teacher certification status and advise the teacher and Alberta program administrator/principal, for individuals who:
  - (a) hold an Alberta Interim Professional or Permanent Professional Certificate (please note that a scanned copy of the certificate must be emailed to Wendy Nielsen, at [Wendy.Nielsen@gov.ab.ca](mailto:Wendy.Nielsen@gov.ab.ca), for verification);
  - (b) are new graduates of an Alberta teacher preparation program (see [Appendix 6](#) for the process of obtaining teacher certification); or
  - (c) completed a teacher preparation program outside of Alberta (see [Appendix 6](#) for the process of obtaining teacher certification).
4. The Alberta program administrator/principal must submit a final staffing list by **September 1** to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca).
5. **If there are changes to the staffing list throughout the year, a revised Appendix 5 will need to be submitted to Alberta Education at [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca).**

# Appendix 6: Teacher Certification and Verification Process

Teachers are the foundation of K to 12 education in Alberta. They are governed by the *Education Act* and must hold a valid Alberta Teaching certificate issued by the province in accordance with the [K to 12 education policies and standards](#) for *Teacher Growth, Supervision and Evaluation*.

Section 198(1) of the *Education Act* states that “unless otherwise authorized under this Act, a board shall employ as a teacher only an individual who holds a certificate of qualification as a teacher pursuant to this Act”; Section 198(2) states that “a board may employ a competent individual to teach a language or culture under the supervision of a teacher who holds a certificate referred to in subsection (1)”; and Section 58(1)(e) states that “a board may permit persons other than teachers to provide religious instruction or exercises to its students”.

Alberta Education needs to verify teacher certification for Alberta accredited international schools. Information on completing [Appendix 5: Alberta Accredited International School Staffing Template](#) and steps for obtaining an Alberta teacher certification are as follows:

## Completion and verification of Appendix 5: Alberta Accredited International School Staffing Template

1. The Alberta program administrator/principal must submit Appendix 5 to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) by June 15.
2. The Teacher Certification Branch will verify the teacher certification status and advise the teacher and Alberta program administrator/principal, for individuals who:
  - (a) hold an Alberta Interim Professional or Permanent Professional Certificate (please note a scanned copy of the certificate must be emailed to Wendy Nielsen, at [Wendy.Nielsen@gov.ab.ca](mailto:Wendy.Nielsen@gov.ab.ca), for verification);
  - (b) are new graduates of an Alberta teacher preparation program (see process for obtaining an Alberta Teacher Certification below); or
  - (c) completed a teacher preparation program outside of Alberta program (see process for obtaining an Alberta Teacher Certification below).
3. Alberta program administrator/principal must submit a final staffing list to [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca) by **September 1**.
4. If there are changes to the staffing list throughout the year, a revised Appendix 5 will need to be submitted to Alberta Education at [EDC.AAIS@gov.ab.ca](mailto:EDC.AAIS@gov.ab.ca).

## Process for obtaining Alberta teacher certification

1. If a teacher does not have Alberta certification, they must submit an application for teacher certification online at <https://extranet.education.alberta.ca/twins.public/public/>.
2. Once an application and application fee have been submitted, all required documentation must be mailed to the Teacher Certification Branch at: 2<sup>nd</sup> Floor, 10044-108 Street, Edmonton, Alberta Canada T5J 5E6. Minimum documentation requirements that need to be submitted with the application include:
  - (a) photocopies of government issued identity documents (birth/marriage, etc.);
  - (b) current (obtained within the last six months) original Criminal Record Check that includes a vulnerable sector check;
  - (c) official transcripts sent directly from all post-secondary institutions including where the teacher preparation program was completed;
  - (d) statements of professional standing from the jurisdiction where the teacher preparation program was completed, and all other jurisdictions where the teacher held certification and/or taught;
  - (e) verification of teaching experience; and
3. **All teachers must register** for [teacher self-service](#) so that they and the Alberta program administrator/principal can monitor the status of their application.
4. Alberta program administrators/principals and/or teacher applicants who have questions regarding teacher certification or the application process may contact Wendy Nielsen at [wendy.nielsen@gov.ab.ca](mailto:wendy.nielsen@gov.ab.ca) or at +1-780-427-2045.