

Career and Technology Studies:

2021 Bridge to Teacher Certification Program



Application Deadline: January 29, 2021

CTS Bridge-to-Teacher Certification Program
Alberta Education
January 2021

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alberta.ca/bridge-to-teacher-certification-program

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1.0 Introduction

Career and Technology Studies Bridge to Teacher Certification (CTS Bridging) program provides an opportunity for school authorities to apply for \$50,000 in conditional grant funding, per application, to sponsor and support qualified individuals to complete an Alberta teacher preparation program at the University of Alberta. Through CTS Bridging, certificated journey persons, health care professionals, and information technologists (who are required for instruction in advanced dual-credit CTS programs) are authorized to work as a teacher while pursuing the educational requirements to qualify for Interim Professional Certification. After completing the CTS Bridging program, participants will be eligible for authorization to teach under a Letter of Authority while continuing their studies toward successful completion of the Bachelor of Education degree program.



2.0 Steps to CTS Bridge to Certification and Roles

The Steps to CTS Bridge to Certification outlines the process to becoming a teacher for a CTS Bridging program participant, and the respective roles of all partners.

Step 1 – Application Submitted by January 29, 2021

- School authority submits an application to Alberta Education for a grant to provide funding support to a candidate to participate in CTS Bridging program and mentorship.
- Prospective program participants must be referred to the University of Alberta immediately to receive program and admissions advice. (Note: prospective participants may need to complete preparatory work to qualify for admissions to the May 2021 B.Ed. cohort of CTS Bridging.)

Step 2 – Review and Approval (January 29, 2021 to February 12, 2021)

- Alberta Education reviews and approves successful school authority applications based on Selection Criteria for Review of Application Submissions.
- A conditional grant is executed to provide funding for approved school authority applicants.

Step 3 – Admission (February 2021)

- CTS Bridging program participant attends a University of Alberta Orientation session and completes the application for admission to the University of Alberta.
- The University of Alberta applies its Bachelor of Education admission requirements to the applicant. A participant's previous post-secondary education and journey-person certificate is evaluated for university credit. Advance standing of up to 30 semester-hour credits may be awarded for journey certificates.
- 30 additional credits may also be awarded for previously completed university-level transfer courses.

Step 4 – Pre-Service Program (May 2021 to May 2022)

- If admissible, the CTS Bridging program participant completes the CTS Bridge to Certification pre-service courses. A minimum 24 semester-hour credits for specified coursework, and 12 semester-hour credits for 14 weeks of practicum/field experiences are required.

Step 5 – Teaching While Studying (Until completion of B.Ed.)

- Upon successful completion of pre-service courses, 14 weeks of field experiences, and recommendation by the School Authority, the CTS Bridging program participant may be eligible for a Letter of Authority that authorizes the participant to be employed as a teacher whose teaching is restricted to the CTS cluster that includes their area of expertise/journey certification.
- The program participant must apply for teacher certification and meet other eligibility requirements to be issued a Letter of Authority.

- While teaching under a Letter of Authority, the CTS Bridging program participant will work collaboratively with supporting school authority staff to meet the *Teaching Quality Standard*.
- As a condition of the 3-year Letter of Authority, the CTS Bridging program participant must successfully complete a minimum 18 credits in required courses toward completion of a Bachelor of Education degree.

Step 6 – Unrestricted Teaching (Upon completion of B.Ed.)

- Upon successful completion of a recognized Bachelor of Education degree and meeting all other requirements, the program participant will be issued an Interim Professional Certificate by the Registrar, Alberta Education.
- Individuals in possession of an Interim Professional Certificate are granted a Permanent Professional Certificate upon recommendation by an officer, in accordance with the *Certification of Teachers and Teacher Leaders Regulation*.

3.0 Description of Stakeholder Roles and Responsibilities

The school authority, CTS Bridging program participant, teacher preparation institution, and Alberta Education have roles and responsibilities to ensure successful bridging to teacher certification.

3.1 School Authority Role

The School Authority:

- a) submits an application for grant funding (*see application package*) to Alberta Education by January 29, 2021.

Applications may be submitted by email to:
Robyn Ord-Boisvert
Teacher and Leadership Certification
Alberta Education
E-mail: robyn.ord-boisvert@gov.ab.ca

School authority applications must identify:

- previous attempts to recruit a certificated teacher to staff the CTS position;
- recruitment and staffing challenges experienced by the school authority;
- how they will support the CTS Bridging program participant in their first year of teaching in areas such as (but not limited to) supervision, professional development, and mentorship;
- the specific CTS courses and the number of students who will be taught by the CTS Bridging program participant as a new staff member;
- strategies for retaining the CTS Bridging program participant as an employee;
- any community, post-secondary and/or business partner(s) supporting the application;
- current articles of the school authority's Collective Agreement governing the recognition of the CTS Bridging program participant's previous CTS employment experience.

According to Schedule A of the conditional grant, successful school authority applicants must agree to:

- host site/online visit(s) for Alberta Education personnel;
- contribute to knowledge sharing activities in collaboration with Alberta Education and provide specific outcomes as requested; and
- submit reports to Alberta Education, on or before the deadlines specified in Schedule A of the conditional grant agreement. For details, please refer to the reporting templates found in *Appendix B* of the **CTS Bridge to Certification Application Package**.

- b) enters into a conditional grant with Alberta Education to fund the CTS Bridging program participant, and support the CTS Bridging participant to meet the *Teaching Quality Standard* upon completion of the CTS Bridging program;

Financial support is based on the grant recipient agreeing to comply with certain conditions that restrict the use of the funds to those specified in the grant agreement, including results-based and financial accountability. Repayment or transfer of funds may be required under certain circumstances.

Successful school authority applicants will receive \$50,000 designated funding: as a financial assistance subsidy to be paid to the CTS Bridging program participant in regular increments throughout their program of study.

- c) selects a program participant who meets the school authority's need for a CTS teacher;
- d) selects a program participant who must meet the University of Alberta's Bachelor of Education admission requirements, to participate in the CTS Bridging program;

- e) allocates Alberta Education financial assistance to support the participant while they complete the pre-service portion of CTS Bridging program;
- f) monitors the program participant's academic standing at the end of each semester; in order to support continuation of financial assistance during the balance of the CTS Bridging program;
- g) agrees to provide a field experience placement, if requested, in cooperation with the teacher preparation institution;
- h) provides supervision and professional development for the successful CTS Bridging program participant to ensure the participant meets the *Teaching Quality Standard*;
- i) recognizes the CTS Bridging program participant's previous CTS work experience for the purpose of salary placement; and
- j) submits the required reports, as specified in the conditional grant agreement, to Alberta Education.

Participants who complete the CTS Bridging program must apply to the Alberta Teachers' Association, *Teacher Qualification Services* for an evaluation of their educational qualifications for salary purposes. Evaluations are made according to the "Principles for the Evaluation of Years of Teacher Education for Salary Purposes" established and reviewed annually by the Teacher Salary Qualifications Board.

The application form for a statement of qualifications may be downloaded from the *ATA website* (www.teachers.ab.ca) or may be obtained by contacting the ATA Teacher Qualification Services office at:

Address: 11010-142 Street NW, Edmonton, Alberta, Canada T5N 2R1

E-mail: tqs@ata.ab.ca;

Telephone: 780-447-9400 (in Edmonton area) or 1-800-232-7208 (elsewhere in Alberta)

3.2 CTS Bridging Program Participant's Role

The CTS Bridging program participant:

- a) commits to completing the bridging program courses, confirms the school authority's commitment to sponsorship and commits to employment as a teacher with the sponsoring school authority should a position be available;
- b) applies for, and meets admission requirements for Bachelor of Education in the designated post-secondary institution;
- c) successfully completes required pre-service courses consisting of a minimum of 36 semester-hour credits (available only at the University of Alberta);

- d) upon completion of the CTS Bridging program, applies for Teacher Certification (Alberta.ca/teacher-certification) for a Letter of Authority, and is eligible to be employed as a teacher while continuing to complete requisite coursework, at a minimum of 6 semester-hour credits each year, until successful completion of the Bachelor of Education degree; and
- e) works collaboratively with a school authority supervisor to demonstrate consistently that the CTS Bridging participant meets the competencies in the *Teaching Quality Standard*.

3.3 Teacher Preparation Institution Role

The teacher preparation institution:

- a) determines a CTS Bridging program participant's admissibility into the Bachelor of Education program based on the program's admission requirements;
- b) grants a maximum of 30 university credits for credentials including a journey trade certificate, or a two-year diploma as appropriate, and up to a maximum of 30 additional semester-hour credits for acceptable university-transfer courses if appropriate. Note that other degree credentials may qualify for admission into the Bachelor of Education, Secondary-CTS, 2-year After-Degree;
- c) requires a minimum of 36 semester-hour credits to complete the initial CTS Bridging program, and ensures the original 36 semester-hour credit courses align to the requirements of an Interim Professional Certificate, as required to meet the *Teaching Quality Standard*:
 - a minimum 24 semester-hour credits in prescribed courses; and
 - 12 semester-hour credits of field experience/ teaching practicum courses that total 14-weeks;
- d) supports the CTS Bridging program participant's continued coursework by recognizing the transfer credit of required courses from other Alberta teacher preparation institutions;
- e) works in complement to the school authority, to develop the CTS Bridging program participant's competencies as they relate to an Interim Professional Certificate;
- f) notifies Alberta Education of successful bridging program completion by participants; and
- g) awards a Bachelor of Education degree in accordance with requirements for graduation.

Note 1: The University of Alberta is the only university offering the initial 36 credits of the CTS Bridging program. Once the initial CTS Bridge to Certification program courses are completed, students may take approved transferable courses applicable to their Bachelor of Education degree from other teacher preparation institutions. Courses completed at other post-secondary institutions must be pre-approved by the University of Alberta.

Note 2: A maximum of 60 credits are transferrable to the University of Alberta, Bachelor of Education degree program from approved journey trade certifications, two-year diplomas, and/or three or four-year degree program courses. Contact information for admissions inquiries to the University of Alberta is provided in [Section 5.0: Admissions Information](#).

3.4 Alberta Education Role

Alberta Education:

- a) selects school authority applications that best meet the Selection Criteria for Review of Application Submissions;
- b) considers geographical distribution when selecting successful applicants;
- c) executes conditional grant to school authorities;
- d) monitors accountability for conditional grant, including employment status of program participant, and school authority financial accounting;
- e) issues a Letter of Authority, valid for a three-year term, to qualified program completers and monitors ongoing adherence to conditions of the Letter of Authority as follows:
 - teaching is restricted to the CTS cluster which includes the area(s) of expertise; and
 - continued annual completion of 6 semester-hour credits toward a Bachelor of Education.
- f) issues Interim Professional Certificate upon the participant meeting the requirements for certification as a teacher, including:
 - successful completion of a recognized Bachelor of Education, and
 - demonstrated proficiency, as recognized by the *Teaching Quality Standard*, and
 - receipt of an attestation from the dean of the degree-granting institution.

4.0 Teacher Certification

All stakeholders must recognize that attainment of an Alberta teaching certificate is a key requirement of the CTS bridging program. In doing so, they must use the following information to guide their decision-making.

4.1 Requirements for Interim Professional Certification

Teachers and other Albertans expect teaching practice to meet a professional standard of quality, as expressed in the *Teaching Quality Standard*. The standard includes the competencies

beginning and experienced teachers are required to meet and continue to develop throughout their careers.

Section 198 of the *Education Act* requires 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 issued pursuant to this Act.*” An Interim Professional Certificate is granted for initial certification. According to section 7(1) of the *Certification of Teachers and Teacher Leaders Regulation 84/2019*, an Interim Professional Certificate is issued “to an applicant who:

- a) holds a Bachelor of Education degree, or
- b) holds a degree that is acceptable to the Minister of Education or in any other field from an institution outside Alberta that is approved by the Minister, if the degree
 - i. includes or is supplemented with a basic professional teacher preparation program that is acceptable to the Minister, and
 - ii. meets the requirements for professional teacher certification in the jurisdiction where the degree or the basic professional teacher preparation program was completed.”

An application for an Interim Professional Certificate also must be accompanied by proof, normally an attestation by the dean of the teacher preparation institution, that the applicant has completed the requirements, as prescribed by Ministerial Order (#001/2020) *Teaching Quality Standard*.

Alberta Education requires individuals authorized to teach to provide evidence of:

- having relevant content area or teaching subject knowledge;
- completion of a basic teacher preparation program that included development of competencies needed to provide students with the opportunity to achieve provincial learning standards;
- being “fit and proper persons” whose standards of conduct meet the high standard expected of those entrusted with the often unsupervised custody and instruction of students;
- proficiency in at least one of the official languages; and
- currency of practice.

Full details of teacher certification requirements can be found on the [Alberta Education website](#).

4.2 Letter of Authority Purpose

In the delivery of CTS programs for which a school authority has been unable to recruit a certificated teacher, a Letter of Authority can provide some flexibility. For the purposes of participants who successfully complete the CTS Bridge to Teaching Certification program, a

school authority may request a Letter of Authority be issued for a teacher who does not qualify immediately for the Alberta Interim Professional Certificate.

In keeping with sections 198 and 199 of the *Education Act* and section 12 of Alberta's *Certification of Teachers and Teacher Leaders Regulation*, the Registrar is authorized to issue a Letter of Authority, which is a form of a conditional teaching certificate.

Alberta Education policy defines “professional qualifications that are acceptable to the Minister” to mean that an individual must have completed a basic professional teacher preparation program in Alberta or elsewhere. A Letter of Authority is a short-term solution that requires the teacher to continue to complete educational courses toward qualifying for an Alberta Interim Professional Certificate.

School authorities requiring information on the Letter of Authority application process may contact:

Alberta Education
Teacher Certification Branch
2nd Floor, 44 Capital Boulevard
10044–108 Street NW
Edmonton, Alberta T5J 5E6
E-mail: teacher.certification@gov.ab.ca
Telephone: 780-427-2045 (toll-free by dialing 310-0000 first)
Fax: 780-422-4199

Further information on the Letter of Authority can be found on the [Alberta Education website](#). Recommendations for re-issues and extensions of Letters of Authority must be submitted through TWINS teacher registry via the Alberta Education Extranet.

5.0 Program Admission and Important Dates

5.1 Admissions Information

Prospective CTS Bridge to Certification students are encouraged to inquire about admissibility to the program early in the process to allow sufficient time to complete upgrading, if necessary. Please contact:

Bonnie Watt, PhD
University of Alberta, Department of Secondary Education
551 Education South
Edmonton, Alberta, Canada T6G 2G5
E-mail: bwatt@ualberta.ca
Telephone: 780-492-5191

5.2 Important Dates and CTS Bridging Program Schedule

DATE	ACTIVITY
January 29, 2021	Deadline for school authority to submit application for funding support to Alberta Education.
Before February 12, 2021	Prospective student participants contact Bonnie Watt, University of Alberta (bwatt@ualberta.ca) to express interest and to determine eligibility for admission to the Bachelor of Education degree program.
February 2021	Alberta Education notifies school authorities of the status of application(s).
February 2021	Sponsored participants attend orientation meeting and complete applications for admission to University of Alberta. Date TBA.
May 2021	Participant attends on-campus course(s) (3-6 credits).
July 2021	Participant attends on-campus course(s) (3-6 credits).
September to December 2021	Fall semester courses on campus and Introductory Field Experience in school district (15 credits).
January to April 2022	Winter semester courses on campus and Advanced Field Experience in school district (15 credits). Program participants begin application for teacher certification.
May to June 2022	Optional spring session courses on-campus, or on-line for participants returning to their sponsoring school authority (3-6 credits).
June to July 2022	Optional on-campus courses (3-6 credits).
Before September 2022	School authority submits recommendation for teaching authority to Alberta Education. Participants who have successfully completed the CTS Bridge to Certification Program are eligible for employment as a teacher working under a Letter of Authority, while continuing their studies toward completion of the Bachelor of Education degree (minimum 6 credits per year).
June 30, 2022	School authority First Report due (template is found in <i>Appendix B</i> of the CTS Bridge to Certification Application package).
June 30, 2023	School authority Final Report due (template is found in <i>Appendix B</i> of the CTS Bridge to Certification Application package).