

Career and Technology Studies:

# 2023 Bridge to Teacher Certification Program



Applications are accepted until  
January 5, 2023

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CTS Bridge to Teacher Certification Program  
Alberta Education  
September 2022

For further information contact:  
Teacher and Leadership Certification  
Alberta Education  
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10044 108 Street  
Edmonton, AB T5J 5E6  
Email: [EDC.teacherbursary@gov.ab.ca](mailto:EDC.teacherbursary@gov.ab.ca)

[alberta.ca/bridge-to-teacher-certification-program](https://alberta.ca/bridge-to-teacher-certification-program)

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# 1.0 Introduction

The 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 the CTS Bridging Program, 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 teachers 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 Bridging Program and Roles

The steps to CTS Bridging Program outline the process to becoming a teacher for a CTS Bridging Program participant and describe the respective roles of all partners.

### **Step 1 – Application submitted by January 5, 2023**

- The school authority submits an application to Alberta Education for a grant to provide funding support to allow a candidate to participate in the CTS Bridging Program and mentorship.

### **Step 2 – Review and Approval by January 12, 2023**

- Alberta Education reviews and approves successful school authority applications based on the Criteria for Review of Application Submissions.
- Applications will be reviewed after January 5, 2023, and school authorities will be notified immediately. The CTS Bridging Program supports up to 22 successful applications.
- 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 2023 B.Ed. cohort of CTS Bridging Program participants.)
- A conditional grant is executed to provide funding for approved school authority applicants.

### **Step 3 – Admission (January 2023)**

- 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 journeyman certificate is evaluated for university credit. Advance standing of up to 30 semester-hour credits may be awarded for journey certificates. Up to 30 additional credits may also be awarded for previously completed university-level transfer courses.

### **Step 4 – Pre-service Program (May 2023 to May 2024)**

- If admissible, the CTS Bridging Program participant completes the CTS Bridging pre-service courses: a minimum of 24 semester-hour credits for specified coursework and 12 semester-hour credits for 14 weeks of practicum/field experience are required.

## **Step 5 – Teaching While Studying (until completion of B.Ed.)**

- Upon successful completion of pre-service courses, 14 weeks of field experience, 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 of 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 at 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's Role

**The school authority:**

- a) submits an application for grant funding (see application package) to Alberta Education by January 5, 2023.

Applications may be submitted by email to:  
Teacher and Leadership Certification  
Alberta Education  
Email: [EDC.teacherbursary@gov.ab.ca](mailto:EDC.teacherbursary@gov.ab.ca)

#### **School authority applications must identify:**

- 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;
- school facilities and equipment that will be used by the program participant to support the CTS program;
- 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; and
- any community, post-secondary and/or business partner(s) supporting the application.

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

- host site 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 (template available) to Alberta Education on or before the deadlines specified in Schedule A of the conditional grant agreement.

- b) enters into a conditional grant with Alberta Education to fund the CTS Bridging Program participant and support the CTS Bridging Program participant to achieve 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 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 that he or she meets the Teaching Quality Standard;
- i) provides recognition of the CTS Bridging Program participant's previous 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 (ATA) 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 obtained from the ATA website ([www.teachers.ab.ca](http://www.teachers.ab.ca)) or by contacting the ATA Teacher Qualification Services:

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

**Email:** [tqs@ata.ab.ca](mailto:tqs@ata.ab.ca)

**Telephone:** 780-447-9400 (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 CTS 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 to teacher certification ([Alberta.ca/teacher-certification](https://www.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 Program participant meets the competencies in the [Teaching Quality Standard](#).

## 3.3 The Teacher Preparation Institution's 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 existing 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's Secondary CTS 2-year After Degree program);
- 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 with 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 Bridging 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 transferable 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's Role

#### Alberta Education:

- a) approves school authority applications that meet the Criteria for Review of Application Submissions;
- b) executes conditional grants to school authorities;
- c) monitors accountability for conditional grants, including employment status of program participant(s), and school authority financial accounting;
- d) issues a Letter of Authority, valid for a three-year term, to qualified program participants 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 is required;
- e) issues a Interim Professional Certificate through Alberta Education's Office of the Registrar upon the participant meeting requirements for certification as a teacher, including:
  - successful completion of a recognized Bachelor of Education degree,
  - 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 the 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 Albertans expect teaching practice to meet a professional standard of quality, as expressed in the [Teaching Quality Standard](#). The standard includes the competencies that beginning and experienced teachers are required to meet and continue to develop throughout their careers.

Section 198 of the *Education Act* requires that “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 45 of the *Certification of Teachers and Teacher Leaders Regulation*, 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 from 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 unsupervised custody and instruction of students;
- proficiency in at least one of Canada’s 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 Bridging Program, a school authority may request that 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 50 of the *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.

Further information on the Letter of Authority can be found on the [Alberta Education website](#) or by contacting Alberta Education’s Teacher and Leadership Certification Branch by email at [teacher.certification@gov.ab.ca](mailto:teacher.certification@gov.ab.ca).

Recommendations for re-issuing and extensions to Letters of Authority must be submitted through the online self-service teacher portal via the Alberta Education Extranet at <https://extranet.education.alberta.ca/twins.public/public/>.

# 5.0 Program Admission and Important Dates

## 5.1 Admissions Information

Prospective CTS Bridging Program 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  
Email: [bwatt@ualberta.ca](mailto:bwatt@ualberta.ca)  
Telephone: 780-492-5191

## 5.2 Important Dates and CTS Bridging Program Schedule

DATE	ACTIVITY
<b>January 5, 2023</b>	Deadline for School Authorities to submit an application for funding support to Alberta Education.
<b>January 12, 2023</b>	School authorities will be advised about candidate selections.
<b>By January 14, 2023</b>	Prospective student participants contact Bonnie Watt at the University of Alberta to express interest and to determine eligibility for admission to the Bachelor of Education degree program.  School authority to confirm sponsored student information to Alberta Education and to the University of Alberta.
<b>January 2023</b>	Sponsored participants attend orientation meeting and complete applications for admission on campus at University of Alberta. Date TBA.
<b>May 2023</b>	Participant attends on-campus course(s) (3–6 credits).
<b>July 2023</b>	Participant attends on-campus course(s) (3–6 credits).
<b>September to December 2023</b>	Fall semester courses on campus and Introductory Field Experience in school district (15 credits).
<b>January to April 2024</b>	Winter semester courses on campus and Advanced Field Experience in school district (15 credits). Program participants begin application for teacher certification.

<b>May to June 2024</b>	Optional spring session courses on campus or online for participants returning to their sponsoring school district (3–6 credits).
<b>June to July 2024</b>	Optional on-campus courses (3–6 credits).
<b>Before September 2024</b>	School authority submits recommendation for teaching authority to Alberta Education. Participants who have successfully completed the CTS Bridging 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).
<b>June 30, 2024</b>	School authority First Report due (template available).
<b>June 30, 2025</b>	School Authority Final Report due (template available).