



# Regina Roman Catholic Separate School Division # 81

<b>Personnel and Employee Relations</b> <b>7000</b> Accreditation and Accreditation Renewal	<b>Administrative Application</b>	
	<b>Effective:</b>	December 11, 2018
	<b>References:</b>	Apply and Renew Your Teaching Accreditation/Teaching in Saskatchewan /Government of Saskatchewan Policy 12 – Role of the Director
	<b>Status:</b>	Operational

## Preamble

The Ministry of Education accreditation policy specifies the requirements and application procedures for initial accreditation and for accreditation renewal every five (5) years.

## Application

### 1. Ministry of Education Policy

An accredited teacher is a teacher who meets the requirements for accreditation established by Ministry of Education. Accreditation gives a teacher the privilege and responsibility of determining the final mark or standing of the students in a specified Grade 12 (Level 30) subject or subjects. The courses taught by an accredited teacher must be within the general framework of the provincial curriculum.

Details regarding requirements for acquiring accreditation status or accreditation renewal found in *Ministry of Education: Accreditation (Initial and Renewal); Policies and Procedures*.

### 2. Accreditation Renewal Process in the Regina Catholic School Division (RCSD)

The Accreditation Renewal process in the school division is designed to:

- a. Maintain fidelity to the principle of accreditation by teacher and subject,
- b. Facilitate the ongoing maintenance of accreditation status for teachers in the school division, and
- c. Provide a process that encourages ongoing professional growth and enhances skills relative to student evaluation.

### 3. Accreditation Renewal Requirements

Accreditation renewal requirements in RCSD are as follows:

- a. Successful teaching experience as an accredited teacher in the subject area for which accreditation renewal is being sought, with such successful teaching experience having been endorsed by appropriate school division supervisory processes, and;
- b. Successful completion of a Saskatchewan Teachers Federation (STF) approved Accreditation Renewal Seminar, or;



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- c. Participate in equivalent recent (within the five year period immediately preceding application for accreditation renewal) professional development activity. (See “Classification of Professional Development Activities” below).

**Note:**

It is the intent of the accreditation renewal process in the school division that a teacher will be required to satisfy 3(a) *and* either of 3(b) or 3(c).

#### 4. **Classification of Professional Development Activities**

The following activities will be recognized by the school division as contributing to “recent professional development activity” for the purpose of accreditation renewal:

##### a. Group A Professional Development Activities

- i. STF Accreditation Renewal Seminar
- ii. Successful completion of a credit university course (beyond initial accreditation requirement) in teaching methodology or evaluation methodology
- iii. Curriculum writer/developer in the subject area for which accreditation renewal is being sought
- iv. Teacher leadership involvement on a school division committee that involves planning/delivery of formal curriculum implementation in-service
- v. Service as a departmentally approved pilot teacher in the subject area for which accreditation renewal applies

##### b. Group B Professional Development Activities

- i. Service on a provincial or division curriculum committee in the subject area for which accreditation renewal is being sought
- ii. Service on a provincial or division student evaluation committee in the subject area for which accreditation renewal is being sought
- iii. Service on a provincial or school division program evaluation committee in the subject area for which accreditation renewal is being sought
- iv. Conference presenter
- v. Teaching a university course in teaching methodology or student evaluation
- vi. Division curriculum committee chair
- vii. Workshop leader
- viii. Service in the development of Departmental exams as a setter, valuator, or sub-examiner in the subject area in which accreditation renewal is being sought



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- ix. Service as a Cooperating Teacher in the Internship Training Program of the University of Regina or the University of Saskatchewan
- c. Group C Professional Development Activities
  - i. The undertaking and successful completion of a related personal professional plan which may include reading, writing, research and presentation, with such plan to focus on teaching methodology and/or student evaluation at the secondary level and in the subject area for which accreditation renewal is being sought.\*
  - ii. Participation in conferences/courses/seminars related to evaluation strategies in the subject areas for which accreditation renewal is being sought

**Note:**

In the event that extraordinary circumstances mitigate the satisfaction of the above requirements, teachers may make application to their designated superintendent to have individual cases adjudicated. In exceptional cases, alternative arrangements may be made to satisfy accreditation renewal requirements.

### 5. **Procedures for Accreditation Renewal**

Subject to the procedures itemized below, teachers may meet the requirements for accreditation renewal at any time within the defined five-year period and will be considered as having renewed their accreditation for that five-year period.

#### a. General Directions

- i. Teachers who allow their accreditation status to lapse will, when seeking accreditation, be required to attend an STF Accreditation Seminar in the subject or subjects in which they are seeking accreditation.
- ii. The Ministry of Education stipulates that every accredited teacher is required to apply for renewal of accreditation every five (5) years.
- iii. The Director or designate is responsible to ensure compliance with policy developed by the Ministry of Education regarding renewal of accreditation.
- iv. The Director or designate will provide each accredited teacher via their school principal with notice of the expiration of accredited status by May 31<sup>st</sup> of the calendar year preceding the year in which accreditation will lapse .

#### b. Application

- i. A teacher may submit an application for accreditation renewal at any time during the first four (4) years following initial accreditation or at any time during the first four years following any subsequent accreditation renewal period.
- ii. Application for accreditation renewal shall be submitted not later than six (6) months before the five-year anniversary date of initial accreditation or accreditation renewal.



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- c. Approval  
Notice of final approval of accreditation renewal will be provided not later than May 1<sup>st</sup> with accreditation status to be effective in the fall term and not later than December 1<sup>st</sup> for accreditation status to be effective in the spring term.
- d. Documentation  
When the teacher meets the requirements for accreditation renewal, the appropriate documents shall be submitted by the Director or designate to the Regional Director of Education and to the Registrar and Director Provincial Examination and Student Records, Ministry of Education.
- e. Withdrawal of Accreditation  
The school division supports the concept of accreditation by subject as a means to enhance learning opportunities for students. Notwithstanding that support, RCSD reserves the right to withdraw accreditation privileges or to refuse to grant accreditation renewal. Circumstances that might lead to a denial of accreditation renewal may include, but not necessarily be limited to the following:
  - i. Evidence of inappropriate evaluation techniques and student grades
  - ii. Concerns with respect to curricular coverage
  - iii. Concerns with respect to overall teaching competence

In the event of refusal to grant approval of accreditation renewal, the teacher shall have the right to appeal to the Director.

### 6. **Professional Development Activities**

Teachers who choose to satisfy accreditation renewal requirements in this manner must submit a personal professional development plan. This may be done in conjunction with Committed to Professional Growth (C2PG) document.

The primary interest of the personal professional development plan is to ensure that teachers undertake professional growth experiences that have relevance to teaching methodology in general and the effective evaluation of students in the required area of study.

Procedures for the development of personal professional development plan are as follows:

- a. Following discussion with and approval by the education leader, the education leader shall submit the professional development plan to the principal for approval.
- b. Following approval by the principal, the proposed personal professional development plan shall be reviewed with the superintendent for final approval.
- c. As appropriate, the personal professional development plan shall be reviewed annually with the education leader and the principal.