



## TEACHERS

Teachers work with students at both elementary and secondary levels helping them to develop various skills of learning in different kinds of settings. These include classrooms, laboratories and workshops. Teachers prepare lessons and tests, instruct students, correct assignments and tests and supervise school activities.

### EDUCATIONAL REQUIREMENTS

Candidates are required to have an undergraduate degree, plus a two-year Bachelor of Education degree or 10 full courses (*a minimum of 60 credit hours - 60 semester hours or 90 quarter hours*), equivalent to education courses.

### WORK EXPERIENCE REQUIREMENTS

Previous work experience is not applicable in the process of credential assessment.

### ASSESSMENT PROCESS

To become certified as a Teacher in the province of Manitoba an individual must first apply to **Manitoba Education, Citizenship and Youth - Professional Certification Unit**. The applicant must submit:

- a completed *Application for Teacher Certification form*;
- a syllabus (i.e. description of courses studied);
- an official confirmation of certification from all countries where a teaching certificate was held. This verification must include all certificates held, not just the current one and should not be older than 6 months;
- all immigration documents; and
- an assessment fee of \$80.00.

\*If documents are not in English or French, notarized translations are required.

In addition, the applicant must ensure that official transcripts are sent directly to the Professional Certification Unit from the university or universities where studies were completed, as well as from where teacher training was obtained. **Transcripts must indicate that a degree was obtained.**

The Professional Certification Office issues a *Provisional Certificate* to those holding a valid work visa and acceptable credentials. This Certificate is valid as long as the applicant's work visa is also valid. It grants the right to work as a teacher in Manitoba.

\* If the applicant is not a resident of Manitoba, a *Letter of Eligibility* is issued. This letter indicates the type of teacher's certificate the applicant is eligible to obtain, as well as the salary classification, but does not grant the right to teach in Manitoba. The Letter of Eligibility provides a number that can be used when applying for positions in Manitoba.

In all cases, minimum educational requirements, as determined by the Professional Certification Office, must be met before a *Letter of Eligibility* or a *Provisional Certificate* are issued.

The fees, documentation requirements, and assessment process detailed above are subject to change without notice.

For more detailed information contact:

**Manitoba Education, Citizenship and Youth  
Professional Certification Office**

Box 700

Russell, Manitoba

Canada R0J 1W0

Phone: (204) 773-2998

Toll free in Manitoba only 1-800-667-2378

Fax: (204) 773-2411

Email: [certification@gov.mb.ca](mailto:certification@gov.mb.ca)

Web site: <http://www.edu.gov.mb.ca/certification>

**Revised May 2006**