



## Section 8 – Information for Teachers

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### 8.1 Northwest Territories Teacher Certification and Salary Evaluation

Before teaching in the NWT, all teachers are required to have an Interim Professional or Interim Vocational, Aboriginal Language, or Kindergarten certificate. If a teacher reports to duty before a certificate is issued, please refer to section 8.1.5. The Kindergarten Certificate is under review and subject to change.

#### 8.1.1 Teacher Certification Requirements

There are three categories of teacher certification in the NWT. Interim certification is issued for the first 2 school years of teaching in the NWT

**Professional Teaching Certificate** authorizes teaching of Junior Kindergarten up to and including grade 12. To qualify for NWT certification, individuals must:

- Be a graduate of an NWT teacher education program; or
- hold certification in the jurisdiction where they completed their teacher education program.

Examples of common requirements in other Canadian jurisdictions are:

- a) A 4-year or 5-year Bachelor of Education degree
- b) A 4-year degree, which includes a minimum of one year of teacher training (e.g. Bachelor of Arts (Education), Bachelor of Home Economics, Bachelor of Physical Education)
- c) A 3-year degree (e.g. Bachelor of Arts, Bachelor of Science, etc.) plus a minimum of one year of professional teacher training (e.g. teachers' college, Bachelor of Education after degree program, Diploma in Education, etc.)

**Note:** The teacher education program must include a minimum of 12 weeks of supervised student teaching during the teacher education program of study.

**Standard Teaching Certificate** authorizes teaching of Junior Kindergarten up to and including grade 9 and is issued to individuals who have completed a 2 year teacher education program as a minimum requirement.

Examples of acceptable programs are:

- a) Completion of the NWT Teacher Education Program
- b) Completion of a 3-year or 4-year teacher education program, where no degree was awarded, but certification from the home jurisdiction was awarded.



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- c) Completion of a minimum of a one-year teacher training program from a Teachers' College, phased out since the 1960s, plus 5 courses in a recognized degree program.

### Specialty Teaching Certificates

**Vocational Teaching Certificate** authorizes an individual to teach where they have:

- a) a journeyman certificate from the jurisdiction for the vocation in which they are hired to instruct
- b) successfully completed two years of work experience after obtaining the journeyman certificate; and
- c) successfully completed a 25 hour teacher training program, as approved by the Superintendent.

**Aboriginal Language Teaching Certificate** authorizes an individual to teach where they have:

- a) demonstrated fluency in an Aboriginal language;
- b) successfully completed a test for that aboriginal language administered by an education body;
- c) Be recommended by the Superintendent;
- d) Have, in the opinion of the Superintendent,
- e) Successfully completed one academic year of work experience in a classroom, or
- f) Successfully completed a 25 hour teacher training program.

**Kindergarten Teaching Certificate** authorizes an individual to teach Junior Kindergarten and Kindergarten where they have:

- a) successfully completed a two year program in early childhood education from an education institution approved by the Registrar; and
- b) successfully completed a 25 hour teacher training program, as approved by the Superintendent.

**Note: The Kindergarten Certificate is under review and subject to change.**

### 8.1.2 Application for Professional Teaching Certificate

An Interim Teaching Certificate is valid for two school years. After two years of successful teaching in the NWT, a teacher must apply for a Professional Teaching Certificate. A Professional Teaching Certificate must be renewed every 5 years.



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### Applications must include:

- a complete application form (appendix E1)
- confirmation by the superintendent of completion of 2 years of successful teaching experience\*
- a record of professional development activities verified by the principal,
- an original Criminal Record Check, with Vulnerable Sector Check, submitted within 3 months of date of issue.
- payment of the applicable fee

\* *Where two years of successful teaching is not confirmed, the Interim Teaching Certificate may be renewed for one year.*

**Application forms are available in Appendix E1 and E2.**

### 8.1.3 Teacher Recertification

A Professional Teaching Certificate must be renewed every 5 years.

Applications must include:

- A complete application form (appendix E1)
- a record of professional development activities verified by the principal,
- an original Criminal Record Check, with Vulnerable Sector ~~criminal-record~~ Check, submitted within 3 months of date of issue
- payment of the applicable fee

### 8.1.4 Salary Re-evaluation

Teachers who complete additional qualifications, specifically a full academic year of post-secondary education, from a recognized institution may qualify for an increase in salary placement. Teachers must submit the following to the Registrar of Teacher Certification:

- Completed Application for Salary Re-Evaluation (Appendix E10)
- Official transcripts submitted directly from the education institution where their qualifications were completed.



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### 8.1.5 Information for New Teachers

Applications for teacher certification are to be submitted to the *Registrar, Teacher Certification and Salary Evaluation, Department of Education, Culture and Employment* and must be accompanied by:

- Completed application form
- an original Criminal Record Check, with Vulnerable Sector Check, submitted within 3 months of date of issue
- Required fee – as indicated on the application form
- Photocopy of birth or citizenship certificate
- Proof of legal name change (e.g. marriage certificate), if applicable
- Confirmation of employment (letter of job offer)
- Official and complete transcripts (submitted directly by post-secondary institution)
- Verification of teaching experience (submitted directly by each employer)
- Current official Statement of Professional Standing, or its equivalent submitted directly from every jurisdiction where the applicant was issued a teaching certificate or worked as a teacher
- Photocopy of current Canadian teaching certificate
- Required forms for teacher certification and information for obtaining *Statement of Professional Standing* are in Appendix E.

### Recognition of Credentials Received in Another Country

An individual who is qualified as a teacher in another country and wishes to be certified in Northwest Territories must be certified in a Canadian province first, where resources exist to process credentials from outside of Canada. Following certification in a Canadian province, an individual may apply for certification in the NWT, as in Section 8.1.1., with the addition proof of immigration status and authorization to work in Canada.

If a Statement of Professional Standing cannot be obtained from the country where the teaching experience occurred, other reference documents may be accepted by the Registrar

**Note:** Applicants are required to submit original or certified copies of the required documentation and must provide an official English translation for all documents if in a language other than English.

### 8.1.6 Salary Evaluation

Salary evaluations are completed in accordance with the principles for Years of Teacher Education (Appendix E10) and the three NWTTA Collective Agreements. Information



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for the Collective Agreements may be found on the following website:  
[http://www.nwtta.nt.ca/en/CollectiveAgreements\\_27/](http://www.nwtta.nt.ca/en/CollectiveAgreements_27/).

Once the Registrar has completed a salary evaluation, the information is provided the Regional NWT Human Resource office. Where appropriate, adjustments are made to a teacher's placement on the pay grid. The NWT Teacher Qualification Service Committee has a process for appeals if an individual believes a review is needed.

### 8.1.7 Contact Information

Registrar  
Teacher Qualification  
Education, Culture and Employment  
Government of the Northwest Territories

Registraire  
Qualification des enseignants  
Éducation, Culture et Formation  
Gouvernement des Territoires du Nord-Ouest

75 Woodland Drive  
Hay River NT X0E 1G1

Phone | Tél.: 867-874-2084  
Fax | Téléc.: 867-874-3321

Email: [teachercertification@gov.nt.ca](mailto:teachercertification@gov.nt.ca)

Website: <http://www.ece.gov.nt.ca/>

## 8.2 Teacher Participation in Marking Grade 12 Diploma Examinations

Consistent with the Memorandum of Understanding between the Ministers of Education in the Northwest Territories and Alberta, N.W.T. teachers can, through an application process, participate in the development of test items and marking of Grade 12 Diploma Examinations.

ECE highly recommends the participation of NWT teachers in the marking of Alberta Diploma Examinations and supports the application of teachers who meet the criteria for marking.

NWT participation will be co-ordinated through the Senior Secondary Committee.



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### 8.2.1 Application Process

Teachers may apply to participate in the marking of diploma examinations (January and July) in Edmonton.

- Notification to apply to the marking sessions will be sent to the principals of all senior secondary schools in the NWT
- Qualifying teachers must:
  - hold a valid Professional Teaching Certificate
  - have taught the course at least two times and is currently teaching the course in the semester in which they apply. Example: A teacher applying for the January 2014 marking session taught the course in the 2009/2010 school year and is currently teaching the course in the first semester of the 2013/2014 school year. This teacher meets the qualifications to mark.
- Applications must be submitted to the Department of Education, Culture and Employment (ECE) **by the teachers**. The application form (Appendix E11) must be signed by both the principal and the superintendent. Applications should be emailed to [chair\\_seniorsecondary@gov.nt.ca](mailto:chair_seniorsecondary@gov.nt.ca).
- Principals and Superintendents are responsible for ensuring the eligibility of applicants.
- Applications for marking Grade 12 Diploma Examinations must be received by October 15th for the January marking session and March 15th for the July marking session.
- The selected teachers will be informed directly by ECE of their nomination to Alberta Education.
- Alberta Education makes the final selection from the NWT nominated teachers and contacts them directly of their acceptance or not, to participate in the diploma examination marking session. Accepted teachers are usually notified directly by Alberta Education 4-6 weeks after being nominated by the Department of Education, Culture and Employment. *Those not accepted are put on a 'stand-by waiting list' (they may or may not be contacted)*. Stand-by nominees may be contacted up to one week before the marking dates.
- Upon acceptance from Alberta Education the teacher arranges their travel through their DEC/DEA Finance/Comptroller and advises the chairperson of the Senior Secondary Committee of their acceptance via email to [chair\\_seniorsecondary@gov.nt.ca](mailto:chair_seniorsecondary@gov.nt.ca).



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- Upon return, each teacher is to file their expenses through their DEC/DEA Finance/Comptroller for reimbursement, with a copy of the letter from Alberta Education verifying the days of their participation. The DEC/DEA Finance/Comptroller then invoices ECE for expenses.

### 8.2.2 GNWT Department of Education, Culture & Employment Supports

Travel costs will be limited to one marking session (for any one course) per teacher per semester.

The Department supports this professional development by reimbursing the individual through their Divisional Education Councils/District Education Authorities (DEC/DEA) for the following:

- Economy air fare and taxi costs from airport to hotel and to marking centre (receipts required)
- Per diem rate for the actual marking days as per NWTTA Collective Agreement amounts.

### 8.2.3 Alberta Education Support

Alberta Education provides all the NWT teachers with an honorarium for their participation in the marking of diploma examinations for both January and July sessions. Teachers will also receive a letter from Alberta Education that states the number of days they marked examinations. **A copy of this letter must be submitted with the invoice for reimbursement of costs to the DEA/DEC.**

## 8.3 Teacher Awards and Professional Development

Contact the local receiving officer of the Northwest Territories Teachers Association (NWTTA) for specific information on educational conferences and conventions for the coming school year.

### 8.3.1 Educational Leadership Program

The Educational Leadership Program is a 2 phase program that is designed to help participants develop their leadership skills for use in a northern educational setting.





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Each phase consists of 65 hours of class time plus a practicum. The program is based on the NWT School Leadership Profile and is organized around key themes.

All school principals in Northwest Territories schools must complete this program to be eligible for Principal's Certification. The program is also open to all educators who are not currently school principals.

### For further information, contact

Department of Education

Education Operations and Development Division

Phone: 867-920-8990

NWTTA members who are GNWT employees are eligible to apply for Professional Improvement Funding to offset the cost of this program. Teachers employed by either the YCS or YK1 boards should check with their Superintendent for information about financial support for taking this program. For details about reimbursement, contact the Professional Development Coordinator with the Northwest Territories Teachers' Association (NWTTA) at [pd@nwtta.nt.ca](mailto:pd@nwtta.nt.ca).

### 8.3.2 Teachers Institute on Canadian Parliamentary Democracy

The Teachers Institute is a unique professional development opportunity for teachers of governance and citizenship education. Each November, the program brings together approximately 70 educators from across the country, for an intensive, informative, unforgettable week on Parliament Hill. The program is subsidized to reduce costs to those selected to participate.

Further details and application information is available at

<http://www.parl.gc.ca/About/Parliament/Education/TeachersInstitute/index.asp?Language=E>

### 8.3.3 Encounters with Canada

Encounters with Canada is a youth forum for Canadians aged 14 to 17 years, located in Ottawa, Ontario at the Terry Fox Canadian Youth Centre. Its mission is to bring together young Canadians from all provinces and territories to our nation's capital to discover - through innovative, experiential learning activities - our nation's diverse cultures, heritage, institutions, history and leaders, as well as to explore potential career options – all of which will help shape them into informed and engaged citizens and leaders of tomorrow.



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Teachers may also apply to be teacher-monitors for the program. For further information visit their website at <https://www.ewc-rdc.ca/en/home.html> or contact

### Encounters with Canada

1805 Gaspé Avenue  
Ottawa, ON K1K 0A4  
Toll free: 1-800-361-0419  
Telephone: 613-744-1290  
Fax: 613-744-1863

### 8.3.4 Tundra Science and Culture Camp

Tundra Science and Culture Camp is a summer outdoor environmental education program for high school students and teachers in the NWT. The program includes an orientation in Yellowknife and ten days at the Department of Environment and Natural Resources' Tundra Ecosystem Research Station (TERS) at Daring Lake. The Tundra Science Camp has been in operation since 1985.

The Tundra Ecosystem Research Station was established in 1994 by the Department of Environment and Natural Resources. The station is a multi-purpose facility whose primary goal is to facilitate long-term environmental research and monitoring in this region of low arctic tundra. TERS is located about 300 km north of Yellowknife on Daring Lake near the headwaters of the Coppermine River system on the central barrens.

A total of sixteen students are selected annually from high schools primarily in the North Slave, South Slave and Dehcho Regions. Three teachers from participating school boards are also given the opportunity to attend.

More information on the Tundra Science Camp is available at <http://www.enr.gov.nt.ca/programs/tundra-science-and-culture-camp>, including contact information.

## 8.4 Teacher and Principal Growth and Evaluation

The intent of these Directive is to ensure that all teachers and principals in NWT schools will encounter a similar experience with respect to evaluation and the promotion of professional growth.



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### 8.4.1 Directive on the Evaluation and Promotion of Professional Growth for Teachers

- Beginning teachers, and teachers new to the NWT, will be formally evaluated (twice) in each of their first two years of employment.
- Experienced teachers with two or more years of teaching in NWT schools will be evaluated on a 5 year cycle, or more frequently if the principal determines an evaluation is necessary.
- Each evaluation will involve the collection of information about a teacher's professional skills, knowledge and practice gathered by the evaluator over time and used to make judgments about a teacher's level of competency.
- Depending on the results of the evaluations/growth plan of new teachers, they may be deemed to have been teaching successfully or be in need of more support in order to be successful. Based on that, they may apply for a Professional TC at the end of their two years or have their Interim TC extended. The new application will reflect that better. This should not be considered as negative but instead part of normal professional growth. Teacher evaluations are not done consistently by principals and there is a need for educating the superintendents that sign the application for a Professional TC, often without having seen any evaluations done by their principals.

### 8.4.2 Directive on Principal Growth and Evaluation

- Principals new to their role will be formally evaluated in each of their first two years in their position.
- Experienced principals with two or more years of administrative experience will be evaluated on a 3 year cycle, or more frequently if the Superintendent determines an evaluation is necessary.
- Principals not involved in an evaluation process are to be working on a professional growth plan.

## 8.5 NWT Teacher Induction and Mentorship Program

The NWT Teacher Induction Program provides a variety of planned supports for new and beginning teachers in their first year of teaching in the NWT. A new teacher is one who has previous teaching experience but is in his/her first year in the NWT; a beginning teacher is one who is in his/her first year of the profession.



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Goals of the Induction Program are to:

- improve teacher performance
- retain teachers in the profession
- increase student achievement
- promote the personal and professional well-being of the new and beginning teachers
- transmit the culture of the system to the new and beginning teachers

This program is a formalized partnership between an experienced Northern teacher, the mentor, and a teacher new to the profession or new to the NWT, the protégé. The mentor, supported by the Department and the DEA/DEC is trained to guide and support the protégé during his/her first year of teaching in the NWT.

Benefits for the New Teacher include

- Access to the knowledge, experience, and support of a mentor teacher
- Accelerated success and effectiveness
- Increased personal and professional well-being
- Enhanced commitment to students, school, community and profession

For further information contact:

Department of Education

Education Operations and Development Division

Phone: 867-920-8990

### 8.6 Strengthening Teachers' Instructional Practice (STIP)

Education Renewal, as described in Section 1.2 is meant to address all aspects of education in the NWT. This renewal effort is premised on the understanding that student and teacher wellness need to underlie our efforts to improve student learning outcomes. Many of the Renewal initiatives, therefore, touch on some aspect of this wellness. Education Renewal is also grounded in research and data that are helping us to better understand how people learn best – whether those are students or teachers.

The Strengthening Teachers' Instructional Practice (STIP) pilot project rests on both of these foundations. Giving educators more time to accomplish their professional duties is, on many levels, an issue of wellness and sustainable workload. Learning new approaches to student learning also takes time, and needs to also be given time, to happen both individually and with colleagues.

The STIP pilot project is intended to address both of these issues by allowing schools to re-direct up to 100 instructional hours towards these two objectives.



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The pilot project is scheduled to begin in September, 2017, with evaluations and adjustments to take place in an ongoing and annual way over the life of the current collective agreement.