



## 402.15AP Non-certificated Trained Status

**ESTABLISHED:** 2013.06.19

**AMENDED:** 2023.12.20 (2015.10.21)

**REVIEWED:** 2025.05.07 (2023.12.20) (2015.10.05)

---

### CROSS REFERENCE:

- [402.15AP Exhibit 1 Support Staff Record of Professional Development](#)
- 

### PROCEDURES:

1. Where a non-certificated employee has completed a minimum level of post-secondary training in an area of study relevant to their current job description, they may make application for "trained" status for payroll purposes.
  - a. Administrative Assistant, Educational Assistant, or Library Commons Facilitator: one year
  - b. Facilities Assistant, Transportation Assistant: two years
2. Applications for "trained" status will be made in writing by the employee to the Assistant Superintendent of Human Resources and accompanied by supporting post-secondary transcripts, Support Staff Record of Professional Development, and relevant certificates of completion.
3. To qualify for "trained" status, an employee must demonstrate one of the following sets of criteria:
  - a. Successful completion of a minimum required post-secondary training in an area of study relevant to the employee's current job description. A full-year of post-secondary training will be defined as 30 course credits or 300 hours of instruction. Only post-secondary training determined to contribute to the employee's ability to perform their duties will qualify for "trained" status.

Or

  - b. Successful completion of a minimum of 300 hours of professional development relevant to the employees' current job description. Evidence of professional learning shall be provided using *Support Staff Record of Professional Development (Exhibit 1)* and accompanying certificates, where possible. Professional Development that cannot be validated through proof of a certificate shall be validated by the school principal or supervisor. In order to

qualify for trained status under this criteria, the employee must have a current evaluation demonstrating that they are consistently meeting all standards.

Or

- c. A combination of post-secondary course work and position relevant professional development that equates to the above requirements.
4. Upon reviewing the employee's application and supporting documentation, the Assistant Superintendent of Human Resources will make the determination of the employee's qualification for trained status.
5. Where approved, "trained" status will be applied for payroll purposes on the first day of the month following such approval, and no retroactivity will be applied.
6. Payment of wages for employees certified as "trained" will be consistent with the wage schedule within the Collective Agreement between the Employer and The Union.
7. Employees previously approved as trained will not have their status changed as a result of this procedure.