

## **BTPS PROCEDURE FOR GRADUATE TEACHERS FOR SUPERINTENDENT'S TEMPORARY TEACHING AUTHORITY**

To support you in becoming a substitute teacher in BTPS, please see below the steps required before receiving an employment letter:

1. Apply to get your [Alberta Teaching Certificate](#)

Temporary teaching authority

- a. Alberta applicants with an employment offer ahead of graduation are eligible for a 90-day temporary teaching authority.
  - b. Submit your Interim Professional Certification application, including all required documentation and fees, at least 8 weeks before the end of your degree program.
  - c. We will process your application for a pre-certification letter in approximately 20 business days.
  - d. Request an offer letter from your prospective employing school authority.
  - e. Take the pre-certification letter and the offer letter from your employer to the dean of your Education faculty and request an early clearance letter stating you have successfully completed your program and will be recommended for teacher certification.
  - f. With these 3 letters, you are authorized to teach for 90 days.
  - g. When the dean's recommendation list is received by Alberta Education, your Interim Professional Certification will be issued and mailed to you.
2. Apply to the Graduate Student Teachers Open Call job posting through Apply to Education (link available on our website [www.btps.ca](http://www.btps.ca) Careers). You can also apply to any teacher positions available.
3. Your application will be reviewed and forwarded to the Superintendent for approval.
4. Once approved you will receive an employment letter from the Superintendent.
5. Submit the BTPS employment letter and Registrar Pre-Certification letter to the Dean of the Faculty of Education requesting clearance (has completed all requirements for the B.Ed.).
6. Forward the Dean's letter of clearance to the superintendent at [hrteachers@btps.ca](mailto:hrteachers@btps.ca)
7. Approval to be on the sub list can be issued once the Dean's letter of clearance is received and the graduate student sub-application is completed.