



Education, Early
Learning and Culture

Application for a Substitute Only Educational Assistant Authorization

For Persons who have not completed an approved two year Human Services program.

Application Package and Guidelines

Send all documentation to:

Office of the Registrar
Certification and Standards Section
Department of Education, Early Learning & Culture
Holman Building, Suite 101
250 Water Street, Summerside
Prince Edward Island C1N 1B6

Tel:(902) 438-4130

Fax:(902) 438-4062

E-mail: registrar@edu.pe.ca

EMPLOYER CONTACT INFORMATION :

PUBLIC SCHOOLS BRANCH


P.O. Box 8600
Charlottetown, P.E.I.
C1A 8V7
(902)368-6990

LA COMMISSION SCOLAIRE DE LANGUE FRANÇAISE

P.O. Box 124, RR#1
Wellington Station, Î.-P.-É
COB 2E0
(902)854-2975

Effective Date: August 01, 2016

GUIDELINES FOR APPLYING FOR AUTHORIZATION TO WORK AS A SUBSTITUTE ONLY EDUCATIONAL ASSISTANT IN PRINCE EDWARD ISLAND

No person may work in the public K to 12 school system of Prince Edward Island as a substitute for an educational assistant unless they have first been authorized by the Office of the Registrar of the Certification and Standards Section of the PEI Department of Education, Early Learning and Culture. **This application form is intended for persons who have NOT completed an approved two year Human Services program but who wish to work substituting on a day-to-day basis for educational assistants in the public K to 12 education system. If you have completed an approved two year Human Services program and think that you may qualify for an Authorization as a Regular Educational Assistant, download the [Application Form for a Regular Educational Assistant](#).** 

A Substitute Only Educational Assistant Authorization is valid only for the school year in which it was issued. You must apply for an authorization for each school year in which you wish to be considered for substitute educational assistant work by an educational authority. Substitute educational assistants are defined under the *Education Act* as non-instructional substitutes who may be engaged by a school board on a day-to-day basis for the purpose of replacing a non-instructional employee who is temporarily absent for a defined period. The defined period is outlined in the collective agreement. Non-instructional substitutes are employed on a day-to-day basis without a written contract of employment. Under the Collective Agreement of CUPE local 3260, substitute employees may work up to and including fifteen consecutive working days.

Educational Requirement: Individuals applying for authorization to work as a Substitute Only Educational Assistant must apply based upon their educational credentials. The minimum educational credential is high school completion. To work as a substitute Educational Assistant in Prince Edward Island, you must demonstrate that you have completed high school or a high school equivalency , GED, program.

Documents Required: When applying for an Authorization as a Substitute Only Educational Assistant you must provide the Office of the Registrar with this completed application form and a \$25.00 evaluation and processing fee. Applicants must ensure that all documents contain identifying information such as your full name, date of birth and social insurance number. All applications for authorization to work as a substitute only educational assistant must include:

- Proof of identity such as a copy of your Birth Certificate
- Proof of eligibility to work in Canada such as a copy of your social insurance card or of your SIN confirmation letter.
- Proof of completion of high school such as a copy of your diploma or a copy of a transcript of your high school marks
- Transcripts must be mailed directly from the postsecondary institution to the Registrar
- A \$25.00 evaluation fee

Do not include a copy of your Criminal Background Check or of your Vulnerable Sector Screen. These are not required when applying for an authorization, however, they will be required by the school board employer.

Proof of Identity:

Alternatives to a copy of a birth certificate include a Canada or Foreign passport (must include middle names), a Certificate of Baptism or a Permanent Resident Card (front and back required), a Canadian Immigration Record and Visa Record of Landing (front and back required).

Proof of Change of Name (if applicable):

If your name was changed throughout your educational or work experience, please provide a copy of the legal document which supports this change of name such as a marriage certificate.

Proof of Eligibility to Work in Canada:

An authorization to work as an Educational Assistant will not be issued until proof of eligibility to work in Canada has been provided to the Office of the Registrar.

Translation Policy:

All documents must be received in English, French or the official language of the granting institution. Applicants may be required to provide official translations of documents not submitted in English or in French.

Language Proficiency:


Applicants must be able to communicate effectively in English or in French to work in Prince Edward Island schools. Applicants may be asked to provide results of a language proficiency test.

Working as Substitute Educational Assistant in Prince Edward Island:

An individual who has been authorized to work as a substitute only educational assistant and who does not hold a regular authorization, may only accept day-to-day replacement assignments. Educational assistant substitutes who do not hold regular authorization may not accept relief or contract positions or positions in excess of fifteen consecutive days. Persons authorized as a Substitute Only Educational Assistant refers to an employee who is employed by an employer school board to work on a day-to-day basis under the supervision of a certified teacher to assist in the implementation of individual education plans and/ or behaviour management plans of students with special educational needs. Substitute Only Educational Assistants must apply for an authorization each school year and pay the \$25.00 application fee.

Fee Policy:

The required evaluation fee of \$25.00 as well as the completed application form and required documentation must be received by the Office of the Registrar before an application will be reviewed for the purpose of authorization. The fee is non-refundable unless the application is withdrawn and in the event that no staff time has been invested in processing the application.

You may pay 1. by cheque or money order written to the *Minister of Finance* 2. by cash in person at the Reception Desk of the Department of Education, or 3) by credit card. To pay by credit card, go to the Over the Phone Payment Form 

Send the application form, the fee and all supporting documentation to: *Office of the Registrar, Certification and Standards Section, PEI Department of Education, Early Learning & Culture, Suite 101, Holman Building, 250 Water Street, Summerside, PEI C1N1B6*

The Application Process:

Once all required documents are received and an authorization is issued by the Registrar's Office, an authorization will be sent to the school board(s) which you have indicated on your application, and a copy will be mailed to you at your address indicated on your application form. Although authorization is handled by the Registrar's Office of the Department of Education, Early Learning & Culture, hiring and all employment matters are dealt with by the two employing authorities shown on the cover of this application package: the Public Schools Branch and the Commission scolaire de langue française. If you wish to seek employment within the schools, you will need to contact the appropriate school board and make application for employment.

IMPORTANT: Do not forward your application or supporting documents via Fax Machine to this Office. Do not enclose a Criminal Record Check with your application. We do not require a Criminal Record Check, however, you may be required to produce one for the school board.

Application for a Substitute ONLY Educational Assistant Authorization

REQUIRED DOCUMENTATION AND FEES (In this space, please indicate the documents you are enclosing with this application form, the documents which you have requested to be sent from the educational institution.)			
	Enclosed	Requested	Does not Apply
1. Proof of Identity such as a Copy of your Birth Certificate.			
2. Proof of Eligibility to accept employment in Canada such as a copy of your Social Insurance Card or of your SIN confirmation letter			
3. The \$25 fee for evaluation of credentials			
4. Proof of high school completion such as a copy of your high school diploma or a copy of your transcript of marks			
5. Transcript of marks from post-secondary institutions where you have completed coursework if applicable.			

IDENTIFICATION		
Name		
Address		
City, Town, Community	Province	Postal Code
Telephone	E-mail Address	
Date of Birth Day _____ Month _____ Year _____		Social Insurance Number
Other Name (If you were educated or previously certified in a name other than that used above please state the other name.)		
Previous Name:		Support Document Provided:

PLEASE INDICATE TO WHICH PEI SCHOOL BOARD(S) YOU WISH TO HAVE YOUR AUTHORIZATION SENT:		
<input type="checkbox"/> Public Schools Branch		<input type="checkbox"/> Commission scolaire de langue Française
PLEASE INDICATE THE SCHOOL YEAR FOR WHICH YOU ARE APPLYING:	PLEASE INDICATE IF YOU HAVE APPLIED IN PREVIOUS SCHOOL YEARS FOR AUTHORIZATION AS A SUBSTITUTE EDUCATIONAL ASSISTANT:	
20_____ to 20 _____	<input type="checkbox"/> First Time Applying	<input type="checkbox"/> Last applied in _____

EDUCATIONAL BACKGROUND

High School Education	
Name and Address Institution Where you Completed High School:	Date Completed High School:

Post Secondary Education (If Applicable):
Official transcripts must be sent to the Office of the Registrar directly from the training institution.

Name and Address of Post-Secondary Training Institution:		
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From Month _____ Year _____	To Month _____ Year _____	Degree/Diploma
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Name and Address of Post-Secondary Training Institution:		
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From Month _____ Year _____	To Day ____ Month _____ Year _____	Degree/Diploma
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WORK EXPERIENCE

Do you have any experience working with individuals with special educational needs?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes (if yes, describe below)

Experience with Special Educational Needs

1. Name and Address of Employer		
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Nature of Work		
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From Day ____ Month _____ Year _____	To Day ____ Month _____ Year _____	Total Hours Worked
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2. Name and Address of Employer		
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Nature of Work:		
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From Day ____ Month _____ Year _____	To Day ____ Month _____ Year _____	Total Hours Worked
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DECLARATION

I declare that this information is complete and accurate to the best of my knowledge. I authorize the Department of Education to verify the above information.	
Signature _____	Date _____

Personal information on this form is collected under sections 98 and 100 of the Education Act R.S.P.E.I. 1988, Cap. E-.02 and will be used for the purpose of verifying identity and educational credentials. If you have any questions about this collection of personal information, you may contact the Registrar's Office at 1-902-438-4130.



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