

CERTIFICATION OF STAFF

The Division is committed to ensure support staff are properly trained and educated in their profession to meet operational needs of schools and the diverse needs of our students. The Division is committed to supporting employees working towards their certification requirements to gain the skills and knowledge required of them to perform their job duties.

Procedures

1. Casual, temporary, and permanent staff (Educational Assistants, Administrative Assistants, Library Technicians, Facility and Transportation Trades) are encouraged to have the appropriate training within their job classification.
2. A Diploma or Certificate in an approved post-secondary program from a recognized institution will be accepted for certification purposes as identified in Article 4. Employees who are deemed certified will be recognized accordingly on the applicable salary grid.
3. The following programs are recognized for the purposes of certification recognition and enrollment:

3.1 Administrative Assistant

- Office Administration Certificate
- Equivalent program with equivalent courses from a recognized post-secondary institution

3.1.1 Employees who have completed the following program will be required to complete additional courses as identified in the grid in order to satisfy certification requirements:

- Bachelor Degree

Program	Microsoft Office Suite	Basic Accounting	Office Procedures
Bachelor's Degree / Diploma	✓	✓	✓

3.2 Library Technician

- Library and Information Technology Diploma
- Library Training Certificate
- Equivalent program with equivalent courses from a recognized post-secondary institution

3.2.1 Employees who have completed the following program will be required to complete additional courses as identified in the grid in order to satisfy certification requirements:

- Bachelor Degree

Program	Library Cataloging
Bachelor's Degree / Diploma	✓

3.3 Educational Assistant

- Bachelor of Education
- Education Assistant Certificate
- Early Childhood Education Level 3

3.3.1 Employees who have completed the following program will be required to complete additional courses as identified in the grid in order to satisfy certification requirements:

- Bachelor of Psychology
- Bachelor of Sociology
- Bachelor of Social Work
- Other Bachelor's Degree or Diploma approved by Director or designate
- Early Childhood Education Level 2
- Continuing Care Aid/Home Care/Special Care Aid
- Disability Support Worker/Youth Care Worker
- Licensed Practical Nurse

Program	Child and Adolescent Development	Guiding Behaviour	Studies of Exceptionality / Children with Special Needs A	Supporting Instruction / Learning Styles
Bachelor's Degree / Diploma		✓		✓
ECE Level 2		✓		✓
Continuing Care Aid/Home Care/Special Care Aid	✓		✓	✓
Disability Support Worker/Youth Care Worker				✓
Licensed Practical Nurse			✓	✓

3.4 Trades (Facilities & Transportation)

- Journey Person

3.5 Caretaker

- Fireman's Certificate

4. The Government of Canada website will be used to determine designated educational institutions upon hire.

4.1 Certification of internationally trained employees will be at the discretion of the Director or Designate.

5. It is the employees' responsibility to update the Director of Education or designate and submit proof of completion of certification.
6. Upon completion of appropriate training and verification by the Director or designate, an employee will be granted certified status on the first working day of the month following the submission of the completed certificate/diploma/degree and transcripts.
7. An employee may be granted a leave of absence (with or without pay) to write any educational exams pertaining to their certification program in accordance with the provisions in the applicable agreement/AP.
8. The Board will establish a bursary fund for the purpose of improving professional qualifications of permanent support staff. The amount of funds will be determined each budget year. Upon successful completion of their probationary period, an employee is eligible to apply for a bursary. Bursary applications must be made prior to registering for each course. To apply for a bursary, an application must be submitted by completing a bursary application in an employee's e-docs in Atrieve.

Updated: March 2018, May 2019, November 2019, January 2020, November 2021, March 2023, October 2023, November 2023, March 2025