



Previous Teaching Experience

Instructions:

This form is for employees requiring teacher certification as a condition of their employment and are seeking salary placement at the Calgary Board of Education (CBE), based on their previous teaching experience in another jurisdiction.

Employee Instructions:

- You are responsible to ensure this completed documentation is submitted to CBE for Salary Placement. **This document is time sensitive.**
- Section 1** – complete this section and forward the document to your prior school board for completion of all other sections.
- Check document has completed in full by your prior school board and submit document via email to cbeincoming@wcdconnect.com

Section 1: Employee Information		<i>To be completed by the employee</i>	
Legal First Name:		Legal Last Name:	
Maiden or Other Previous Last Name:			
Teaching Certificate Number:			

School District Instructions:

- Section 2** – Complete all required information.
- Section 3** – To be completed by Alberta School Boards in accordance with TEBA requirements.
- Section 4** - Verify the authenticity of the teaching experience by adding your school district stamp or seal to the bottom of the completed form.
- Return the completed form to the individual who submitted the request.

Section 2: Teaching Experience		<i>To be completed by the school district administration</i>		
List all teaching experience for the above named teacher that meets the following CBE criteria of previous teaching experience:				
<ul style="list-style-type: none">Experience gained while holding a valid Alberta Teaching Certificate, or recognized equivalent, and working in a position that requires a teaching certificate as a condition of employment (exclude experience obtained during vacation periods and leaves of absence without salary).Days employed as a day-to-day substitute teacher within the preceding five years.Days spent teaching for the Alberta Distance Learning Centre.				
I hereby certify that the above-named teacher taught for the period(s) noted below:				
School Board/District Number (Official Name of Jurisdiction):				
Address of Jurisdiction:				
Province / State / Country:				
From date:	To date:	Number of Days Under Contract	Number of Days Substitute Teaching	Full Time Equivalent (E.g., 1.0, 0.5)
		Actual Time Worked (Total in days):		

Section 3: Additional Information - Alberta School Boards		<i>To be completed by the school district administration</i>
I hereby certify that the above-named teacher taught for the period(s) noted below:		
School Board/District Number (Official Name of Jurisdiction):		
Address of Jurisdiction:		
Province / State / Country:		
Recognized Years of Experience: _____		
Uncredited Experience? (in days, in accordance with clause 3.4.4) _____		
Start Date of Contract: _____ <div style="text-align: center;">Day/Month/Year</div> End Date of Contract: _____ <div style="text-align: center;">Day/Month/Year</div>		
Section 4: School District Certification		<i>To be completed by the school district administration</i>
Declaration: I declare that the teaching experience for which the teacher is seeking recognition for salary purposes meets the following conditions:		
1. A valid teaching certificate issued by the Provincial Department of Education (or equivalent authority in the case of experience gained outside of Canada) was a requirement for employment		<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The teaching experience was gained at an institution in which the curriculum was accredited by the Provincial Department of Education (or equivalent government authority outside Canada)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Date (DD-MM-YYYY):		<i>*To verify authenticity, please affix official district stamp or seal here</i>
Authorized Official (Print Name):		
Position / Title:		
Authorizing Signature:		
Email/Phone:		

The Calgary Board of Education (CBE) collects the personal information requested on this form under the authority of section 4(c) of the Alberta *Protection of Privacy Act*. This information will be used for the management of personnel and for the delivery of Human Resources programs at the CBE. The personal information may be inputted into automated systems. If you have any questions about the collection and storage of personal information, please contact the Employee Contact Centre at 403-817-7333 and a representative will help you.