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## REQUEST FOR CONFIRMATION OF EMPLOYMENT FOR RENEWAL OF PROVISIONAL SASKATCHEWAN TEACHERS' CERTIFICATE

All substitute teachers in Prairie Spirit School Division must submit a valid Saskatchewan Teachers' Certificate prior to placement on our substitute list. ***Provisional Professional A*** certificates are issued by the Ministry of Education and are only valid for **one year** from the date of issue. It is the responsibility of the teacher holding the provisional certificate to request from an employing school board that confirmation of employment in a school division be submitted to the Ministry of Education on a yearly basis. Please ensure a valid copy of your certificate is on file at our office at all times; if we do not have a copy of your valid certificate on file your name will be removed from our substitute list without notice. Once your name has been removed from the list you will not be eligible to teach in our division until a copy of your renewed certificate is received in our office. To help ensure your certificate is renewed prior to expiry and you remain eligible to substitute throughout the year, please complete the following information in full and submit to our division office no less than 60 days prior to the expiry of your certificate. Completed forms should be sent to our Division Office in Warman, SK, by mail, fax, or email to: [humanresources@spiritsd.ca](mailto:humanresources@spiritsd.ca).

### 1. Personal Information:

Name: \_\_\_\_\_  
Surname Middle Name First Name

Address: \_\_\_\_\_ City/town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell/alternate: \_\_\_\_\_

Email address: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_  
Day/Month/Year

### 2. Saskatchewan Teachers' Certificate Information:

Certificate Number: \_\_\_\_\_ Type: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiry date: \_\_\_\_\_

I hereby request that Prairie Spirit School Division submit confirmation of my employment as a substitute teacher to the Saskatchewan Ministry of Education for renewal of my Teachers' Certificate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_