

**Subject:** Teaching Experience  
**Effective:** August 19, 1976  
**Revised:** June 1994; October 3, 2006

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**1.0 PURPOSE**

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This policy aims to clarify the determination of the amount of experience recognized for salary purposes for teachers.

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**2.0 APPLICATION**

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This policy applies to the process of determining teaching experience for salary purposes.

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**3.0 DEFINITIONS**

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None

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**4.0 LEGAL AUTHORITY**

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[Teacher Certification Regulation](#) under the [Education Act](#), section 32

Minister's Advisory Committee on Teacher Certification

32(1) The Minister shall establish an advisory committee on teacher certification to [...]

(c) make recommendations to the Minister for the appropriate placement of a teacher on the salary schedule which forms part of the collective agreement between the Board of Management and the New Brunswick Teachers' Federation by evaluating the teacher's teaching experience and related work experience both within and outside the Province.

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**5.0 GOALS / PRINCIPLES**

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The Department of Education recognizes the following as important to the evaluation of teaching experience:

- to provide direction to the Minister's Advisory Committee on Teacher Certification (MACTC) on the determination of the amount of experience recognized for salary purposes; and
- to ensure that the practices for the determination of the amount of experience recognized for salary purposes for teachers are fair and clear.

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**6.0 REQUIREMENTS / STANDARDS**

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- 6.1** For salary purposes, 12 months of related work experience constitutes one year of teaching experience.
- 6.2** In order to be recognized for salary purposes, related work experience must have been acquired during a minimum of four months with the same employer (*“same employer” may include a self-employed person*).
- 6.3** Teaching experience in a federally-funded school (such as a First Nations school) will be considered equivalent to teaching experience in a public school for the purposes of interpreting experience.
- 6.4** Teaching experience in a university will be considered related work experience using the formula: one 3-credit hour course (one semester or 15 weeks) = 15 days work experience.
- 6.5** Substitute teaching in independent or private schools is not recognized as experience for salary purposes.
- 6.6** Teaching experience (excluding substitute teaching) from a private school in Canada or an international school that is accredited by the jurisdiction’s educational authority and conforms to the public school curriculum of a Canadian or domestic governing jurisdiction may be granted as the equivalent of teaching experience in a public school for the purposes of interpreting experience.

In support of the application, the following documentation must be presented to the MACTC:

- application to have work experience recognized for salary purposes;
  - verification from employer(s) of work experience detailing type of work dates of employment and length of employment; and
  - verification from the educational authority that the school is accredited and conforms to the public school curriculum of the governing jurisdiction.
- 6.7** A teacher in specialty and/or technology areas, as identified by the superintendent, may be granted half of related experience for salary purposes up to a maximum of seven years with recommendation from the MACTC. Work experience required under section 6.1 of Policy 606 – [\*Interim Certificate 4 for Technology Teachers\*](#) is not eligible as experience for salary purposes.

In support of the application, the following documents must be presented to the MACTC:

- application to have work experience recognized for salary purposes;
- verification from employer(s) of work experience detailing type of work, dates of employment and length of employment; and
- a letter from the superintendent endorsing the awarding of recognized work experience beyond the authorized two years, including reasons.

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**7.0 GUIDELINES / RECOMMENDATIONS**

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None

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**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

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Not applicable

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**9.0 REFERENCES**

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[Collective Agreement between Board of Management and the New Brunswick Teachers' Federation](#)

Policy 606 – [Interim Certificate 4 for Technology Teachers](#)

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**10.0 CONTACTS FOR ADDITIONAL INFORMATION**

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Department of Education – Office of Teacher Certification  
(506) 453-2785

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