

**Subject:** Approval of non-credit courses for certification purposes  
**Effective:** July 4, 2005  
**Revised:**

**1.0 PURPOSE**

For certification purposes, the Minister may recognize specific coursework. This policy establishes a process for the approval of non-credit courses for certification purposes.

**2.0 APPLICATION**

The policy applies to the Department of Education, the Minister's Advisory Committee on Teacher Certification, and identified course providers.

**3.0 DEFINITIONS**

A **non-credit course** is one that is not recognized for university credit. For the purpose of this policy, a non-credit course is pre-approved by the Minister for use by Certificate 4 teachers towards their upgrading requirements for a Certificate 5.

**4.0 LEGAL AUTHORITY**

[Teacher Certification Regulation – Education Act](#)

Section 10 – Certificate 5

The Minister may issue a teacher's certificate 5

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(d) to the holder of a teacher's certificate 4 who completes a non-degree program with 36 credit hours, approved in advance, of which

(i) a maximum of 12 credit hours are university courses at the 1000 level or the equivalent in non-credit courses, and

(ii) a minimum of 18 credit hours are university courses at the 3000 level;

...

**5.0 GOALS / PRINCIPLES**

The Department of Education recognizes the importance of establishing a clear, transparent process for the approval of non-credit courses.

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## 6.0 REQUIREMENTS / STANDARDS

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### Certificate 5 requirements

- 6.1 To provide further interpretation of subsection 10(d) of the [Teacher Certification Regulation](#), teachers with a Certificate 4 who upgrade to a Certificate 5 through the completion of 36 credit hours must complete:
- a) a minimum of 18 credit hours of university courses at the 3000 level or above (non-credit courses may not be used toward this requirement);
  - b) no more than a total of 12 credit hours at the 1000 university level (non-credit courses assigned an equivalency at the 1000 level may be used toward this requirement); and
  - c) an additional six credit hours at the 2000 level or above (non-credit courses assigned an equivalency at the 2000 level or above may be used toward this requirement).

**Note: The maximum number of credit hours completed through non-credit courses is 12.**

### Approval of non-credit courses

- 6.2 Non-credit course proposals must undergo the review process outlined in this policy prior to the Minister considering approval of the course for certification purposes. The Department of Education may develop and offer non-credit courses which are exempted, at the Minister's discretion, from the review process.

### Course providers

- 6.3 The NBTA, AEFNB, universities and school districts are designated as eligible to propose non-credit courses for certification purposes.

### Review process

- 6.4 Proposed non-credit courses are evaluated based on criteria established by the Minister.
- 6.5 The course provider must submit a proposal regarding the non-credit course to the Department of Education, through the Office of Teacher Certification, at least 12 months prior to the proposed start date.
- 6.6 The Minister's Advisory Committee on Teacher Certification will evaluate the proposal and provide a recommendation to the Minister, through the Deputy Minister. The Minister's Advisory Committee may retain the services of an independent consultant to review the proposal.
- 6.7 The course provider will be notified of the decision of the Minister no later than three months ahead of the proposed start date.

**Conflict of interest provisions**

**6.8** No member of the Minister’s Advisory Committee on Teacher Certification will be allowed to participate in the review of a course submitted by the organization (as designated in section 6.5) they are representing.

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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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DECs may develop policies on the development of non-credit course proposals for consideration under this policy.

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**9.0 REFERENCES**

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None

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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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