

### Teacher Request: Review of Teaching Experience

Date \_\_\_\_\_ Employee Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

This is to certify that I, \_\_\_\_\_ have taught in the following School District (s):

- See School District Qualifications Document for areas recognized: [School District 61 Qualifications Document](#)
- See List of recognized subject areas on the next page

From (m/d/yyyy)	To (m/d/yyyy)	Grade(s)	Subject(s) and Level(s)	FTE	School and District

**Proof of experience must be provided** (formal evaluation or written verification of experience by administrator)

☐ To be forwarded by an Administrator \_\_\_\_\_  
(Provide details)

☐ Attached to email as a PDF

- Return this form and attachments to Human Resource Services by email: **teacherqualifications@sd61.bc.ca**

### For Human Resources Office Use Only:

☐ Educational Preparation request approved for: \_\_\_\_\_

☐ Educational Preparation request denied for: \_\_\_\_\_

Reviewed by: signature

Date

## The following is a list of recognized subject areas for qualifications

- Primary Generalist (K-3)
- Intermediate Generalist (4-5)
- Art
- Band
- Biology
- Business Education
- Chemistry
- Choral
- Computer Education
- Counselling
- Culinary Arts
- Dance
- Drafting
- Drama
- Earth Science
- English
- English Language Learners (ESL)
- French Immersion
- French as a Second Language
- Geography
- Hearing Impaired
- History
- Home Economics
- Indigenous Education (Aboriginal Education)
- Inclusive Education (Special Education)
- Library
- Mathematics (Calculus)
- Music
- Outdoor Education
- Physical Education
- Physics
- Science
- Social Studies
- Spanish
- Strings
- Technical Education
- Theatre
- Visually Impaired
- Wood Work

### Secondary Teachers (Experience teaching a single subject but does not have academic prep)

Secondary teachable areas are indicated on an employee's on-line dashboard as Junior (Grades 9-10) and/or Senior (Grades 11-12). Single subject qualifications are not recognized on the dashboard.

If a teacher does not have academic preparation in a general teachable area *but* has taught a single course for a complete cycle (beginning to end) in a contract, the district will recognize experience in only that specific subject. Depending on the level of the single subject taught and other supporting documentation, experience may or may not be given for other subjects in the subject area.

The above **does not** apply to specialty areas such as Counseling, ELL (ESL), Inclusive Education (Special Education), French Immersion, Indigenous Education, and Library. Academic preparation is mandatory.

There are some single subjects which may require specific certifications

There are BC Ministry of Education and Board Authorized courses that do not fit into just one category but may fit into many categories. When applying to these positions candidates must ensure that the most up-to-date academic and teaching preparation information are provided to enable Principals and Human Resource Services personnel the ability to make the best decisions when recommending candidates for positions.

*The Greater Victoria School District wishes to recognize and acknowledge the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.*