



Human Resource Services

Teacher Request: Review of Teaching Experience

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:

Experience request approved for: _____

Experience 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)
- Middle Generalist (5-8)
- Art
- Band
- Biology
- Business Education
- Chemistry
- Choral
- Computer Education
- Counselling
- Culinary Arts
- Dance
- Drafting
- Drama
- Earth Science (Environmental)
- English
- English Language Learners
- French Immersion
- French as a Second Language
- Geography
- Hearing Impaired
- History
- Home Economics
- Indigenous Education
- Inclusive 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. There are some single subjects which may require specific certifications.
- If a teacher does not have academic preparation in a general teachable area *but* has taught a single course for a complete ***instructional cycle** in a contract, the district may 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.
- An ***instructional cycle** is defined as independently planning, delivering, and assessing the curriculum for an entire course. This does not include courses or levels delivered primarily through pre-set on line, individualized, flexible, or self-paced programs in which the teacher's role is limited to monitoring or grading and does not involve full responsibility for planning, instruction, and assessment as would be done in a regular classroom or school setting.
- The above **does not** apply to specialty areas such as Counseling, ELL, Inclusive Education, French Immersion, Indigenous Education, and Library. Academic preparation is required.
- 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.