

# TEACHER CERTIFICATION, CLASSIFICATION & SALARY

## **\*\*\*TEACHER CERTIFICATION\*\*\***

If you do not hold a valid Saskatchewan teaching certificate please apply **immediately** upon receipt of your teaching contract. You may visit [www.sptrb.ca](http://www.sptrb.ca) for complete information on the certification process. You may also call 306.352.2230 for information or if you have any questions.

When registering with SPTRB, ensure you add NLSD #113 as your employer.

Please send HR confirmation from SPTRB that you have made application for a teaching certificate PRIOR to your start date.

## **CLASSIFICATION and SALARY PLACEMENT**

For classification purposes please submit the following information directly to the HR department:

- Copy of valid Saskatchewan Teaching certificate
- Official transcripts
- Letters from previous employers indicating number of teaching days for experience (Provincial Agreement Article 3.1)

\* Classification is determined as per the *Teacher Classification Guidelines*

**Proper salary placement cannot be determined until ALL of the above documentation has been received.**