



Education, Early
Learning and Culture

Application for

an Additional Designation in Inclusive Education to an Academic PEI Teacher's Certificate

Submit your completed application form and have supporting documentation sent to:

The Office of the Registrar
Department of Education, Early Learning and Culture
Holman Centre
250 Water Street, Suite 101
Summerside, Prince Edward Island C1N 1B6
Tel:(902) 438-4130
Fax:(902) 438-4062
registrar@edu.pe.ca

APPLICATION FOR AN EVALUATION OF ADDITIONAL COURSEWORK FOR AN ADDITIONAL DESIGNATION IN INCLUSIVE EDUCATION

Please read the following carefully before completing and submitting the application form.

As per Certification and Standards Policy 11-11, ***Assignment of an Additional Designation in Inclusive Education*** an additional designation in inclusive education may be assigned to the teacher's certificate of the holder of a valid Academic P.E.I. teacher's license who applies and who meets the academic and application requirements approved by the Minister. Please note that there is no additional salary increment related to this designation. This additional designation does, however, provide recognition of additional course work or an additional credential completed in the specialized area of inclusive education.

An Additional Designation in Inclusive Education may be assigned to the certificate of the holder of a valid Academic P.E.I. teacher's license to an applicant who provides proof to the Registrar of completion of ...

Option A: an approved academic credential which is beyond an Initial Pre-Service Teacher Education program and which is in the area of inclusive or special education such as a Masters Degree, a Post-Graduate Certificate or Diploma or an additional Bachelors Degree from a recognized university approved by the Registrar

OR

Option B: an approved *fifteen* (15) credit hours of study in topics related to inclusive education at a recognized university approved by the Registrar

- where *one* (1) three credit hour course must be a recognized course approved by the Registrar in Level "B" Assessment
- where *four* (4) additional three credit hour approve recognized courses approved by the Registrar that are from each of the four following areas pertinent to inclusive education:

Area 1: Nature and Characteristics of Exceptional Learners: Intellectual Disabilities; Emotional/Behavioral Disorders; Learning Disabilities; Giftedness; Autism Spectrum Disorder; Fetal Alcohol Spectrum Disorder; Attention Deficit and Hyperactivity Disorder

Area 2: Inclusive Practices for Students with: Mild, Moderate and/or Severe Intellectual Disabilities, Autism Spectrum Disorder, Behavioural Challenges, Learning Disabilities, Communication and Language Disabilities, Speech Language Disorders, Hearing Loss or Visual Impairments;

Area 3: Collaborative Practice: Planning for Students with Diverse Learning Needs, Teaching Strategies for Students with Disabilities;

Transition Planning for Students with Diverse Learning Needs;
Individual Educational Programming; Functional Behaviour
Assessment and Planning

Area 4: Additional Areas: Using Assistive Technology to Support Students with Intellectual and Physical Disabilities; Leadership in Special Education; Legal Issues in Special Education; Understanding Behavioural Pharmacological Interventions; Special Education for School Administrators.

How do I apply for an Additional Designation in Inclusive Education?

1. Applicants must apply by completing and submitting the application form and the evaluation fee of \$25 to the address shown here below.

**The Office of the Registrar
Certification and Standards Section
Department of Education, Early Learning and Culture
Holman Centre, Suite 101,
250 Water Street,
Summerside, PEI, C1N 1B6**

2. The required evaluation fee must be submitted with the application. The fee may be paid by cheque or by money order written to: **The Minister of Finance, Energy and Municipal Affairs**. An application will not be reviewed until the required fee has been received at the Office of the Registrar. The evaluation fee is non-refundable.

3. All applicants applying for an Additional Designation in Inclusive Education must provide official transcripts to support their application.

When does the designation become effective?

The Additional Designation in Inclusive Education shall be valid from the date when the Office of the Registrar receives all required documentation.

FOR ASSISTANCE:

☞ If you have questions about the Additional Designation in Inclusive Education, or if you require assistance in completing the application form, you may contact the Registrar at 438-4130.

☒ If you would like to inquire about the status of your application (to see if your application form has been received or to learn if your transcripts have arrived), please inquire via e-mail. Send an e-mail to: registrar@edu.pe.ca In the subject line of your e-mail write: **Status Update Requested**. In the body of the e-mail state your name and the type of application that you are inquiring about.

For more information on Certification and Standards Board Policy 11-11 Assignment of Additional Designation in Inclusive Education go to:
<http://www.gov.pe.ca/forms/pdf/2056.pdf>

APPLICATION FOR ADDITIONAL DESIGNATION IN INCLUSIVE EDUCATION

After carefully reading the criteria of the Additional Designation in Inclusive Education, please complete the application form and send it with a \$25.00 evaluation fee in the form of a cheque or money order written out to the : *The Minister of Finance, Energy and Municipal Affairs*. Send everything to the: *Office of the Registrar, Certification and Standards Section, PEI Department of Education and Early Childhood Development, Holman Centre, Suite 101, 250 Water Street, Summerside, , PEI C1A 7N8* . Transcripts from universities should be sent to this address as well.

1. REQUIRED DOCUMENTATION AND FEES

Check list of required documents to submit as part of the application process.

	Enclosed	Requested
<input type="checkbox"/> Completed application form		
<input type="checkbox"/> Evaluation Fee		
<input type="checkbox"/> Official Transcript		
<input type="checkbox"/> Copy of Degree or Diploma if applicable (ie. Option A)		

2. IDENTIFICATION AND CONTACT INFORMATION

In order to match the supporting transcripts with your file, it is important that applicants provide accurate and up-to-date identifying information. Please complete the following.

First Name:	Middle Name (s):	Surname:
Previous Name(s):	Date of Birth:	Social Insurance Number:
Mailing Address:		
Telephone Number (Home):	Telephone Number (Work):	
Work Address:		
E-Mail Address:		
PEI Teacher's Certificate Level:	PEI Teacher's Certificate Number (if known):	

3. INCLUSIVE EDUCATION DESIGNATION

Please indicate by checking the option under which you are applying; Option A or Option B. Provide details for the option selected.

Option A: Completion of a Masters Degree, a Post-Graduate Certificate or Diploma or an additional Bachelors Degree in Inclusive or Special Education

Name of Credential Completed:

Name and Address of the University Where Completed:

To obtain recognition based upon Option A, you must provide a copy of your degree, diploma and certificate and an official transcript.

Option B: Completion of 15 credit hours (5 credit hour courses) in Inclusive or Special Education in four areas.

Course	Name & Number of Course	University where completed
Level B Assessment		
Area 1		
Area 2		
Area 3		
Area 4		

To obtain recognition based upon Option B, you must provide a copy of an official transcript of marks for each course listed above.

4. INDICATE WHERE YOU WOULD LIKE YOUR UPDATED INFORMATION SENT:

Public Schools Branch

Commission scolaire de langue française

Other

Other

RESET FORM

DECLARATION

I declare that this information is complete and accurate to the best of my knowledge. I authorize the Department of Education and Early Childhood Development to verify the above information.

Signature:

Date:

FOR OFFICE USE ONLY

Registrar's Signature:

Issue Date: (based upon date of receipt of all required documentation)

Personal information on this form is collected under section 7 and 11 of the School Act R.S.P.E.I. 1988, Cap. S-2.1 and will be used for the purpose of verifying identity, academic and professional credentials and salary placement purposes. If you have any questions about this collection of personal information, you may contact the Office of the Registrar, Suite 101, Holman Centre, 250 Water Street, Summerside, PE, C1N 1B6.



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