



Policy Manual – Human Resources

H.T.04 Teachers – Initial Requirement for New Personnel and Certification

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

POLICY STATEMENT

It is a requirement of the Board that every member of the permanent, temporary or probationary teaching staff have a signed contractual letter with the Board.

Purpose

Certification

It is the responsibility of each teacher to ensure that he/she holds valid Ontario qualifications. It is also the responsibility of each teacher to initiate the procedure, which will bring about a change in the teaching certificate for which he/she qualifies.

Each teacher new to staff and each teacher who has received an interim certificate or certificate of qualification or a higher level of certification is requested to send a copy of his/her certificate as soon as possible to the Superintendent of Human Resources.

Responsibility

Superintendent of Human Resources

Policy Review Date:

BM Original Policy Approved 28 June 1994.

Revisions: 05 November 1996, 01 June 2009, 06 May 2014, 27 August 2019, 10 March 2023

To be reviewed every three years