

M 163

PROVINCE OF BRITISH COLUMBIA  
ORDER OF THE MINISTER OF EDUCATION

I, Shirley Bond, Minister of Education, hereby enact the attached  
Independent School Teacher Certification Committee Appointment Order.

July 5, 2006  
Date

Shirley Bond  
Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Independent School Act, section 5

Other (specify): \_\_\_\_\_

**Independent School Teacher Certification Committee  
Appointment Order**

1. The appointments of Heather Main, Dwight Moodie and Neil Steinke as members to the Independent School Teacher Certification Committee are rescinded as of July 31, 2006.
2. The following persons are appointed as members to the Independent School Teacher Certification Committee as of July 31, 2006 for the term set out in the table:

Item	Name	Term of Appointment	Appointment pursuant to
1.	Terry Kooy	to July 31, 2011	section 5(b)
2.	Cathy Lowenstein	to July 31, 2011	section 5(b)
3.	David North	to July 31, 2011	section 5(b)
4.	Lloyd Robinson	to July 31, 2011	section 5(b)

3. For official duties, each person appointed under section 2 shall receive an honorarium per day as determined by the Minister and be reimbursed for travel expenses at a rate equivalent to Group II rates in accordance with chapter 10 of the Core Policy Manual of the Government of British Columbia.

PROVINCE OF BRITISH COLUMBIA  
ORDER OF THE MINISTER OF EDUCATION

M 241

I, George Abbott, Minister of Education, hereby enact the following Independent School Teacher Certification Committee Appointment Order, as set out in the attached Schedule.

September 1/11  
Date

George Abbott  
Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Independent School Act, section 5

Other (specify): \_\_\_\_\_

## SCHEDULE

### Independent School Teacher Certification Committee Appointment Order

1. Jerry Kooy is reappointed as a member to the Independent School Teacher Certification Committee for a term ending on August 31, 2013 pursuant to section 5(1)(b) of the *Independent School Act*.
2. Cathy Lowenstein is reappointed as a member to the Independent School Teacher Certification Committee for a term ending on August 31, 2013 pursuant to section 5(1)(b) of the *Independent School Act*.
3. David S. North is reappointed as a member to the Independent School Teacher Certification Committee for a term ending on August 31, 2013 pursuant to section 5(1)(b) of the *Independent School Act*.
4. Lloyd Robinson is reappointed as a member to the Independent School Teacher Certification Committee for a term ending on August 31, 2013 pursuant to section 5(1)(b) of the *Independent School Act*.
5. For official duties:
  - a. the appointees shall be reimbursed for travel expenses at a rate equivalent to Group II rates in accordance with chapter 10 of the Core Policy Manual of the Government of British Columbia; and
  - b. provided that the appointee is paid by the employer, remuneration may be paid directly to the institution/association employing the appointee for the actual costs of substitution for the appointee.

## APPENDIX 1 - Travel Allowances

Note: This Appendix provides key reimbursement amounts. Further information is available at the website of the Ministry of Labour and Citizens' Services Government Travel Resource Centre.

### 1. Meal/Per Diem Allowances

- (1) Meal/per diem reimbursement when traveling on the Employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

Effective March 29, 2009									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
I	47.00	N/A	11.50	13.25	22.25	24.75	35.50	33.75	N/A
II	49.00	N/A	22.00	22.00	28.50	30.00	36.50	36.50	14.00
III	51.50	25.75	22.75	22.75	30.50	33.25	41.00	41.00	12.25

- (2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.
- (3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- (4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- (5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).
- (6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

Group I and Group II	Group III
at the meal rate(s) specified in 1(1) for Group I, above	for all actual meal expenses incurred

### 2. Private Vehicle Allowance

- (1) Where a private vehicle is used on the Employer's business, reimbursement shall be:

Effective March 29, 2009      \$0.50 per km

- (2) The distance allowance does not apply when using leased, rental or government vehicles.
- (3) Actual transportation toll charges may also be claimed.

### 3. Acceptable Parking Charges

When a private, Government, or leased/rental vehicle is used for the Employer's business, receipted parking charges will be reimbursed.

### 4. Vehicle Damage Reimbursement

- (1) Where an employee/appointee's private vehicle is damaged while in use on the Employer's business as specified above, the Employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$600 per occurrence, for:

- a) damage caused to the vehicle by wards or clients of the Province; and/or
  - b) damage caused to the vehicle by vandalism that results from employment; and/or
  - c) damage as a result of an accident while on the Employer's business.
- (2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.
- (3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

#### 5. Commercial Transportation Charges

- (1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.
- (2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the Employer and the employee/appointee requests to use his/her private motor vehicle instead and the Employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/appointee taken the designated commercial transportation.
- (3) Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

#### 6. Accommodation Charges

- (1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.
- (2) Where private lodging is used in lieu of commercial accommodation, reimbursement of \$30 maximum per day may be claimed.

#### 7. Miscellaneous Out-of-Pocket Expenses

Reimbursement will be made for the following out-of-pocket expenses incurred while on travel status:

	Group I	Group II & Group III
1) Telephone Calls	Where overnight accommodation is required, upon production of receipts, one five minute telephone call to the employee's home in British Columbia may be claimed for each night away.	Included in per diem
2) Portage	\$0.50 maximum upon arrival at commercial accommodation and \$0.50 maximum upon departure.	Included in per diem
3) Dry Cleaning/ Laundry	Dry cleaning/laundry services may be claimed every seven consecutive days away from headquarters or geographic location.	Included in per diem

## INDEPENDENT SCHOOL TEACHER CERTIFICATION CHANGES

January 1, 2008		On or After April 1, 2008	
<b>The Unrestricted Certificate is renamed Professional Certificate.</b> <b>Note:</b> No changes to certification criteria.		<b>Changes to Professional Certificate (PC) criteria for new applicants.</b>	
Certificate	Criteria	Professional Certificate (PC)	
<b>Professional Certificate (PC)</b>  Previously Unrestricted Certificate (UR)	4 year undergraduate degree (120 semester credits) from a recognized college or university of which 30 credits are completed in recognized teacher training	<ol style="list-style-type: none"> <li>A minimum of four years of post secondary education inclusive of an acceptable degree</li> <li>An acceptable professional teacher education program consisting of               <ol style="list-style-type: none"> <li>48 credits pedagogy course work including content relating to teaching students with special needs and an acceptable practicum or equivalent.</li> <li>Certification or evidence of eligibility for certification</li> <li>An understanding of the context of teaching in Canadian schools <i>SFL Course → In House Course ←</i></li> <li>6 credits of English and/or French literature and composition or <u>equivalent</u></li> <li>A minimum of 24 credits of academic coursework:                   <ol style="list-style-type: none"> <li>Elementary Teacher – broad course selection including credits in Canadian Studies (3), Mathematics (3) and Science (3) or equivalent.</li> <li>Secondary Teacher – 24 credits in one teachable subject area, as listed on the Ministry of Education, Independent Schools, website.</li> </ol> </li> </ol> </li> </ol>	
<b>Systems Restricted (SYR)</b>	4 year post-secondary education (120 semester credits) including credential (30 semester credits or the equivalent) in recognized alternative teacher training (i.e., Waldorf, Montessori)		
<b>Subject Restricted (SR)</b>	4 year undergraduate degree (120 semester credits), restricted to teachable subject area (with 18 upper level or 30 semester credits overall in a teachable subject area)		
<b>School and Subject Restricted (SSR 1 and 2)</b>  (Not applicable to English/Language Arts, Social Studies, Mathematics, and Sciences)  (Grade restrictions may apply)	<b>SSR 1: (Grades K-9 only)</b> <ol style="list-style-type: none"> <li>Post-secondary training relevant to teachable subject area</li> <li>Authority endorsement</li> <li>Community recognized expertise</li> </ol> <b>SSR2: (Grades K-12)</b> <ol style="list-style-type: none"> <li>Post-secondary credential (certificate, diploma, etc.) relevant to teachable subject area.</li> <li>Authority Endorsement</li> <li>Community recognized expertise</li> </ol>		
<b>Notes:</b> <ol style="list-style-type: none"> <li>All other independent school certification criteria will remain unchanged, except for the English Language Proficiency. Starting January 1, 2008, those applicants who need to establish proficiency in the English language for any independent school teaching certificate will need to submit one of the two following tests:           <ol style="list-style-type: none"> <li>TOEFL-IBT with total score of 98 and minimum subtest scores of 23 on Reading and Listening, 27 on Speaking, and 25 on Writing.</li> <li>Academic version of the International English Language Testing System (IELTS) with an overall band score of 6.5 and with no band below 6 and a minimum of 7 on the Speaking and Writing bands.</li> </ol> </li> <li>The 12 maximum credits for years of teaching experience (that could be applied to the 30 credits of teacher training) will no longer be granted after Jan 1, 2008.</li> </ol>			

**INDEPENDENT SCHOOLS TEACHER CERTIFICATE COMMITTEE  
DRAFT MINUTES**

**December 3, 2010**

**Office of the Inspector of Independent Schools, Victoria BC  
Via Teleconference  
9:30am – 12:00pm**

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*Attendees:* Terry Kooy (Chair), Cathy Lowenstein, David North, Lloyd Robinson, Stephan Grasmuck, Jane Hicks

*Ministry:* Theo VandeWeg, Deputy Assistant Inspector, Leslie Chiu, Coordinator

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1. Chair called the meeting to order.
2. Theo VandeWeg, Assistant Deputy Inspector, welcomed the Independent School Teacher Certification Committee (ISTCC) members.
3. Motion carried: to approve the draft minutes of the ISTCC meeting of December 3, 2010 (DN/JH)
4. Leslie Chiu, Coordinator informed the ISTCC that all applications approved pending satisfactory completion of application at the September 28, 2010 meeting are all complete and certificates have been issued.
5. Motion carried: To approve the following School and Subject Restricted Certificate applications as described:

**Bal, Rajwinder Kaur** – approved for SSR2 to teach Punjabi and Religious Music K-12 at Sikh Academy (SG/CL)

**Brendon, Arthur Dennis** – approved for SSR2 to teach Studio Art K-12 at Dwight International School (LR/JH)

**England, David Leroy** – approved for SSR2 to teach Religious Studies K-12 at White Rock Christian Academy (DN/CL)

**Falla, Julia Esther** – approved for SSR2 to teach French and Spanish K-12 at Avalon Adventist Junior Academy (JH/CL) (note: LR recused from discussion)

**Falla, Julia Esther** – approved for SSR2 to teach French and Spanish K-12 at West Coast Adventist (DL) School (CL/SG) (note: LR recused from discussion)

**Kaur, Satwinder** – approved for SSR2 to teach Punjabi K-12 at Sikh Academy (LR/JH)

**Kaur, Surinder** – approved for SSR1 to teach Punjabi and Religion K-9 at Khalsa School (Surrey) pending satisfactory completion of application (DN/SG)



**Klassen, Corey DuWayne** – approved for SSR1 to teach Bible K-9 at Comox Valley Christian School pending receipt of proof of relevant post-secondary training in the subject area (JH/DN)

**Lindsay, Kimberly Dawn** – approved for SSR2 to teach Concert Band K-12 at Centennial Christian School (SG/DN)

S22 - denied for SSR2 to teach S22  
S22 due to lack of relevant post-secondary  
training/credential (DN/SG)

**Ziegenhagel, Adam Christopher Ryan** – approved for SSR1 to teach Religious Studies K-9 at Comox Valley Christian School

6. Items for Discussion:

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**Next Meetings:** 9:30 – 11:00am, May 6, 2011, Southridge School, Surrey

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**INDEPENDENT SCHOOLS TEACHER CERTIFICATE COMMITTEE  
DRAFT MINUTES**

**May 6, 2011**

**Southridge School, Surrey**

**9:30am – 1:30pm**

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*Attendees:* Terry Kooy (Chair), Cathy Lowenstein, David North, Lloyd Robinson, Stephan Grasmuck, Jane Hicks

*Ministry:* Theo VandeWeg, Deputy Assistant Inspector, Leslie Chiu, Coordinator

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1. Chair called the meeting to order.
2. Theo VandeWeg, Assistant Deputy Inspector, welcomed the Independent School Teacher Certification Committee (ISTCC) members. Leslie Chiu and Jane Hicks joined the meeting via Skype.
3. Motion carried: to approve the draft minutes of the ISTCC meeting of December 3, 2010 (DN/SG)
4. Leslie Chiu, Coordinator informed the ISTCC that all applications approved pending satisfactory completion of application at the September 28, 2010 meeting are all complete and certificates have been issued.
5. Motion carried: To approve the following School and Subject Restricted Certificate applications as described:

**Al-Marsomy, Sarah Naif** – approved for SSR1 to teach Quran and Islamic Studies K-9 at Az-Zahraa Islamic Academy (DN/LR)

**Brar, Taranjit Kaur** – approved for SSR2 to teach Punjabi and Religion K-12 at Khalsa School (Surrey) pending satisfactory completion of application (SG/CL)

**Brewer, Gary Robert** – approved for SSR1 to teach Information Technology K-9 at Maria Montessori School pending satisfactory completion of application (LR/DN)

**DeJong, Michael Anthony** – approved for SSR2 to teach Religious Studies K-12 at Nanaimo Christian School (SG/DN)

**Doyle, Sarah Danielle** – approved for SSR2 to teach Art K-12 at Christian Life School pending satisfactory completion of application (LR/CL)

**Durden, Eleazar Jonathan (Rabbi)** – approved for SSR1 to teach Judaic Studies and Hebrew Studies K-9 at Vancouver Hebrew Academy pending receipt of valid Canadian work permit which will allow him to be employed as a teacher (DN/SG)

**Fawcett, Katherine Leslie** – approved for SSR1 to teach Music K-9 at Whistler Waldorf School. Denied for SSR2 due to lack of post-secondary education (SG/DN)

**Hughes, Vivian Yvonne Mary** – approved for SSR1 to teach Drama K-9 at Vedanta Educational Academy. Denied for SSR2 due to lack of post-secondary education (LR/SG)

**Kaur, Harjeet** – approved for SSR1 to teach Punjabi and Religion K-9 at Khalsa School (Surrey) (SG/LR)

**Luckham, Simone Barbara** – approved for SSR2 to teach Art K-12 at Island Oak High School (DN/SG)

**Mernick, Melanie Frances** – approved for SSR2 to teach Judaic Studies and Hebrew K-12 at Pacific Torah Institute (CL/LR)

**Rodriguez de Penaranda, Miguel** – approved for SSR2 to teach Spanish K-12 at SelfDesign Learning Community (DL) School (DN/CL)

**Stacey, Janice Annette** – approved for SSR2 to teach Special Education K-12 at SelfDesign Learning Community (DL) School pending satisfactory completion of application (LR/JH)

S22 – application was not reviewed due to lack of documentation  
(SG/DN)

S22 - appeal denied for SSR2 to teach S22  
S22 due to lack of relevant education S22  
S22 (DN/LR)

6. Items for Discussion:

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- Stare Photography

- TVW informed the ISTCC that a potential applicant is interested in completing the online photography course and enquired whether it would be sufficient for SSR certification; whether this course is sufficient or equivalent of post-secondary education/credential
- ISTCC discussed the current criteria for SSR certification and the future of similar online courses
- ISTCC agreed that this type of course would be not be specifically post-secondary and very limited in scope. There is no guarantee applicant would be approved by ISTCC. A more comprehensive program offered by a post-secondary institution would be a more desirable preparation. The Committee further discussed the pros/cons of SSR certificate preparation through online training only. The discussion was deferred to the Committee in September 2011.

**Next Meetings:** September 16, 2011

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**INDEPENDENT SCHOOLS TEACHER CERTIFICATE COMMITTEE  
DRAFT MINUTES**

**September 16, 2011**

**Lions Gate Christian Academy, North Vancouver**

**9:00am – 3:00pm**

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*Attendees:* Terry Kooy (Chair), Cathy Lowenstein, David North, Jane Hicks

*Ministry:* Theo VandeWeg, Inspector, Leslie Chiu, Coordinator

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1. Chair called the meeting to order.
2. Theo VandeWeg, Inspector, welcomed the Independent School Teacher Certification Committee (ISTCC) members and informed them that S22 has left government as of September 15, 2011. Leslie Chiu joined the meeting via telephone.
3. TVW distributed contracts and the Indemnity Forms for signing.
4. Motion carried: to approve the draft minutes of the ISTCC meeting of May 6, 2011 (DN/CL)
5. Leslie Chiu, Coordinator informed the ISTCC that 3 applications approved pending satisfactory completion of application at the May 6, 2011 meeting are outstanding. The Teacher Certification Clerk is following up with the applicants regarding the missing documents required to issue the certificates.
6. Motion carried: To approve the following School and Subject Restricted Certificate applications as described:

**Bieler, Margaret Joanne Alison** – approved for SSR1 to teach Handwork K-9 at Nelson Waldorf School pending satisfactory completion of application (DN/CL)

**Catalano, Christopher Erling** – approved for SSR2 to teach Music K-12 at St. John's International School (JH/DN)

**Chen, Lo-Yin (Louise)** – approved for SSR2 to teach Mandarin K-12 at Mulgrave School (JH/CL)

**Cochrane, Patrick Robert** – approved for SSR2 to teach Computer Aided Drafting K-12 at Kamloops Christian School pending satisfactory completion of application (DN/CL)

**Durand, Marianne Nathalie** – approved for SSR1 to teach French K-9 at Sunrise Waldorf School pending satisfactory completion of application (DN/JH)

**Feigelstock, Rywka** – approved for SSR2 to teach Hebrew K-12 at King David High School (DN/JH)

**Foucher, Celine Marie Francoise** – approved for SSR1 to teach French K-9 at York House School (CL/JH)

**Funk, Sherri Lynn** – approved for SSR1 to teach Music K-9 at Heritage Christian School (DN/CL)

**Gaglardi, Scott David** – approved for SSR2 to teach Biblical Studies K-12 at Comox Valley Christian (JH/CL)

**Graham, Carmen Holly** – approved for SSR2 to teach Physical Education K-12 at Pacific Torah Institute (DN/JH)

**Guerra de Cacace, Marcela Beatriz** – approved for SSR1 to teach Spanish K-9 at Summerland Montessori School (JH/CL)

**Hartling, Kimberly Elaine** – approved for SSR1 to teach Outdoor & Earth Education K-9 at Kimberley Independent School (DN/CL)

**Heinzig, Lona Elaine** – approved for SSR2 to teach Introduction to Healthcare Careers K-12 at Anchor Academy (DL) (DN/CL)

**Hoytema, Wendy Anita** – approved for SSR2 to teach Fine Arts K-12 at Regent Christian Online Academy (DL) (JH/DL)

**Hunt, Gaius Mark** – approved for SSR2 to teach Worship Leadership & Theatre Production K-12 at Regent Christian Academy (JH/CL)

**Kaldestad, Erin Jessie-Elizabeth** – approved for SSR1 to teach French and Spanish K-9 at Kimberley Independent School (JH/CL)

**Kipfer, Nicole Francine** – approved for SSR2 to teach Special Education and German K-12 at Maranatha Christian School (CL/JH)

**Kohli, Harchanran Singh** – approved for SSR1 to teach Kirtan and Religious Studies K-9 at Khalsa School (Surrey) pending satisfactory completion of application (JH/DN)

**Lewis, David Edward** – approved for SSR2 to teach Christian Principals K-12 at Cedars Christian School pending satisfactory completion of application (DN/JH)

**Mannes, Corinne Dee** – approved for SSR1 to teach Bible K-9 at Cascade Christian School (CL/DN)

**Maree, Brenda Ann (Bambie)** – approved for SSR1 to teach Music K-9 at Maria Montessori Academy (DN/JH)

S22 – denied for SSR2 to teach S22  
S22 due to lack of relevant post-secondary credentials (DN/JH)

**Mayson, Marla Frances** – approved for SSR1 to teach Choral Music K-9 at Southpointe Academy (JH/CL)

**Netzer, Ernest Eric** – approved for SSR1 to teach Physical Education K-9 at Haahuupayak School (DN/JH)

**Quci, Majida** – approved for SSR1 to teach Arabic and Islamic Studies K-9 at Iqra School (JH/CL)

**Rasmuson, Trina Lee** – approved for SSR1 to teach Dance K-9 at Kimberley Independent School (DN/CL)

**Ross, Evelyn Frances** – approved for SSR1 to teach Nuuchahnulth Language & Culture K-9 at Haahuupayak School pending satisfactory completion of application (JH/CL)

**Semich, Olena** – approved for SSR1 to teach French K-9 at North Star Montessori Elementary School (CL/DN)

**Singh, Arshbir** – approved for SSR1 to teach Punjabi & Religious Studies K-9 at Khalsa School (Surrey) pending satisfactory completion of application (JH/CL)

**Sirois, Angela Raschelle** – approved for SSR1 to teach Music K-9 at North Vancouver Christian Academy (DN/CL)

**Tomin, Laurie Anne** – approved for SSR2 to teach Drama K-12 at Island Oak High School (DN/CL)

**Yang, Eun Young (Ellen)** – approved for SSR2 to teach Art K-12 at PALS Autism School (JH/CL)

**Harrison, Donald George** – approved for SSR2 to teach Missions and Kingdom of God Theology K-12 by TVW. ISTCC confirmed decision (DN/JH)

**Hughes, Vivian Yvonne Mary** – appeal for SSR2 to teach Drama K-12 at Vedanta Educational Academy approved (JH/DN)

7. ISTCC and Theo Vandeweg recognized and thanked Susan Mackenzie, Teacher Certification Clerk and Leslie Chiu, Teacher Certification Co-ordinator for their hard work in organizing the applications and documentation in preparation for the ISTCC meeting.
8. Items for Discussion:
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S15

- Stare Photography

**DL Discussion  
ISTC Committee  
Sept. 16, 2011**

- What is the role of this committee with respect to DL certification?
- How will this committee assess DL teacher training and is there specific training needed in DL to receive a certification for a DL school?
- Does it matter how students/teachers learn?
- What about the validity of DL credentials?
- Credentials speak to standards and parent/community confidence.
- Is there a point when we say credentials and their evaluations need to change?
- What *criteria* are needed for effective DL teaching?
- Is it appropriate or risky to require different criteria for teacher training for DL and Brick and Mortar schools?
- Administration's job is best placement – best "seat on the bus" – not the ISTCC.
- If no dichotomy between the delivery systems, then are we asking for the best credentials for both? Some schools are providing both delivery methods concurrently.
- Is the history of this committee built on a need to address requests outside of the "box"? Is DL and teacher training another evolution of our profession?
- This committee was developed when BCCT formed.
- Many schools already offer online options within the school, i.e. alternate delivery method for Planning 10.
- Can a teacher be certified for a Brick and Mortar school from a completely online teaching diploma? Practicum?

**In summary, we need to:**

- Keep conversation going – shape thinking as trends develop.
- This committee does not have to be frontrunners, but rather look toward the developing philosophy of BCCT with respect to DL teacher training.
- Keep open mind. Keep "*independent-ness*" in focus.

**Next Meetings:** December 9, 2011 at Independent Schools Office, Victoria BC

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**INDEPENDENT SCHOOLS TEACHER CERTIFICATE COMMITTEE  
DRAFT MINUTES**

**October 25, 2011**

**Teleconference**

**11:30am – 12:30pm**

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*Attendees:* Terry Kooy (Chair), Cathy Lowenstein, David North, Jane Hicks, Lloyd Robinson

*Ministry:* Theo VandeWeg, Inspector, Leslie Chiu, Coordinator

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1. Chair called the meeting to order.
2. Theo VandeWeg, Inspector, thanked the ISTCC for being available for the teleconference and explained the reason for the call. S15

S15

3. TVW excused himself from the discussion.
- 4.

S15

5. Chair to draft letter to the Inspector to inform him of the ISTCC's decision.

**Next Meetings:** December 9, 2011 at Independent Schools Office, Victoria BC

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## ISTCSC Teleconference Minutes – January 9, 2012

### Committee members in attendance:

- David North
- Lloyd Robinson
- Cathy Lowenstein
- Terry Kooy
- Jane Hicks

### Ministry attendees:

- Nick Poeschek (Acting Deputy Inspector of Independent Schools)
- Leslie Chiu (Teacher Certification Coordinator, Independent Schools Branch)
- Shawn McMullin (Director of Certification, Teacher Regulation Branch)
- Tina Cheng (Evaluator, Teacher Regulation Branch)
- Phin Lu (Evaluator, Teacher Regulation Branch)
- Natasha Dookie (Director, Professional Conduct)
- Eric Wredenhagen (Legal Counsel)

### Agenda

1. Meeting called to order. Welcome to the members of the new ISTCSC and welcome to the staff joining us from the Teacher Regulation Branch in Vancouver.
2. Selection of a new chair for the ISTCSC. Terry Kooy had been ISTCC chair, but nominated Cathy Lowenstein as new chair. No other nominations, Cathy Lowenstein confirmed as the new ISTCSC chair.
3. Review of past ISTCC conduct and competence standards, which essentially mirrored the former BCCT standards.
  - a. Motion carried to keep these standards as the new ISTCSC standards until there is a need to review. (JH/CL)
4. Review of former independent school teaching certificate requirements.
  - a. Only need to look at system-restricted (SYR), subject-restricted (SR), and school- and subject- restricted (SSR) certificates, not granting professional certificates because the requirements are the same as those for a full TRB certificate of qualification.
  - b. Proposal by the TRB staff to harmonize the language proficiency requirements to be issued an SYR, SR and SSR certificate. Concerns raised that this may cause problems when looking for teachers in remote communities or to teach in specialty programs (eg, Hebrew language). TRB staff mentioned that they can make exceptions for

individual circumstances or grant an LOP if a teacher does not meet language requirements. General agreement for standardizing SYR and SR language requirements, but reluctance to change SSR requirements without further thought and discussion.

- i. Motion carried to standardize SYR and SR language requirements (DN/LR)
- c. Proposal by TRB staff to amend the application requirements and require 2 personal confidential character references instead of 1 personal reference and 1 professional reference. Clarification that this was in addition to the requirement for a letter of good standing from the employer. Point made that there is often little distinction between a personal and professional reference, can have a former employer write a personal character reference.
  - i. Motion carried to amend the requirement to now require 2 confidential character references instead of specifying 1 personal and 1 professional. (LR/JH)
- d. Proposal from TRB staff that instead of creating a new letter of good standing form, references would be asked to write their own letter answering a list of questions. TRB staff has not created a form yet and it would be easier to require people to write a letter rather than create another form. No real concerns raised.
  - i. Motion carried to no longer require a letter of good standing form. (DN/CL)
- e. Other than the 3 TRB proposals above, no other changes to the certification standards were noted by the committee.
  - i. Motion passed to accept the former SYR, SR and SSR certificate requirements (with the approved changes to SYR and SR language requirements, character references and letter of good standing format) as the new ISTCSC certificate standards. (DN/JH)

5. Items for discussion

- a. Role of the ISTCSC is largely up to the committee and the director of certification to shape as the *Teachers' Act* does not specify much about the operations of the ISTCSC. The committee's role and operations are for the committee members and TRB staff (especially Shawn as director of certification) to settle. The role of the Inspector of Independent Schools for teacher certification and discipline has changed with the new *Act* and there is no longer a direct role for the Independent Schools branch of the Ministry in teacher certification. Independent schools staff responsible for teacher certification will be moving to different roles within the division.
- b. Thank you from the committee for the work of Leslie Chiu as the certification coordinator.
- c. Discussion about the potential for new committee members. Have confirmed that there will be 2 new members and they should be officially appointed in late January.

- d. Now that the TRB is the branch of the Ministry responsible for independent school teacher certification, it likely makes more sense to schedule meetings at the TRB offices in Vancouver rather than Victoria.
- e. Next meeting to be determined. Typically, the committee would meet next in May, but there may be value in holding a face-to-face meeting between the ISTCSC and TRB staff before then. TRB staff to work with the committee members to set the next meeting date, independent schools staff will forward contact details to the TRB.

Teacher Certification Committee 8 January 2011 - January 2012

		Team #	Fees	Expenses	Total Contract
<b>TC Meeting (Ch)</b>			<b>\$750.00</b>	<b>\$467.00</b>	<b>\$1,217.00</b>
*	IS2012/009	Ms Terry Kooy	\$150.00	\$48.00	\$198.00
*	IS2012/156	Ms Terry Kooy	\$300.00	\$32.00	\$332.00
*	IS2012/196	Ms Terry Kooy	\$300.00	\$387.00	\$687.00
<b>TC Meeting (Member)</b>			<b>\$1,900.00</b>	<b>\$1,916.00</b>	<b>\$3,816.00</b>
*	IS2012/004	Lloyd Robinson	\$100.00	\$53.00	\$153.00
*	IS2012/005	Jane Hicks	\$100.00	\$0.00	\$100.00
*	IS2012/006	Dr. Stephan Grasmuck	\$100.00	\$32.00	\$132.00
*	IS2012/007	Cathy Lowenstein	\$100.00	\$40.00	\$140.00
*	IS2012/008	Mr. David North	\$100.00	\$48.00	\$148.00
*	IS2012/157	Mr. David North	\$200.00	\$32.00	\$232.00
*	IS2012/158	Cathy Lowenstein	\$200.00	\$32.00	\$232.00
*	IS2012/159	Jane Hicks	\$200.00	\$368.00	\$568.00
*	IS2012/197	Cathy Lowenstein	\$200.00	\$387.00	\$587.00
*	IS2012/198	Mr. David North	\$200.00	\$387.00	\$587.00
*	IS2012/199	Jane Hicks	\$200.00	\$72.00	\$272.00
*	IS2012/200	Lloyd Robinson	\$200.00	\$465.00	\$665.00
<b>Totals for All Contracts</b>			<b>\$2,650.00</b>	<b>\$2,383.00</b>	<b>\$5,033.00</b>



**ISTCSC Members**

Name	Title	Organization
Michael Boreham	Principal	St. Patrick's School
Jane Hicks	Director of Studies	Glenlyon Norfolk School
Terry Kooy	Principal	Lions Gate Christian Academy
Cathy Lowenstein	Head of School	Vancouver Talmud Torah Elementary
Pamela Marissen	Curriculum Coordinator	Surrey Christian School
David North	Director	Lions Gate Christian Academy
Lloyd Robinson	Superintendent	SDABC Education Office



Friday, September 14, 2012  
12:45 p.m. – 3:00 p.m.  
Boardroom

Members: Michael Boreham; Jane Hicks; Terry Kooy; Cathy Lowenstein (Chair); Pamela Marissen; David North (via teleconference); Lloyd Robinson  
Staff: Claire Avison; Laura Bickerton; Peta Brookstone; Sheila Cessford; Shawn McMullin; Elena Miller; Theo Vandeweg; Tamara Woods; Christina Zacharuk

1. Welcome and Introductions
2. Adoption of the Agenda  
**Lowenstein/Robinson**  
That the agenda be adopted ..... carried
3. Adoption of the Minutes (May 25, 2012)  
**Boreham/Hicks**  
That the minutes be adopted ..... carried
4. Setting the Context - Claire Avison, Assistant Deputy Minister, Governance, Legislation and Regulation  
The committee was given an overview of the coming into force of the *Teachers Act* and the new regulatory model.
5. TRB Update – Shawn McMullin, Director, Certification, Teacher Regulation Branch  
The committee reviewed current certificate holder statistics, as well as recent correspondence sent to certificate holders and employers regarding the independent school certificate re-issuance project, 5-year criminal record re-check and Employers List.
6. Presentation: The Role of the Commissioner – Elena Miller, Acting Commissioner, Teacher Regulation Branch  
The committee was given an overview of the commissioner's role.

The committee and staff recessed for lunch at 12:30 p.m., at which time, the following staff excused themselves from the remainder of the meeting: Claire Avison, Laura Bickerton, Sheila Cessford, Elena Miller, Tamara Woods and Christina Zacharuk

**7. Old Business**

**7.1 SharePoint Demo – Ray Slee, Manager, I.T. Application, Development & Architecture, Teacher Regulation Branch**

The committee reviewed the BCEID privacy agreement and was given a demonstration on how to access and use the ISTCSC SharePoint site and set up individual alerts.

**7.2 Standards for Educators – Review New Look and Information on TRB Website**

**Boreham/Hicks**

That the standards be approved..... carried

**8. New Business**

**8.1 Criteria for Independent School Certificates**

The committee reviewed the proposed criteria for System Restricted Certificates (SYS); Subject Restricted Certificates (SR); and School and Subject Restricted Certificates (SSR)

The committee agreed that SSR certificates would not be issued for Special Education.

**8.2 Prior Learning Assessment Recognition (PLAR) for SR Certificates in Languages**

Applicants whose first language is other than English and who wish to teach that language as a second language will be awarded the equivalence of up to 24 credits of academic course work in that language.

**Kooy/Hicks**

That the criteria for independent school certificates and prior learning assessment be approved  
..... carried

**8.3 Trending Toward the LOP**

The committee agreed that it would be appropriate to encourage SSR applicants to apply for a letter of permission (LOP). If the teacher applies for a LOP for the third consecutive year, the TRB would consider issuing that individual a SSR certificate.

**9. For Information – Summary of Recent Decisions & Rationale**

The committee reviewed recent independent school certification decisions.

The next meeting will be set via the ISTCSC SharePoint site.

The meeting adjourned at 3:25 p.m.





### Independent School – System Restricted Teaching Certificate (SYR)

This certificate restricts the holder to teaching within an Independent Montessori or Waldorf school.

#### Academic Criteria:

- 120 or more semester hour credits of post-secondary education from a recognised institution.
- The above-noted 120 semester hour credits of post-secondary education must include a teaching credential from a recognised institution that provides teacher training solely within the Montessori\* or Waldorf\*\* philosophical, educational, or pedagogical perspective.
- English language proficiency (if first language is not French or English)
  - TOEFL iBT
  - IELTS Academic

\* For certificates restricted to Montessori education the TRB is currently only recognising programs that are accredited through the **Association Montessori Internationale (AMI)**, **American Montessori Society (AMS)**, or the **Montessori Accreditation Council for Teacher Education (MACTE)**. These bodies are recognised in North America as accrediting programs that adhere to the Montessori principles and carry out regular inspections of the programs they accredit. Programs completed internationally will be evaluated on a case by case basis.

\*\* For certificates restricted to Waldorf education the TRB is currently only recognising Waldorf education programs completed in North America that are accredited through the **Waldorf Early Childhood Association of North America (WECAN)** or the **Association of Waldorf Schools of North America (AWSNA)**. Programs completed internationally will be evaluated on a case by case basis.

Programs that are completed entirely by distance/online education are unlikely to be recognised by these bodies and are therefore not currently recognised by the TRB. The Montessori/Waldorf method and philosophies are inherently practical and therefore only Teacher Education Programs that contain significant on-campus education and supervised practicum will be recognised.

The System Restricted Certificates are non-expiring upon issue due to the fact that recognized Montessori and Waldorf programs contain practicum that is supervised and evaluated.

Teacher Regulation Branch, Ministry of Education						
Independent School Teachers Council Members Expenses - May 25, 2012						
	Accommodation	Travel Costs	Meals	Expenses- Cab Fares & Incidentals	Per Diem or Teacher Release	Total
Boreham, Michael	-		-	-	200.00	200.00
Hicks, Jane	142.31	191.35	28.50		200.00	562.16
Kooy, Terry	-		-	-	200.00	200.00
Lowenstein, Cathy	-		-	-	300.00	300.00
Marissen, Pamela	-	35.00	-	-	200.00	235.00
North, David	-	34.60	-	-	200.00	234.60
Robinson, Lloyd	-	78.00	-	11.25	200.00	289.25
	\$ 142.31	\$ 338.95	\$ 28.50	\$ 11.25	\$ 1,500.00	\$ 2,021.01

**Teacher Regulation Branch, Ministry of Education**  
**Independent School Teachers Council Members Expenses - September 14, 2012**

	Accommodation	Travel Costs	Meals	Expenses- Cab Fares & Incidentals	Per Diem or Teacher Release	Total
Boreham, Michael	-	-	-	-	200.00	200.00
Hicks, Jane *	-					-
Kooy, Terry	-		-	-	200.00	200.00
Lowenstein, Cathy	-		-	-	300.00	300.00
Marissen, Pamela	-	35.00	-	-	200.00	235.00
North, David *	-		-	-		-
Robinson, Lloyd	-	93.00	-		200.00	293.00
	\$ -	\$ 128.00	\$ -	\$ -	\$ 1,100.00	\$ 1,228.00

\* Have not yet submitted expense claim for Sep 14 meeting



Friday, May 25, 2012  
12:45 p.m. – 3:00 p.m.  
Boardroom

Members: Michael Boreham; Jane Hicks; Terry Kooy; Cathy Lowenstein (Chair); Pamela Marissen; David North; Lloyd Robinson

Staff: Laura Bickerton; Tina Cheng; Phin Lu; Shawn McMullin; Pauline Klyne; Theo Vandeweg; Christina Zacharuk

1. Adoption of the Agenda

**North/Kooy**

That the agenda be adopted ..... carried

2. Adoption of the Minutes (January 9, 2012)

**North/Hicks**

That the minutes be adopted ..... carried

The Chair welcomed the two new members, Michael Boreham and Pamela Marissen.

3. New Business

3.1 Standards for Educators

**Hicks/Kooy**

That a brochure for Independent School Teacher Conduct and Competence Standards be created..... carried

3.2 Review of New SSR Applications

It was agreed that going forward, SSR application summaries would be forwarded to the committee prior to the meeting, and that copies of the reference letters would be provided to the committee at the meeting.

**Hicks/Robinson**

That the SSR application for Don Armitage be approved..... carried

**Lloyd/North**

That the SSR application for Carole Barlow be approved pending receipt of outstanding documents

..... carried

Lowenstein recused herself from the review of Yocheved Davidowitz's application.

**Hicks/Marissen**

That the SSR application for Yocheved Davidowitz be approved pending receipt of outstanding documents ..... carried

**Hicks/Robinson**

That the SSR application for Rywka Feigelstock be approved pending receipt of outstanding documents ..... carried

**Kooy/North**

That the SSR application for Harjinder Mann be approved pending receipt of outstanding documents ..... carried

**Kooy/North**

That the application for S22 be returned with a letter of explanation and direction ..... carried

Learning Assistance is not a teachable area. S22 may submit a new SSR application for Special Education if S22 wishes.

The ISTCSC will work with TRB Staff to develop criteria for issuing SSR 2 certificates in Special Education.

The TRB will obtain a special education assistant job description through BCPSEA (BC Public School Employers' Association).

**North/Hicks**

That the application for S22 be returned ..... carried

A generalist position is not an acceptable subject restriction for SSR's.

**North/Hicks**

That the SSR application for Paul Page be approved pending receipt of outstanding documents ..... carried

**North/Hicks**

That the SSR application for Devinder Sidhu be approved ..... carried

**Kooy/Robinson**

That the SSR application for Evangeline Torres be approved pending receipt of outstanding documents ..... carried

Marissen recused herself from review of Kevin Veenstra's application.

### North/Kooy

That the SSR application for Kevin Veenstra be approved pending receipt of outstanding documents ..... carried

Decisions on the applications for S22 and S22 will be tabled to the next meeting, pending completion of the files; Lowenstein recused herself from the review of S22 application.

### 3.3 Points of Discussion and Clarification

ISTCSC and TRB staff to develop guidelines regarding the following:

- a) conditions for upgrading interim IS certificates to non-expiring certificates
- b) subject area limitations for SR applications
- c) rules for SSR 1 and SSR 2 applicants
- d) post-secondary accreditation for coursework and degree recognition
  - TRB staff to forward examples of programs for the committee's review
- e) accepting SYR – Montessori or Waldorf programs completed via distance education
  - TRB staff to forward examples of programs for the committee's review

### 3.4 Proposal: Formal IS Certificate Regulations (Bylaws & Policies)

TRB staff to draft bylaws and policies for independent school certificate regulations

### 3.5 Next Meeting Date

The next meeting has been tentatively set for September 21, 2012.

The meeting adjourned at 3:00 p.m.



### **Independent School – Subject Restricted Teaching Certificate (SR)**

This certificate restricts the holder to teaching subject(s) within the independent school system that are directly related to his/her post-secondary subject concentrations. Eligibility criteria include:

- Minimum 4 year degree (120 credits) from a recognized post-secondary institution
- 18 credits of upper level (3<sup>rd</sup> and 4<sup>th</sup> year) academic course work **or** 30 credits of any level academic course work in the following core Secondary teachable areas:

Art *	French	Mathematics
Biology	General Science	Music *
Business Education	Geography	Physical Education
Chef Instructor	German	Physics
Chemistry	History	Punjabi
Computer Science	Home Economics	Russian
Dance *	Italian	Social Studies
Drama *	Japanese	Spanish
Earth Science	Korean	Special Education
English	Mandarin	Technology (Industrial)
First Nations Studies		Education

\* At least 6 credits in a fine and performing arts teaching area must be studies in theory (i.e. non-studio).

- Social studies and/or science: a mixture of subcategories in the subject area
  - a. Social studies: history, geography, Canadian studies, political science, sociology, anthropology and economics.
  - b. Science: chemistry, biology, physics, physical geography, geology/earth science, ocean science, environmental science and astronomy.
  - c. If an applicant is really strong in just one area (e.g. chemistry), they will be restricted to teaching that subject area.
- English language proficiency (if first language is not French or English)
  - a. TOEFL iBT
  - b. IELTS Academic
- Subject restricted certificates are not issued for ESL.
- K-12 subject areas that qualify for a SR certificate: art, library physical education, music, drama, dance, special education, home economics and technical education
- Exceptions can be made for certain languages and religious education areas.
- The Subject Restricted Certificates are interim certificates, initially valid for up to 60 months. To upgrade to a non-expiring certificate, the certificate holder must demonstrate successful teaching in an acceptable BC independent school for at least 1.5 years full time (or equivalent part time). Teacher-on-call experience, or substitute teaching, is not accepted to upgrade to a non-expiring certificate.



### **Independent School – School and Subject Restricted Teaching Certificate (SSR)**

This certificate restricts the holder to teaching only at the sponsoring authority seeking to employ the applicant; and in one or more subjects related to the holder's specialized post-secondary training.

SSR certificates may also be grade-restricted, depending on the applicant's credentials, training and experience.

SSR applicants must demonstrate English language proficiency (if first language is not French or English)

- TOEFL iBT
- IELTS Academic
- BC Grade 12 English course (English 12, Communications 12 or Technical and Professional Communications 12)

All SSR applications are approved by the Director of Certification of the Teacher Regulation Branch in consultation with the Inspector of Independent Schools.

- An SSR-1 designation requires post-secondary training in a teachable subject area, and is typically limited to grades K-9;
- An SSR-2 designation requires post-secondary training and credential completion (certificate, diploma, etc.), and is typically needed for instruction of electives at the Graduation Program level.

The School and Subject Restricted Certificates are interim certificates, initially valid for up to 60 months. To upgrade to a non-expiring certificate, the certificate holder must demonstrate successful teaching in an acceptable BC independent school for at least 1.5 years full time (or equivalent part time). Teacher-on-call experience, or substitute teaching, is not accepted to upgrade to a non-expiring certificate.

*SSR certificates are **not normally** issued for subjects commonly taught in the BC school system.*





### **Independent School – System Restricted Teaching Certificate (SYR)**

This certificate restricts the holder to teaching within an Independent Montessori or Waldorf school.

Academic Criteria:

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- The above-noted 120 semester hour credits of post-secondary education must include a teaching credential from a recognised institution that provides teacher training solely within the Montessori\* or Waldorf\*\* philosophical, educational, or pedagogical perspective.
- English language proficiency (if first language is not French or English)
  - TOEFL iBT
  - IELTS Academic

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