

Faculty of Education

Post Baccalaureate Diploma in Education

Applicant Information Bulletin 2024 – 2025

Application Deadlines*

Fall: August 1

Winter: December 1

Summer: April 1/June 1

***International and non-certified applicants should apply well in advance of the deadline dates.**

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Education at the University of Manitoba. This document outlines categories of admission, requirements, and deadlines.

This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

Programs Offered: Post-Baccalaureate Diploma in
Education (PBDE)

NOTE: The PBDE is a flexible thirty credit hour program designed for teachers and other professionals following the completion of an undergraduate degree. In addition to those on campus, a few courses are offered through Distance Education. As the PBDE program is primarily designed for teachers working in Manitoba, not all course offerings are offered annually and the diploma can rarely be completed on a full-time basis. **International students not residing in Canada should consult with Immigration regarding study permit criteria prior to applying to this program.**

The PBDE is not a teacher training program. Manitoba Education and Advanced Learning grants the Manitoba teaching certificates based on a recognized teacher education program. Individuals wishing to apply for certification should contact the [Professional Certification Unit, Manitoba Education and Advanced Learning](#).

Section 2: Eligibility Requirements

A. Academic Requirements

To be eligible for consideration, applicants must meet the following eligibility requirements:

1. For Manitoba Certified Teachers

Successful completion of a Bachelor’s degree (with a grade point average of 2.00 (C)), and one of the following types of certificates granted by Manitoba Education and Advanced Learning: Permanent Professional Certificate, Provisional Professional Certificate, or Clinicians’ Certificate. Certificates must be valid at the start of classes.

2. For Non-Certified Teacher and Out-of-Province Certified Teacher Applicants

Successful completion of Bachelor’s degree from a recognized institution, with a minimum grade point average of 2.0 (C), and two years of full-time or accumulated appropriate teaching/work experience. Teachers certified outside of Manitoba should provide a copy of their teaching certificate. Applicants who have received Manitoba Education certification assessments should provide copies of their assessment.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba’s English language proficiency regulations will be required to demonstrate proficiency in English.

Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

Results for most language tests, including TOEFL, IELTS, and Duolingo, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents:	\$100.00
International applicants:	\$120.00

Applications are not considered received until the application is submitted and the non-refundable application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email and posted to your application portal.

Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
August 1 December 1 June 1	Deadline to submit application and application fee. Applicants will not be allowed to make changes to their application after the application deadline.
Due two weeks after application deadline date	Deadline to submit proof of English Language Proficiency (if required). Deadline to submit Manitoba teacher’s certificate for certified teachers. Deadline to submit the supporting documents for Non-Manitoba certified teachers and Non-certified teachers. Deadline to submit final official transcripts (other than the U of M) and any other documents requested by the Admissions Office.

It is the applicant's responsibility to ensure that all documentation is received on time. Space in the program may be limited. Applicants cannot be admitted until all documentation is received.

NOTES:

- **International Applicants should apply at least five (5) months in advance of the above deadlines.**
- Applicants who are **not certified in Manitoba should apply well in advance of the application deadline**, as the Faculty of Education requires sufficient time to assess supplemental documents.
- No applicant shall be granted admission without the submission of official transcripts, sent directly from the granting institution.
- Applicants who intend on registering for specific courses (i.e., pre-requisite courses for the M.Ed. program or Special Ed. Cert. requirements) are cautioned to apply and provide complete application documentation well in advance of the registration start dates for the term. Applicants will not receive a fee reimbursement or admission deferral if the specific courses are full at the time of their admission.

C. Required Application Documents

The following documents will be required to complete your application.

- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, B. English Language Proficiency Requirements*).
- **Certified teacher applicants** must include a copy of their Manitoba teacher's certificate with their application. Scanned copies are sufficient for this document and can be uploaded to the application portal.
- **Non-Manitoba certified teacher and Non-certified teacher applicants** must submit the following with their online application:
 - A statement indicating intent for applying to the PBDE program (*statements should include the desired PBDE program and courses*)
 - A resume showing evidence of two years of full-time accumulated appropriate teaching or work experience.
 - Applicants certified outside of Manitoba should provide their teaching certificate
 - *Internationally trained teachers who have received a credential assessment by Manitoba Education and Advanced Learning should provide a copy of this assessment*

Please send all application documentation to the following address:

**Admission for Education (PBDE)
University of Manitoba
424 UMSU University Centre
66 Chancellors Circle
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to Applicant.Services@umanitoba.ca.

In order to be considered official, electronic transcripts must be sent **directly** from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCreds™. Applicants from participating member universities and colleges can release their transcripts to the University of Manitoba through their MyCreds™ portal. Applicants should select 'Share' and then 'Organization' instead of opting for 'email'.

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

Applicants must notify the Admissions Office immediately should they either enroll at a post-secondary institution not previously declared on their application or enroll in additional coursework not declared on the previously submitted final transcript provided for assessment. Applicants will be required to provide proof of registration.

D. Transfer Credit Information

Courses can be transferred to the PBDE program if deemed to be applicable by the Faculty of Education. Courses completed more than six years prior to the time of admission will *not* be permitted. Only courses with a minimum grade of 'C' or better will be considered for transfer.

Applicants seeking transfer of credit should make their request in writing by completing the Faculty of Education Request for Transfer of Credit Form for Post Baccalaureate Diploma in Education, within ten working days of receipt of the offer of admission. Requests should include the course number and title, as well as a course outline for courses completed at institutions other than the University of Manitoba. **All documents and requests should be sent to the Faculty of Education at pbde@umanitoba.ca.**

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit.

A maximum of 12 credit hours may be transferred from an institution other than the University of Manitoba.

If the course(s) is not identified on the transcript as being in excess of the degree, the applicant must

include a letter from the institution verifying and identifying excess courses. (Consult the section of the [University's Academic Calendar](#) for details).

Course outlines or syllabi should include information on: course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

An [online transfer credit resource](#) is available for information on current course evaluations receiving credit.

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Credit will not be granted if equivalency cannot be determined (allocated or unallocated credit). Only successful applicants will be notified of transfer credit results on Aurora Student.

[Additional information related to transfer credit](#) is available on the Admissions website.

Section 4: Selection Process

A. Notification of Decision

Once a decision has been made, applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance. If you do not accept the offer by the deadline date indicated in the letter, your offer will lapse. A lapsed offer is considered a declined offer. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Acceptance to the PBDE is valid only for the term for which it is issued. If you do not register for courses in this term and subsequently wish to register for courses in a later term, you must reapply and be readmitted. Students applying to the PBDE program should ensure the courses they seek to complete have availability. Refunds will not be granted if course offerings are not available.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) business days of the posted decision date (see *Section 8: Contact Information*).

Should the student wish to pursue the reconsideration decision further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

Applicants are advised that appeals of reconsideration decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Education and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Education. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant.
3. All applicants are advised to supplement any personal inquiries with a written request so that an official written response can be made. It is only these written responses, which will be considered as evidence of any advice given (see *Section 8: Contact Information*).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact [Student Accessibility Services](#) at 204-474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.

Section 8: Contact Information

Faculty of Education	Student Services 203 Education Building Telephone: (204) 474-7886 Web: www.umanitoba.ca/education FAX : (204) 474-7551 Email: pbde@umanitoba.ca
University of Manitoba Admissions Office	Undergraduate Admissions 424 UMSU University Centre 66 Chancellors Circle University of Manitoba Winnipeg, MB R3T 2N2 Telephone: (204) 474-8808 Admission Officers A – L (Applicant’s Last Name) Hyonjung Lyu M – Z (Applicant’s Last Name) Sandra Jezik Contact Education Admissions Team

The following other contacts may also be useful.

Student Accessibility Services	520 UMSU University Centre Telephone: (204) 474-7423 Email: student_accessibility@umanitoba.ca
Student Advocacy Office	520 UMSU University Centre Telephone: (204) 474-7423 Email: student_advocacy@umanitoba.ca

Section 9: Other Information

As part of the application, applicants have the option to select the Teaching English as an Additional Language (TEAL) – Concentration. The program is designed for educators who work with EAL learners in K-12 school settings, adult education, and post-secondary contexts in Manitoba. The concentration equips educators to respond to EAL learners and communities in ways that are advocacy-orientated, pedagogically appropriate, and culturally and linguistically sustaining. The following four threads are interwoven through the concentration:

1. Cultural proficiency
2. Culturally sustaining pedagogy
3. Community-school relationships, and
4. Assessment

For more information refer to the [TEAL brochure](#).