

## Faculty of Education

### Post Baccalaureate Diploma in Education

#### Applicant Information Bulletin 2020 – 2021

#### Application Deadlines

**Summer: April 1/June 1**

**Fall: August 1**

**Winter: December 1**

#### Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements .....	1
A. Academic Requirements.....	1
1. For Manitoba Certified Teachers .....	2
2. For Non-Certified Teacher and Out-of-Province Certified Teacher Applicants .....	2
B. English Language Proficiency Requirements .....	2
Section 3: Application Process & Deadlines.....	2
A. Application Fees.....	2
B. Deadlines and Important Dates .....	2
C. Required Application Documents .....	3
D. Transfer Credit Information.....	3
Section 4: Selection Process.....	4
A. Notification of Decision .....	4
Section 5: Reconsideration & Appeals.....	4
Section 6: Counselling of Applicants.....	4
Section 7: Student Accessibility .....	5
Section 8: Contact Information.....	5

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.

**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.

<http://www.edu.gov.mb.ca/k12/profcert>

### 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

### 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 through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Waiver information:

<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

See below links to view specific English Proficiency Requirement information:

<http://umanitoba.ca/student/admissions/international/english/index.html>

**Results for most language tests, including TOEFL, IELTS and CanTEST, 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 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
June 1 August 1 December 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 ( <b>other</b> 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.
- 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.
- **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 also include their Manitoba teacher's certificate number on the application form and upload a copy of their Manitoba teacher's certificate. Uploaded copies are sufficient for this document.

- **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**

### D. Transfer Credit Information

Courses can be transferred to the PBDE if deemed 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](mailto: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 at: [www.umanitoba.ca/calendar](http://www.umanitoba.ca/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.

For information on current course evaluations receiving credit, please visit:

[www.umanitoba.ca/admissions/tc](http://www.umanitoba.ca/admissions/tc)

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 may be found at:

<http://www.umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

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## Section 4: Selection Process

### **A. Notification of Decision**

Once a decision has been made, all 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.

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## 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 of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

[http://www.umanitoba.ca/admin/governance/governing\\_documents/students/admission\\_appeals.html](http://www.umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html)

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.

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## 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 enquiries 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](mailto:student_accessibility@umanitoba.ca) to learn more about the confidential supports that are available.

<http://umanitoba.ca/student/accessibility/>

## Section 8: Contact Information

<b>Faculty of Education:</b>	Student Services 203 Education Building <i>Telephone:</i> (204) 474-7886 <i>Web:</i> <a href="http://www.umanitoba.ca/education">www.umanitoba.ca/education</a> <i>FAX :</i> (204) 474-7551 <i>Email:</i> <a href="mailto:pbde@umanitoba.ca">pbde@umanitoba.ca</a>
<b>Admissions Office:</b>	424 University Centre, <i>Telephone:</i> (204) 474-8808 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
<b>Admissions Officers:</b>	<b>A – L (Applicant’s Last Name)</b> <b>Brianne McKay</b> <i>Telephone:</i> (204) 474-8814 <b>M – Z (Applicant’s Last Name)</b> <b>Sandra Jezik</b> <i>Telephone:</i> (204) 474-8811 <i>Email:</i> <a href="mailto:admissions.education@umanitoba.ca">admissions.education@umanitoba.ca</a>

The following other contacts may also be useful.

<b>Student Accessibility Services:</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office:</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>