

Conditional Permission for “Qualifying” University of Manitoba Faculty of Education B.Ed. Students to Substitute Teach

SEND ALL COMPLETED FORMS TO: adu.education@umanitoba.ca

Background

Except for a period during the COVID-19 pandemic, B.Ed. students have *not* been permitted to substitute teach or engage in other forms of paid teaching during the Fall and Winter Terms while they are completing faculty-based and practicum-based courses in the B.Ed. program.

The position of Manitoba Education and Early Childhood Learning (Teacher Certification Branch), the Manitoba Teachers’ Society, Manitoba School Divisions, and the University of Manitoba’s Faculty of Education is that only fully qualified and certified teachers should be engaged in substitute teaching.

What’s Changed? Why is the Policy Being Reconsidered?

As a faculty, we endeavour to be responsive to our students’ needs as well as to the needs of children, youth, schools, communities, and the teaching profession. Given the present shortage of substitute teachers in the province of Manitoba — especially in rural and northern communities — an “uncertified” current B.Ed. student can bring knowledge, skills, and experience to a classroom in which no certified substitute is available.

What’s Being Proposed?

On a trial basis, which may be discontinued at any time, B.Ed. students are invited to complete a self-declaration form that will serve as their request to engage in limited substitute teaching each term. Such requests will be adjudicated by the office of the Faculty of Education Associate Dean, Undergraduate and Partnerships (adu.education@umanitoba.ca), and are subject to students’ full understanding of and their agreement to fully comply with *all* of the following conditions:

- I understand and accept that any substitute teaching *cannot* interfere with my attendance in any B.Ed. faculty-based course or practicum-based course.
- I have reviewed the current Faculty of Education’s Attendance Policy (https://umanitoba.ca/education/sites/education/files/2020-08/bed-fall-2020-revised-undergrad-attendance-policy-b.ed_procedures.pdf) and I have reviewed the section on “Attendance, Absences, and Punctuality” in the Faculty of Education’s Practicum Guide (<https://umanitoba.ca/education/sites/education/files/2024-08/2024-25-practicum-guide.pdf>).
- I understand and accept that the Faculty of Education will *not* entertain requests for timetable changes to my schedule for the purpose of accommodating substitute teaching.

- I understand and accept that I cannot substitute teach in the same school in which I am completing my practicum, as this would present a “conflict of interest”.
- I declare that I am academically in “good standing” in both my faculty-based courses and my practicum course, and I have not received a “notice of concern” in any of my courses this term.
- I have successfully completed Practicum 1 (the first faculty practicum course).
- I understand and accept that should any concerns related to any of the above conditions come to light, the Faculty of Education will revoke permission for me to continue substitute teaching in that term.
- I understand and accept that Manitoba Education and Early Childhood Learning, Teacher Certification Branch, only allows me to substitute teach a total of 20 aggregate days and 15 continuous days (in all but atypical circumstances, having this number of days available for substitute teaching would only occur after B.Ed. program and practicum courses have been completed) without the school division applying for a Limited Teaching Permit on my behalf (contact: Professional Certification Unit, Box 700, Russell MB R0J 1W0, ph. 1-800-667-2378 or 1-204-773-2998).

The term in which I wish to substitute is (please indicate Fall 2024 and/or Winter 2025 term(s))
_____.

Name: _____ Student number: _____

Date: _____ Signature: _____

The information you provide will be used by the University for the purpose of assessing eligibility to substitute teach while in the B.Ed. program.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University
Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of assessing eligibility to substitute teach while in the B.Ed. program. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

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