

# Limited Teaching Permit (LTP) Guidelines and Application Form January – June 2021

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**LIMITED TEACHING PERMIT GUIDELINES**

All school divisions/employing authorities (“employers”) who offer employment to persons not holding a Manitoba teaching certificate must act in accordance with these guidelines and requirements. Communication regarding a LTP application occur between the employer and Professional Certification Unit (PCU). PCU will not reply to applicant inquiries.

There is a new form and process for Limited Teaching Permits (LTP). From **January to June 2021** employers may send a completed and signed LTP application form in PDF format by email to [LTP@gov.mb.ca](mailto:LTP@gov.mb.ca).

In addition, employers are not required to submit any fees or supporting documentation to PCU. The employer is responsible for receiving, reviewing and retaining all supporting documents. The following background checks must be current within three months of submission to the employer:

- criminal record check (including a vulnerable sector search); and
- Manitoba child abuse registry check.

The background checks must be received by the employer prior to applying for a LTP. **If a record exists for any background check, please contact PCU.** PCU may require the employer to provide the background checks and any other supporting documents at any time.

Manitoba Education expects employers to hire certified teachers for all teaching positions whenever possible. Until June 30, 2021, and in emergency situations where a qualified, certified teacher is unavailable, an employer may assign an uncertified person to teach for not more than **fifteen (15) consecutive days** or for not more than **twenty (20) aggregate days** in a school year without making an application for a LTP. All background checks referenced in these guidelines must be completed by the employer prior to placing these uncertified persons in a classroom.

A LTP will be valid from the date the signed application is received by PCU and will expire June 30, 2021.

## **Classroom and Substitute LTP**

For Kindergarten to Grade 12 Classroom or Substitute LTP’s, the applicant must hold an undergraduate degree or diploma from an accredited university or college with a major/minor in the subject area of the teaching assignment where applicable.

A Substitute LTP will authorize the applicant to substitute throughout the entire school division.

## **Outside Teaching Entitlement (Classroom and Substitute) LTP**

An outside of teaching entitlement LTP may be issued to an employer on behalf of a teacher who is certified with a Manitoba restricted certificate (e.g. Permanent Technical Vocational Teaching Certificate).

Please note that an outside of teaching entitlement LTP cannot be issued to “add” a teaching entitlement in a vocational area to those persons who hold a certified Permanent Technical Vocational Teaching Certificate in a different vocational area. An outside teaching entitlement LTP for a certified Technical Vocational teacher will be considered for academic courses only.

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## REQUIRED DOCUMENTS

- Signed and completed application form submitted in PDF to [LTP@gov.mb.ca](mailto:LTP@gov.mb.ca). By signing this form the employer attests to having received and retained the required documents. These documents are not required to be submitted to PCU.
- An original current background check that consists of:
  - a. **Criminal record check (including a vulnerable sector search); and**
  - b. **Manitoba child abuse registry check**

NOTE: All background checks must be dated **within 3 months** of the date submitted to the employer and include all current and past full legal names that match proof of identification documents. **If a record exists for any background check you must contact PCU.**

- Photocopy of Birth Certificate.
- Photocopy of proof of Canadian Citizenship, Landed Immigrant Status, or valid Work Visa. If born in Canada, the Birth Certificate is proof of citizenship.
- Photocopy of Marriage, Divorce, or Official Name Change Document (if applicable).

### For a Vocational LTP application:

- A photocopy of the applicant's trade qualification certificate (copy of diploma certificate or journeyperson's certificate).

### For a Currently Enrolled Manitoba Bachelor of Education Student:

- Permission Letter from the Dean of the Faculty of Education supporting the LTP request. If the teacher candidate is at a university that submitted a list of teacher candidates to PCU this will be checked by PCU upon receipt of the LTP application.

### **NEW** – For 2021 Manitoba Bachelor of Education graduates who have already applied for teacher certification:

- Check this box if the LTP applicant received an Employment Eligibility letter from PCU but has not completed their faculty requirements. This means that all supporting documents for the applicant are on file with PCU and the employer is not required to request additional documentation unless desired. The employer must still submit the signed application form.

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**APPLICANT INFORMATION**

Employer Name \_\_\_\_\_

Applicant's  
Legal Name \_\_\_\_\_  
Surname Given Name Middle Name

Previous Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box/Street City/Town Province Postal Code  
PSP or

Date of Birth \_\_\_\_\_ Telephone No. \_\_\_\_\_ Cert. No. \_\_\_\_\_  
Day/Month/Year

Email Address \_\_\_\_\_

## Post-secondary Education

**Please identify the post-secondary degree/diploma or course work completed:**

Program \_\_\_\_\_

Post-Secondary Institution \_\_\_\_\_

Program \_\_\_\_\_

Post-Secondary Institution \_\_\_\_\_

## Secondary Education

**If no post-secondary education degree/diploma or course work has been completed, please identify:**

Grade 12 School Name \_\_\_\_\_

## Declaration

**Both** declaration questions must be answered. For every time you answer Yes, please provide a complete explanation on a separate page(s).

1. Have you ever been found guilty of a criminal offence or are there any criminal charges pending against you?  Yes  No
2. Have you ever been found guilty of misconduct or been found to be incompetent or incapacitated or is there now an investigation or proceeding in respect to your conduct, competence or capacity in relation to any previous or present employment?  Yes  No

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: if the applicant is also applying for teacher certification, PCU requires original current background check documents with the certification application.**

This personal information is being collected under the authority of Manitoba Regulation 115/2015 made under The Education Administration Act, and will be used for ongoing verification of certification and notification. Personal information is protected under The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Professional Certification Unit, Box 700, Russell MB R0J 1W0 ph. 1-800-667-2378 or 1-204-773-2998.

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**EMPLOYER INFORMATION**

The \_\_\_\_\_ requests a:  
Employer

- Substitute Limited Teaching Permit
- Classroom Limited Teaching Permit

\_\_\_\_\_  
Subject/Grade Teaching

\_\_\_\_\_  
School(s)

Employer  
Contact Name \_\_\_\_\_

Email address \_\_\_\_\_ Telephone \_\_\_\_\_

The LTP will be delivered only to the employer. The employer may provide a copy to the applicant.

The signature below confirms that all required documents were submitted by the applicant and have been reviewed and retained by the employer, including a criminal record check (including a vulnerable sector search) and a Manitoba child abuse registry check, which were conducted within the last three months from the date of this application.

If a record exists for any background check, I have contacted PCU for further direction.

I acknowledge that I may be required to produce any or all application documents, including the results of background checks, to PCU at any time.

Superintendent or  
Assistant Superintendent \_\_\_\_\_  
Name (Please Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent or Assistant Superintendent

The employer must email the **completed, signed, and dated PDF LTP Application Form** to:

**Professional Certification Unit  
Email LTP@gov.mb.ca**

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