

# FORM I-2001: INDEPENDENT AND BC OFFSHORE SCHOOL EDUCATOR INFORMATION REPORT AS AT SEPTEMBER 30

FORM COMPLETION INSTRUCTIONS FOR INDEPENDENT AND BC OFFSHORE SCHOOLS

## Quick Reference

### Who must complete Form I-2001?

This form must be completed by all educators employed in group 1, 2, 4 Independent and BC Offshore schools.

**This form should not be completed by:**

- principals or teachers who are here **on exchange** from other provinces or countries
- professionals or other employees whose positions **do not** require them to hold a valid teacher's certificate (e.g., psychologists or physiotherapists)
- educators hired **after** September 30, 2011
- educators on **maternity leave, leave of absence or sabbatical.**

### When must Form I-2001 be completed and returned to the Ministry?

Completed forms must arrive at the Ministry on or before <b>October 7, 2011</b>
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### Why is Form I-2001 important?

This form collects the following information on educators employed in Groups 1, 2, 4 Independent and BC Offshore schools:

- demographic data
- experience
- certification.

This information is used to analyze educator supply and demand, to produce various reports about educator characteristics and determine the certification of educators in funded independent schools.

For independent schools, form I-2001 is collected under the Reports, Records and Data Collection Order (I 1/91). Under this order schools are responsible for collecting and submitting the information to the Ministry. For offshore schools, form I-2001 is collected under the Offshore School British Columbia Program Certification Status Agreement.

### If you need assistance

Questions should be directed to:

Kathy Cordner  
Data Management  
250 356-2441

or

Mike Joa  
Data Management  
250 356-7459

## Step by step instructions for completing Form I-2001

Information is preprinted based on previous year data. Check each item carefully to ensure that the preprinted data are correct and complete. In those cases where a change is needed, cross out the preprint and change in the space provided.

- ! **NOTE:** If you receive a preprinted form for a teacher who is no longer at your school DO NOT return it to the ministry.

### Definitions

**Teacher** is an employee who:

- holds a valid certificate of qualification or a Letter of Permission
- is employed to provide an educational program to students in a school (and includes principals)
- because of his/her position is required to hold a valid and subsisting certificate of qualification issued by the College of Teachers or by the Inspector of Independent Schools.

**Principal** is the teacher responsible for administering and supervising an independent school.

### Section A: School and Personal Information

#### Enter school name

Enter your school name in the space provided. If you teach in more than one school, complete a form for each school.

#### Enter personal information

Print your title (not more than one), surname, given name and initials, previous name (if any), gender, birth date and social insurance number in the areas provided.

- ! **NOTE:** Educators in BC Offshore schools who are not Canadian Citizens and do not hold a Social Insurance Number should indicate “non Canadian” in the SIN field on this form.

### Section B: Teacher Certification

Complete either the College of Teachers’ Certificates section or the Independent School Certificates section to report current teaching certificate. Do not complete both sections.

#### College of Teachers' Certificates:

If you hold a certificate issued by the College of Teachers:

- indicate its type (Choose One Box Only)
- if you have applied for a certificate but have not yet received it then check the “in process” box.

A. Professional Certificate

Eligibility for this level of certification requires the completion of a minimum four year program of post-secondary professional and academic studies, which includes basic teacher education and a degree acceptable to the College of Teachers.

**B. Standard Certificate**

Eligibility for this level of certification requires the completion of a minimum three year program of post-secondary, professional and academic studies including basic teacher education, acceptable to the College of Teachers.

In the case of teachers who apply for this certificate after December 31, 1991 eligibility requires the completion of a minimum four year program of post-secondary, professional and academic studies, including basic teacher education, acceptable to the College of Teachers.

**C. Basic Certificate**

This is a two year program certificate, which consists of a post-secondary program combining teacher training and academic work acceptable to the College of Teachers. This certificate is no longer issued by the College.

**Independent School Certificates:**

**If you hold an Independent School certificate:**

- indicate its type (Choose One Box Only)
- if you have applied for an independent teaching certificate but have not yet received it then check the “in process” box.

**G. Interim Independent**

This Interim teaching certificate, professional, subject restricted, system restricted or subject and school restricted, is issued by the Office of the Inspector of Independent Schools of the Ministry of Education and is valid for a term of four years.

**H. Permanent Independent School Certificate**

This teaching certificate is issued by Office of the Inspector of Independent Schools of the Ministry of Education. The teacher must have held a Interim Teaching Certificate for at least two years of successful teaching in British Columbia Independent Schools. The certificate is issued by the Inspector upon receipt of a satisfactory teacher evaluation by an evaluator acceptable to the Independent School Teacher Certification Committee and the Inspector.

**I. Letter of Permission**

This certificate is used when an independent school authority is unable to hire a fully qualified teacher for a particular position. Proof of advertising is required. It is issued by the Inspector of Independent Schools to the independent school authority, and expires after one year.

**Section C: Experience****Enter teaching experience in the B.C. public school system**

This pertains only to teaching experience within the B.C. public school system. Principals or teachers commencing employment for the first time in B.C. should leave this section blank.

**Enter teaching experience in the B.C. independent school system**

This pertains only to teaching experience within the B.C. independent school system.

**Enter teaching experience outside B.C. school system**

This section pertains to any other experience outside the B.C. school system, including exchange teaching.

Teaching experience can be calculated as follows:

**FTE \* Months = Experience** ..... Equation (1)

**10 months = 1 year experience**

If you were employed full time, then your FTE value is 1.00

If you were employed half time, then your FTE value is 0.50

Next, determine the number of months you have worked. Then, enter your FTE value and your months value into equation (1), to calculate your experience.

Example: Suppose you have worked half time for 8 months. Then,  $0.50 * 8 = 4$  months. This means you have worked the equivalent of 4 months full time. Now, translate this number into years and months... 4 months can be written as 0 years and 4 months.

**Section D: Verification****Signature of Person indicated in Section A**

Please sign the form to verify the accuracy of the information and to indicate that you are aware of the purpose and use of the information.

**Returning completed forms**

Schools wishing to retain a copy of the form for their records should photocopy the form and send the original to:

Attention: Kathy Cordner

Ministry of Education

Data Management Unit

or

**Via Canada Post**

P.O. Box 9170

Stn. Prov. Govt.

Victoria, BC

V8W 9H7

**Via Courier**

3<sup>rd</sup> Floor

620 Superior St

Victoria, BC

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