

# FORM 2001: PUBLIC SCHOOL EDUCATOR INFORMATION AS AT SEPTEMBER 30

## FORM COMPLETION INSTRUCTIONS FOR PUBLIC SCHOOLS

### Quick Reference

#### Who must complete Form 2001?

This form must be completed by all educators currently teaching in your district who were not reported in **last** September's 2007/2008 data collection and those educators who want to update their certification information:

- demographic data
- experience
- certification.

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

- educators who are here on exchange from other provinces or countries
- substitute teachers
- professionals or other employees whose positions do not require them to hold a valid teacher's certificate (e.g., psychologists or physiotherapists)
- educators who were reported in your district last year
- educators hired after September 30, 2008.

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

Completed forms must arrive at the Ministry on or before <b>October 14, 2008</b>
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**NOTE:** Educators must send completed forms to their District Office, not directly to the Ministry.

#### Why is Form 2001 important?

This information is used in conjunction with Form 2003 to analyze educator supply and demand and to produce various reports about educator characteristics.

Form 2001 is required under the School and Student Data Collection Order (M152/89). Under this order school districts are responsible for collecting and submitting the information to the Ministry.

#### If you need assistance

Questions about completing Form 2001 should be directed to your district contact person, or:

Kathy Cordner  
Data Management Unit  
250 356-2441

## Step by step instructions for completing Form 2001

As this form is being completed only by those educators not reported last year, the forms have not been preprinted.

### Definitions:

**Educator** is a person who is employed by a District as a:

- director of instruction
- principal
- vice-principal or
- teacher

who:

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

**Educator** does not include a person appointed by a district as:

- a superintendent of schools
- an assistant superintendent of schools
- an administrative officer.

### Section A: School and Personal Information

#### 1 Enter Ministry school code

Enter the Ministry School Code.

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**NOTE:** Itinerant teachers should be reported as district teachers. For these teachers, please indicate the district number in the space for the Ministry school code and indicate the district name in the space provided for the school name.

#### 2 Enter school name

Enter your school name in the space provided.

Educators employed at Provincial Resource Programs or at Youth Custody/Residential Attendance Centres should ensure that the name of the Provincial Resource Program or Youth Custody/Residential Attendance Centre is filled in under "School Name".

#### 3 to 8 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.

**Section B: Certification**

**9 Check box for current teaching certificate**

Please indicate one certificate only.

**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.

**E. Letter of Permission**

This is used when a district is unable to hire a fully qualified teacher for a particular position. The district will make application for this certification on behalf of the teacher. The letter of permission expires after one year and must be renewed each year. The letter of permission may only be renewed twice.

**Section C: Experience**

**10A Enter teaching experience in B.C.**

Educators commencing employment for the first time in the B.C. public school system should record "none".

All other educators who are completing Form 2001 should calculate teaching experience as follows:

$$\text{Experience (in years)} = \frac{\text{FTE} * \text{Months}}{10} \dots\dots\dots \text{Equation (1)}$$

- Determine your FTE value:  
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.
- 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,  $0.50 * 8 / 10$ . 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.

! **Note:** When determining total FTE from part time assignments and on call teaching time, an approximate is sufficient. The information reported on this form is not used for calculating pensionable time or seniority.

! **Note:** The experience calculation is as of June 30, 2008. Do not calculate your experience up to October.

### 10B Enter teaching experience outside B.C.

This section includes all teaching experience obtained outside the B.C. public school system, including exchange teaching, and teaching in an independent school. The calculation process is identical to the one used in item 10A.

### Section D: Verification

#### 11 Signature of Educator and date

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 send the original form to their district office. District offices should forward the original forms to :

Ministry of Education  
Data Management Unit  
3<sup>rd</sup> Floor  
620 Superior St  
Victoria, BC  
V8V 1V2  
Attention: Kathy Cordner