

T.Q.S. POLICY

Last update: May 2018

TQS Policy - Table of Contents

Policy 1.00 COURSES

- 1.1 Relevancy
- 1.2 Repeated Courses
- 1.3 Out-of-Province, Out-of-Country Courses
- 1.4 Courses from Non-Public and/or Religious Institutions:
- 1.5 Credit for Work Experience

Policy 2.00 PROGRAMS (Non-Degree, Certificate, & Diploma)

- 2.1 "A" Levels (Commonwealth)
- 2.2 Art Diplomas
- 2.3 Basic Certificates/Instructor's Diplomas
- 2.4 CEGEP (Quebec)
- 2.5 Grade 13 (Ontario)
- 2.6 University Entrance

Policy 3.00 PROGRAMS (Undergraduate Degrees)

- 3.1 Basic Requirements - Three, Four & Five-Year Degrees
- 3.2 Basic Requirements - One & Two-Year Degrees
- 3.3 Degree Equivalency Statements
- 3.4 Overlapping Programs - University Degree Plus Non-Degree Teacher Education Program
- 3.5 Surplus Credits in a Degree Program
- 3.6 Degree Deficiencies - "Topping Up"
- 3.7 UBC's Sponsored Industrial Education Bachelor of Education (Secondary)
- 3.8 Two-Year Bachelor of Education Degree in combination with ninety credits required for admission
- 3.9 Teacher Education Degree - Whole, Intact

Policy 4.00 PROGRAMS (TQS Integrated Program)

- 4.1 Acceptable Course Content (TQS Integrated Program)
- 4.2 Combined TQS Integrated Program and Graduate Degree
- 4.3 Summer Institutes/Short Courses and the TQS Integrated Program
- 4.4 Courses Completed in a Degree Subsequent to Category Five (5) Being Awarded

4.5 Field Placement(s), Practicum(s), Work Placement(s) and Similar Credited Experiences in an Integrated Program

4.6 Additional Qualification (AQ) Courses

Policy 5.00 PROGRAMS (Graduate Degrees)

5.1 Basic Requirements - Graduate Degree

5.2 Graduate Degree - One & Two Category Steps

5.3 Graduate Degree as a Teacher Education Program

5.4 Masters Degrees as the Equivalent of Undergraduate Degrees

5.5 Thesis - University Credit

5.6 Program Deficiencies, Category Six (6)

Policy 6.00 APPLICATIONS & OTHER PROCEDURES

6.1 TQS Category Card

Policy 7.00 APPEALS

7.1 General

7.2 Procedures

7.3 Effective Dates

Policy 8.00 GENERAL

8.1 Local Authority

8.2 Proof of Employment

8.3 Access to Information

1.00 COURSES

1.1 Relevancy

Ref: Regulations 1.01(d), 5.01 (Intro) & 5.03. (Adopted: 1978.10.18; Updated: 1996.12.15, 1999.06.10, 2001.06.04 & 2018.04.05)

Courses completed at a recognized university with content which is directly related to a subject taught or educational practice in BC public schools will be accepted for categorization purposes while courses which are not directly related will be limited to twelve credits.

1.2 Repeated Courses

Ref: Regulation 5.04. (Adopted: 1992.10.01)(Re-affirmed 2018.04.05)

A course that repeats or in any way updates a course previously taken by an applicant (and is acceptable in all other respects) will be acceptable for categorization purposes if the course it repeats or updates was taken at least five years prior.

1.3 Out-of-Province, Out-of-Country Courses

Ref. Regulations 1.01 (d), 5.01(d) & 5.05(c). (Established practice. Adopted:1995.12.15, Updated: 2006.02.13) (Re-affirmed 2018.04.05)

Where, within the general guidelines respecting the recognition of programs, the acceptability of the content or the credit value equivalency of a course(s) is uncertain for out-of-province or out-of-country courses, the Director of Evaluation may offer the applicant the option of obtaining a written assessment from one or more of the admissions staff of the appropriate faculties of the major provincial universities regarding how they would equate these courses to courses offered in British Columbia. In order to be considered, the assessment must be submitted directly to the Director of Evaluation.

1.4 Courses from Non-Public and/or Religious Institutions:

(Adopted: 1997.06.20; Revised: 2002.04.08)(Updated: 2018.04.05)

Courses completed at non-public and/or religiously affiliated institutions are acceptable only if they have been transferred into an acceptable degree program.

1.5 Credit for Work Experience
(Adopted: 2005.04.25) (Re-affirmed 2018.04.05)

Credits granted for prior learning or work experience are acceptable provided that they are recognized for credit by an appropriately accredited university.

2.00 PROGRAMS (Non-Degree, Certificate, & Diploma)

2.1 "A" Levels (Commonwealth)
Ref: Regulation 5.05(c). (Adopted: 1995.12.15) (Re-affirmed 2018.04.05)

That for any applicant certified to teach in British Columbia after January 1, 1996, Commonwealth "A" (Advanced) Levels and "O" (Ordinary) Levels, regardless of where or when taken, which have been accepted by a university for admission to a degree or teacher preparation program, will be recognized as the equivalent of Grade 12 (university entrance) in British Columbia and no additional credit will be granted for TQS categorization purposes.

2.2 Art Diplomas
Ref: Regulation 2.01 (Cat. 3 & 4). (Adopted: 1970.06.19; Updated: 1995.12.15 & 2018.04.05)

2.21 A three or four-year art diploma program completed at an accredited institution will be recognized as two years of teacher preparation, and when these programs are coupled with an acceptable professional training year, will meet the requirements of TQS category three (3).

2.22 An Art Diploma that has been converted to a three-year baccalaureate degree will be accepted for categorization purposes like all other acceptable three-year degree programs.

2.3 Basic Certificates/Instructor's Diplomas
Ref: Regulations 5.01 (Intro) & 1.01 (d). (Established practice. Adopted: 1995.12.15, Updated: 2006.02.13) (Re-affirmed 2018.04.05)

Applicants who have been issued a Basic Certificate by the BC College of Teachers, on the basis of certification granted previously by the Ministry of Education, shall be assigned categories as follows:

- 2.31 An applicant who qualified for the certificate on the basis of an academic program at a college, university, or teacher training institution plus either a Normal School program or another professional teacher preparation program will be categorized in accordance with the general TQS category requirements (Regulation 2.00), as applicable at the date of application for a category.
- 2.32 An applicant who qualified for the certificate on the basis of the Instructor's Diploma program will be categorized as follows:
- 2.321 Category Two (2) - if the applicant's qualifications consist of the knowledge, skills, and experience (in an area not generally taught in a university setting) that qualifies an individual to teach in a specialized field in the public school system;
- 2.322 Category Three (3) - if the applicant's qualifications meet the requirements of Category Two (2) and also include at least two years of vocational or trade school, or three years of apprenticeship in a trade or the acceptable equivalent;
- 2.323 Category Four (4) – if the applicant's qualifications meet the requirements of Category Two (2) and also include at least three years of vocational or trade school training, or four years of apprenticeship in a trade or an acceptable equivalent; and,
- 2.324 Applicants may obtain a category upgrade only by fulfilling the general TQS requirements of the next higher category, as prescribed in Regulation 2.00.

2.4 CEGEP (Quebec)

*Ref: Regulations 2.01 (Intro) & 5.05(a). (Established practice.
Adopted: 1995.12.15) (Re-affirmed 2018.04.05)*

The first year of CEGEP (Collège d'enseignement général et professionnel) from Quebec is recognized as the equivalent of Grade 12 (university entrance) in British Columbia and the second year of CEGEP is an acceptable one-year program for categorization purposes where it is followed by the completion of either an acceptable degree for which completion of the second year of CEGEP is an entry requirement or it is recognized for transfer credit and incorporated within an acceptable degree program.

2.5 Grade 13 (Ontario)

Ref: Regulations 2.01 (Intro) & 5.05(a). (Adopted: 1975.10.08; Re-affirmed: 1995.09.22) (Re-affirmed 2018.04.05)

For any applicant certificated to teach in British Columbia after September 1, 1976, no classification credit will be allowed for Ontario's Grade 13.

2.6 University Entrance

Ref: Regulations 2.01, 5.01 (Intro) & 5.05(b). (Adopted: 1993.01.23; Updated: 1995.12.15 & 2018.04.05)

Where an applicant meets university entrance requirements pursuant to Regulation 5.05(a), the TQS will recognize for categorization purposes only those university years completed in programs that are acceptable programs within the general meaning of the TQS Policies and Regulations; and, specifically, the TQS will not provide any additional recognition for:

- 2.61 Extra years of study at the secondary school level;
- 2.62 Completion of both Grade 12 and first year of CEGEP; or,
- 2.63 A qualifying or preparatory year at a college of university (other than the second year of CEGEP) that is required for entrance to a degree program.

3.00 PROGRAMS (Undergraduate Degrees)

3.1 Basic Requirements - Three, Four, & Five-Year Degrees

Ref: Regulations 2.01 & 5.01. (Established practice. Adopted: 1995.12.15; Updated: 1999.06.10, 2001.06.04 & 2005.10.03)

An undergraduate degree program of three, four, or five years will be recognized as an acceptable program for categorization purposes under the conditions set out below:

- 3.11 The program must be relevant to an academic subject offered in BC public schools or to teaching and educational practice in British Columbia;
 - 3.111 If the degree is acceptable but some part of the degree is not deemed relevant, this part of the degree may be rejected,

- 3.112 The number of course credits that will be accepted for categorization purposes may be restricted if their content is not deemed relevant (see also Policy 1.00 Courses 1.1).
- 3.12 The program must include a minimum of ninety, 120, or 150 semester credits of acceptable course work in, respectively, a three, four, or five-year program;
- 3.13 The program must be completed at:
- 3.131 a university or college in Canada that is an ordinary member of the Association of Universities and Colleges of Canada, or a public or private post-secondary institution in Canada which is formally authorized in legislation or through regulation by its respective Province or Territory to offer baccalaureate degrees, or
- 3.132 a university or college in the United States that is recognized by one of the following acceptable accreditation authorities:
- The Western Association of Schools and Colleges
 - The Northwest Association of Schools and Colleges
 - The Southern Association of Schools and Colleges
 - The North Central Association of Schools and Colleges
 - The Middle States Association of Colleges and Schools
 - The New England Association of Schools and Colleges,
- provided that where a program is recognized by one of the authorities indicated above, it is sanctioned in the form in which it is delivered in British Columbia; or,
- 3.133 if the program is completed in a country other than Canada or the United States it must be from a university or college that is recognized by an ordinary member of the Association of Universities and Colleges of Canada, as offering a program equivalent to one of their undergraduate programs;
- 3.14 The degree must be an acceptable pre-requisite for entry to a professional teacher preparation program or to post graduate studies at one of the major universities of British Columbia.

3.2 Basic Requirements - One & Two-Year Degrees

Ref: Regulations 2.01 (cat 4, 5, & 6) & 5.01. (Established practice. Adopted: 1995.12.15)

An undergraduate degree program of one or two years will be recognized as an acceptable program for categorization purposes provided:

- 3.21 The degree follows the completion of an acceptable three, four or five year degree;
- 3.22 The degree is either a program of professional preparation for teaching or a program directly related to public education;
- 3.23 The one-year degree consists of either a minimum of thirty semester credits of acceptable course work in a professional teacher preparation program that meets the requirements of certification in British Columbia or a minimum of thirty semester credits of senior level course work in a program that meets the requirements of a TQS Integrated Program;
- 3.24 The two-year degree consists of a minimum of sixty semester credits of which at least thirty semester credits must be acceptable senior level course work; and,
- 3.25 The degree is completed at a college or university recognized by the TQS.
- 3.26 One-year or two-year B Ed degrees in combination with an acceptable undergraduate degree may qualify an applicant for not more than Category Five (5).

3.3 Degree Equivalency Statements

Ref: Regulation 5.02. (Adopted: 1970.05.04; Updated: 1995.12.15; 2006.02.13)

Where there is a question of recognizing a program of academic and/or professional studies completed at an educational institute in a foreign country as the equivalent of a baccalaureate degree in British Columbia, the TQS will consider a definitive statement, regarding the equivalency of such studies to a BC degree, from the dean of the appropriate faculty or the registrar at one of the appropriately accredited public universities in British Columbia.

3.4 Overlapping Programs – University Degree Plus Non-Degree Teacher

Education Program

Ref: Regulation 5.04. (Adopted: 1992.04.09 Updated: 2015.09.01)

Where course work is shared between a teacher education program and a non-education degree program from an accredited university, the teacher education program and the degree will be evaluated for categorization purposes as if they were one program.

3.5 Surplus Credits in a Degree Program

Ref: Regulations 3.02 & 4.05. (Established practice. Adopted: 1995.12.15)

Where, while completing a degree, an applicant earns more semester credits of course work than are required by the college or university for that particular degree the additional course work may be applied toward completion of a TQS Integrated Program provided:

- 3.51 The applicant submits an acceptable written declaration from the college or university that the courses are surplus to the degree; and,
- 3.52 The courses are acceptable in terms of the general requirements that apply to the TQS Integrated Program. (See Regulation 4.05)

3.6 Degree Deficiencies - "Topping Up"

Ref: Regulations 1.01 (d) & 2.01. (Established practice. Adopted: 1995.12.15 Updated: 2015.09.01)

Where the TQS determines that a degree is deficient in terms of overall semester credits or where the TQS determines that individual courses within a degree are unacceptable for TQS categorization purposes, the deficiency in course work must be made up through the completion of senior or graduate level courses acceptable to the TQS before the degree will be recognized for categorization purposes.

3.7 UBC's Sponsored Industrial Education Bachelor of Education (Secondary)

Ref. Regulation 5.01. (Adopted: 1981.01.11; Updated: 1995.12.15)

Applicants in the Secondary Industrial Education Sponsored Program at the University of British Columbia shall be assigned categories upon meeting the following requirements:

- 3.71 Category Two (2) - after completing at least seventy-eight semester credits of appropriate Technical and Professional Education courses and having been issued a teaching certificate;
- 3.72 Category Three (3) - after completing at least ninety semester credits (forty-five units) of the program, including English 100;
- 3.73 Category Four (4) - after completing at least 120 semester credits of the program; and
- 3.74 Category Five (5) - after the Bachelor of Education (Secondary) has been conferred.
- 3.75 Category Five Plus (5+) - after the Bachelor of Education (Secondary) has been conferred and another acceptable diploma, undergraduate degree or integrated program has been completed.

3.8 Two-Year Bachelor of Education Degree in combination with ninety credits required for admission

(Adopted: 2005.12.12; Amended 2009.12.10)

Where an applicant is admitted to a two-year Bachelor of Education degree on the basis of having completed ninety credits of required course work acceptable to the university, the combination of the required ninety credits and the two-year Bachelor of Education shall be regarded by the TQS as equivalent to a five-year Bachelor of Education degree.

3.9 Teacher Education Degree - Whole, Intact

A degree program that contains the teacher education program for certification purposes must remain whole and intact. It shall not be broken apart for category purposes.

4.00 PROGRAMS (TQS Integrated Program)

4.1 Acceptable Course Content (TQS Integrated Program)

Ref: Regulations 1.01(d), 3.02, 3.03, 4.05 & 4.06. (Adopted: 1994.01.21; Updated: 1995.12.15, 2005.06.17, 2007.06.22)

The senior courses in an Integrated Program must be eligible for:

- 4.11 Inclusion in an acceptable degree program, post-baccalaureate diploma program, or teacher education/certification program offered by the university giving the courses; and,
- 4.12 Inclusion as transfer credit, in an acceptable degree or post-baccalaureate diploma or teacher education program, offered by one of the recognized degree granting institutions in BC; and
- 4.13 At least 20 of the total of 30 credits must be eligible for inclusion in a degree program, post-baccalaureate diploma program, or teacher education/certificate program as a **major area of study, offered by the university giving the courses.**
- 4.14 Verifiable pre-requisites totalling not more than six semester credits may be accepted at less than senior level provided they are in the major theme area of the integrated program.

4.2 Combined TQS Integrated Program and Graduate Degree

Ref: Regulation 4.06. (Adopted: 1979.04.11; Updated: 1995.12.15, 2015.09.01)

Where an applicant who holds an acceptable baccalaureate degree is pursuing two separate programs - a TQS Integrated Program and a graduate degree - the courses from both programs may be combined in order to qualify for a Category Five (5) under the following conditions:

- 4.21 The two programs individually meet the requirements for an acceptable Integrated Program and an acceptable graduate degree, and together the programs contain a *minimum* of sixty semester credits;
- 4.22 The first thirty semester credits submitted for Category Five (5) must constitute an acceptable Integrated Program; and,
- 4.23 Category Six (6) will be assigned only after *all* the work of *both* programs has been completed and the graduate degree has been conferred.

4.3 Summer Institutes/Short Courses and the TQS Integrated Program

Ref: Regulation 4.05. (Adopted: 1992.12.11)

All course work taken for credit, regardless of whether or not it is a summer institute or a short course, will be accepted for inclusion in a TQS Integrated Program as long as it was taken under the auspices of an accredited college or university, and all other requirements for an Integrated Program are met.

4.4 Courses Completed in a Degree Subsequent to Category Five Being Awarded

Ref: Regulations 2.01 Category 5+ & 4.05 (Adopted: 2007.10.11)

Where a portion of an undergraduate degree program has been used to assign TQS Category Five (5), courses completed in the degree subsequent to the evaluation resulting in Category Five (5), may be applied to an integrated program to meet the requirements of Category Five Plus (5+).

4.5 Field Placement(s), Practicum(s), Work Placement(s) and Similar Credited Experiences in an Integrated Program

Ref: Regulation 4.05. (Adopted 2011.10.24)

The total credit recognized for field placement(s), practicum(s), work placement(s) and similar credited experiences in an Integrated Program will be limited to six semester credits.

4.6 Additional Qualification (AQ) Courses

The TQS will consider Additional Qualification (AQ) courses that have been taken from a university within the context of an Integrated Program, allotting a credit value of six (6) semester credits unless documented as less credits on an official transcript.

5.00 PROGRAMS (Graduate Degrees)

5.1 Basic Requirements - Graduate Degree

Ref: Regulations 1.01 (d), 2.01 (cat 5 & 6), 3.02 & 3.03. (Adopted: 1994.02.24;

Updated: 1995.12.15, 1999.05.10, 1999.06.10, 2001.06.04, 2002.01.25, 2002.06.08, 2005.10.03, 2011.06.17, 2015.09.01, 2017.04.20)

The Teacher Qualification Board must formally approve all graduate programs and may, at its discretion, withhold or withdraw approval. In order for a graduate degree to be recognized for TQS categorization purposes, it must meet the following minimum conditions:

- 5.11 The program must be relevant to an academic subject offered in BC public schools or to teaching and educational practice in British Columbia;
 - 5.111 If the degree is acceptable but some part of the degree is not deemed relevant, this part of the degree may be rejected,
 - 5.112 The number of course credits that will be accepted for categorization purposes may be restricted, if their content is not deemed relevant (see Policy 1.00 Courses 1.1).
- 5.12 The program includes a minimum of thirty semester credits of work;
- 5.13 The program is completed at:
 - 5.131 a university or college in Canada that is an ordinary member of the Association of Universities and Colleges of Canada, or a public or private post-secondary institution in Canada which is formally authorized in legislation or through regulation by its respective Province or Territory to offer baccalaureate degrees, or
 - 5.132 a university or college in the United States that is recognized by one of the following acceptable accreditation authorities:
 - The Western Association of Schools and Colleges
 - The Northwest Association of Schools and Colleges
 - The Southern Association of Schools and Colleges
 - The North Central Association of Schools and Colleges
 - The Middle States Association of Colleges and Schools
 - The New England Association of Schools and Colleges,

provided that where a program is recognized by one of the authorities indicated above, it is sanctioned in the form in which it is delivered in British Columbia; or,

- 5.133 if the program is completed in a country other than Canada or the United States it must be from a university or college that is recognized by an ordinary member of the Association of Universities and Colleges of Canada, as offering a program equivalent to one of their graduate programs;
- 5.14 A program with a minimum of thirty semester credits requires a minimum of one year to complete when it is taken on a part time basis. A program with a minimum of sixty semester credits requires a minimum of two years to complete when it is taken on a part time basis.
- 5.15 The program has a capstone. It is mandatory that the university identify the capstone as such and that it is required as part of the regular program or included as part of the program before graduation. Capstones must be documented on an official transcript or confirmed in a letter from the university.

5.2 Graduate Degree - One & Two Category Steps

Ref. Regulations 2.01(cat 6), 3.02 & 3.03. (Established practice. Adopted: 1995.12.15; Revised: 2002.02.14, 2015.09.01)

- 5.21 An acceptable graduate degree consisting of at least thirty semester credits of graduate level academic or professional studies relevant to a subject taught or educational practice in BC public schools (see TQS Policy 1.1) will be recognized for one step, that is one "year" in the TQS categorization system, regardless of the calendar or academic residence time required to complete the degree.
- 5.22 An acceptable graduate degree consisting of at least sixty semester credits of graduate level academic or professional studies relevant to a subject taught or educational practice in BC public schools (see TQS Policy 1.1) will be recognized for two steps, that is two "years" in the TQS categorization system, regardless of the calendar or academic residence time required to complete the degree. Graduate degrees will not be recognized for more than two steps in the TQS category system.

5.3 Graduate Degree as a Teacher Education Program

(Adopted: 1998.04.17)

For the purpose of meeting the requirements of Category Six (6), the graduate program must be taken in addition to a teacher education program required for certification in BC. A graduate program that consists of the teacher preparation program for certification cannot be used to meet the graduate degree requirement of Category Six (6).

5.4 Masters Degrees as the Equivalent of Undergraduate Degrees

(Adopted: 2001.11.02, Updated: 2007.06.22)

Where a graduate degree is not acceptable for Category Six (6), it may be accepted as equivalent to an undergraduate degree or an Integrated Program, in which case, TQS Regulations and Policies related to an undergraduate degree or an Integrated Program will apply.

5.5 Thesis - University Credit

(Adopted: 2012.12.07, Revised: 2016.12.14)

A completed thesis in an acceptable graduate degree will be worth 12 semester credits except where a university has awarded more than 12 semester credits in which case the TQS will defer to the credits awarded by the university.

5.6 Program Deficiencies, Category Six (6)

Where the TQS determines that an acceptable graduate degree is deficient in terms of overall semester credits or where the TQS determines that individual courses within a degree are unacceptable for TQS categorization purposes, the deficiency in course work must be made up through the completion of senior or graduate level courses acceptable to the TQS before the degree will be recognized for categorization purposes. All course work used for top up must be third year university level or higher and relevant to the BC public K-12 system.

6.00 APPLICATION & OTHER PROCEDURES

6.1 TQS Category Card

Ref. Regulations 1.04 & 1.05(a). (Adopted: 1972.05.01; Updated: 1995.12.15)

The official category card issued by the Teacher Qualification Service will contain the following:

- 6.11 The heading: "Teacher Qualification Service Category Card";
- 6.12 The applicant's name precisely as it appears on his or her valid BC teaching certificate unless a legal name change or marriage certificate has been provided to authorize another name;
- 6.13 The name of the highest BC teaching certificate for which the applicant is entitled and whether the certificate is non-expiring or interim; in the case of the latter, the expiry date will be recorded;
- 6.14 The names of the acceptable academic and/or professional program(s) completed and the name(s) of the institution(s) and date(s) of graduation;
- 6.15 The category issued (as both a figure and as a word); the effective date of the category; and the date of the evaluation;
- 6.16 The signature (or facsimile) of the Director of Evaluation; and,
- 6.17 The following entry, printed on the back of the classification card: "This card is not proof of valid and subsisting teacher certification."

7.00 APPEALS

7.1 General

Ref: Regulation 8.05. (Established practice. Adopted: 1995.12.15)

The Teacher Qualification Board will hear and determine appeal cases in an expeditious manner. Each case will be considered in terms of the relevant and applicable TQS regulations, policy, and procedures. Each appeal will be decided upon its merits.

7.2 Procedures

Ref: Regulation 8.05. (Established practice. Adopted: 1995.12.15)

The following procedures will be used in conducting an appeal case. The Board may make whatever additional provisions it thinks necessary to deal with any particular case.

- 7.20 The appeal will be considered and a decision will be made on the basis of written documents rather than oral or subjective submissions; i.e. the transcripts, documents, records, and correspondence represent the significant evidence in assessing an applicant's qualifications or in determining if the correct procedures have been followed by an applicant in applying for a category or by the TQS in processing the application.
- 7.21 The appellant will be advised promptly of the receipt of his or her appeal letter.
- 7.22 Copies of all documents relevant to the appeal will be distributed to all Board members prior to the meeting date on which the appeal will be considered. The Board may consider a new appeal, for which documents have not been distributed prior to the meeting, only with the unanimous consent of the Board.
- 7.23 The Board will consider any additional submission (transcripts, documents, correspondence, or other information) from the appellant, from someone acting on behalf of the appellant, or from the Director of Evaluation up to the date the appeal is examined.
- 7.24 An appellant may attend the meeting at which the appeal is considered. Where an appellant asks to attend or name a representative to attend the meeting, the appellant will be asked to provide reasons why such an appearance would be helpful in adjudicating the case. The Board will consider any such request and, if it decides the presence of the appellant and/or the appellant's representative would be relevant and valuable in deciding the case, the Board will schedule the appeal to a future meeting with the appellant and/or representative in attendance. (Given the emphasis that is placed upon documentary evidence in any appeal, appellants will not usually attend.)
- 7.25 At the direction of the Chair, the Director of Evaluation will introduce the case and outline the facts pertaining to the initial evaluation and the re-assessment. The Director may identify precedents that bear upon the case and advise the Board of any implications the case may have upon the regulations, policy, or practice. The Director will respond to questions that deal with the facts of the case.
- 7.26 The Director will not contribute to or participate in any debate on the merits of the case.
- 7.27 If the appellant and/or the appellant's representative attends the meeting

they may make a formal written and/or oral submission on the facts of the case and any supporting arguments on behalf of the appellant.

- 7.28 Any expenses incurred by the appellant or the appellant's representative in attending a meeting are the responsibility of the appellant.
- 7.29 The Board will decide the case, and the appellant will be advised in writing by the Chair of the Board's decision and the reasons therefore

7.3 Effective Dates

*Ref. Regulations 8.01, 8.02, 8.03, 8.04, 8.05, 8.06, 8.07, 8.08, 7.06 & 7.06
(Established practice. Adopted: 1995.12.15)*

The effective date of any change in a category, which arises from a review by the Director or an appeal decision by the Board, will be determined in accordance with the following guidelines:

- 7.31 The date on which the TQS receives the applicant's letter requesting a review of the assigned category will be the first determining factor in setting the effective date for any subsequent upward revision of a category; the date on which the appeal letter is received by TQS will be a second determining factor; and the date on which any new evidence regarding the applicant's qualifications is received will be a third determining factor.
- 7.32 Where the appellant's letter requesting a category review is received within four months of the date the category was assigned and an appeal letter is submitted within a reasonable time thereafter, the effective date of any change in the category will be the same as the original effective date of the category in question.
- 7.33 Where the appellant's letter requesting a category review is received more than four months after the date the category was assigned and an appeal letter is submitted within a reasonable time thereafter, the effective date of any change in the category will be determined in accordance with the regulations governing the dating of categories, using the date on which the request-for-review letter was received as the determining date for establishing a January 1, May 1 or September 1 effective date;
- 7.34 Where an appellant's appeal letter is received more than four months after the date the category was assigned and more than four months after the date of the Director's review, the effective date of any upward revision in

the category will be determined in accordance with the regulations governing the dating of categories, using the date on which the appeal letter was received as the determining date for establishing a January 1, May 1 or September 1 effective date;

- 7.35 Where the decision to upgrade a category is based upon the submission of new evidence (not submitted as part of the original application for the category), the effective date of the upward revision in the category will be determined in accordance with the regulations governing the dating of categories, using the date on which the new evidence was received as the determining date for establishing a January 1, May 1 or September 1 effective date;
- 7.36 Where the Teacher Qualification Board and/or the staff of the Teacher Qualification Service are responsible for any significant delay in processing an appeal and the appeal results in an upward revision of a category, the effective date of the new category shall be determined in accordance with the regulations governing the dating of categories, using the date on which the appeal letter was received as the determining date for establishing a January 1, May 1 or September 1 effective date.
- 7.37 If the review decision by the Director or an appeal decision by the Board results in a downward revision of a category, the effective date of the new category will be the January 1, May 1 or September 1 following the date on which the decision was made; and,
- 7.38 Where special circumstances warrant, the Board may vary these guidelines.

8.00 GENERAL

8.1 Local Authority

Ref. TQS Bylaws. (Adopted: 1969.10.06 & 1975.08.05; Consolidated: 1995.12.15; Revised: 1999.06.23)

The Teacher Qualification Service functions solely as an advisory service in the matter of categorizing the qualifications of teachers. The Teacher Qualification Board recognizes and respects the authority of boards of school trustees and local teachers' associations to determine, through the collective bargaining process, policy, or other means:

- 8.11 The extent to which TQS categories will be used, if at all, in structuring salary schedules or determining the salary of individual teachers;
- 8.12 The number and nature of supplementary categories, if any, that may be in effect;
- 8.13 The way in which retroactive salary payments, if any and if applicable, will be determined and exercised; and,
- 8.14 The rules regarding the submission of documents pertaining to categories and category upgrades and the effective dates of such categories (which may not necessarily coincide with the procedures or dates used by the TQS).

8.2 Proof of Employment

(Adopted: AGM 1998, Updated: 2006.02.13)

First time applicants to the TQS will be issued a TQS category card provided that it is their intention to apply for a position in the BC public school system. In order to obtain any future cards or services from the TQS, applicants will be required to provide proof of current employment in the BC public school system.

8.3 Access to Information

(Adopted: 1998.11.12)

An applicant may, upon making a written request to the Director of Evaluation of the TQS, have a copy of all documents in his or her file. The Director may, at his/her discretion, withhold the names of individuals he/she has contacted for advice regarding an assigned category but under no circumstances will he/she withhold the name of institutions contacted. Copies of all or individual documents contained in an applicant's file will be subject to a ten dollar processing fee.