Limited Teaching Permit (LTP) Guidelines and Application

2026/2027 School Year

Manitoba
Education and Early Childhood Learning
Professional Certification Unit

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LIMITED TEACHING PERMIT GUIDELINES

Manitoba Education and Early Childhood Learning expects employers to hire certified teachers for all teaching positions whenever possible. 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.

Uncertified individuals should only be hired in situations where it is absolutely necessary, such as in situations where certified teachers are not available, or where certified teachers that are available are determined by the employer to be unsuitable for the role, particularly due (but not limited) to reasons of student safety. The onus in on employers to ensure that an exhaustive search has taken place to fill vacant teaching positions with certified teachers.

Until June 30, 2027, in emergency situations where a qualified certified teacher is unavailable, an employer may assign an uncertified person to teach for up to **fifteen (15) consecutive days** or **twenty (20) total days** in a school year without applying for an LTP. If either of these thresholds is exceeded, the employer must apply for an LTP.

Background Checks

All background checks referenced in these guidelines must be received by the employer prior to placing uncertified persons in a classroom.

Background checks are an important safety measure for students and must include:

- A criminal record check with vulnerable sector search (see rules below); and
- A Manitoba Child Abuse Registry check (completed annually).

Requirements

Background checks must:

- Be current within six (6) months of submission to the employer;
- Be received by the employer before a non-certified individual is placed in the classroom and before applying for an LTP;
- Include all current and past legal names (as reflected on official documents, where applicable); and
- If a background check indicates that a record exists for the individual, please contact PCU.

Additional Provisions

- For individuals with consecutive annual LTPs, a criminal record check with vulnerable sector search may remain valid for up to three (3) school years.
- Applicants for Manitoba teacher certification must submit original background checks that are current within six (6) months of their certification application, even if checks were previously provided to an employer for an LTP.

Employers are responsible to submit to PCU the signed and completed application form, high school or post-secondary transcript(s) (the latter only if applicable) to facilitate salary classification, and a photocopy of proof of Canadian Citizenship, Landed Immigrant Status, or valid Work Visa.

Supporting documents are **not required** to be submitted to PCU. The employer is responsible for receiving, reviewing and retaining all supporting documents. PCU will complete random audits to ensure employer compliance.

Communications regarding an LTP application occur between the employer and Professional Certification Unit (PCU). PCU will not reply to applicant inquiries.

Classroom and Substitute LTP

For Kindergarten to Grade 12 Classroom or Substitute LTPs, the applicant should 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.

Technical Vocational Teacher LTP

Where a Technical Vocational Teacher on an LTP is actively completing the Red River College Polytechnic diploma, the employer may, at their discretion, forgo annual exhaustive searches and continue to request annual LTPs, provided satisfactory progress toward certification is demonstrated.

Outside Entitlement LTP (Classroom and Substitute)

An outside entitlement LTP may be issued to an employer for a teacher who is certified with a Manitoba restricted certificate (e.g. Permanent Technical Vocational Teaching Certificate). Divisions seeking an LTP for a teacher who already holds a Permanent Technical Vocational Teaching Certificate do not require additional background checks. Classification will remain unchanged for these teachers.

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

The employer must submit the following to PCU in PDF by email to LTP@gov.mb.ca:

- ☐ **Signed and completed application form submitted to PCU attesting to having received and retained all required documents.**
- ☐ **Photocopy of proof of Canadian Citizenship, Landed Immigrant Status, or valid Work Visa.**
- ☐ Photocopy of an Official Name Change Document (if applicable).

Transcript(s) Indicate on form if a transcript is on file at PCU from previous years and don't resubmit

- ☐ If Grade 12 or equivalent is the highest level completed, a copy of a transcript is required
- ☐ If post-secondary course work is completed, a copy of a transcript from **every** university or college is required.

The employer must retain the following:

- ☐ An original current background check (as above)
- ☐ A copy of a certificate of completion of one (1) of the approved sexual abuse prevention program. The two programs currently approved by the Minister of Education and Early Childhood Learning for this purpose are:
  - Respect in Schools – Respect in School - Getting Started (respectgroupinc.com)
  - Commit to Kids – Commit to Kids - Create Account
- ☐ 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.
- ☐ Grade 12 or equivalent or post-secondary course work transcript(s).

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 from the Dean of the Faculty of Education supporting the LTP request. (individual letter or Dean list).

For 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

Applicant's Legal Surname | Given Name | Middle Name

Previous Name(s) | Citizenship/Immigration Status

Mailing Address:
P.O. Box/Street | City/Town | Province | Postal Code

Date of Birth (DD/MM/YYYY) | Telephone Number | PSP or Cert. No.

Email Address

Have you ever had an LTP? ☐ Yes ☐ No

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.

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