

**REGULATIONS GOVERNING CATEGORY ASSIGNATION OF TEACHERS
BY THE BOARD OF LICENSE AND REVIEW [BLR]**

SECTION A - ASSIGNMENT OF CATEGORIES

1. These regulations shall govern the categorization of unionized day and supplementary school teachers in the Greater Toronto Area affiliated with, and funded by, the Centre for Enhancement of Jewish Education [the Mercaz] of UJA Federation.
2. Subject to exceptional circumstances and at the sole discretion of the BLR, an assignment of teacher category will be made only when a recognized Teaching Certification is presented to the Mercaz, BLR.
3. All category assignments or any change in category shall be considered by the BLR upon receipt of a request in writing by the teacher.
4. All applicable official documents (degrees, diplomas, transcripts, letters, etc.) must be submitted with each application. Incomplete applications or failure to provide applicable official documents will result in the application not being processed.
5. Any individual course, or full program of study consisting of a set number of courses, shall be credited only once toward categorization.
6. The BLR will give an official ruling on the acceptability of any full program of study for which credit will be sought toward upgrading, provided that the particulars are supplied in advance, in writing. No guarantee can be given that a program of study, which has not received prior approval, will be recognized by the Board of License and Review. It is desirable, therefore, that prior to taking a full program of study for the purpose of category elevation, teachers shall seek approval from the BLR. Full details should be submitted, in writing, a minimum of one month in advance of the commencement date of the program of study.

Relevant coursework beyond high school level which is listed in the calendars of accredited and recognized universities, teacher seminaries and yeshivot will be considered for the upgrading of category. If in doubt with regard to the recognition of any institution, teachers should request an official ruling from the BLR at least one month before enrolling in any program of study. All particulars pertaining to individual courses or full programs of study must be provided in writing.

7. All official documents will be assessed by the BLR.

8. New categories assigned by the BLR based on the provisions of this document will not reduce a teacher's present category
9. Subject to the provisions in clause 8, the regulations herein may be amended by the BLR from time to time and will be enforced once notice has been given in writing to all affiliated schools, teacher federations/unions, and individual teachers.
10. The extent to which the category levels are related to salary scales is determined through negotiations between the Teacher Federation/Union qualifications will not influence the decisions of the BLR with regard to teachers' categorization.

SECTION B - APPEALS TO THE BLR

Every teacher or school has the right to appeal a decision made by the BLR subject to the following terms and conditions:

- a. Once a teacher or school registers an appeal with the BLR, the teacher or school involved shall be notified.
- b. All appeals to the BLR will be in writing and made within thirty (30) school working days of receipt of notice of categorization by the BLR. The appeals to the BLR can be made by a school's principal or teacher.
- c. The BLR decision regarding the relevant appeal shall be transmitted in writing to both parties within seven (7) working days of its decision.
- d. After the appeal is considered through the process set out by the BLR, the decision made by the BLR shall be final and binding.

SECTION C — PROCEDURES GOVERNING CLASSIFICATION OF TEACHERS' ACADEMIC CREDENTIALS AND TEACHING EXPERIENCE

Classification encompasses two aspects: education credentials and teaching experience. The former, called "Category", relates to education credentials such as degrees and certifications, and spans seven categories, seven being the highest. The latter, called "Step" relates to formal, sustained, teaching experience and spans ten steps, ten being the highest. The highest attainable classification is, therefore, 7-10.

1. Classifications of a teacher shall be determined by the following:
 - a. Category: Each teacher shall be classified in one (1) of seven (7) category levels.
 - b. Step: A teacher shall advance one (1) step on the scale for each year of teaching or of employment in educational administration up to the maximum allowable. For the purposes of initial placement, a year of experience for day school teaching will consist of no fewer than twelve (12) hours per week of a **full** school year. No distinction is to be made between experience in Jewish or General Studies. For the purposes of initial placement, a year of experience for unionized supplementary school teaching will consist of no fewer than six (6) hours per week of a **full** school year.
2. It will not be the responsibility of the BLR to check, each school year, that the school adjusts the teacher's step, corresponding to each additional year of experience, beyond the initial step designated by the BLR.
3.
 - a. For the purposes of category classification of teachers, only courses and programs of study of recognized universities, colleges, or Hebrew/Jewish teachers' colleges, seminaries, or rabbinical institutions will be accepted by the BLR.
 - b. Teachers in Mercaz-affiliated, Mercaz-funded schools will hold formal teacher certification. Where an affiliated school is obliged to engage a teacher who does not possess a teaching certification recognized by the BLR, that teacher will be placed in the category s/he would normally have been placed **minus one category**. Further, that teacher **will not advance in category** until a teaching certification recognized by the BLR is obtained. After a recognized teaching certification is obtained, classification of the teacher's category will be adjusted appropriately.

- c. That teacher is required to commence, upon hire, a recognized program of study leading to teacher certification, and complete the requirements within 5 years of being categorized by the BLR. Failure to earn the certification within five years from commencement of employment will result in the teacher being placed **two** categories below that which s/he would normally have been granted. The teacher shall remain in that category until certification is obtained. N.B. It shall be the responsibility of the hiring school to monitor and track the commencement and completion of the teacher certification program by that teacher.
4. Complete documentation corroborating a change in category or step shall be submitted to the BLR by **November 1st** in any school year for which category upgrading is sought, in order for any change to apply for **that** school year.

In the case of new teachers, the BLR shall have the right to exercise flexibility with regard to the **November 1st** date, if necessary.

5. A teacher who obtains the necessary qualifications may advance simultaneously, both step and category, in any one year.

SECTION D — CATEGORY CLASSIFICATION

CATEGORY 1

- a. Successful completion of high school and Teaching Certification from a one year program at a recognized Jewish Teacher Seminary, or completion of half the course requirements for certification in a two year teacher training program.

CATEGORY 2

- a. Completion of the requirements for Category 1 plus the successful completion of five (5) full year courses at a recognized institution, of which at least three (3) courses will be in Jewish Studies and/or Education.

OR

- b. Successful completion of high school and a two (2) year Teaching Certification from a recognized Jewish Teacher Seminary. The latter shall include a minimum of twelve (12) full year courses.

OTHER OPTIONS FOR ADVANCING FROM CATEGORY 1 TO CATEGORY 2

1. Directed Study Courses: The teacher candidate will seek and obtain approval from the BLR for a directed study course and for its supervisor.

OR

2. Upon a principal's recommendation, a teacher may be exempted from courses in which he/she has demonstrated competencies, subject to approval by the BLR. In such case, the teacher will be required to submit a new research paper or to pass an examination, set by the supervisor appointed by the BLR. A maximum of three exemptions will be allowed from the twelve (12) courses formally prescribed.

CATEGORY 3

- a. Completion of the criteria for Category 2 plus five (5) additional full year courses at a recognized institution, of which a minimum of four (4) full year courses shall be in Jewish Studies or Education.

OR

- b. Teaching Certification based on completion of a three (3) year, full time program at an Israeli Jewish Teacher Seminary, or post secondary Teacher Seminary such as Toronto's Midrasha L'Morim, consisting of fifteen (15) full year courses, leading to a '*Moreh Bakhir*'/ *Morah Bekhirah*' credential or equivalent certification.

CATEGORY 4

- a. Teaching Certification plus a three (3) year B.A. from a recognized academic university, with no fewer than seven (7) full year courses in Jewish Studies and Education.

OR

- b. Teaching Certification plus a three (3) year B.Ed. from a recognized academic university, with no fewer than seven (7) full year courses in Jewish Studies and Education.

OR

- c. Teaching Certification plus a four (4) year, or longer, B.A. in a field unrelated to Jewish Studies or Education.

OR

- d. Teaching Certification plus **either** Rabbinic Ordination from a recognized rabbinical institution, or seminary, based on a minimum of three (3) years of full time (a minimum of 20 hours per week), post high school study, **or** a comparable diploma from a three (3) year, full time (a minimum of 20 hours per week), post high school seminary program of study.

CATEGORY 5

- a. Teaching Certification plus a four (4) year or Honours B.A. from a recognized academic university, with a major in Jewish Studies and/or Education.

OR

- b. Teaching Certification plus a four (4) year B.Ed. from a recognized academic university, with a major in an area of Education, Teaching, and Learning.

OR

- c. Teaching Certification plus **either** Rabbinic Ordination from a recognized rabbinical institution, or seminary, based on a minimum of four (4) years of full time, post high school study (a minimum of 20 hours per week), **or** a comparable diploma from a four (4) year, full time (a minimum of 20 hours per week), post high school seminary program of study.

OR

- d. Teaching Certification plus **either** Rabbinic Ordination from a recognized rabbinical institution, or seminary, based on a minimum of three (3) years of full time, post high school study (a minimum of 20 hours per week), **or** a comparable diploma from a three (3) year, full time (a minimum of 20 hours per week), post high school seminary program of study, **plus** two (2) years of further full time (a minimum of twenty hours per week) yeshiva/seminary/kollel study.

OR

- e. Teaching Certification from a three (3) year program at a recognized Teacher Seminary, plus a three (3) year B.A. from a recognized academic university, majoring in Jewish Studies or Education.

OR

- f. Completion of the York University, Concurrent, Jewish Teacher Education Program with an three (3) year B.A., and a B.Ed., plus an Advanced Certificate of Hebrew and Jewish Studies.

OR

- g. Successful completion of Category 4 academic university requirements, plus five (5) full year courses from a recognized university or yeshiva/seminary/kollel, provided that such courses will contribute to the teacher's professional development.

CATEGORY 6

- a. Successful completion of Category 5 requirements plus five (5) relevant full year courses from a recognized institution.

OR

- b. Successful completion of the requirements for Category 3, plus an Honours B.A. (4 years, full time) in Jewish Studies and/or Education from a recognized academic university, plus five (5) full year courses from a recognized institution, provided that such courses will contribute to the teacher's professional development.

OR

- c. Successful completion of the requirements for category 5 plus an M.A. or M.Ed. from a recognized academic university.

OR

- d. Completion of the York University, Concurrent, Jewish Teacher Education Program with an Honours B.A. (four year, full time) and a B.Ed., plus an Advanced Certificate of Hebrew and Jewish Studies.

OR

- e. Teaching Certification plus Rabbinic Ordination conferred by the Rabbanut [Chief Rabbinate of Israel].
- f. Teaching Certification plus **either** Rabbinic Ordination from a recognized rabbinical institution or seminary based on a minimum of four (4) years of full time (a minimum of 20 hours per week), post high school study, **or** comparable diploma from a 4 year, full time, post high school seminary program of study, plus an additional of two (2) years of full time advanced study (a minimum of 20 hours per week) at a yeshiva/seminary/kollel **and** presentation of an original research paper

relating to the studies, planned in consultation with a designated representative of BLR, and supervised and assessed by that individual.

CATEGORY 7

- a. Successful completion of Category 6 requirements plus **either** five (5) full year graduate courses in Jewish Studies and/or Education, **or** completion of a Specialist's Credential through completion of 3 consecutive parts of a single AQ [Additional Qualification] series (e.g. Parts I, II & III of Special Ed. AQs) from a recognized institution.

OR

- b. Successful completion of Category 6 requirements plus five (5) full year undergraduate courses, plus a written thesis, the focus of which is to be determined in consultation with a designated representative of BLR, supervised and assessed by that individual.

OR

- c. Successful completion of Category 6 and a graduate degree, or **additional** graduate degree, from a recognized academic university.

OR

- d. Teaching Certification plus Rabbinic Ordination conferred by the Rabbanut [Chief Rabbinate of Israel], **plus either** one (1) subsequent additional year of full time, post high school study (a minimum of 20 hours per week) at a yeshiva/seminary/kollel, **or** presentation of an original research paper* related to these studies. The focus of the research paper is to be determined in consultation with a designated representative of BLR, supervised and assessed by that individual.

***Note** This paper is **in addition** to a research paper presented in order to have attained Category 6.

OR

- e. Teaching Certification, plus Rabbinic Ordination based on 5 years of full time post high school study (a minimum of 20 hours per week) at a yeshiva/seminary/kollel, **plus** an M.A. or M.Ed. in Jewish Studies and/or Education, from a recognized academic university.

OR

- f. Completion of Category 6 requirements [Teaching Certification, **plus either** Rabbinic Ordination from a recognized rabbinical institution or

seminary based on a minimum of four (4) years of full time (minimum of 20 hours per week), post high school study, **or** comparable diploma from a 4 year, full time (minimum of 20 hours per week), post high school seminary program of study, **plus** two (2) years of **subsequent** additional full time advanced study at a yeshiva/seminary/kollel, and **and** presentation of an original supervised research paper related to the studies], **plus** presentation of an original research paper related to these studies. The focus of the research paper is to be determined in consultation with a designated representative of BLR, supervised and assessed by that individual.

***Note** This paper is **in addition** to a research paper presented in order to have attained Category 6.

APPENDIX

CATEGORY 4A [Previously "Category 4-Non-B.A."]

Teachers in Category 3 who seek to upgrade their category but do not meet category 4 requirements shall be provided with an opportunity to advance to "Category 4" after the teacher completes a program of eight (8) full year courses, in four (4) areas of study as indicated below:

- | | |
|---|--------------------------------------|
| 1. Jewish Studies (Bible, Talmud, Mishna, Jewish Thought, Prayer, etc.)
—— 3 courses | 2. Hebrew Literature
—— 2 courses |
| 3. Education: Pedagogy, Psychology, and Classroom Management
—— 2 courses | 4. Jewish History
—— 1 course |

The school may recommend a variation on the above model, pending the approval of the BLR.

The following conditions shall apply as well:

- a. The teacher must have attained Category 3 before being classified "Category 4A".
- b. The courses required for attaining "Category 4A" will be Midrasha courses, recognized university courses, recognized seminary courses, etc.)
- c. A teacher who is designated "Category 4A" will not advance to Category 5 without obtaining an academic B.A. degree from a recognized educational institution with no fewer than seven (7) full year courses in Jewish Studies and/or Education.
- d. The duration of the course of study to advance from Category 3 to "Category 4A". will be a minimum of two (2) full years, or the equivalent.

GLOSSARY

Affiliated Schools

Day schools and [unionized] supplementary schools that meet and maintain the affiliation requirements determined and monitored by the Centre for Enhancement of Jewish Education [Mercaz], and receive Mercaz funding.

Board of License and Review [BLR]

A committee comprised of professional members of the Mercaz, principals of schools, lay representatives, and members of the Hebrew Teachers' Federations/Unions. The Board of License and Review is the decision-making authority for the establishment of categories, certification requirements, and reclassification of Jewish Studies teachers for all schools affiliated with the Mercaz.

Category

"Category" relates to education credentials, such as degrees and certifications, and spans seven categories, seven being the highest.

See also: SECTION C — PROCEDURES GOVERNING CLASSIFICATION OF TEACHERS' ACADEMIC CREDENTIALS AND TEACHING EXPERIENCE.

Course

"Course" refers to an individual course, in a subject area, taken at an accredited university or yeshiva/seminary beyond high school level, approved for credit by the BLR. This may be an individual course taken toward the attainment of a recognized degree program or other recognized program of study. Alternatively, this may be an individual course taken as one of several courses to be considered together for elevation of category. Courses may span a full academic year, or two semesters in keeping with the standards in Ontario universities, or three trimesters as is the case in some post-secondary yeshivot/seminaries.

Such courses shall be in the fields of Jewish Studies or Education, and other relevant disciplines related to Jewish school curricula, and shall carry with them a grade designating successful completion of the work required for the granting of appropriate credit. Courses taken for half an academic year shall be treated as half courses for the purpose of calculating appropriate credit toward certification. Courses which are taken as part of in-service professional development programs do not qualify for credit towards certification. Seminary courses may be substituted for university courses *only* as specified in the document.

Official Documentation

“Official Documentation” refers to official degrees, official diplomas, and official transcripts, containing records of studies undertaken at an accredited university, seminary, or any other institution for learning recognized by the Toronto Board of License and Review; as well, for other than novice teachers, “Official Documentation” includes reference to letters or written statements from former employers confirming teaching experience.

Recognized University

“Recognized University” refers to a degree granting institution that is recognized as an accredited institution by the Toronto Board of License and Review. “Recognized Yeshiva” or “Recognized Seminary” refers to a diploma granting institution recognized by the Toronto Board of License and Review.

Recognized Program of Study

A “Recognized Program of Study” refers to a Program of Study [comprised of a set of courses] that is recognized by the Toronto Board of License and Review.

Recognized Teaching Certification

A “Recognized Teaching Certification” refers to a Teaching Certification that is recognized by the Toronto Board of License and Review.

Step

“Step” relates to years of formal, sustained, teaching experience, and spans ten steps, ten being the highest. Step does not take into account practicum teaching experience, student teaching, substitute teaching or experience as a teaching assistant. Step does take into account experience as a vice principal, principal or head of school.

See also: SECTION C — PROCEDURES GOVERNING CLASSIFICATION OF TEACHERS’ ACADEMIC CREDENTIALS AND TEACHING EXPERIENCE.

Transcript

A transcript is an official document containing a student’s complete record of studies undertaken at a university/seminary/yeshiva, and the grades earned. This document shall bear an official signature and/or seal, shall be issued by the Registrar’s office of the university/seminary/yeshiva, and shall be mailed or presented to the BLR in an envelope signed/sealed by the sending institution.

University Degree

a. **Three Year Degree**

A degree granted by an accredited university upon a student's successful completion of a three (3) year, full time, university degree program or equivalent. Such a degree requires fifteen (15) full year courses, or thirty (30) semester-length courses, in Ontario universities.

b. **Four Year Degree**

A degree granted by an accredited university upon a student's successful completion of a four (4) year, full time, university degree program or equivalent. Such a degree requires twenty (20) full year courses, or forty (40) semester-length courses, in Ontario universities. A comparable degree shall be recognized in cases that it meets local standards.

c. **Graduate Degree**

A "Graduate Degree" refers to a Master's level or Doctoral level degree gained at an accredited university.

d. **Specialist's Credential**

A "Specialist's Credential" refers to the credential conferred by the Ontario College of Teachers upon a student's completion of three consecutive parts of a single series of AQ Courses [Additional Qualification Courses in areas of Education].

Note Individual AQ Courses in disparate areas of Education [i.e. not a three part series] will be treated as individual courses.

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