





# Canadian Association of Educators of the Deaf and Hard of Hearing



## Certification Requested (Interim or Permanent)

### Requirements

The minimal period of post-degree specialized (D/HH) training that includes coursework and practicum is usually one full academic year, September through June; this often includes summer study in graduate studies at both ends of the academic year. Equivalent part-time and online coursework is also acceptable. Requirements for Permanent Certification require an additional two years of successful teaching experience with students who are deaf or hard of hearing.

### Interim Certification

\_\_\_\_\_ I have successfully completed a Teacher Education Program (D/HH). My coursework and practicum experiences meet the standards established by CAEDHH.

### Permanent Certification

\_\_\_\_\_ I have successfully completed a Teacher Education Program (D/HH) which meets the standards established by CAEDHH and I have completed at least two years of successful teaching in a program for students who are deaf and/or hard of hearing.

## Evidence for Interim Certification

### 1. Education Course Work (ALL Official Transcripts must be attached)

#### A. Undergraduate Degree

Name and Location	Degree Obtained	Years

Name and Location	Degree Obtained	Years

#### B. Teacher Preparation Program (Deaf/Hard of Hearing)

Name and Location	Degree or Certifications Obtained	Years	Full/Part Time

C. A letter of verification of attainment of all CAEDHH requirements is attached and signed by a Supervising Teacher Educator (CAEDHH Certified). **See the sample wording at the end of this application.**



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## 2. Teaching Practicum Experiences (hours, teaching and supervision experiences)

### Requirements

CAEDHH certification for the *initial* training of specialized teachers requires a minimum 10-week (400-hour) professionally supervised, full-time, face-to-face teaching practicum (direct engagement with students). The practicum must be fully documented.

The requirements must be supported with evidence as listed below. (Please read the Standards for more detailed information). **NOTE:** Any variation of the above requirements must be described and explained in a detailed letter with rationale from the CAEDHH certified director of the teacher preparation program.

\_\_\_\_\_ I graduated from a Canadian Program and my placements meet the Practicum requirements as evidenced in the documents attached.

\_\_\_\_\_ My placements vary from the requirements and an attached detailed letter with a rationale describes those placements.

### Practicum Placement Description

Please attach placement descriptions to this application. Each individual placement must be fully described and list the following information:

- Dates of Placement
- Number of hours or weeks
- Name of setting
- Setting Description/Teaching Learning Environment
- Student Teacher responsibilities
- Mentor Teacher in the setting, including name, position and qualifications
- University Teacher (Program) supervisor (including name, position and qualifications)

### Verification of Teaching Experience for Permanent Certification

A letter of reference, on letterhead, must accompany this evidence and it must be signed by an appropriately qualified supervisor, recommending Permanent Certification based on at least two years' teaching performance. The letter must contain:

- Name of School(s)
- Address of School(s)
- Period(s) of Service
- Telephone Number(s)
- Type of Program(s)



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## **Signature for Submission of Completed Application**

I am submitting this completed and signed application for CAEDHH Certification with all attachments.

Name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date of submission: \_\_\_\_\_

## **Certification Fees**

### **Interim Certification**

- (a) \$15.00 CAEDHH Members
- (b) \$45.00 Non-members

### **Permanent Certification**

- (a) \$25.00 CAEDHH Members
- (b) \$75.00 Non-members

**Please make cheques payable to:**

**CAEDHH**

**Please send completed application forms and attachments to:**

Susan Sanger, CAEDHH Certification Committee Chair  
2919 Collens Hill Road  
West Kelowna, British Columbia  
V1Z 1P6  
Canada



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## **Application Check List for Attachments (all are required)**

1. \_\_\_\_\_ Official transcript(s) from all undergraduate degree(s)
2. \_\_\_\_\_ Official transcript(s) from a teacher preparation program for the Deaf and Hard of Hearing
3. \_\_\_\_\_ Completed and signed application form
4. \_\_\_\_\_ Appropriate verification letter(s) from Supervisors for both course completion and practicum
5. \_\_\_\_\_ Check enclosed

## **Application Check List for Additional Attachments**

- **These are required when coursework and placements vary from the requirements.**

1. \_\_\_\_\_ Detailed rationale with evidence of outside coursework is attached and signed by the CAEDHH certified director of the teacher preparation program if there is any variation in coursework
2. \_\_\_\_\_ Detailed rationale from the CAEDHH certified director of the teacher preparation program if there is any variation in practicum requirements
3. \_\_\_\_\_ Information on additional placements for practicum, if applicable

## **Application Check List for Additional Attachment (needed for Permanent Certification)**

1. \_\_\_\_\_ A letter of reference from the Director, Principal, or Supervisor of a recognized program for the Deaf and Hard of Hearing attesting to two (2) years of successful teaching experience and recommending Permanent Certification



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## **Sample Letter for Verification of Having Attained All CAEDHH Certification Requirements (Interim)**

Name of applicant: \_\_\_\_\_

This will certify that the above named applicant has satisfactorily met all the prerequisites and program requirements for Interim Certification in accordance with CAEDHH Standards (2009), and is hereby recommended for certification.

If the applicant has obtained some requirements outside of our Teacher Education (D/HH) Program, I have attached a letter detailing the rationale, the other sources of learning, and accomplishment.

Director's Signature: \_\_\_\_\_

Institution: \_\_\_\_\_

Date: \_\_\_\_\_