



Qualification standards for the core public administration by occupational group or classification

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Application

The Qualification Standards apply to all appointments and for all intra-group and inter-group deployments and deployments from separate agencies, except:

- Student Employment Programs designated by the Treasury Board;
- Acting appointments of less than 4 months in duration;
- Casual employment (ref. Public Service Employment Act, subsection 50(3)); and

- Part-time workers (less than 12.5 hours/week).

The Qualification Standards are to be applied in accordance with the Public Service Commission Appointment Policy.

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Actuarial Science (AC)

Education

The minimum standard for positions classified at level 1 is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in mathematics; or
- Sixty (60) course credits from the Society of Actuaries.

Occupational Certification

The minimum standard for positions classified at levels 2 and 3 is:

- Eligibility for fellowship in the Canadian Institute of Actuaries.

Notes:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.
2. Indeterminate incumbents of AC positions on October 1, 1999, who do not possess the education level prescribed above, are deemed to meet the minimum education standard based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever this standard is called for when staffing AC positions.

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Agriculture (AG)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in agriculture or in a related science normally accepted for membership in a recognized society of agrologists.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Air Traffic Control (AI)

Education

Trainees

The minimum standards are:

For selection to the Transport Canada Training Program:

- A secondary school diploma or employer-approved alternatives (see Note 1); or

For appointment to AI positions for the on-the-job training phase:

- Successful completion of a Transport Canada-approved air traffic controller classroom and laboratory training program.

Controllers

The minimum standards for airport, area and terminal controller positions are:

- Successful completion of an air traffic control airport training program recognized by Transport Canada; or
- Successful completion of an air traffic control area/terminal training program recognized by Transport Canada.

Other positions

The minimum standard for other positions is:

- Successful completion of air traffic services training recognized by Transport Canada.

Occupational Certification

The minimum standard for positions in the Air Traffic Control Group is:

- Possession of an Air Traffic Controller Licence.

Aptitudes

The minimum standard for positions in the Air Traffic Control Group used for **ab initio** trainees is:

- Successful performance on a Public Service Commission-approved aptitude test for selecting Air Traffic Control trainees.

Notes:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or

- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the AI group.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the AI group only and must be reassessed for entry to other classifications on the basis of this alternative.

2. For selection purposes, the licence referred to above does not include medical or unit endorsements.
3. For the purpose of the initial appointment to an AI position, Transport Canada determines what constitutes the licence referred to above.

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Aircraft Operations (AO)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

And, for positions in the Engineering Test Pilots sub-group (AO-ETP):

- Graduation with a degree from a recognized post-secondary institution in engineering, mathematics, science or in a field relevant to the duties of the position; and
- Successful completion of an engineering test pilot course recognized by Transport Canada.

OR

- Graduation with a degree in engineering from a recognized post-secondary institution or eligibility for certification as a professional engineer in Canada; and
- Minimum of five years of experience as an experimental or developmental test pilot with a manufacturer of civil certified transport category aircraft.

Occupational Certification

The minimum standard for positions in the Engineering Test Pilots sub-group (AO-ETP) and the Civil Aviation inspection sub-group (AO-CAI) also includes:

- Possession of a valid Canadian Airline Transport Pilot Licence - Aeroplane Category with valid Group 1 Instrument Rating and possession of a valid Restricted Radio-Telephone Operator Certificate (endorsed Aeronautical); or

- Possession of a valid Canadian Commercial Pilot Licence - Helicopter Category with a valid Group IV Instrument Rating and possession of a valid Restricted Radio-Telephone Operator Certificate (endorsed Aeronautical).

The minimum standard for positions in the Helicopter Pilots and Supervisors sub-group (AO-HPS) also includes:

- Possession of a valid Canadian Commercial Pilot Licence - Helicopter Category and possession of a valid Restricted Radio-Telephone Operator Certificate (endorsed Aeronautical).

Note:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
 - An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the AO group.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the AO group only and must be reassessed for entry to other classifications on the basis of this alternative.

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Architecture and Town Planning (AR)

Architects

The minimum standard for architect positions is one, either, or both of Education or Occupational Certification.

Education

When education is required, the minimum standard is:

- Graduation with a degree in architecture from a recognized post-secondary institution.

Occupational Certification

When occupational certification is required, the minimum standard is:

- Eligibility for certification as a professional architect in Canada.

Landscape Architects and Town Planners

Education

The minimum standard for landscape architect and town planner positions is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in landscape architecture or in urban planning, rural planning, community planning or some other specialty relevant to landscape architect and town planner positions.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Administrative Services (AS)

(See [FAQ](#))

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Notes:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or

- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the AS classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the AS classification only and must be reassessed for entry to other classifications on the basis of this alternative.

2. Acceptable experience and/or training in a field relevant to positions in the AS classification is required when the education qualification specified for the position being staffed is a secondary school diploma or approved employer alternatives.

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Auditing (AU)

The minimum standard for auditor positions is one, either, or both of Education or Occupational Certification.

Education

When education is required, the minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in accounting, business administration, commerce, finance or some other specialty relevant to the position.

Occupational Certification

When occupational certification is required, the minimum standard is:

- Eligibility for a recognized professional accounting designation. The recognized professional accounting designations are Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), or Certified General Accountant (CGA).

Note:

1. When education is required, candidates must always have a degree. The courses for the specialization must be acceptable and may have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.

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Biological Sciences (BI)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with specialization in a biological science; or

For multidisciplinary positions classified as BI, the minimum standard is:

- Graduation with a degree from a recognized post-secondary institution in a natural, physical or applied science with specialization in a field relevant to the duties of the position.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Chemistry (CH)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with specialization in chemistry; or

For multidisciplinary positions classified as CH, the minimum standard is:

- Graduation with a degree from a recognized post-secondary institution in a natural, physical or applied science with specialization in a field relevant to the duties of the position.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Communications (CM)

Education

The minimum standard is:

- Successful completion of two years of secondary school or an acceptable combination of education, training, and/or experience (see Note 1).

Abilities / Skills

Managers will establish what constitutes an acceptable level of proficiency for keyboard operation, dictation and proofreading based on the duties and responsibilities of the position to be staffed.

Keyboard Operation

For positions where there is a requirement to operate keyboard office equipment (word processing equipment, data conversion and processing equipment, computer, etc.) the standard is:

- An acceptable level of proficiency in operating the required equipment.

Dictation

For positions where there is a requirement to take dictation by manual or machine shorthand, the standard is:

- An acceptable level of proficiency in shorthand in English or French (or English and French).

Proofreading

For positions that require the correction of errors in spelling and punctuation the standard is:

- An acceptable level of proficiency in the use of grammar, spelling and punctuation in English or French, or English and French.

Notes:

Education

1. The combination of education, training, and/or experience must always be included whenever this standard is required for staffing positions in the CM group.
2. Candidates who have been appointed or deployed for an indeterminate period to a position in the CM group must always be accepted as meeting the requirement for two years of secondary school.

Acquired Rights

3. Indeterminate incumbents of positions in the CM, CR, DA, OE, and ST groups on June 30, 2023, who were appointed or deployed based on an acceptable score (45/75) on the Grammar, Spelling and

Punctuation Test (GSPAT-120), are deemed to meet the minimum qualification standard above, by virtue of their education, training, and/or experience.

Proofreading

4. Merely proofreading one's own typing work to ensure accurate copy is not sufficient to warrant the use of a grammar, spelling, and punctuation qualification.

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Commerce (CO)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in a field relevant to the duties of the position.

Notes:

1. Indeterminate incumbents of positions in the CO group on June 21, 2021, who do not possess the education prescribed above, are deemed to meet the minimum education standards based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever this standard is called for when staffing positions in the CO group.
2. At the manager's discretion, an acceptable combination of education, training and/or experience, that is comparable to a

degree from a recognized post-secondary institution with specialization relevant to the work to be performed, may serve as an alternative to meet the minimum education standard. Whenever the minimum education standard is met through this alternative, it is met only for the position being staffed, and candidates must be re-assessed for future appointments or deployments where the manager has decided to use this alternative.

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Clerical and Regulatory (CR)

Education

The minimum standard is:

- Successful completion of two years of secondary school or an acceptable combination of education, training and/or experience (see Note 1).

Abilities / Skills

Managers will establish what constitutes an acceptable level of proficiency for keyboard operation, dictation and proofreading based on the duties and responsibilities of the position to be staffed.

Keyboard Operation

For positions where there is a requirement to operate keyboard office equipment (word processing equipment, data conversion and processing equipment, computer, etc.) the standard is:

- An acceptable level of proficiency in operating the required equipment.

Dictation

For positions where there is a requirement to take dictation by manual or machine shorthand, the standard is:

- An acceptable level of proficiency in shorthand in English or French (or English and French).

Proofreading

For positions that require the correction of errors in spelling and punctuation the standard is:

- An acceptable level of proficiency in the use of grammar, spelling and punctuation in English or French, or English and French.

Notes:

Education

1. The combination of education, training, and/or experience must always be included whenever this standard is required for staffing positions in the CR group.
2. Candidates who have been appointed or deployed for an indeterminate period to a position in the CR group must always be accepted as meeting the requirement for two years of secondary school.

Acquired Rights

3. Indeterminate incumbents of positions in the CM, CR, DA, OE, and ST groups on June 30, 2023, who were appointed or deployed based on an acceptable score (45/75) on the Grammar, Spelling and

Punctuation Test (GSPAT-120), are deemed to meet the minimum qualification standard above, by virtue of their education, training, and/or experience.

Proofreading

4. Merely proofreading one's own typing work to ensure accurate copy is not sufficient to warrant the use of a grammar, spelling, and punctuation qualification.

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Correctional Services (CX)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
 - An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the CX group.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the CX group only and must be reassessed for entry to other classifications on the basis of this alternative.

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Data Processing (DA)

Education

The minimum standard is:

- Successful completion of two years of secondary school or an acceptable combination of education, training and/or experience (see Note 1).

Abilities / Skills

Managers will establish what constitutes an acceptable level of proficiency for keyboard operation, dictation and proofreading based on the duties and responsibilities of the position to be staffed.

Keyboard Operation

For positions where there is a requirement to operate keyboard office equipment (word processing equipment, data conversion and processing equipment, computer, etc.) the standard is:

- An acceptable level of proficiency in operating the required equipment.

Dictation

For positions where there is a requirement to take dictation by manual or machine shorthand, the standard is:

- An acceptable level of proficiency in shorthand in English or French (or English and French).

Proofreading

For positions that require the correction of errors in spelling and punctuation the standard is:

- An acceptable level of proficiency in the use of grammar, spelling and punctuation in English or French, or English and French.

Notes:

Education

1. The combination of education, training, and/or experience must always be included whenever this standard is required for staffing positions in the DA group.

2. Candidates who have been appointed or deployed for an indeterminate period to a position in the DA group must always be accepted as meeting the requirement for two years of secondary school.

Acquired Rights

3. Indeterminate incumbents of positions in the CM, CR, DA, OE, and ST groups on June 30, 2023, who were appointed or deployed based on an acceptable score (45/75) on the Grammar, Spelling and Punctuation Test (GSPAT-120), are deemed to meet the minimum qualification standard above, by virtue of their education, training, and/or experience.

Proofreading

4. Merely proofreading one's own typing work to ensure accurate copy is not sufficient to warrant the use of a grammar, spelling, and punctuation qualification.

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Drafting and Illustration (DD)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
 - An acceptable combination of education, training and/or experience.

Candidates who meet both of the following criteria must always be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the DD classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the DD classification only and must be reassessed for entry to other classifications on the basis of this alternative.

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Dentistry (DE)

The minimum standard for dentistry positions is both Education and Occupational Certification.

Education

The minimum standard is:

- Graduation with a degree from a recognized school of dentistry.

In addition, for DE positions where the duties and responsibilities require it:

- A diploma in dental public health.

Occupational Certification

The minimum standard is:

- Eligibility for a licence recognized by the Canadian Dental Association to practice dentistry in a province or territory of Canada.

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Defence Scientific Service (DS)

Education

The minimum standard for all positions classified as DS is:

- Graduation with an acceptable degree from a recognized post-secondary institution with specialization in engineering, chemistry, physics, biology, economics, sociology or some other specialty relevant to the position.

For positions at classification level 1:

- Graduation with a bachelor's degree from a recognized post-secondary institution with specialization in engineering, chemistry,

physics, biology, economics, sociology or some other specialty relevant to the position.

For positions at classification level 2:

- Graduation with a master's degree from a recognized post-secondary institution with specialization in engineering, chemistry, physics, biology, economics, sociology or some other specialty relevant to the position; or
- Graduation with a bachelor's degree from a recognized post-secondary institution with specialization in a field relevant to the position, coupled with acceptable experience.

For positions at classification level 3:

- Graduation with a doctoral degree from a recognized post-secondary institution with specialization in engineering, chemistry, physics, biology, economics, sociology or some other specialty relevant to the position; or
- Graduation with a master's or bachelor's degree with specialization in a field relevant to the position, coupled with acceptable experience.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

Economics and Social Science Services (EC)

(See [FAQ](#))

Education

Part A

For positions that are primarily involved in the application of a comprehensive knowledge of Economics, Sociology or Statistics to the conduct of economic, socio-economic and sociological research, studies, forecasts and surveys; the research, analysis and evaluation of the economic or sociological effects of departmental or interdepartmental projects, programs and policies; the development, application, analysis and evaluation of statistical and survey methods and systems; and the development, analysis and interpretation of qualitative and quantitative information and socio-economic policies and recommendations,

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in economics, sociology or statistics.

Part A Notes:

1. Candidates must always have a degree. The courses for the specialization must be acceptable and may have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.
2. An indeterminate incumbent of a former ES position on June 30, 1967 who became an EC on June 22, 2009, who does not possess the

minimum level of education as indicated for Part A above is deemed to meet this minimum educational standard based on his/her education, training and/or experience.

Part B

For positions that are primarily involved in the conduct of surveys, studies and projects in the social sciences; the identification, description and organization of archival, library, museum and gallery materials; the editing of legislation or the provision of advice on legal problems in specific fields,

The minimum standard is:

- Successful completion of two years of a post-secondary program with acceptable specialization in social science, statistics, library/archival work or a law-related field.

Part B Notes:

1. An indeterminate incumbent of a former SI position who became an EC on June 22, 2009, who does not possess the minimum level of education as indicated in Part B above, is deemed to meet this minimum educational standard based on his/her education, training and/or experience. He/she must be accepted as having met the minimum educational standard for appointment or deployment to Part B EC positions. This note also applies to a person appointed or deployed for an indeterminate period to a Part B EC position after that date as the result of a staffing transaction started before June 22, 2009.
2. At the manager's discretion, an acceptable combination of education, training and/or experience that is comparable to the minimum education stated above, may serve as an alternative.

Whenever the minimum educational standard is met through an alternative, it is met only for the position being staffed, and a candidate must be re-assessed for future appointments and deployments if the manager has asked for this alternative.

3. "Social science" includes economics, political science, sociology, anthropology, history, psychology, geography, criminology, and other disciplines associated with social science. "Library/archival work" includes gallery and museum functions.
4. It is the recognized educational institution (e.g. community college, CÉGEP or university) that determines whether the courses taken by a candidate correspond to two years of a post-secondary program at that institution.

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Education (ED)

The minimum standard for positions classified as Language Teaching (ED-LAT) and Education Services (ED-EDS) is Education.

The minimum standard for positions classified as Elementary and Secondary Teaching (ED-EST) is either Education or Occupational Certification.

Education

When education is required, the minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in education, linguistics,

sociology, psychology, mathematics, physics, home economics or some other specialty relevant to the positions in the classification.

Occupational Certification

When occupational certification is required, the minimum standard is:

- Possession of an acceptable teaching certificate from a province or territory of Canada.

Note:

1. When education is required, candidates must always have a degree. The courses for the specialization must be acceptable and may have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.

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Engineering and Scientific Support (EG)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1) and,

For Meteorological Technician entry-level positions:

- Successful completion of an Environment Canada-approved Meteorological Technician training program (See the Selection Plan for Meteorological Technician trainees).

Aptitudes

The minimum standard for Meteorological Technician trainees is:

- Successful performance on a Public Service Commission-approved test for selecting candidates for Meteorological Technician training. (See the Selection Plan for Meteorological Technician trainees).

Selection Plan for Meteorological Technician trainees

STEP 1

This first step in the process is for selection to training only. Successful candidates recruited from outside the federal public service will be given a training allowance, but trainees will not be appointed to classified Meteorological Technicians positions during this training period.

Selection for classroom training at the Transport Canada Training Institute (TCTI):

- a. Initial screening on education;
- b. Successful performance on a Public Service Commission-approved test to select candidates for training as Meteorological Technicians;
- c. Such other assessment methods as considered necessary to select candidates for training as Meteorological Technicians.

STEP 2

As a result of this selection and the successful completion of the training program, trainees will be considered qualified for entry-level positions and will be appointed as positions become available.

Note:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the EG classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the EG classification only and must be reassessed for entry to other classifications on the basis of this alternative.

Electronics (EL)

Education

The minimum standard is:

- A secondary school diploma; and
- Completion of an acceptable training program in electronics technology or the employer-approved alternative.

The employer-approved alternative is as follows:

- An acceptable combination of education, training and/or experience.

Note:

1. Normally, an acceptable training program in electronics technology involves the completion of two to three years of post-secondary study in this subject.

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Engineering and Land Survey (EN)

The minimum standard for positions classified as EN is one, either, or both of Education or Occupational Certification.

Education cannot be used alone when staffing certain supervisory positions in the Land Survey (EN-SUR) sub-group. For these positions, occupational certification is mandatory.

Education

When education is required, the minimum standard is:

For positions in the Engineering (EN-ENG) sub-group:

- Graduation with a degree from a recognized post-secondary institution in mechanical engineering, civil engineering, electrical engineering, aeronautical engineering, geological engineering, naval architecture or some other engineering specialty relevant to the duties of the position.

For positions in the Land Survey (EN-SUR) sub-group:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in land survey theory and practice or other related field such as geomatics, geodetic sciences or remote sensing.

Occupational Certification

When occupational certification is required, the minimum standard is:

For positions in the Engineering (EN-ENG) sub-group:

- Eligibility for certification as a professional engineer in Canada with specialization in an engineering specialty relevant to the position (some positions may require eligibility for certification as a professional engineer in Canada without regard for the field of specialization).

For positions in the Land Survey (EN-SUR) sub-group:

- Eligibility for a Land Surveyor Commission in Canada.

For positions in the Land Survey (EN-SUR) sub-group that supervise surveying on Canada Lands or on private lands in a territory, as defined in the **Canada Lands Surveyors Act**:

- A licence with the Association of Canada Lands Surveyors as a Canada Lands Surveyor.

Notes:

1. In accordance with Section 48 of the Canada Lands Surveyors Act, every person, who, as of June 11, 1998, held a commission granted under the Canada Lands Surveys Act is deemed to be a Canada Lands Surveyor who holds a commission granted under Section 49 of the Canada Lands Surveyors Act.
2. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Educational Support (EU)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (See Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or

- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the EU classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the EU classification only and must be reassessed for entry to other classifications on the basis of this alternative.

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Executive (EX)

The minimum standard for appointment or deployment to positions in the Executive (EX) group comprises the following elements:

Key leadership competencies

Demonstration of the following key leadership competencies:

- Create vision and strategy

- Mobilize people
- Uphold integrity and respect
- Collaborate with partners and stakeholders
- Promote innovation and guide change
- Achieve results

Experience

For EX-01, EX-02 and EX-03 levels:

- experience in managing human resources

For EX-04 and EX-05 levels:

- experience in managing significant financial and complex human resources matters
- experience in collaborating and maintaining partnerships

Education

Deputy heads are required to identify educational requirements that are relevant to the work to be performed by selecting at least one of the following options:

- eligibility for a recognized professional designation in one of the provinces or territories of Canada
- graduation with a degree from a recognized post-secondary institution
- acceptable combination of education, training and/or experience

For positions in corporate functions, education requirements must be established in accordance with the relevant Treasury Board policy, for example, the Policy on Financial Management, the Policy on Internal Audit, etc.

Notes:

Notes 1 to 4 do not apply to the education requirements, which must be met for each appointment or deployment to a position in the Executive (EX) Group.

1. Indeterminate incumbents of EX-01, EX-02 or EX-03 level positions as of January 1, 2016, are deemed to meet this standard for appointment or deployment to EX-01, EX-02 and EX-03 level positions, other than with regard to Education.
2. Indeterminate incumbents of EX-04 or EX-05 level positions as of January 1, 2016, are deemed to meet this standard for appointment or deployment to EX-04 and EX-05 level positions, other than with regard to Education.
3. Executives appointed or deployed to an EX-01, EX-02 or EX-03 position following an assessment against this standard are deemed to meet this standard for appointment or deployment to EX-01, EX-02 and EX-03 level positions, other than with regard to Education.
4. Executives appointed or deployed to an EX-04 or EX-05 position following an assessment against this standard are deemed to meet this standard for appointment or deployment to EX-04 and EX-05 level positions, other than with regard to Education.

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Border Services (FB)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (See Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet the following criteria must be accepted as meeting the secondary school diploma requirement for the FB Group only:

- a. Those who were converted on an indeterminate basis to a Border Services (FB) position; or
- b. Those who were appointed or deployed on an indeterminate basis to a Border Services (FB) position and have already attained a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- c. Those who were appointed or deployed on an indeterminate basis to a Border Services (FB) position using an acceptable combination of education, training and/or experience.

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(See [FAQ](#))

For positions classified at the FI-01 level:

Education

The minimum standard for positions classified at the FI-1 level is:

- Successful completion of two years of a post-secondary program with specialization in accounting, finance, business administration, commerce or economics; or
- Possession of the Government of Canada Financial Management Certificate.

Notes for FI-01:

1. It is the educational institution that determines if the courses taken by a candidate correspond to two years of a post-secondary program at the institution.
2. The courses for the specialization must be taken in a recognized post-secondary institution but not necessarily within a post-secondary program in the required specialization.
3. Indeterminate incumbents of FI positions and of positions at Indian Oil and Gas Canada and the Office of the Superintendent of Financial Institutions that are equivalent to FI Group positions on August 1st, 2004 who do not possess the education level prescribed above are entitled to the following grand-parenting provisions:
 - a. Incumbents of FI-1 positions are deemed to meet the minimum education standard for the FI-1 level based on their education, training and/or experience. They must possess the formal education for appointment to higher levels.

This note also applies to persons appointed or deployed, for an indeterminate period, to positions in the FI Group after that date as the result of staffing transactions started before August 1st, 2004.

The positions at Indian Oil and Gas Canada and at the Office of the Superintendent of Financial Institutions that are equivalent to FI Group positions are those that meet the Treasury Board group and level definitions for the FI Occupational Group.

4. The acquired rights provision in Note 3 also applies to employees who were grand-parented as a result of the FI conversion on June 23rd, 1987. Employee entitlement to grand-parenting protection is based on their last classification level in the FI Group.

For positions classified at the FI-2 level and above:

The minimum standard for positions classified at the FI-2 level and above is always met through either of the following:

Education

- A degree from a recognized post-secondary institution with specialization in accounting, finance, business administration, commerce or economics AND experience related to positions in the Financial Management Group; or

Occupational Certification

- Eligibility for a recognized professional accounting designation. The recognized professional accounting designations are Chartered Professional Accountant (CPA), Chartered Accountant (CA), Certified Management Accountant (CMA), Certified General Accountant (CGA).

Notes for FI-2 and above:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.
2. Indeterminate incumbents of FI positions and of positions at Indian Oil and Gas Canada and the Office of the Superintendent of Financial Institutions that are equivalent to FI Group positions on August 1st, 2004 who do not possess the education level prescribed above are entitled to the following grand-parenting provisions:
 - a. Incumbents of FI-2 or higher positions are deemed to meet the minimum education standard for those levels based on their education, training and/or experience.

This note also applies to persons appointed or deployed, for an indeterminate period, to positions in the FI Group after that date as the result of staffing transactions started before August 1st, 2004.

The positions at Indian Oil and Gas Canada and at the Office of the Superintendent of Financial Institutions that are equivalent to FI Group positions are those that meet the Treasury Board group and level definitions for the FI Occupational Group.

3. The acquired rights provision in Note 2 also applies to employees who were grand-parented as a result of the FI conversion on June 23rd, 1987. Employee entitlement to grand-parenting protection is based on their last classification level in the FI Group.

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Forestry (FO)

Education

The minimum standard is:

- Graduation with a degree in forestry or wood science from a recognized post-secondary institution; or
- Graduation with a degree in a related science from a recognized post-secondary institution combined with acceptable experience.

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Firefighters (FR)

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration

with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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Foreign Service (FS)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in a field relevant to positions in the group; or
- A secondary school diploma AND an acceptable combination of education, training and experience allowing for the competent performance, at the appropriate level, of duties assigned to Foreign Service Officers.

Knowledge, Abilities / Skills

The minimum standard for positions classified at the FS-01 level is:

- Satisfactory performance on a test approved by the Public Service Commission.

Notes:

1. Typically, the following fields are considered relevant to positions in the FS Group: political, economic and commercial affairs; social affairs; development assistance; information and cultural affairs; consular affairs; tourism; and related administrative fields.
2. Based on their education, training and experience, tourism officers who were converted into the FS Group effective April 1, 1982 at the same time as the conversion of tourism program positions from the Commerce (CO) classification to the Foreign Service (FS) Occupational Group, meet the requirement for graduation with a degree from a recognized post-secondary institution for future staffing actions at any level in the Foreign Service Occupational Group.
3. The courses for the specialization must be acceptable and may have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or experience.

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General Labour and Trades (GL)

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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General Services (GS)

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they

consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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General Technical (GT)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the GT classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the GT classification only and must be reassessed for entry to other classifications on the basis of this alternative.

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Heating, Power & Stationary Plant (HP)

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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Historical Research (HR)

Education

The minimum standard is:

- A degree from a recognized post-secondary institution with acceptable specialization in history, history of art, anthropology or some other specialty relevant to the position.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Hospital Services (HS)

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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Information Services (IS)

Education

The minimum standard is:

- A degree from a recognized post-secondary institution.

Notes:

1. Based on their education, training and/or experience, indeterminate incumbents of positions in the IS classification are deemed to meet the minimum education standard whenever a bachelor's degree without specialization is called for in a position classified as IS.
2. At the manager's discretion, an acceptable combination of education, training and/or experience, may serve as an alternative to the minimum education standard.

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Information Technology (IT)

([See FAQ](#))

Education

The minimum standard is:

- Graduation from a two-year program of study from a recognized post-secondary institution with acceptable specialization in computer science, information technology, information management or another specialty relevant to the position to be staffed.

Note:

1. Indeterminate incumbents in the IT group on December 9, 2021 who do not possess the education prescribed above, are deemed to meet the minimum education standard based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever this standard is called for when staffing positions in the IT group.
2. Indeterminate incumbents of positions in the CS group on May 10, 1999, who do not possess the education prescribed above, are deemed to meet the minimum education standard based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever this standard is called for when staffing positions in the IT group.
3. At the manager's discretion, an acceptable combination of education, training and/or experience may serve as an alternative to the minimum education stated above. Whenever the minimum education is met using this alternative, it is met for the specific position only and must be re-assessed for other positions for which this alternative has been specified by the manager.

Law Management (LC)

For positions classified at the LC-01 level:

Occupational Certification

- Eligibility for membership in the Bar of one of the provinces or territories of Canada or in the Order of Notaries in the Province of Quebec.

Demonstration of the following competencies in accordance with the Key Leadership Competency Profile:

- Create Vision and Strategy
- Mobilize People
- Uphold Integrity and Respect
- Collaborate with Partners and Stakeholders
- Promote Innovation and Guide Change
- Achieve Results

For positions classified at the LC-02 level and above:

Occupational Certification

- Eligibility for membership in the Bar of one of the provinces or territories of Canada or in the Order of Notaries in the Province of Quebec.

Demonstration of the following competencies in accordance with the Key Leadership Competency Profile:

- Create Vision and Strategy
- Mobilize People
- Uphold Integrity and Respect
- Collaborate with Partners and Stakeholders
- Promote Innovation and Guide Change
- Achieve Results

Experience

- For LC-02 and LC-03 level positions:
 - Experience in managing human resources
- For LC-04 level positions:
 - Experience in managing significant financial and complex human resources matters
 - Experience collaborating and maintaining partnerships

Notes:

1. Indeterminate incumbents of LC-01 level positions on September 1, 2017, are deemed to meet the minimum experience and key leadership competency requirements contained in the LC Group Qualification Standard for appointment or deployment to LC-01 level positions.
2. Indeterminate incumbents of LC-02 and LC-03 level positions on September 1, 2017, are deemed to meet the minimum experience and key leadership competency requirements contained in the LC Group Qualification Standard for appointment or deployment to LC-02 and LC-03 level positions.
3. Indeterminate incumbents of LC-04 level positions on September 1, 2017, are deemed to meet the minimum experience and key leadership competency requirements contained in the LC Group

Qualification Standard for appointment or deployment to LC-04 level positions.

4. Law Managers appointed or deployed to an LC-01 level position following an assessment against this Standard are deemed to meet the minimum experience and key leadership competency requirements contained in the LC Group Qualification Standard for appointment or deployment to LC-01 level positions.
5. Law Managers appointed or deployed to an LC-02 or LC-03 level position following an assessment against this Standard are deemed to meet the minimum experience and key leadership competency requirements contained in the LC Group Qualification Standard for appointment or deployment to LC-02 or LC-03 level positions.
6. Law Managers appointed or deployed to an LC-04 level position following an assessment against this Standard are deemed to meet the minimum experience and key leadership competency requirements contained in the LC Group Qualification Standard for appointment or deployment to LC-04 level positions.
7. The terms “significant” and “complex” refer to acceptability for a position at the LC-04 level as determined by the responsible deputy head.

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Lightkeepers (LI)

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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Law Practitioner (LP)

Education

For Articling Students (not yet eligible for membership in the Bar of one of the provinces or territories of Canada or in the Order of Notaries in the Province of Quebec), the minimum standard is:

- A bachelor of law degree.

Occupational Certification

For all other positions in the LP Group, the minimum standard is:

- Eligibility for membership in the Bar of one of the provinces or territories of Canada or in the Order of Notaries in the Province of Quebec.

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Library Science (LS)

Education

The minimum standard is:

- Graduation from a recognized post-secondary institution with a master's degree in library science or in library and information science; or
- Graduation from a recognized post-secondary institution with a bachelor's degree in library science or in library and information science for which another bachelor's degree was a prerequisite.

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Mathematics (MA)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with specialization in mathematics, statistics or operational research or with specialization in one of the physical, life or social sciences combined with an acceptable number of courses in mathematics, statistics or operational research at the level of a recognized post-secondary institution.

Notes:

1. An acceptable number of courses is normally 10 full courses or approximately 60 credits
2. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Medicine (MD)

The minimum standard for medicine positions is both Education and Occupational Certification.

Education

The minimum standard is:

- Graduation with a degree from a recognized school of medicine.

Occupational Certification

The minimum standard is:

- Eligibility for a licence to practice medicine in a province or territory of Canada.

For the Medical Specialist (MD-MSP) sub-group, the minimum standard is:

- Certification in a medical specialty recognized by a statutory licensing body in Canada.

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Meteorology (MT)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in mathematics and physics or in meteorology.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Nutrition and Dietetics (ND)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in nutrition, dietetics or home economics.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Nursing (NU)

Occupational Certification

For all positions, except those in the Hospital Nursing (NU-HOS) sub-group requiring psychiatric nurse certification, the minimum standard is:

- Eligibility for registration as a registered nurse in a province or territory of Canada.

For those positions in the Hospital Nursing (NU-HOS) sub-group requiring psychiatric nurse certification, the minimum standard is:

- Eligibility for registration as a registered psychiatric nurse in a province or territory of Canada.

Education - IF REQUIRED

In cases where the work requires an education component that is higher than or in addition to what is normally acquired through the occupational certification, the minimum standard is:

For positions in the Hospital Nursing (NU-HOS), Community Health Nursing (NU-CHN) and Medical Adjudicator Nursing (NU-EMA) sub-groups:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in nursing, nursing service administration, nursing education or some other specialty relevant to the position.

For positions in the Community Health Nursing (NU-CHN) sub-group:

- Successful completion of approved training in public health nursing or successful completion of approved training in obstetrics, mental health or some other specialty relevant to the position.

Notes:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.
2. An indeterminate incumbent of a position formerly classified as PM, who became a NU-EMA on November 25, 2010, who does not meet the requirement for "eligibility for registration as a registered nurse in a province or territory of Canada", as indicated above, is deemed to meet this minimum standard for NU-EMA positions only, based on their education, training and/or experience. They must be accepted as meeting the minimum standard whenever this standard is called for when staffing NU-EMA positions only. This

note also applies to a person appointed or deployed for an indeterminate period to a NU-EMA position after November 25, 2010 as the result of a staffing transaction started before November 25, 2010.

3. An indeterminate incumbent of a position formerly classified as PM, who became a NU-EMA on October 1, 2011, who does not meet the requirement for "eligibility for registration as a registered nurse in a province or territory of Canada", as indicated above, is deemed to meet this minimum standard for NU-EMA positions only, based on their education, training and/or experience. They must be accepted as meeting the minimum standard whenever this standard is called for when staffing NU-EMA positions only. This note also applies to a person appointed or deployed for an indeterminate period to a NU-EMA position after October 1, 2011, as the result of a staffing transaction started before October 1, 2011.

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Office Equipment (OE)

Education

The minimum standard is:

- Successful completion of two years of secondary school or an acceptable combination of education, training and/or experience (see Note 1).

Abilities / Skills

Managers will establish what constitutes an acceptable level of proficiency for keyboard operation, dictation and proofreading based on the duties and responsibilities of the position to be staffed.

Keyboard Operation

For positions where there is a requirement to operate keyboard office equipment (word processing equipment, data conversion and processing equipment, computer, etc.) the standard is:

- An acceptable level of proficiency in operating the required equipment.

Dictation

For positions where there is a requirement to take dictation by manual or machine shorthand, the standard is:

- An acceptable level of proficiency in shorthand in English or French (or English and French).

Proofreading

For positions that require the correction of errors in spelling and punctuation the standard is:

- An acceptable level of proficiency in the use of grammar, spelling and punctuation in English or French, or English and French.

Notes:

Education

1. The combination of education, training, and/or experience must always be included whenever this standard is required for staffing positions in the OE group.

2. Candidates who have been appointed or deployed for an indeterminate period to a position in the OE group must always be accepted as meeting the requirement for two years of secondary school.

Acquired Rights

3. Indeterminate incumbents of positions in the CM, CR, DA, OE, and ST groups on June 30, 2023, who were appointed or deployed based on an acceptable score (45/75) on the Grammar, Spelling and Punctuation Test (GSPAT-120), are deemed to meet the minimum qualification standard above, by virtue of their education, training, and/or experience.

Proofreading

4. Merely proofreading one's own typing work to ensure accurate copy is not sufficient to warrant the use of a grammar, spelling, and punctuation qualification.

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Organization and Methods (OM)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (See Note 1).

Notes:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
 - An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the OM classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the OM classification only and must be reassessed for entry to other classifications on the basis of this alternative.

2. Acceptable experience and/or training in a field relevant to OM positions is required when the education qualification specified for the position being staffed is a secondary school diploma or employer-approved alternatives.

Occupational and Physical Therapy (OP)

Occupational Certification

The minimum standard is:

- Eligibility for acceptable registration or for a licence to practice as a professional occupational therapist or physiotherapist in a province or territory of Canada.

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Physical Sciences (PC)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution, with acceptable specialization in physics, geology, chemistry or some other science relevant to the position.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Personnel Administration (PE)

(See [FAQ](#))

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in human resources management, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, sociology, or in any other field relevant to the work to be performed.

Notes:

1. Indeterminate incumbents of PE positions and of positions in the Office of the Superintendent of Financial Institutions and in Indian Oil and Gas Canada that are equivalent to PE positions on October 1, 1999, who do not possess the education level prescribed above, are deemed to meet the minimum education standard based on their education, training and/or experience. They must be accepted as having met the minimum education standard whenever this standard is called for when staffing PE positions and positions in the Office of the Superintendent of Financial Institutions and Indian Oil and Gas Canada that are equivalent to PE positions. This note also applies to persons appointed or deployed, for an indeterminate period, to PE positions after that date as the result of staffing transactions started before October 1, 1999. The positions in the Office of the Superintendent of Financial Institutions and in Indian Oil and Gas Canada that are equivalent to PE positions are those

that meet the Treasury Board definition for the PE occupational group.

2. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.
3. An acceptable combination of education, training and/or experience, that is comparable to a degree from a recognized post-secondary institution with specialization relevant to the work to be performed, may serve as an alternative to meet the minimum education standard. Whenever the minimum education standard is met through this alternative, it is met only for the position being staffed, and candidates must be re-assessed for future appointments or deployments where the manager has decided to use this alternative.

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Purchasing and Supply (PG)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Notes:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the PG classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the PG classification only and must be reassessed for entry to other classifications on the basis of this alternative.

2. Acceptable experience and/or training in a field relevant to positions in the PG classification is required when the education qualification specified for the position being staffed is a secondary school diploma or employer-approved alternatives.

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Pharmacy (PH)

The minimum standard for pharmacy positions is one, either, or both of Education or Occupational Certification.

Education

When education is required, the minimum standard is:

- Graduation with a degree from a recognized school of pharmacy.

Occupational Certification

When occupational certification is required, the minimum standard is:

- Eligibility for registration as a pharmacist in a province or territory of Canada.

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Primary Products Inspection (PI)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or

- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the PI classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the PI classification only and must be reassessed for entry to other classifications on the basis of this alternative.

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Programme Administration (PM)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the PM classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the PM classification only and must be reassessed for entry to other classifications on the basis of this alternative.

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Police Support (PO)

Telecommunications Operations (PO-TCO) and Intercept Monitoring and Analysis (PO-IMA) Sub-Groups

Education

The minimum standard for positions in the Telecommunications Operations (PO-TCO) and Intercept Monitoring and Analysis (PO-IMA) sub-groups is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
 - An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the PO group.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed using an acceptable combination of education, training and/or experience meet the secondary school requirement for the PO group only and must be reassessed for entry to other classifications on the basis of this alternative.

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Non-Supervisory Printing Services (PR (NON-S))

No qualification standards are prescribed for positions in this classification, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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Printing Services Supervisory (PR(S))

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

[The Ellis Chart](#) (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or [occupational certification](#) qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

Psychology (PS)

Education

The minimum standard is:

- Graduation with a master's degree from a recognized post-secondary institution with specialization in personnel psychology, psychometrics, industrial psychology, clinical psychology or some other specialty relevant to the position.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

Photography (PY)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the PY classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the PY classification only and must be reassessed for entry to other classifications on the basis of this alternative.

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Radio Operations (RO)

Education

Trainees

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

For appointment to the Marine Communications and Traffic Services on-the-job training program:

- Successful completion of the Marine Communications and Traffic Services classroom training program.

Non-operators

The minimum standard for non-operating positions in Marine Communications and Traffic Services is:

- Possession of a Marine Communications and Traffic Services Certificate or a Coast Guard Radio Operator Certificate or a Vessel Traffic Services Certificate or an acceptable combination of education, training and/or experience.

Non-operating positions have no requirements to work at a communications/traffic console.

Occupational Certification

Operators

The minimum standard for operating positions in Marine Communications and Traffic Services is:

- Possession of a Marine Communications and Traffic Services Certificate or of a Coast Guard Radio Operator Certificate or a Vessel Traffic Services Certificate.

Aptitudes

The minimum standard for positions used for **ab initio** trainees is:

- Successful performance on a Public Service Commission-approved aptitude test.

Note:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
 - An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the RO group.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the RO group only and must be reassessed for entry to other classifications on the basis of this alternative.

Ships Crews (SC)

No qualification standards are prescribed for positions in the Operational Services Occupational Group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

Scientific Research (SE)

Education

The minimum standard is:

- Graduation with an acceptable doctoral degree from a recognized post-secondary institution in a field of the natural sciences related to the duties of the position, or the employer-approved alternative for the SE classification. (See Note 1).

Abilities / Skills

Productivity or recognition is required for all positions in the Research Scientist sub-group (SE-RES) (Revised October 1, 1999).

Productivity or recognition includes developmental work leading to the issue of patents, copyrights, or the creation of improved varieties, functions, or designs, and/or recognition by the professional community of the research environment. It also refers to recognized achievement in the form of authorship and editorship of published or unpublished reports, books, papers, or other communications resulting from:

- Research, experimental development, or tasking associated with operational equipment and problems;
- Operational research and scientific analysis;
- Planning, analysis and evaluation of Canadian and foreign programs in research and development.

Note:

1. The employer-approved alternative for the SE classification is an acceptable master's or bachelor's degree coupled with acceptable research, training and experience. The degree must be from a

recognized post-secondary institution and in scientific fields and specialties related to the duties of the position. The training and experience must clearly demonstrate the ability to do personal research of doctoral degree calibre.

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Scientific Regulation (SG)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in microbiology, chemistry, mechanical engineering, pharmacy, food science, or some other specialty related to the position.

Occupational Certification

The minimum standard for Patent Agent positions is:

- Registration with the Canadian Patent Office as a Patent Agent; or
- Successful completion of examinations for registration with the Canadian Patent Office as a Patent Agent.

Note:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

Ships' Officers (SO)

Education

The minimum standards for positions for which there are no prescribed occupational certification requirements are:

For Canadian Coast Guard Officer Cadet positions:

- A secondary school diploma, including courses specified by the department;

For Supply and Logistic Officer (SO-MAO) positions:

- A secondary school diploma or employer-approved alternatives (see Note 1);

For officer positions such as Electronics/Electrical Officers (SO-MAO), Electrical Officers (SO-MAO), Electronics Officers (SO-MAO), and Instructors (SO-INS):

- Successful completion of acceptable specialized training related to the position.

The minimum standard for officer positions for which occupational certification is required is:

- The education necessary to obtain the occupational certification required for the position.

Occupational Certification

The minimum standards for most positions in the Ships' Officers (SO) Group are those prescribed by the **Canada Shipping Act**.

The following are examples of minimum occupational certification standards to be used as required by the position being staffed:

- Possession of a Certificate of Competency, Master Mariner;
- Possession of a Certificate of Competency, ON-II;
- Possession of a Certificate of Competency, Engineer Third Class, Motor;
- Possession of a Certificate of Competency, Engineer First Class, Motor.

The minimum occupational certification standards for Canadian Coast Guard positions are those prescribed by the **Coast Guard Fleet Orders** (CGFO).

The following are examples of Canadian Coast Guard minimum occupational certification standards:

- Possession of a Coast Guard Command Certificate or a Certificate of Competency, ON-I;
- Possession of a Certificate of Competency, First Mate Home Trade, or a Coast Guard Watchkeeping Certificate;
- Possession of a Certificate of Competency, Engineer First Class, Motor;
- Possession of a Coast Guard Second Class Certificate of Competency, Logistics.

The minimum occupational certification standard for Radio Officer positions (SO-RAD) is:

- A Radio Operator Certificate (see Note 2).

Notes:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the SO group.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the SO group only and must be reassessed for entry to other classifications on the basis of this alternative.

When education qualifications required by the position are different from those identified for the occupational certification, these qualifications shall be reflected as "education" on the statement of merit criteria.

2. To satisfy the minimum occupational certification requirements for SO-RAD positions, managers might request "possession of a

Ship Repair Chargehands and Production Supervisors - East (SR(C))

No qualification standards are prescribed for positions in this group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

Ship Repair - East (SR(E))

No qualification standards are prescribed for positions in this group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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Ship Repair - West (SR(W))

No qualification standards are prescribed for positions in this group, but managers may establish qualifications that they consider necessary for appointment or deployment.

The Ellis Chart (a comparative chart of apprentice training programs across Canada) may assist managers to establish education and/or occupational certification qualifications for positions for which they consider trades training necessary. The chart provides an inter-provincial overview of the 13 Canadian apprenticeship systems and is a key product that provides governments, industry and educational institutions with data on designated trades, more specifically on training, certification, education/entrance requirements and prior learning assessment and accreditation process. The chart is produced by Employment and Social Development Canada (ESDC) in collaboration with the Canadian Council of Directors of Apprenticeship (CCDA), which represents a partnership between the provincial, territorial and federal governments.

Education alternatives recognized by provinces/territories for access to their apprenticeship programs may be accepted for positions in these classifications.

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Secretarial, Stenographic, Typing (ST)

Education

The minimum standard is:

- Successful completion of two years of secondary school or an acceptable combination of education, training and/or experience (see Note 1).

Abilities / Skills

Managers will establish what constitutes an acceptable level of proficiency for keyboard operation, dictation and proofreading based on the duties and responsibilities of the position to be staffed.

Keyboard Operation

For positions where there is a requirement to operate keyboard office equipment (word processing equipment, data conversion and processing equipment, computer, etc.) the standard is:

- An acceptable level of proficiency in operating the required equipment.

Dictation

For positions where there is a requirement to take dictation by manual or machine shorthand, the standard is:

- An acceptable level of proficiency in shorthand in English or French (or English and French).

Proofreading

For positions that require the correction of errors in spelling and punctuation the standard is:

- An acceptable level of proficiency in the use of grammar, spelling and punctuation in English or French, or English and French.

Notes:

Education

1. The combination of education, training, and/or experience must always be included whenever this standard is required for staffing positions in the ST group.
2. Candidates who have been appointed or deployed for an indeterminate period to a position in the ST group must always be accepted as meeting the requirement for two years of secondary school.

Acquired Rights

3. Indeterminate incumbents of positions in the CM, CR, DA, OE, and ST groups on June 30, 2023, who were appointed or deployed based on an acceptable score (45/75) on the Grammar, Spelling and Punctuation Test (GSPAT-120), are deemed to meet the minimum qualification standard above, by virtue of their education, training, and/or experience.

Proofreading

4. Merely proofreading one's own typing work to ensure accurate copy is not sufficient to warrant the use of a grammar, spelling, and punctuation qualification.

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Social Work (SW)

Education

The minimum standard is:

For positions in the Chaplain (SW-CHA) sub-group:

- Possession of recognized theological qualifications to perform the duties of a chaplain (See Note 1).

For positions in the Social Welfare (SW-SCW) sub-group:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in social work.

Notes:

1. The qualifications for the SW-CHA sub-group must be coupled with acceptable experience in pastoral work as an ordained minister, or priest, etc., as required for the position.
2. Social workers who were eligible for membership in the Canadian Association of Social Workers prior to May 1, 1975 are recognized as having met the minimum education standard prescribed above for the SW-SCW sub-group.
3. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.

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Technical Inspection (TI)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Note:

1. The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the TI classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the TI classification only and must be reassessed for entry to other classifications on the basis of this alternative.

Translation (TR)

Education

The minimum standard is:

- A degree from a recognized post-secondary institution.

Notes:

1. Based on their education, training and/or experience, indeterminate incumbents of positions in the TR Group will be deemed to meet the minimum standard.
2. At the manager's discretion, an acceptable combination of education, training and/or experience may serve as an alternative to the minimum standard.

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University Teaching (UT)

Education

The minimum standard is:

- Graduation with a degree from a recognized post-secondary institution with acceptable specialization in a field related to the duties of the position and competence in teaching and/or research.

Notes:

1. The courses for the specialization must be acceptable and must have been taken at a recognized post-secondary institution, but not necessarily within a degree program in the required specialization.
2. For positions requiring a master's or doctoral degree, the following alternatives may be accepted when combined with an acceptable bachelor's degree from a recognized post-secondary institution:
 - a. Research or scholarly studies constituting a significant contribution to the discipline; or
 - b. Professional practice recognized for its high quality.

When the educational qualifications are met through one of the alternatives described above, they are met for the position in question only.

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Veterinary Medicine (VM)

The minimum standard for veterinary medicine positions is both Education and Occupational Certification.

Education

The minimum standard is:

- Graduation from a recognized school of veterinary medicine.

Occupational Certification

The minimum standard is:

- Eligibility for membership in a Canadian veterinary association.

Welfare Programmes (WP)

Education

The minimum standard is:

- A secondary school diploma or employer-approved alternatives (see Note 1).

Notes:

1. The employer-approved alternatives to a secondary school diploma are:
 - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
 - An acceptable combination of education, training and/or experience.

Candidates who already meet both of the following criteria must be accepted as meeting the secondary school diploma requirement:

- a. Candidates who have achieved a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; and
- b. Candidates who have been appointed or deployed for an indeterminate period to a position in the WP classification.

The opportunity to be assessed by at least one of the two employer-approved alternatives must be offered to candidates who have not previously met the secondary school diploma requirement.

Candidates who were appointed or deployed on an indeterminate basis using an acceptable combination of education, training and/or experience meet the secondary school requirement for the WP classification only and must be reassessed for entry to other classifications on the basis of this alternative.

2. Acceptable experience and/or training in a field relevant to WP positions is required when the education qualification specified for the position being staffed is a secondary school diploma or employer-approved alternatives.

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Legislative basis for the Qualification Standards

Pursuant to subsection 31(1) of the Public Service Employment Act (PSEA), Treasury Board, in its capacity as the employer, is responsible for establishing qualification standards in relation to education, knowledge, experience, occupational certification, language or other qualifications that it considers necessary or desirable having regard to the nature of the work to be performed and the present and future needs of the public service. The Office of the Chief Human Resources Officer (OCHRO) develops and maintains these standards on behalf of the employer.

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Foreign Credential Recognition and the

Qualification Standards

The employer recognizes foreign education credentials as long as a recognized credential assessment service has deemed them comparable to Canadian standards. If candidates were educated outside of Canada, they must have their certificates and/or diplomas assessed against Canadian educational standards. This will enable them to provide proof of Canadian equivalency when applying for a job in the federal public service.

The Canadian Information Centre for International Credentials assists persons who wish to obtain an assessment of their educational, professional and occupational credentials by referring them to the appropriate organizations. The CICIC does not itself grant equivalencies or assess credentials, nor does it intervene on behalf of individuals or in complaints to the Federal Public Sector Labour Relations and Employment Board. Contact the Canadian Information Centre for International Credentials for more information.

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Alternatives to education for the Qualification Standards

Find information below about the alternatives which may be accepted for certain levels of formal education and about long-standing acquired rights which have been stipulated for specific groups.

Employer-Approved Alternatives to Education

Employer-approved alternatives are permitted for use only as indicated for individual classifications. When used, employer-approved alternatives **must** be specified on the statement of merit criteria.

Employer-Approved Alternatives to a Secondary School Diploma

Unless otherwise stipulated in the specific Qualification Standard, the employer-approved alternatives to a secondary school diploma are:

1. A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
2. An acceptable combination of education, training and/or experience.

As of January 2, 2023, the General Competency Test: Level 1 (GCT1-207) will replace the General Intelligence Test (GIT-320) as the employer-approved testing alternative to a secondary school diploma. Previous scores of 80 or higher on the GIT-320 will remain valid as an acceptable alternative to the requirement for a secondary school diploma and candidates are not required to take the GCT1-207 for this purpose.

Employer-Approved Alternatives to Post-Secondary Training

Unless otherwise stipulated in the specific Qualification Standard, the employer-approved alternative to post-secondary training (i.e., community college, CÉGEP, or university education) is:

1. An acceptable combination of education, training and/or experience.

Employer-Approved Alternatives to Graduation with a Degree from a Recognized Post-Secondary Institution

Unless otherwise stipulated in the specific Qualification Standard, the employer-approved alternatives to graduation with a degree from a recognized post-secondary institution are:

1. A satisfactory score on the Public Service Commission test approved as an alternative to the completion of university; or
2. An acceptable combination of education, training and/or experience.

As of January 2, 2023, the General Competency Test: Level 2 (GCT2-314) will replace the General Intelligence Test (GCT-310) as the employer-approved testing alternative to postsecondary education. Previous scores of 68 or higher on the GIT-310 will remain valid as an acceptable alternative to postsecondary education. An acceptable score on the GCT2-314 prior to January 2, 2023, remains valid and candidates are not required to take the GCT1-207 for this purpose.

Acquired Rights (Grand-Parenting Protection)

Acquired rights in situations of Work Force Adjustment

As of June 21, 2021, all indeterminate incumbents who possess acquired rights at the time of being laid-off, as a result of having chosen Option 6.4.1 A (12-month surplus period to secure a reasonable job offer) or 6.4.1 Cii (Transition Support Measure + Education allowance with leave without pay) of the Work Force Adjustment Directive or the respective Workforce Adjustment Appendix of their collective agreement, and who are entitled to layoff priority, will be entitled to retain their acquired rights, until the end of their lay-off priority period.

Unless otherwise stipulated in the specific Qualification Standard, the following acquired rights apply:

For staffing purposes, indeterminate incumbents of positions in the pre-1999 occupational groups listed below who did not, on the dates listed below, possess the minimum formal education prescribed for their respective group, are deemed to meet the requirement for graduation with a degree from a recognized post-secondary institution prescribed for that group. However, the type and degree of competence they acquired may be

assessed to determine whether or not they meet the specialization requirements established for other positions in their respective pre-1999 groups.

June 30, 1967

Indeterminate incumbents of positions in the following pre-1999 groups as of June 30, 1967 have acquired rights within the 1999 group structure.

- Actuarial science
- Architecture and Town Planning
- Auditing
- Biology
- Chemistry
- Dentistry
- Education
- Engineering and Land Survey
- Forestry
- Historical Research
- Library Science
- Meteorology
- Nutrition & Dietetics – formerly Home Economics group
- Nursing
- Pharmacy
- Physical Sciences
- Psychology
- Scientific Regulation
- University Teaching
- Veterinary Medicine

July 28, 1975

Defence Scientific Services

June 30, 1977

Scientific Research

December 14, 1990

Employees of the National Research Council Space Division who were transferred to the EN-ENG sub-group upon the transfer of their positions to the Canadian Space Agency.

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Definitions related to the Qualification Standards

Refer to the definitions below to understand terminology commonly used in the Qualification Standards.

Acceptable

Suitable for a position as determined by the manager unless otherwise regulated by the employer.

Corporate functions

Critical administrative functions that support or sustain organizations in delivering upon their mandate or overseeing performance and compliance of their programs. Corporate functions may include financial management, internal audit, evaluation, management of real property and materiel, human resources, procurement, security, information management, information technology, etc.

Degree

Unless it is otherwise specified (e.g., Master's degree), the term "**degree**" refers to a baccalaureate as established by educational authorities.

Eligibility

A candidate has met all academic and occupational requirements, including those with respect to degrees, examinations, and experience, without having to have obtained or maintained actual registration, certification or membership in a professional association.

Occupational certification

The possession of, or eligibility for, credentials such as a licence, certificate, registration, letter, paper(s) or other documents that constitute acceptable evidence of occupational competence. These credentials are granted by an organization legally established by federal, provincial or territorial law as a certifying or licensing body in Canada having the authority to regulate the practice of a profession, trade or act, unless otherwise provided for by the employer in these standards or in amendments to these standards.

Recognized post-secondary institution

A public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of a provincial/territorial legislature or through a government-mandated quality assurance mechanism. For greater certainty, also included are institutions authorized to grant specific academic credentials for specific academic programs.

Specialization

An acceptable number of courses in a particular field of study as determined by the manager, unless otherwise specified by the employer.

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