

SUPPORTING DOCUMENTATION:

- Fees**, in the form of money order or cheque, payable to the **Minister of Finance, Province of New Brunswick**
 - New Brunswick Teacher's Certificate evaluation = \$70.00
 - Letter / Statement of Professional Standing (see below) = \$30.00 per jurisdiction

- Official transcripts** from the originating institution of **all** academic and professional training even if credit has been transferred from one institution to another. In order to remain official, transcripts must be submitted in envelopes sealed by the institution and **preferably** included with the application or sent directly from the institution to our office. If submitting transcripts prior to graduation, please ensure **all** courses **including** the internship are graded and if a degree is intended, a letter from the institution's registrar's office indicating that the requirements have been met and graduation is expected.

- Criminal record information:**
An official **completed** Criminal Record Information document through the RCMP or local police force in your area of residence.

- Teacher Certification in other Canadian Provinces or Territories:**
Teacher's Certificates are not transferable to other Canadian Provinces or Territories. If you wish to be a Certified Teacher in another Canadian jurisdiction, you must apply to the respective Teacher Certification authorities. If you are applying for a Teacher's Certificate in another Canadian jurisdiction indicate in number 4 of the application form. **One** of the documents the other jurisdiction will require is a **Letter / Statement of Professional Standing** from our office. This letter states that you are a Certified Teacher in Good Professional Standing in New Brunswick. For other information regarding Teacher Certification in other Canadian Provinces or Territories, contact the respective jurisdiction(s).

- Employability Status:**
Non-Canadians must submit verification of Canadian Landed Immigrant Status/Work Visa.

Please note: By signing this form and submitting the relevant criminal record information, the applicant agrees to the following:

I hereby release, and forever discharge, Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereafter be sustained by myself, howsoever arising out of the above authorized disclosure of information and waive all rights thereto.

Signature

Date

- Certificate dated July 2: Apply before October 31 of the same year (provided coursework has been completed by August 31);
- Certificate dated January 2: Apply before March 31 of the same year (provided coursework has been completed by December 31 of previous year).

Please ensure that all possible supporting documents are included when submitting your application and allow 4 weeks to 25 work days processing after all documents have been received.

Office of Teacher Certification - Department of Education and Early Childhood Development
P.O. Box 6000 Fredericton, NB E3B 5H1, Tel.: (506) 453-2785, Fax: (506) 453-5349

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