



## FORM A

### Teacher's Certificate Application Form for Individuals with a Bachelor of Education Degree from a New Brunswick University

#### IMPORTANT INFORMATION AND DEADLINES

- If you are applying for a Teacher's Certificate to work in New Brunswick, please use Form A.
- If you intend to request a Teacher's Certificate from another province or territory, you first need to apply for a New Brunswick Teacher's Certificate (**using Form A**) and a New Brunswick Statement of Professional Standing (**using Form F**).
- Files are not processed until all required documents are received by the Office of Teacher Certification. Allow 20 to 25 work days for processing after all documents have been received.
- Certificate effective July 2: Apply before October 31 of the same year (as evidenced by the postmark) provided coursework has been completed by August 31 of the same year.
- Certificate effective January 2: Apply before March 31 of the same year (as evidenced by the postmark) provided coursework has been completed by December 31 of the previous year.

#### PERSONAL INFORMATION

Last Name			
First Name			
Middle Name			
Maiden Name			
Gender	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	NON-BINARY <input type="checkbox"/>
Date of Birth	YEAR:	MONTH:	DAY:
Phone Numbers	HOME:	WORK:	CELL:
Email address			
Mailing Address	No.	STREET:	APT.:
	CITY:	PROVINCE:	POSTAL CODE:

## CERTIFICATION LEVEL REQUESTED

Consult the requirements and check the appropriate level.

Teacher's Certificate 4 ☐

Teacher's Certificate 5 ☐

Teacher's Certificate 6 ☐

### SUMMARY OF THE REQUIREMENTS FOR EACH LEVEL OF CERTIFICATION

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>Approved bachelor's degree in education from a New Brunswick university</li> <li>Minimum of <b>138 university credit hours</b> including:               <ul style="list-style-type: none"> <li>30 credits in pedagogical training and 18 credits (or 18 weeks) of approved practice teaching, and</li> <li>a major (30 credits) in a teachable subject or a combination of a major (24 credits) and a minor (18 credits) in two teachable subjects.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Approved bachelor's degree in education from a New Brunswick university</li> <li>Minimum of <b>168 university credit hours</b> including:               <ul style="list-style-type: none"> <li>45 credits in pedagogical training and 15 credits (or 15 weeks) of approved practice teaching, and</li> <li>a major (30 credits) in a teachable subject or a combination of a major (24 credits) and a minor (18 credits) in two teachable subjects.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>A person who meets the requirements for a teacher's certificate 5 and has completed:               <ul style="list-style-type: none"> <li>an approved Master of Education degree or a master's degree in a teachable subject with 30 credit hours at the 6000 level; or</li> <li>a non-degree program with 30 credit hours at the 6000 level in teachable subjects that leads to an additional major, two additional minors, or an additional minor and one concentration.</li> </ul> </li> </ul> |
|---|---|--|

## UNIVERSITY EDUCATION

DEGREE	Number of credits	Major (without a minor: 30 credits – with a minor: 24 credits)	Minor (18 credits)	Institution	Graduating Year
Bachelor's degree other than Bachelor of Education					
Bachelor's degree in Education					
Master's degree					
Other university degree					

## REQUIRED FEE AND SUPPORTING DOCUMENTS

● Documents to be mailed to Teacher Certification by applicant.

▲ Documents to be sent directly to Teacher Certification by institutions issuing them.

<input type="checkbox"/>	<p>●</p> <p><b>Fee: \$70.00</b>  Money order or cheque, payable to the <b>Minister of Finance, Province of New Brunswick.</b>  <b>OR</b>  E-Transfer - <b>PLEASE PROVIDE A CONFIRMATION OF PAYMENT WITH YOUR FORM.</b>  <b>E-Transfer email:</b> <a href="mailto:eeed-edpefinanceservices@gnb.ca">eeed-edpefinanceservices@gnb.ca</a>  Please enter the following information in the message box when sending e-transfer:</p> <ul style="list-style-type: none"> <li>• Full name (including maiden name)</li> <li>• Certification Form used: Teacher Certification Form A</li> <li>• Amount paid: \$70.00</li> <li>• If you are asked to enter a question and password, then proceed. However, there is no need to advise us of the question and password as our system is set up for automatic deposit.</li> </ul>
<input type="checkbox"/>	<p>▲</p> <p><b>Official Transcript</b>  Official transcripts from the originating institution of <b>all post-secondary</b> training even if credits have been transferred from one institution to another. Transcripts must be sent directly to the Office of Teacher Certification by institutions issuing them, either by email or by mail. You can also send a transcript in an <b>envelope sealed</b> by the institution. 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 must be provided.</p>
<input type="checkbox"/>	<p>●</p> <p><b>Criminal record check</b>  A criminal record check that includes a vulnerable sector screen is required from the Royal Canadian Mounted Police or your local police department. The criminal record check must have been done in the 12 months preceding the date of the signature of this form. Copies are not accepted.</p>
<input type="checkbox"/>	<p>●</p> <p><b>Employability status</b>  Applicants who do not have Canadian citizenship must provide an authenticated copy of their Permanent Resident Card or Work Visa.</p>

The Office of Teacher Certification reserves the right to request other documents.

## PERSONAL BACKGROUND INFORMATION

For every affirmative answer (yes), please attach a written explanation on a separate piece of paper, referencing the question number.

1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted, given an absolute or conditional discharge, or received a pardon for a criminal offense?
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any outstanding criminal charges against you?

## DECLARATION OF APPLICANT

I declare that all information given on this registration form is true, correct, and complete to the best of my knowledge. I understand that no qualifications assessment can be made until the New Brunswick Department of Education and Early Childhood Development receives all required documents, and that additional information may be required.

I authorize the New Brunswick Department of Education and Early Childhood Development to contact the educational institutions I have attended and to receive any and all information from those institutions, teacher registration/licensing bodies, and police services that relate to my application for registration. I understand that this information may be used by the department to determine if I will be registered or if any terms, conditions, or limitations are required on my certificate.

I authorize any person, government, administration, educational institution, police force, military authority, governing body, or other organization enquired of under this authorization to provide the New Brunswick Department of Education and Early Childhood Development with all relevant information or documentation requested.

I accept responsibility for advising the department, in writing, of any change to the information contained in this application.

I declare that all documentation submitted by me in relation to my application has not been changed or altered in any way.

I confirm that I have read all the requirements for teacher certification with the New Brunswick Department of Education and Early Childhood Development.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Submission of an application that is misleading or false, in whole or in part, may lead to non-issuance, suspension or cancellation of the teacher's certificate.

The applicant is required to advise the New Brunswick Department of Education and Early Childhood Development of any change in circumstances relating to the questions raised in the Personal Background Information section of this application. A failure to do so may result in the suspension or cancellation of the teacher's certificate.

## CONTACT INFORMATION

### **Mailing Address (For documents sent by mail)**

**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  
teacher certification@gnb.ca**

### **Physical Address (For documents sent by couriers such as Purolator, FedEx, UPS,)**

Office of Teacher Certification  
Department of Education and Early Childhood Development  
Place 2000  
250 King Street  
Fredericton NB E3B 9M9

**January 2023**