

FORM A

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

IMPORTANT INFORMATION AND DEADLINES

- Please follow the instructions provided on this form to avoid delays in processing your application.
- If you are applying for a Teacher's Certificate to work in New Brunswick, please use **Form A**.
- If you intend to work in another province, territory, or country, you need to apply for a New Brunswick Teacher's Certificate (**using Form A**) and a New Brunswick Statement of Professional Standing (**using Form F**). You are responsible for applying for a teaching certificate with the authorities in the province, territory, or country where you wish to work.
- Applications are only processed after receipt of all required documents by the Office of Teacher Certification. Please allow **20 to 25 business days** for your application to be processed. We kindly request that you wait until the end of this period before asking for an update on your file.
- The certificate will be valid as of July 2 if the application is submitted before October 31 of the same year (as evidenced by the postmark) and if the training program is completed by August 31 of the same year.
- The certificate will be valid as of January 2 if the application is submitted before March 31 of the same year (as evidenced by the postmark) and if the training program is completed by December 31 of the previous year.
- Form A and confirmation of payment (if fee is paid by e-Transfer) may be sent to us by email: teachercertification@gnb.ca
- Please allow 10 business days for us to respond to a request for information.

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:	CELL:	WORK:
Email address			

Mailing Address	No.:	STREET:	APT/UNIT.:
	CITY:	PROVINCE:	POSTAL CODE:

CERTIFICATION LEVEL REQUESTED

Consult the requirements and select the appropriate level.

SUMMARY OF THE REQUIREMENTS FOR EACH LEVEL OF CERTIFICATION

Teacher's Certificate 4 <input type="checkbox"/>	Teacher's Certificate 5 <input type="checkbox"/>	Teacher's Certificate 6 <input type="checkbox"/>
<ul style="list-style-type: none"> Approved Bachelor's Degree in Teacher Education Minimum of 120 university credit hours (excluding credit hours for practice teaching) with: <ul style="list-style-type: none"> 30 credit hours in pedagogical training 30 credit hours in a teachable subject and 30 credit hours in other teachable subjects OR a major (24 credit hours) and a minor (18 credit hours) in two teachable subjects and 18 other credit hours in teachable subjects 18 weeks practice teaching 	<ul style="list-style-type: none"> Approved Bachelor's Degree in Teacher Education <u>and</u> Bachelor's Degree in a teachable subject Minimum of 150 university credit hours (excluding credit hours for practice teaching) with: <ul style="list-style-type: none"> 45 credits in pedagogical training 30 credit hours in a teachable subject and 30 credit hours in other teachable subjects OR a major (24 credit hours) and a minor (18 credit hours) in two teachable subjects and 18 other credit hours in teachable subjects 15 weeks practice teaching 	<ul style="list-style-type: none"> Certificate 5 and <ul style="list-style-type: none"> an approved Master of Education Degree or a Master's Degree in a teachable subject with 30 credit hours at the graduate level; OR a non-degree program with 30 credit hours at the graduate level in teachable subjects that leads to an additional major, two additional minors, or an additional minor and one concentration. Total of 180 university credit hours, (excluding credit hours for practice teaching) with 30 approved graduate credit hours

- A Master's Degree in Education that prepares for the teaching profession or initial certification cannot be used for a Level 6 certificate.
- A Bachelor's or Master's Degree in Adult Education cannot be accepted for certification purposes.

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 Degree from CEGEP					

REQUIRED FEE AND SUPPORTING DOCUMENTS

- Documents to be mailed to Teacher Certification Office by applicant.
- ▲ Documents to be sent directly to Teacher Certification by institutions issuing them by email or mail.

● Fee: \$70.00

Money order or cheque, payable to the **Minister of Finance, Province of New Brunswick**
OR e-Transfer
Please provide a confirmation of payment (screenshot of the transfer) with your form.

E-Transfer email: eeed-edpefinanceservices@gnb.ca

Please enter the following information in the message box when sending e-Transfer:

- Full name (including maiden name)
- Certification Form used: Teacher Certification Form A
- Amount paid: \$70.00
- 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.

Customers of UNI and Desjardins credit unions are asked not to use e-Transfer and to pay by cheque or money order.

▲ Official Transcript

We must receive official transcripts from all the academic institutions you have attended, even if the credit hours 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, mail or fax**. You can also send a transcript in an **envelope sealed** by the institution. If submitting transcripts prior to graduation, please ensure all courses including the internship are graded. If a degree is intended, a letter must be provided from the institution's registrar's office indicating that the requirements have been met and graduation is expected.

- We only accept original transcripts. Copies and PDF versions provided by an applicant will not be accepted.
- We accept official transcripts sent by MyCreds/MyCertif only if they send to Teacher Certification the link to access them.
- Candidates who have graduated from a CEGEP must ask the institution to send us their transcript.

● Original Criminal Record Check

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. **You must provide the original document. Copies are not accepted.**

- if you received a **paper version** of the criminal record check, you must **mail** the original one directly to the Teacher Certification Office. Scanned copies sent by email are not accepted.
- If you only received an **electronic version** of your criminal record check, you must provide the authentication method to verify the document by email (i.e., QR codes, electronic signatures, etc.).
- If requested by the police service, the Teacher Certification Office may provide you with a letter of support to request a vulnerable sector check. To do so, please send us an email with your full name.

● Employability status

Applicants who do not have Canadian citizenship or a Permanent Resident Card must provide an authenticated copy of their Work Visa.

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 AND CONSENT

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 inquired 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

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

Phone: (506) 453-2785

Fax: (506) 453-5349

Email: teachercertification@gnb.ca

SEPTEMBER 2024