



FORM B

New Brunswick Teacher's Certificate Application Form for Individuals holding a Teacher's Certificate from another Canadian Province or Territory

IMPORTANT INFORMATION AND DEADLINES

- 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"> • Approved bachelor's degree in education • Minimum of 120 university credit hours • Teaching certificate from another province or territory. | <ul style="list-style-type: none"> • Approved bachelor's degree in education • Minimum of 156 university credit hours • Teaching certificate from another province or territory. | <ul style="list-style-type: none"> • A person who meets the requirements for a teacher's certificate 5 and has completed: <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 6000 level, or ○ 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. • Teaching certificate from another province or territory. |
|--|--|--|

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.



Fee: \$120.00

Money order or cheque, payable to the **Minister of Finance, Province of New Brunswick**

OR

E-Transfer

UNI and Desjardins customers are advised to pay by money order or cheque, not by e-transfer.

PLEASE PROVIDE A CONFIRMATION OF E-TRANSFER PAYMENT 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 B
- Amount paid: \$120.00
- 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.



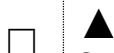
Official Transcript

Official transcripts from the originating institution of all university 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 envelope sealed 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.



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. Copies are not accepted.



Statement of Professional Standing

You must provide a statement of professional standing from the first and last jurisdictions in which you have received a teaching certificate. Copies are not accepted.

Please indicate the relevant jurisdiction(s):

First:

Last:



Employability status

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

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

PERSONAL BACKGROUND INFORMATION

All questions in this section must be answered. Beginning with question 2, 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 certified or otherwise authorized to teach in any jurisdiction outside of New Brunswick? If so, please specify the jurisdiction: _____
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever applied anywhere for authorization and/or certification to teach and had your application denied?
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has your authorization and/or certification to teach ever been suspended or cancelled in another jurisdiction?
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever, for any reason other than a failure to pay fees, voluntarily surrendered your authorization and/or certification to teach?
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever, in advance of an investigation or disciplinary proceeding, voluntarily restricted your teaching practice?
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitated in relation to the teaching profession?
7.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has there ever been, or is there now, an investigation or proceeding with respect to your professional conduct, competence or capacity in relation to the teaching profession, including in your teacher education program?
8.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been asked by a teacher education program provider to withdraw from a teacher education program?
9.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been personally prevented from carrying on your occupation as a teacher as a result of any criminal, civil, or disciplinary proceeding?
10.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever agreed to a settlement or resignation to avoid a proceeding or disciplinary action with respect to your professional conduct, competence, or capacity, in relation to either a teaching position or your professional certification?
11.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been terminated or had restrictions imposed on your employment as a teacher by an employing school district, education authority, or other organization with respect to your conduct, competence, or capacity?
12.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been subject to an investigation or proceeding relating to working with children or students in any professional capacity?
13.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any other information you know that may have a bearing on you being granted a teacher's certificate?

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

MARCH 2023