



FREQUENTLY ASKED QUESTIONS.

FAQ

1. How can I apply for an Initial Teaching Certificate?

In order to apply for an Initial Teaching Certificate, you must have completed a teacher education program. The application process differs depending on whether you completed your Teacher Education program in New Brunswick, another jurisdiction in Canada, or outside of Canada. Please refer to the applicable form for your application. Once the form is filled out, you can forward all information to:

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

2. I am completing my education degree from an accredited New Brunswick university. When am I eligible for a Teacher's Certificate? When can I begin the application process?

In order to apply for your Teacher's Certificate, you must ensure you have completed a degree in education.

When submitting transcripts prior to graduation, please ensure that all courses are graded (including your internship). If you are expecting to graduate, include a letter from your institution's registrar's office indicating that you have met all requirements necessary to complete your program.

If you complete your studies by August 31 and apply no later than October 31, then the effective date of your Teacher's Certificate will be July 2. If you complete your studies after August 31, but no later than December 31 and apply by March 31 of the following year, then the effective date of your Teacher's Certificate will be January 2.

3. How long does it take between the time that I apply and the time that I get my Teacher's Certificate?

The processing time is 4 weeks to 25 working days after the application and all supporting documents have been received.

4. Do I need to send all my documents at the same time when applying for my Teacher's Certificate?

Yes; sending all your documentation at the same time enable us to process your file in a timely manner. Incomplete applications cause delays and may pause your application until we receive any missing documents.

5. How do I find out what teaching positions are available?

Each School District is responsible for the hiring of their teaching personnel. To inquire about employment opportunities, contact the School Districts.

[Link for Anglophone school districts](#)

[Link for Francophone districts](#)

6. What is an Interim Teacher Certificate?

An Interim Certificate enables an individual who has obtained their education degree outside of New Brunswick to teach in the province for a period of up to four years. Upon successful completion of two years of contractual teaching experience (1 year = 195 days) in the New Brunswick Public School system and any other prescribed conditions, an Interim Certificate may be converted to a permanent Teacher's Certificate. The Department of Education and Early Childhood Development's decision on the eligibility of the applicant for an Interim Certificate is based on the regulation governing certification at the time of evaluation. An Interim Certificate does not guarantee employment.

7. What are the different teacher certification levels for New Brunswick education degree graduates?

Teacher Certificates 5 or 6 are issued to eligible applicants who have completed their Teacher Education Program from an accredited New Brunswick university. A level 5 Teacher's Certificate consists of a minimum of 168 credit hours of university studies of which a minimum of 45 credit hours are in Education coursework plus the Internship. A level 6 Teacher's Certificate consists of the level 5 requirements plus approved graduate studies.

8. What if I wish to obtain a Teacher's Certificate in another province, or territory, in Canada? Is my New Brunswick issued Teacher's Certificate valid outside of this province?

No, your New Brunswick issued teacher's certificate is only valid in New Brunswick.

Education is a provincial and territorial responsibility. As a result, you must be certified in the jurisdiction where you wish to teach. By extension, you must apply to be certified in each particular jurisdiction. Therefore, if you are planning on teaching in another Canadian jurisdiction, you should contact their respective Teacher Certification authorities to inquire about the process and necessary application documents. Other Canadian jurisdictions require that you be certified in the jurisdiction where you completed your teacher education program (New Brunswick), even if you have never taught there. They also require a Statement / Letter of Professional Standing to be issued by the New Brunswick Teacher Certification Office.

9. I have a Teacher's Certificate from another province/territory. Is my certificate valid in New Brunswick?

No, you need to also receive certification in New Brunswick. Since education is a provincial and territorial responsibility, teaching certification levels may vary between the jurisdictions.

Please submit [Form B - Certified Teacher in CANADA](#) in order to be certified in New Brunswick.

10. What is a Statement of Professional Standing?

A Statement of Professional Standing is a document issued by the licensing body or education department (or ministry) that verifies the validity of your teaching certificate. A Statement of Professional Standing is usually required when moving from one jurisdiction to another in order to teach. The Statement of Professional Standing shows:

- *your certificate's date of issue;*
- *whether your certificate has been suspended, cancelled or otherwise withdrawn;*
- *the type, level for the Teaching Certificate; and*
- *the scope of its authority.*

11. What if I want to teach in a different country?

If you wish to teach in another country, you should contact the Teacher Certification authorities in that country to inquire about their Teacher Certification process.

12. Do I ever need to renew my New Brunswick teacher certificate?

You do not need to renew your Teacher's Certificate unless you hold an Interim Teacher's Certificate that will expire. If this is the case, please fill out [Form E – Internationally Educated Teacher – Interim Teacher's Certificate RENEWAL or PERMANENT CERTIFICATE](#) and forward it to our office.

13. What is a Local Permit?

Local Permits are issued by the School Districts for supply teaching to those who do not have a New Brunswick Teacher's Certificate. In some School Districts, where there are sufficient certified teachers to meet their need for supply teachers, Local Permits are not issued. To apply for a Local Permit, you must contact the School District.

14. Can related work experience be evaluated for salary purposes?

Related work experience can be evaluated for salary purposes while under contract. Relevant experience can be recognized in full, half, or half up to a maximum of two years depending if it fulfills the requirements.

Full recognition of experience for salary purposes shall be granted to a person who:

- (a) Taught in the public schools of Canada, or elsewhere, while licensed or eligible to be licensed in New Brunswick, or
- (b) Taught in the public schools of Canada although unlicensed and ineligible to be licensed during the period of employment, but becomes licensed in New Brunswick, or
- (c) Was employed as a supply teacher with or without a license in the public schools of New Brunswick, or**
- (d) Was granted a leave of absence for educational purposes with pay, or**
- (e) Was granted a leave of absence for educational purposes without pay, subject to the approval of the Minister's Advisory Committee on Teacher Licensing and Certification.

**** This is recognized at the District Office level. Please contact Human Resources office in your district.**

Recognition of one-half of a person's experience for salary purposes shall be granted to who:

- (a) Taught in private schools of Canada, while licensed or eligible to be licensed in New Brunswick, or
- (b) Obtained the approval of the Minister's Advisory Committee on Teacher Licensing and Certification for any work or related experience while licensed or prior to becoming licensed in New Brunswick. Credit for work or related experience under this section shall not exceed two (2) years, that is, one half credit for up to a maximum of four (4) years work or related experience.

15. How can I obtain a record of employment?

Teachers should contact the school district where they are, or were previously employed, for this information.

16. What are the requirements for an Interim Principal's Certificate, or a principal's certificate?

An interim principal's certificate may be issued to the a holder of a teacher's certificate 5 or 6 who has at least 5 years of teaching experience and who has completed the following training :

- a) Three graduate level university courses*
- b) Six approved modules sponsored by the school district of which three are compulsory.*

Upon satisfactory completion of a one year term (195 accumulated days) as a principal or vice principal in a New Brunswick public school, a candidate may apply for a regular principal's certificate.

For more detailed information please consult [Policy 610 – Principal Certification Requirements](#)

17. What are the methods of payment?

Fees, in the form of money order or cheque are payable to: the Minister of Finance Province of New Brunswick.

18. The verification of my criminal record information is from 4 years ago, or older. Is it still valid?

An official completed Criminal Record Information document through the RCMP or local police force in your area of residence is required and must be dated from one year or less at the time of your application.

USEFUL LINKS

[Department of Education and Early Childhood Development](#)

[Teacher Certification application forms](#)

[Education Act](#)

[Teacher Certification Regulations](#)

[Department of Education and Early Childhood Development Policies](#)