

# FORM C

## Interim Teacher’s Certificate Application Form for internationally trained applicants

### BEFORE YOU BEGIN

You must meet the following eligibility criteria before applying for interim certification:

- You have Canadian citizenship, Permanent Resident status, or a valid Canadian work visa.
- You have completed at least four (4) years of post-secondary education (equivalent to 138 credit hours in a Canadian university) including a major (30 credits) in a teachable subject or a combination of a major (24 credits) – minor (18 credits) in two teachable subjects.
- You have completed an approved Teacher Education Program from an approved institution that includes a minimum of 30 credit hours\* in pedagogical training and 18 credit hours (or 18 weeks) of practice teaching.
- You are fluent in English or French.
- Your authorization to teach has never been suspended or revoked.
- You do not have a criminal record.

**Internationally trained teachers must request an evaluation of their credentials through ICAS. Instructions on how to proceed with a request for this evaluation can be found on page 3 of this form. The Office of Teacher Certification will rely on this evaluation to determine if the academic requirements have been met to grant certification in New Brunswick.**

\*Canadian credit hours

### Interim Certification Level Requested

Please check the box corresponding to the desired certification level. See the requirements for each level below to make an accurate selection.

Interim Teacher’s Certificate 4

Interim Teacher’s Certificate 5

Interim Teacher’s Certificate 6

#### REQUIREMENTS FOR EACH LEVEL OF INTERIM CERTIFICATION (Canadian university credit hours)

- Education program from a recognized university.
- A minimum of **138 university credit hours** including:
  - 30 credits in pedagogical training and 18 credits (or 18 weeks) of approved practice teaching, and
  - a major (30 credits) in a teachable subject or a combination of a major (24 credits) – minor (18 credits) in two teachable subjects.

- Education program from a recognized university.
- A minimum of **168 university credit hours** including:
  - 45 credits in pedagogical training and 15 credits (or 15 weeks) of approved practice teaching, and
  - a major (30 credits) in a teachable subject or a combination of a major (24 credits) – minor (18 credits) in two teachable subjects.

- A person who meets the requirements of a certificate 5 and has:
  - A Master’s in Education or a Master’s degree in a teachable subject consisting of 30 credit hours at the 6000 level, or
  - Specialized training consisting of 30 credit hours at the 6000 level leading to an additional major or two additional minors in teachable subjects.

## Personal Information

Last name	First name	Middle name
Maiden Name		
Citizenship – Immigrant status		Sex
		Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/>
Date of birth		Telephone number
(YYYY)	(MM)	(DD)
		Home Work Cell
		Email
Address		
Street address		Apt.
City/Town		
Country		
Postal code		

## Post-Secondary Education

DEGREE	Number of credits	Major (without minor: 30 credits – with minor: 24 credits)	Minor (18 credits)	Name of institution	Language of instruction	Graduation year
Bachelor's degree (other than Bachelor of Education)						
Bachelor's degree in Education						
Master's degree						
Other post-secondary degrees						

## Fees and required documents

- All fees associated with documents obtained are the responsibility of the applicant.
- The required documents must be in English or French. If the documents are in another language, an official translation is required.
- The Office of Teacher Certification reserves the right to request other documents.

<input type="checkbox"/>	<p><b>Application processing fee: C\$120.00</b> Please include a personal cheque or money order payable to <b>Minister of Finance – Province of New Brunswick</b> No other form of payment is accepted.</p>
<input type="checkbox"/>	<p><b>Criminal record check</b> A criminal record check must have been completed within 12 months of the date of the signing of this form. The document should be signed, dated and contain the official seal of the police force where the check was performed. Copies are not accepted. An online criminal record check may be accepted if it is provided by a police service and contains an authentication method.</p>
<input type="checkbox"/>	<p><b>Statement(s) of professional standing</b> For any jurisdiction where you have taught, you must provide an official statement of professional standing from the regulating body or government. This document must:</p> <ul style="list-style-type: none"><li>• be printed on letterhead, dated and signed;</li><li>• confirm that you have the right to teach;</li><li>• confirm you have never been found guilty of professional misconduct;</li><li>• confirm that your authorization to teach has never been suspended or revoked.</li></ul> <p>The document must be sent directly to the Office of Teacher Certification by the institution issuing the statement, either by email or by mail. A statement in a sealed envelope by the institution will also be accepted.</p>
<input type="checkbox"/>	<p><b>Employability status</b> Non-Canadians must provide a copy of their Permanent Resident Card or a copy of their Work Visa.</p>
<input type="checkbox"/>	<p><b>Evaluation of university diplomas from outside Canada</b></p> <p>All internationally trained teachers must have their credentials evaluated through ICAS. The applicant must request that the report be sent directly to the office of Teacher Certification, either by email or by mail. All fees associated with the ICAS evaluation are the applicant's responsibility. The ICAS report is used to verify that the applicant has met all academic and practice teaching requirements for New Brunswick certification. The report will also be used to properly assess the level of certification an applicant may be awarded.</p> <p>Please find the steps for submitting an application to the ICAS by following the link below :</p> <ul style="list-style-type: none"><li>• <a href="https://www.icascanada.ca/new/main-application.aspx/services.aspx">https://www.icascanada.ca/new/main-application.aspx/services.aspx</a></li><li>• Please select the Postsecondary Comprehensive Assessment Report</li></ul>

## Declaration

I certify that all information given on this application is true, correct, and complete to the best of my knowledge. 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 requested. I accept responsibility for advising the Department, in writing, of any change to the information contained in this application.

Signature	Date

## Important deadlines and information

- Certificate effective July 2 - the application must be submitted prior to October 31 of the same year (courses must be complete by August 31 of the same year).
- Certificate effective January 2 – the application must be submitted by March 31 of the same year (courses must be complete by December 31 of the previous year).
- Ensure all required documents are included in your package with the exception of documents sent directly to our office by issuing institutions (Statement of professional standing; ICAS Report). Please note the evaluation of a file will only begin once all documents have been received. Please allow 20 to 25 work days for processing once your application is complete.

## Contact Information

Mailing Address	Physical Address
Office of Teacher Certification Department of Education and Early Childhood Development P.O. Box 6000 Fredericton NB E3B 5H1	Office of Teacher Certification Department of Education and Early Childhood Development Place 2000 250 rue King Fredericton NB E3B 9M9
Tel.: 506-453-2785 Fax: 506-453-5349 <a href="mailto:teachercertification@gnb.ca">teachercertification@gnb.ca</a>	