

FORM C

Interim Teacher's Certificate Application Form for Internationally Trained Teachers

BEFORE YOU BEGIN

You must meet the following eligibility criteria to submit a request for interim certification:

- You have Canadian citizenship, a Canadian Permanent Resident status, or a valid Canadian work visa.
(A candidate who does not meet this criteria but do meet all other certification requirements may receive an eligibility notice for an interim teacher's certificate.)
- You have successfully completed a university program with a minimum duration of four years (equivalent to a bachelor's degree of 138 credit hours of 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 University Teacher Education Program (to teach in elementary or high school) from an approved institution (equivalent to a bachelor's degree in education of a Canadian university) 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 WES or ICAS. Instructions on how to proceed with a request for this evaluation can be found on page 4 of this form. The WES or ICAS report is used to verify that the applicant has met all academic and practice teaching requirements for New Brunswick certification.

*Canadian credit hours

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:
Citizenship or Immigrant status			
Phone Numbers	HOME:	WORK:	CELL:
E-mail address			
Mailing Address	N°	STREET:	APT.:
	CITY:	PROVINCE:	COUNTRY:
	POSTAL CODE:		

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 <input type="checkbox"/>	Interim Teacher's Certificate 5 <input type="checkbox"/>	Interim Teacher's Certificate 6 <input type="checkbox"/>
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SUMMARY OF THE REQUIREMENTS FOR EACH LEVEL OF INTERIM CERTIFICATION (Canadian university credit hours)

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| <ul style="list-style-type: none"> • Bachelor's Degree in Education from a recognized university. • A minimum of 138 university credit hours including: <ul style="list-style-type: none"> ○ 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. | <ul style="list-style-type: none"> • Bachelor's Degree in Education and Bachelor's Degree in a teachable subject from recognized universities. • A minimum of 168 university credit hours including: <ul style="list-style-type: none"> ○ 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. | <ul style="list-style-type: none"> • A person who meets the requirements of a certificate 5 and has: <ul style="list-style-type: none"> ○ A Master's in Education or a Master's degree in a teachable subject consisting of 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. |
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UNIVERSITY 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 university degrees						

FEES AND REQUIRED DOCUMENTS

- Documents to be mailed by applicant. ▲ Documents to be sent by institutions issuing them.
 - 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>●</p> <p>Application processing fee: C\$120.00</p> <p>Applicants living in Canada : Please include a personal cheque or money order payable to Minister of Finance Province of New Brunswick or See instructions for e-transfer on page 7</p> <p>Applicants living outside Canada : See instructions for international bank transfer on page 7</p>
<input type="checkbox"/>	<p>●</p> <p>Criminal record check A criminal record check must have been completed within 12 months of the date of the signing of this form. The document must be signed, dated and contain the official seal of the police force where the check was performed. Copies are not accepted.</p> <p>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>▲</p> <p>Statement(s) of professional standing</p> <p>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"> • be printed on letterhead, dated and signed; • confirm that you have the right to teach; • confirm you have never been found guilty of professional misconduct; • confirm that your authorization to teach has never been suspended or revoked. <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>●</p> <p>Employability status</p> <p>Applicants who do not have Canadian citizenship must provide an authenticated copy of their Permanent Resident Card or Work Visa.</p>
<input type="checkbox"/>	<p>●</p> <p>Language Proficiency Requirement</p> <p>New Brunswick's official languages are English and French. Internationally educated teachers must be proficient in either one of the two official languages. If your first language is not English or French or if you completed your teacher university program or a portion of it in a language other than English or French, you must provide acceptable proof of language proficiency. The test results must not be older than one full year from the date of submission of your application. Candidates are responsible for the cost of the language proficiency test. Please refer to page 8 for more details about acceptable language proficiency tests.</p>
<input type="checkbox"/>	<p>▲</p> <p>Evaluation of university diplomas from outside Canada</p> <p>All internationally trained teachers must have their credentials evaluated through WES or 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 WES or ICAS evaluation are the applicant's responsibility. The WES or 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> <ul style="list-style-type: none"> • WES – Please select WES course-by-course reports • ICAS - Please select the Postsecondary Comprehensive Assessment Report
<input type="checkbox"/>	<p>●</p> <p>Confirmation of the duration of your teaching internship</p> <p>Please provide an official confirmation of the duration (in weeks) of the internship carried out during your university studies in education. The document provided must bear the seal of the university and the contact details of the person who signed the document.</p>

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 regular 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 private couriers such as Purolator, FedEx, UPS, DHL)

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

Tel.: 506-453-2785

Fax: 506-453-5349

teachercertification@gnb.ca

IMPORTANT DEADLINES AND INFORMATION

- 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.
- 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; WES or ICAS Report). Please note the evaluation of a file will only begin once all documents have been received.

PAYMENT INFORMATION

E-transfer (Candidates living in Canada and the USA)

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 (C)
- Indicate amount: 120 CAN

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.

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

Include copy of e-transfer payment confirmation with your form.

International bank transfer (candidates living outside Canada)

F.I./Bank Name: Royal Bank of Canada
F.I./Bank No.: 003
Branch/Transit: 00884
CAD Account: 000-009-1

Branch address: Royal Bank of Canada
504 Queen Street
Fredericton, NB
E3B 5G1

SWIFT Code: ROYCCAT2
IBAN: 008840000091

Beneficiary address:
Province of New Brunswick Minister of Finance
P.O. Box 6000, 675 King St.
Fredericton, NB
E3B 5H1

Include copy of bank transfer confirmation with your form.

LANGUAGE REQUIREMENTS

You satisfy the English requirement and do not have to send proof of proficiency if you completed a teacher education program in English in one of these countries:

- | | |
|--------------------------|----------------------------|
| • Anguilla | • Jamaica |
| • Antigua and Barbuda | • Montserrat |
| • Australia | • Nigeria |
| • Bahamas | • New Zealand |
| • Barbados | • Republic of Ireland |
| • Belize | • Saint Kitts-Nevis |
| • Benin | • St. Lucia |
| • Bermuda | • St. Vincent |
| • Botswana | • Seychelles |
| • British Virgin Islands | • Sierra Leone |
| • Cayman Islands | • Trinidad and Tobago |
| • Cameroon | • Turks and Caicos Islands |
| • Canada | • United Kingdom |
| • Dominica | • United States |
| • Ghana | • Uganda |
| • Grenada | • US Virgin Islands |
| • Guyana | • Zambia |
| | • Zimbabwe |

You satisfy the French requirement and do not have to send proof of proficiency if you completed a teacher education program in French in one of these countries:

- Benin
- Cameroon
- Canada
- Congo – Democratic Republic and Republic
- France
- French Guyana
- Guadeloupe
- Guinea
- Haiti
- Ivory Coast
- Luxembourg
- Mali
- Monaco
- Seychelles
- Senegal
- Togo

Teacher Certification accepts results from the following tests:

ENGLISH

- INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) (ACADEMIC TEST ONLY)
- INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM INDICATOR (IELTS) (ACADEMIC TEST ONLY)
- TEST OF ENGLISH AS A FOREIGN LANGUAGE, INTERNET-BASED TEST (TOEFL IBT)
- TEST OF ENGLISH AS A FOREIGN LANGUAGE, INTERNET-BASED TEST ONLINE (TOEFL IBT)

FRENCH

- TEST DE CONNAISSANCE DU FRANÇAIS (TCF) CANADA
- TEST D'ÉVALUATION DE FRANÇAIS (TEF) CANADA

All fees associated with language proficiency test are the applicant's responsibility.

MAY 2023