

FORM C

Interim Teacher's Certificate Application Form for Internationally* Trained Teachers

Eligibility requirements for applying

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

- You are a Canadian citizen, hold Canadian permanent resident status, or have a valid Canadian work visa. (A candidate who does not meet this criteria but meets all other certification requirements may receive an eligibility notice for an interim teacher's certificate.)
- You have successfully completed a university program of at least four years (equivalent to a 120 credit hours bachelor's degree from a Canadian university, including a major (30 credit hours) in a teachable subject and 30 other credit hours in teachable subjects, or a combination of a major (24 credit hours) and minor (18 credit hours) in two teachable subjects and 18 credits in other 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 from a Canadian university) that includes a minimum of 30 credit hours in pedagogical training and 18 weeks of practice teaching. Please note that teaching experience does not replace university credit hours.
- You are fluent in English or French.
- Your authorization to teach has never been suspended or revoked.
- You do not have a criminal record.

Important information and deadlines

- Please follow the instructions provided on this form to avoid delays in processing your application.
- 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 C and confirmation of payment (if fee is paid by e-Transfer) may be sent to us by email: teachercertification@gnb.ca
- Please note that we do not accept photos of the form filled out and other required documents by email. It is preferable to type all your information on this form, including your signature.
- Please allow 10 business days for us to respond to a request for information sent by email.

* University of Maine in Presque Isle USA : Teachers trained at University of Maine in Presque Isle USA are not required to use the services of Pathways to Teach in Canada. Please contact the Office of Teacher Certification for more details.

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:	Country:

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					

INTERIM CERTIFICATION LEVEL REQUESTED

Review the requirements and check the appropriate level. If you are unsure, do not check any levels.

SUMMARY OF THE REQUIREMENTS FOR EACH LEVEL OF INTERIM CERTIFICATION

Interim Teacher's Certificate 4 <input type="checkbox"/>	Interim Teacher's Certificate 5 <input type="checkbox"/>	Interim Teacher's Certificate 6 <input type="checkbox"/>
<ul style="list-style-type: none"> • Valid Teaching License from the country where the teacher training program was completed and where the teacher worked. • 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 <p>OR</p> <ul style="list-style-type: none"> ○ 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"> • Valid Teaching License from the country where the teacher training program was completed and where the teacher worked. • Approved Bachelor's Degree in Teacher Education • 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 <p>OR</p> <ul style="list-style-type: none"> ○ 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"> • Valid Teaching License from the country where the teacher training program was completed and where the teacher worked. • 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; <p>OR</p> <ul style="list-style-type: none"> ○ 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 credits
<ul style="list-style-type: none"> ➤ A Master's Degree in Education that prepares for the teaching profession or initial certification <u>cannot</u> be used for a Level 6 certificate. ➤ A Bachelor's or Master's Degree in Adult Education <u>cannot</u> be accepted for certification purposes. 		

FEES AND REQUIRED DOCUMENTS

- Documents to be mailed to Teacher Certification by applicant.
- ▲ Documents to be sent directly to Teacher Certification by [PATHWAYS TO TEACH CANADA](#).
 - 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.

● **Application processing fee: C\$120.00**

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 8](#).

Applicants living outside Canada

See instructions for international bank transfer on [page 8](#).

● **Employability Status**

Applicants who do not have Canadian citizenship or Permanent Resident Card must provide an authenticated copy of their work visa.
You can send it as a PDF document by email or mail.

● **Criminal Record Check**

The check must have been done within 12 months prior to the date of signing this form. The document must bear the stamp of the police department responsible for the check and be dated and signed.

- 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 send the document in a PDF format and provide the authentication method to verify the document **by email** (i.e., QR codes, electronic signatures, identification number, website, etc.).

▲ Evaluation of university diplomas from outside Canada [PATHWAYS TO TEACH CANADA](#)

All internationally trained teachers must have their credentials assessed by [PATHWAYS TO TEACH CANADA](#). All assessment fees charged by PATHWAYS must be paid by the applicant. The report prepared by PATHWAYS is used to verify that the applicant has met all academic requirements for interim certification in New Brunswick. This report will also be used to accurately assess the level of certification a teacher may receive.. PATHWAYS will forward your report directly to the New Brunswick Teacher Certification Office.

*** University of Maine in Presque Isle USA : Teachers trained at University of Maine in Presque Isle USA are not required to use the services of Pathways to Teach in Canada. Please contact the Office of Teacher Certification for more details.**

▲ Statement of Professional Standing [PATHWAYS TO TEACH CANADA](#)

The Statement of Professional Standing is an official document issued by a government or professional body. It confirms that you are authorized to teach and that your authorization has never been suspended or revoked for disciplinary reasons. As part of your credential assessment, you must provide [PATHWAYS TO TEACH CANADA](#) with the necessary information so that this organization can obtain your statement of professional standing and transmit it to the New Brunswick Certification Office.

*** University of Maine in Presque Isle USA : Teachers trained at University of Maine in Presque Isle USA are not required to use the services of Pathways to Teach in Canada. Please contact the Office of Teacher Certification for more details.**

▲ Language Requirement [PATHWAYS TO TEACH CANADA](#)

You must be fluent in English or French to obtain a New Brunswick Interim Teacher's Certificate.

If you completed your teacher training program or part of it in a language other than French or English, you must have your language skills assessed using the Language Competency Assessment for the Teaching Profession (LCATP). Please go to [PATHWAYS TO TEACH CANADA](#) website to request this language assessment. All fees required for the language assessment must be paid by the candidate.

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 certified or otherwise authorized to teach in any jurisdiction outside of New Brunswick? If YES, please specify the jurisdiction: <hr/>
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 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 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: _____
(Typing your name in this section serves as signature)

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.

PAYMENT INFORMATION

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

E-Transfer email: eeecd-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.

Please include a confirmation of payment (screenshot of the transfer) with your form. Both can be sent to teachercertification@gnb.ca

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

International bank transfer (candidates living outside Canada or the USA)

Include a copy of bank transfer confirmation with your form. Both can be sent to teachercertification@gnb.ca

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

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