



FORM D

Interim Teacher's Certificate Application Form for Teachers Trained in the United States

IMPORTANT INFORMATION AND DEADLINES

- Files are not processed until all required documents are received by the Office of Teacher Certification.
- 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: | STATE / COUNTRY | POSTAL CODE: |

INTERIM CERTIFICATION LEVEL REQUESTED

Consult the requirements and check the appropriate level.

Interim Teacher's Certificate 4 ☐

Interim Teacher's Certificate 5 ☐

Interim Teacher's Certificate 6 ☐

SUMMARY OF THE REQUIREMENTS FOR EACH LEVEL OF CERTIFICATION

- Approved bachelor's degree in education
- 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) and a minor (18 credits) in two teachable subjects.

- Approved bachelor's degree in education
- 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) and a minor (18 credits) in two teachable subjects.

- A person who meets the requirements for an interim teacher's certificate 5 and has completed:
 - 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.

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 by applicant. ▲ Documents to be sent by institutions issuing them.

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p>●</p> <p>Fee: C\$120.00 Money order or cheque, payable to the Minister of Finance, Province of New Brunswick OR E-Transfer</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> UNI and Desjardins customers are advised to pay by money order or cheque, not by e-transfer. </div> <p>PLEASE PROVIDE A CONFIRMATION OF PAYMENT WITH YOUR FORM. E-Transfer email: eeecd-edpefinanceservices@gnb.ca Please enter the following information in the message box when sending e-transfer:</p> <ul style="list-style-type: none"> • Full name (including maiden name) • Certification Form used: Teacher Certification Form D • Amount paid: C\$120 • 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. |
| <input type="checkbox"/> | <p>▲</p> <p>Official Transcript Official transcripts from the originating institution of all post-secondary 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.</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. 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 For any state 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 an envelope sealed by the institution will also be accepted.</p> |
| <input type="checkbox"/> | <p>●</p> <p>Employability status Applicants who do not have Canadian citizenship must provide an authenticated copy of their Permanent Resident Card or Work Visa.</p> |

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 regular 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 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

March 2023