



FORM E

Interim Teacher's Certificate Renewal or Permanent Certificate Form

- 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 the period before asking for an update on your file.
- If your interim teacher certificate has expired for more than 1 year, you must provide an original criminal record check.
- Form E and confirmation of payment (if fee paid with e-transfer) may be sent to us by email: teachercertification@gnb.ca .
- Please allow 10 business days for us to respond to a request for information.

REQUEST

- Interim Teacher's Certificate Renewal
- Request for a Permanent Certificate

PERSONAL INFORMATION

Last Name			
First Name			
Middle Name			
Maiden Name			
Teacher's Certificate Number			
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:

REQUIRED FEE AND SUPPORTING DOCUMENTS

Request for a Permanent Teacher's Certificate (NO FEE)

Please attach to your application a letter confirming two years of teaching experience in the New Brunswick public school system. This letter must be prepared by the school district's Office of Human Resources. You can send it to teachercertification@gnb.ca.

Interim Teacher's Certificate Renewal (FEE OF \$50.00)

Money order or cheque, payable to the **Minister of Finance, Province of New Brunswick**

OR E-Transfer

Please provide a confirmation of payment (screenshot of the transfer) with your form.

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 E
- Amount paid: \$50.00
- 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.

Customers of UNI and Desjardins credit unions are asked not to use bank transfer and to pay by check or money order.

Criminal Record Check (Renewal of an expired interim certificate)

If your interim teacher's certificate has expired for more than a year, a criminal record check that includes a vulnerable sector screen is required from the Royal Canadian Mounted Police or your local police department. The criminal record check must have been done in the 12 months preceding the date of the signature of this form.

- If you received a **paper version** of the criminal record check, you must **mail** the original one directly to the Teacher Certification office address. Scanned copies sent by email are not accepted.
- If you only received an **electronic version** of your criminal record check, you must provide the authentication method to verify the document by email (i.e., QR codes, electronic signatures, etc.).
- If requested by the police service, the Teacher Certification Office may provide you with a letter of support to request a vulnerable sector check. To do so, please send us an email with your full name.

DECLARATION AND CONSENT

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 or documentation requested.

I accept responsibility for advising the Department, in writing, of any change to the information contained in this application.

Signature (Typing your name in this section serves as signature)	Date
--	-------------

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

OCTOBER 2024