



## FORM E

### Interim Teacher's Certificate Renewal or Permanent Certificate Form

Files are not processed until all required documents are received by the Office of Teacher Certification. Allow 20 to 25 work days for processing after all documents have been received.

#### REQUEST

Interim Teacher's Certificate Renewal ☐

Request for a Permanent Certificate ☐

#### PERSONAL INFORMATION

|                                 |       |           |              |
|---------------------------------|-------|-----------|--------------|
| Last Name                       |       |           |              |
| First Name                      |       |           |              |
| Middle Name                     |       |           |              |
| Maiden Name                     |       |           |              |
|                                 |       |           |              |
| Teacher's<br>Certificate Number |       |           |              |
|                                 |       |           |              |
| Date of Birth                   | YEAR: | MONTH:    | DAY:         |
|                                 |       |           |              |
| Phone Numbers                   | HOME: | WORK:     | CELL:        |
| Email address                   |       |           |              |
|                                 |       |           |              |
| Mailing Address                 | No.   | STREET:   | APT.:        |
|                                 | CITY: | PROVINCE: | POSTAL CODE: |

## REQUIRED FEE AND SUPPORTING DOCUMENTS

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### Interim Teacher's Certificate Renewal

**Fee: \$50.00**

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

**OR**

E-Transfer

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

**E-Transfer** - PLEASE PROVIDE A CONFIRMATION OF E-TRANSFER PAYMENT WITH YOUR FORM.

E-Transfer email: [eeed-edpefinanceservices@gnb.ca](mailto: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 E
- Amount: \$50
- 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.

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### Request for a Permanent Certificate (No fees)

Verification of two (2) years' teaching experience in the New Brunswick public school system. A letter from the School District's Human Resources Office is required.

The Office of Teacher Certification reserves the right to request other documents.

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

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

Tel.: 506-453-2785  
Fax: 506-453-5349  
[teacher certification@gnb.ca](mailto:teacher certification@gnb.ca)

### 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

March 2023