



**EVALUATION OF WORK EXPERIENCE
FOR SALARY PURPOSE**

Name: _____
Surname Maiden First Name Middle Name

New Brunswick Certification No.: (7 digits) _____

Date of Birth: _____
(yyyy) (mm) (dd)

E-mail Address: _____

Mailing Address: _____

Telephone Numbers:

Home: _____
Work: _____
Cell: _____

Your former employers must provide us with a letter, signed and on letterhead, with the following information:

- Opening and closing dates** of employment with **total experience** indicated in **years** and **days**;
- Level of instruction provided and status of **full time** or **part time** contract.

Please list all employers and periods of experience:

	Employers/School Districts	Province/State/Country	Dates <i>From (D/M/Y) To</i>
1			
2			
3			
4			
5			

- Apply before **October 31** for evaluated experience effective **July 2** of the same year.
- Apply before **March 31** for evaluated experience effective **January 2** of the same year.
-

Please ensure that all **supporting documents** are included when submitting your application and allow **4 weeks to 25 work days processing** after all documents have been received.

Signature

Date

When does evaluation of work experience apply for salary purposes? Article 52 of the New Brunswick Teachers Agreement defines it as such:

Full recognition of experience for salary purposes shall be granted to a person who:

- (a) taught in the public schools of Canada, or elsewhere, while licensed or eligible to be licensed in New Brunswick, or
- (b) taught in the public schools of Canada although unlicensed and ineligible to be licensed during the period of employment, but becomes licensed in New Brunswick, or
- (c) was employed as a supply teacher with or without a license in the public schools of New Brunswick, or**
- (d) was granted a leave of absence for educational purposes with pay, or**
- (e) was granted a leave of absence for educational purposes without pay, subject to the approval of the Minister's Advisory Committee on Teacher Licensing and Certification.

**** This is recognized at the district office level. Please contact Human Resources office in your district.**

Recognition of one-half of a person's experience for salary purposes shall be granted to one who:

- (a) taught in private schools of Canada, while licensed or eligible to be licensed in New Brunswick, or
- (b) obtained the approval of the Minister's Advisory Committee on Teacher Licensing and Certification for any work or related experience while licensed or prior to becoming licensed in New Brunswick. Credit for work or related experience under this section shall not exceed two (2) years, that is, one half credit for up to a maximum of four (4) years' work or related experience.