



FORM G

Evaluation of Work Experience for Salary Purposes

IMPORTANT INFORMATION

- 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.
- Teaching staff who hold a Red Seal or an approved equivalent and who teach a subject related to this professional qualification (e.g., automobile mechanics) may request recognition of work experience related to their Red Seal or the approved equivalent.
- Related work experience cannot be considered if it is acquired while the applicant is already in a full-time teaching position. (For example: being a coach of a sports team while holding a full-time position in a New Brunswick school.)
- The effective date of the recognition of work experience will be either the date of receipt of this form (if the teacher's teaching certificate was already valid at the time the teacher submitted Form G) or the effective date of the certificate (for those who did not have a valid teacher's certificate at the time they submitted Form G).
- Please note that we do not accept photos of the form and other required documents sent by email. Please type your information and save the documents as PDF files and send them to us by e-mail OR send it to us the hardcopies by mail.

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:

WORK EXPERIENCE (Recognition of experience cannot exceed 11 years.)

Teaching Experience

- Please submit any school teaching experience gained in public or private schools **outside New Brunswick public schools**.
- School experience gained in NB public schools as a teacher or supply teacher must be submitted directly to the school district.
- Please submit any teaching experience gained in colleges or universities.
- For full-time jobs, submit letters of employer stating the **number of teaching days** accumulated.
- For part-time jobs, submit letters of employer stating the **number of teaching hours** accumulated.
- A New Brunswick school year is 195 days.

Related Work Experience

- Examples of related work experience that may be recognized (paid or volunteer): educational assistant (including in NB schools), mentor (including in NB schools), summer camp animator, sports coach, daycare worker, facilitator or supervisor in a YMCA, facilitator with social or religious groups.
- Teaching staff who hold a Red Seal or an approved equivalent and who teach a subject related to this professional qualification (e.g. automobile mechanics) may request recognition of work experience related to their Red Seal or the approved equivalent.
- In order to be recognized for salary purposes, related work experience must have been acquired during a minimum of four months with the same employer.
- Related work experience cannot be considered if it is acquired while the applicant is in a full-time teaching position. (For example: being a coach of a sports team while holding, at the same time, a full-time position in a New Brunswick school.)
- For full-time jobs, indicate the number of days.
- For part-time experience, indicate total number of hours.

	EMPLOYER	PROVINCE / STATE / COUNTRY	START AND END DATES (MONTH/DAY/YEAR)	TEACHING EXPERIENCE NUMBER OF TEACHING DAYS (FULL-TIME) OR TEACHING HOURS (PART-TIME)	RELATED WORK EXPERIENCE NUMBER OF DAYS (FULL-TIME) OR HOURS (PART-TIME)
1					
2					
3					
4					
5					
6					

SUPPORTING DOCUMENTS REQUIRED

Letter(s) from previous employer(s)

For each work experience, you must attach a letter from your employer. This letter must be printed on letterhead, signed, and contain the following information:

- employer's address and phone number
- start and end dates of employment, specifying the total number of days of experience
- if part-time job, the letter must specify the total number of working hours
- short description of tasks if it is a related work experience.

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

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 inquired 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

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