



<b>FORM G</b>	<b>Evaluation of Work Experience for Salary Purpose</b>
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**IMPORTANT INFORMATION AND DEADLINES**

- Please fill out this form, attach all letters from previous employers, and mail to the mailing address listed on page 3. Allow 20 to 25 business days to process your application.
- Your application will not be processed if supporting documents are missing.
- Please submit your application before:
  - October 31 for an evaluation dated July 2 of the same year,
  - March 31 for an evaluation dated January 2 of the same year.

**PERSONAL INFORMATION**

Last Name			
First Name			
Middle Name			
Maiden Name			
Certification No.			
Date of Birth	YEAR:	MONTH:	DAY:
SIN Number			
Phone Numbers	HOME:	WORK:	CELL:
Email address			
Mailing Address	No.	STREET:	APT.:
	CITY:	PROVINCE:	POSTAL CODE:

## WORK EXPERIENCE

	EMPLOYER	PUBLIC OR PRIVATE SECTOR	PROVINCE / STATE / COUNTRY	START AND END DATES (MONTH/DAY/YEAR)	<b>FULL TIME:</b> INDICATE NUMBER OF YEARS <b>PART TIME:</b> INDICATE THE NUMBER OF DAYS WORKED
1					
2					
3					
4					
5					

## SUPPORTING DOCUMENTS REQUIRED

**Letter(s) from previous employer**

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 years and days of experience;
- if part-time job, the letter must specify the total number of days worked;
- short description of your tasks.

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

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  
[teachercertification@gnb.ca](mailto:teachercertification@gnb.ca)

### Physical Address

Office of Teacher Certification  
Department of Education and Early Childhood Development  
Place 2000  
250 King Street  
Fredericton NB E3B 9M9

## BACKGROUND INFORMATION

THE ORIGINAL TEXT OF THE COLLECTIVE AGREEMENT PREVAILS OVER THESE EXCERPTS.

### What work experience applies for salary purposes?

Article 52 of the Agreement between Treasury Board and the New Brunswick Teachers' Federation 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.

*\*\* It is up to the school district to recognize this work experience. 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:

taught in private schools of Canada, while licensed or eligible to be licensed in New Brunswick, or

#### RECOGNITION OF ONE-HALF OF A PERSON'S EXPERIENCE UP TO A MAXIMUM OF TWO YEARS FOR SALARY PURPOSES SHALL BE GRANTED TO ONE WHO:

obtained the approval of the Minister's Advisory Committee on Teacher Licensing and Certification for any work<sup>1</sup> or related experience<sup>2</sup> 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.

<sup>1</sup> For example: teaching in community colleges or universities, working in daycares, etc.

<sup>2</sup> For example: mentorship, coaching, etc.