



FORM H

Principal's Certificate Request Form

IMPORTANT INFORMATION AND DEADLINES

- Before filling out this form, please read the requirements for a principal's certificate on page 3.
- Please fill out this form, attach your payment and all supporting documents, and mail to the address listed on page 2. Allow 20 to 25 business days to process your application.

PRINCIPAL'S CERTIFICATE REQUIRED

☐

Permanent Principal's Certificate

After completion of a one-year term (195 accumulated days) as a principal or vice-principal in a New Brunswick public school.

☐

Interim Principal's Certificate

Before completion of a one-year term (195 accumulated days) as a principal or vice-principal in a New Brunswick public school.

PERSONAL INFORMATION

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

FEE AND REQUIRED DOCUMENTS

☐**Fee: \$60.00**

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.

PLEASE PROVIDE A CONFIRMATION OF E-TRANSFER PAYMENT 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 H
- Amount paid: \$60.00
- 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.

There is no fee to convert an interim principal's certificate to a permanent principal's certificate.

☐**Official transcript(s)**

Official transcript(s) indicating successful completion of required courses must be sent directly to the Office of Teacher Certification by institutions issuing them, either by email or by mail. You can also send a transcript in an envelope sealed by the institution.

☐**District Leadership Modules**

Form indicating completion of the District Leadership Modules.

☐**Years of teaching experience**

Letter from District confirming that you have a minimum of 5 years' teaching experience in the public school system including administrative experience if applicable.

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

SUMMARY OF THE NEW REQUIREMENTS FOR AN INTERIM PRINCIPAL CERTIFICATE AS OF FEBRUARY 1ST 2023.

The Registrar may issue an interim principal's certificate to the holder of a teacher's certificate 5 or 6 who has at least 5 years of teaching experience and who has completed the university training as well as the modules described below:

University Training

| | | |
|--|-----------|--|
| Three university graduate level courses, one in each of the following areas: <ul style="list-style-type: none"> o School Administration; o Supervision of Instruction; and o Assessment and Evaluation in Education. | <u>OR</u> | A Master's Degree in School Administration from a Canadian or a US university with at least 24 credits in school administration. |
|--|-----------|--|

+

Training Modules

Six approved modules sponsored by the school district (modules must be comprised of 12 – 15 contact hours) of which the following three are compulsory:

- o Legal Aspects (not required if the candidate has a graduate course in Legal Aspects)
- o School Inclusion
- o School Improvement Planning/School Performance Review

The course Culturally and Linguistically Inclusive Schools may replace an optional module.

The course Fierce Conversations may replace an optional module.

Upon satisfactory completion of a one-year term (195 accumulated days) as a principal or vice-principal in a New Brunswick public school, candidates may apply for the regular principal's certificate.

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

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