



<b>FORM H</b>	<b>Principal's Certificate Request Form</b>
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**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**

<input type="checkbox"/>	<p><b>Permanent Principal's Certificate</b>            After completion of a one-year term (195 accumulated days) as a principal or vice-principal in a New Brunswick public school.</p>
<input type="checkbox"/>	<p><b>Interim Principal's Certificate</b>            Before completion of a one-year term (195 accumulated days) as a principal or vice-principal in a New Brunswick public school.</p>

**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:

## FEE AND REQUIRED DOCUMENTS

<input type="checkbox"/>	<p><b>Fee: \$60.00</b>            Money order or cheque, payable to the <b>Minister of Finance, Province of New Brunswick.</b>            No other form of payment is accepted.</p>
<input type="checkbox"/>	<p><b>Official transcript(s)</b>            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.</p>
<input type="checkbox"/>	<p><b>District Leadership Modules</b>            Form indicating completion of the District Leadership Modules.</p>
<input type="checkbox"/>	<p><b>Years of teaching experience</b>            Letter from District confirming that you have a minimum of 5 years' teaching experience in the public school system including administrative experience if applicable.</p>

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

## SUMMARY OF THE REQUIREMENTS FOR A PRINCIPAL CERTIFICATE

The Minister 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 training specified by the Minister.

### **Training:**

Upon completion of the following training, the candidate may apply to the Office of Teacher Certification for an interim principal's certificate:

1. A university graduate level course in each of the following areas:
  - o School administration;
  - o Supervision of Instruction; and
  - o Assessment and Evaluation in Education.
  
2. 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 of Education I
  - o Legal Aspects of Education II
  - o School Improvement Planning/School Performance Review

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

Reference: Policy 610 - Principal Certification Requirements

<http://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/610A.pdf>

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