



FORM H	Principal's Certificate Request Form
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IMPORTANT INFORMATION

- Please follow the instructions provided on this form to avoid delays in processing your application.
- If you hold an interim principal' certificate, there is no fee to convert it to a permanent certificate. You only need to complete the Personal Information section below and check the box at the bottom of this section. You do not need to provide any other documents.
- Requirements for a principal's certificate are outlined on page 3.
- 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 the period before asking for an update on your file.
- Form H and confirmation of payment (if fee paid with e-transfer) may be sent to us by email: teachercertification@gnb.ca
- Please allow 10 business days for us to respond to a request for information.
- Please note that we do not accept photos of the form and other required documents sent by e-mail. Please type your information and save the documents as PDF files and send them to us by e-mail OR 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:
Conversion	I have an interim principal's certificate and I want to convert it into a permanent certificate. <input type="checkbox"/>		

REQUIRED FEE AND SUPPORTING DOCUMENTS

- Documents to be mailed to Teacher Certification Office by applicant.
- ▲ Documents to be sent directly to Teacher Certification by institutions issuing them by email or mail.



● Fee: \$60.00

Money order or cheque, payable to the **Minister of Finance, Province of New Brunswick.**

OR e-Transfer

Please provide a confirmation of payment (screenshot of the transfer) with your form.

e-Transfer email: eeed-edpefinanceservices@gnb.ca

Please enter the following information in the message box when sending e-Transfer:

- Full name (including maiden name)
- Certification Form used: 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.

Customers of UNI and Desjardins credit unions are asked not to use e-Transfer and to pay by cheque or money order.



▲ Official Transcript

We only accept original transcripts. Copies and PDF versions provided by an applicant will not be accepted.

We require an official transcript indicating successful completion of required courses. This transcript must be sent directly to the Office of Teacher Certification by the institution issuing it, either by **email, mail or fax**. You can also send a transcript in an **envelope sealed** by the institution.

- We accept official transcripts sent by MyCreds only if they send to Teacher Certification the link to access them. Please check [MyCreds' FAQ](#) to know more on how to share your credentials with us.



● District Leadership Modules

You must provide us with a letter from the School District indicating successful completion of the Leadership Modules. This letter can accompany your application form.



● Years of Teaching Experience

We require a letter from the School District confirming that you have a minimum of 5 years' teaching experience in the public school system including administrative experience if applicable. This letter can accompany your application form.

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 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

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

The Registrar may issue a 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

<p>Three university graduate level courses, one in each of the following areas:</p> <ul style="list-style-type: none">o School Administrationo Supervision of Instruction ando Assessment and Evaluation in Education. <p>Courses approved for the certificate are presented in the <i>Requesting a Principal's Certificate</i> section on the Teacher Certification website.</p>	<u>OR</u>	<p>A Master's Degree in School Administration from a Canadian or a US university with at least 24 credits in school administration.</p>
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Training Modules

<p>Six approved modules sponsored by the school district (modules must be comprised of 12 – 15 contact hours) of which the following three are compulsory:</p> <ul style="list-style-type: none">o Legal Aspects (<u>not required if the candidate has a graduate course in Legal Aspects</u>)o School Inclusiono School Improvement Planning/School Performance Review <p>The course Culturally and Linguistically Inclusive Schools may replace an <u>optional module</u>.</p> <p>The course Fierce Conversations may replace an <u>optional module</u>.</p>
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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

Phone: (506) 453-2785

Fax: (506) 453-5349

Email: teachercertification@qnb.ca

MARCH 2025