



FORM K

Teacher's Certificate Level Upgrade

IMPORTANT INFORMATION AND DEADLINES

- Files are not processed until all required documents are received by the Office of Teacher Certification. Allow 20 to 25 work days for processing after all documents have been received.
- Certificate effective July 2: Apply before October 31 of the same year (as evidenced by the postmark) provided coursework has been completed by August 31 of the same year.
- Certificate effective January 2: Apply before March 31 of the same year (as evidenced by the postmark) provided coursework has been completed by December 31 of the previous year.

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:

LEVEL OF CERTIFICATE UPGRADE

Certificate 5 ☐ Certificate 6 ☐

PROGRAM COMPLETED

<input type="checkbox"/>	Additional credit hours (Only for Certificate 5)	
<input type="checkbox"/>	Master of Education (30 credits at graduate level)	Title:
<input type="checkbox"/>	Master's degree in a teachable subject (30 credits at graduate level)	Title:
<input type="checkbox"/>	Non-degree program (30 credits at graduate level)	One additional major (24 credits): Two additional minors (18 credits each): One additional minor (18 credits) and one concentration (9 credits):

COURSEWORK COMPLETED

	Course Number	Course Title	Educational Institution	Credit hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
TOTAL				

REQUIRED FEE AND SUPPORTING DOCUMENTS

☐**Fee: \$70.00**

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 K
- Amount paid: 70
- 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.

☐**Official Transcript**

Transcripts 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. If submitting transcripts prior to graduation, please ensure all courses are graded, and, if a degree is intended, a letter from the institution's registrar's office indicating that the requirements have been met and graduation is expected must be provided.

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 (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

teachercertification@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

CREDIT REQUIREMENTS FOR UPGRADE TO CERTIFICATE 5

An additional 36 credits consisting of

- 24 credit hours at the 3000 level or higher and
- 12 credit hours at the 1000 level or equivalent (e.g. approved from NBTA and EECD).

CREDIT REQUIREMENTS FOR UPGRADE TO CERTIFICATE 6

- an approved Master of Education degree or an approved master's degree in a teachable subject with 30 credit hours at the graduate level;
OR
- an approved non-degree program with 30 credit hours at the 6000 level that leads to
 - an additional major (24 credits) in a teachable subject
 - two additional minors in teachable subjects (18 credits each)
 - one additional minor (18 credits) in a teachable subject plus 9 credit hours in an approved concentration (such as School Administration, Curriculum Studies)

MARCH 2023