



## **INTERIM CERTIFICATE RENEWAL/CONVERSION**

1. **Request:** (Check appropriate box)

**Renewal** (see section **A**)

**Conversion to regular certification** (see section **B**)

2. **New Brunswick Certification No.:** (7 digits) \_\_\_\_\_

3. **Applicant Information:**

**Name:** \_\_\_\_\_  
(Surname) (Maiden) (First Name) (Middle Name)

**S.I.N.:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
(Y) (M) (D)

**Mailing Address:** \_\_\_\_\_

**Telephone Numbers:**

\_\_\_\_\_

Home: \_\_\_\_\_

\_\_\_\_\_

Work: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**A. Applicants renewing their Letter of Standing:**

**In addition to this completed form, it is the responsibility of the applicant to arrange for the following to be sent to the Office of Teacher Certification:**

a **\$50.00**, renewal fee in the form of a money order or cheque payable to the **Minister of Finance, Province of New Brunswick;**

verification of teaching experience during the past four (4) years.

**B. Applicants converting to regular certification:**

**In addition to this completed form, it is the responsibility of the applicant to arrange for the following to be sent to the Office of Teacher Certification:**

verification of two (2) years teaching experience in the New Brunswick public school system.

***PLEASE ENSURE THAT ALL POSSIBLE SUPPORTING DOCUMENTS ARE INCLUDED WHEN SUBMITTING THE APPLICATION AND ALLOW 4 WEEKS TO 25 WORK DAYS PROCESSING AFTER ALL DOCUMENTS HAVE BEEN RECEIVED.***

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)