

TEACHER CERTIFICATION

IN



Information and Application

For teachers who have completed an out-of-province
teacher education program

I. Interim certificate

1. a) An Interim Certificate enables a person who has obtained his or her education degree outside of the province to teach in New Brunswick for a period of four years.

b) Upon successful completion of two years of contractual teaching experience (1 year = 195 days) in the New Brunswick Public School system, an Interim Certificate may be exchanged for a permanent and appropriate Teacher's Certificate.
2. a) The Department of Education's decision on the eligibility of the applicant for an Interim Certificate is based on the regulation governing certification at the time of evaluation.

b) A teacher who has been absent from teaching for a continuous period of five or more years may be required to take approved courses in content or methodology before assuming a teaching position under the Education Act.
3. An Interim Certificate does not guarantee employment.

II. Candidates Applying For An Interim Certificate Must Possess:

1. An approved undergraduate degree which contains a minimum of 90 credit hours (fifteen full year university courses). The degree must contain 60 credit hours (ten full courses), of which 30 credit hours (5 full courses) are in one subject or 42 credit hours (7 full courses) are in not more than two subjects, in subjects on the program of studies for the Province conducted under the Education Act.

An approved teacher education program which contains a minimum of 30 credit hours (5 full year courses) in education courses and a practicum* of a minimum of twelve (12) weeks leading to a degree.

OR

2. An approved undergraduate degree which contains a minimum of 138 credit hours (twenty-three full year courses), of which; a minimum of 18 credit hours (three full year courses) shall represent an approved practicum* (a minimum of eighteen weeks); and a minimum of 30 credit hours (five full year courses) shall represent professional educational course work.

* Verified successful teaching experience may be acceptable for a portion or in lieu of this practicum.

III. Application Procedures:

Please note: No evaluation can be undertaken until ALL required documents have been received. The Department of Education retains all official documentation submitted for purposes of Teacher Certification. **Please allow 4 weeks to 25 work days for processing.**

It is the responsibility of the applicant to arrange for the following:

1. the attached **application form** must be completed and returned to the Office of Teacher Certification;
2. all applicants who complete their post secondary teacher training program outside of New Brunswick must forward an evaluation fee of **\$120.00 in Canadian funds**, in the form of a **money order or cheque**, payable to the **Minister of Finance, Province of New Brunswick** with their application form.
3. **official transcripts** from the originating institution of **all** academic and professional training, even if credit has been transferred from one institution to another. Transcripts must be submitted in envelopes sealed by the institution in order to remain official. If submitting transcripts prior to graduation, please ensure all courses, including internship are graded and if degree is intended, a cover letter from the institution's registrar's office indication that the requirements have been met is included;
4. a **Statement of Professional Standing (SOPS)** is required from **each jurisdiction** where a teacher is certified. This/These statements are to verify validity of the certification held by the applicant, the basis upon which the permission to teach was issued and that the individual is free to accept employment in New Brunswick. ***This is not a copy of a license or a certificate;***
5. any applicant for an Interim Certificate must provide the Office of Teacher Certification with an official completed **Consent for Disclosure of Criminal Record Information** document through the Royal Canadian Mounted Police **or** an official **Criminal Record Check** through the local police jurisdiction in his/her area of residence. Out-of-province applicants (having resided in New Brunswick less than two years) must obtain such information from the local police jurisdiction in their home province, state or country;
6. non-Canadians must submit verification of Canadian Landed Immigrant Status **or** a Work Visa.

Official verification of experience (optional): Those applicants who wish to have teaching experience evaluated for salary purposes should complete the Application for Evaluation of Work Experience form included with this package.

Please note: As per section 4 of the *New Brunswick Regulation 2004-8* under the *Education Act*, the Minister may require an applicant for a teacher's certificate or an interim teacher's certificate to demonstrate proficiency in the English or the French language.

