

**TEACHER CERTIFICATION**

**IN**

**New  Brunswick**

**Information and Application**

For teachers who have completed an out-of-country  
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 2-4 weeks 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 sixty dollars (**\$60.00 in Canadian funds**), in the form of a **money order**, payable to the Minister of Finance with their application form. **Personal cheques will not be accepted.**
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 received by our office directly from the issuing institution.
4. **Official statement(s)** issued by the provincial or state jurisdiction(s) from whence Teacher Training was acquired and the last jurisdiction from whence authorized to teach. 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:** Applicants whose native language is neither English nor French are required to demonstrate their competence in New Brunswick in one of the two official languages. All costs incurred and arrangements with the Department of Education for this interview are the responsibility of the applicant.



## APPLICATION FOR AN INTERIM CERTIFICATE

### 1. Applicant Information:

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

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

**S.I.N.:** \_\_\_\_\_ **Gender:** (please circle)      **M / F**

**Date Of Birth:** (Y/M/D) \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Country Of Birth:** \_\_\_\_\_

**2. Teacher Training Completed In:** (Province/State/Country) \_\_\_\_\_

### 3. Professional Training:

Type	Major	Minor	Institution	Year
Bachelor's				
Bachelor's (Ed.)				
Master's				
Other / Cégep				

\_\_\_\_\_  
\_\_\_\_\_  
**Date**

**Signature**

Office of Teacher Certification, Department Of Education  
P.O. Box 6000, Fredericton, NB E3B 5H1  
Tel.: (506) 453-2785 Fax: (506) 453-5349

## **EMPLOYING AUTHORITIES – SCHOOL DISTRICTS**

Information concerning employment and salary schedules is available from the respective school district offices.

Inquiries should be directed to the District Superintendents of Schools.

<b>SCHOOL DISTRICT</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>FAX</b>
<b>01</b>	425, rue Champlain Dieppe, NB E1A 1P2	(506) 856-3333	(506) 856-3254
<b>02</b>	1077 St. George Boulevard Moncton, NB E1E 4C9	(506) 856-3222	(506) 856-3224
<b>03</b>	532, chemin Madawaska Grand-Sault, NB E3Y 1A3	(506) 473-7360	(506) 473-6437
<b>05</b>	21, rue King Campbellton, NB E3N 1C5	(506) 789-2255	(506) 789-2269
<b>06</b>	70B Hampton Road Rothesay, NB E2E 5Y2	(506) 847-6262	(506) 847-6211
<b>08</b>	490 Woodward Avenue Saint John, NB E2K 5N3	(506) 658-5300	(506) 658-5399
<b>09</b>	3376, rue Principale C.P. 3668, Succ. bureau chef Tracadie-Sheila, NB E1X 1G5	(506) 394-3400	(506) 394-3455
<b>10</b>	11 School Street St. Stephen, NB E3L 2N4	(506) 466-7302	(506) 466- 7309
<b>11</b>	10, rue Commerciale, Unité 2 Richibouctou, NB E4W 3X6	(506) 523-7655	(506) 523-7659
<b>14</b>	138 Chapel Street Woodstock, NB E7M 1H3	(506) 325-4432	(506) 325-4490
<b>15</b>	464 Montgomery Street , Unit 1 Dalhousie, NB E8C 2A6	(506) 684-7557	(506) 684-7552
<b>16</b>	78 Henderson Street Miramichi, NB E1N 2R7	(506) 778-6075	(506) 778-6090
<b>17</b>	17 Miramichi Road Oromocto, NB E2V 2P6	(506) 357-4112	(506) 357-4011
<b>18</b>	1135 Prospect Street P.O. Box 10 Fredericton, NB E3B 4Y4	(506) 453-5454	(506) 453-4220

# New Brunswick

## APPLICATION FOR EVALUATION OF WORK EXPERIENCE FOR SALARY PURPOSES

**1. Applicant Identification:**

**Name:**

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

**S.I.N.:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ (Y) (M) (D)

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

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

**Telephone Numbers:**

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

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

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

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

**2. Official verification of experience:** In addition to this completed form, applicants must request from former employer(s):

- i) opening and closing dates of employment with total experience indicated in years and days;
- ii) level of instruction provided and status of full time or part time contract.

*In the table provided below, please list all employers and periods of experience to be verified:*

	II. Employer/School District	Province/State/Country (If outside N.B./Canada)	III. Dates	
			From	To (D/M/Y)
1.				
2.				
3.				
4.				
5.				

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

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

- **Apply before October 31 for evaluated experience effective July 2 of the same year. Apply before March 31 for evaluated experience effective January 2 of the same year.**
- **Please allow 2-4 weeks for processing from the date all documentation has been received.**

**Office of Teacher Certification - Department of Education  
P.O. Box 6000, Fredericton, NB E3B 5H1 Tel.: (506) 453-2785 Fax.: (506) 453-5349**