



APPLICATION FOR UPGRADING TEACHER CERTIFICATION LEVEL

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

Level IV

Level V

Level VI

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: _____

4. **Course work taken for upgrading purposes:**

Degree/Non Degree Program/DAUS	Institution	Year

5. **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 \$70.00 evaluation fee, in the form of a money order or cheque, payable to the **Minister of Finance, province of New Brunswick;**

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 are graded and if a degree is intended, a cover letter from the institution's registrar's office indicating that the requirements have been met is included.

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

Signature

Date

➤ **Certificate dated July 2: Apply before October 31 of the same year (provided course work has been completed by August 30); Certificate dated January 2: Apply before March 31 of the same year (provided course work has been completed by December 31).**