

Office of Teacher Certification

Teacher Certification System New Applicant FAQs

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Introduction

In 2022, the new Teacher Certification System (TCS) was launched internally and was released to certified teachers in 2023. This modern, browser-based application replaced an outdated technology solution and is now the official source of information on teacher certification in Nova Scotia.

This document provides some frequently asked questions (FAQs) and answers that may be helpful for new applicants.

Am I eligible for certification in Nova Scotia?

Section 37 of the Nova Scotia Teacher Certification Regulations (the “Regulations”) requires all applicants for the permanent Initial Teacher’s Certificate (ITC) to complete a minimum of five years (150 credit hours) of undergraduate education, including:

- a) a minimum of three years (90 credit hours) of approved academic content;
- b) a minimum of a two year (60 credit hours) approved program of teacher education; and
- c) receive an approved bachelor’s degree from a recognized university.

As per the Canadian Free Trade Agreement, teachers permanently certified in other Canadian jurisdictions are eligible to minimally qualify for the ITC. Applicants who hold conditional or temporary certification in other Canadian jurisdictions will have those conditions mirrored on their Nova Scotia certificates.

Applicants who do not meet ITC requirements, but who have completed at least 4 years of undergraduate study that includes, 1) the receipt of an approved bachelor’s degree from a recognized university, and 2) a pre-service teacher training program that consists of a minimum of 30 credit hours of coursework and includes a practicum, may qualify for a conditional teacher's certificate. Conditional certificates are valid for a period of 60 months, upon which time applicants are expected to meet ITC requirements.

What are the documents required for certification?

The documents you will be required to submit are:

1. A completed electronic Application Form.
2. An official Criminal Record Check - Photocopies cannot be accepted unless bearing an official seal, Your Criminal Record Check must be dated within twelve (12) months of the submission of your application.
3. Proof of identity - photocopy of birth certificate, valid driver’s license, passport, or Access Nova Scotia government ID card. This can be uploaded with your electronic application form.
4. Fee of \$106.15 - Required fees can be paid at the time of application submission via Credit Card/Debit or Money Order.
5. Official transcripts of all completed and in-progress post-secondary studies (in sealed envelope). Include official transcripts from each Institution you have attended, including transcripts from the source institution

for transfer of credit bearing the university official seal and/or signature. Transcripts can also be emailed to certification@novascotia.ca directly from the institution.

6. Proof of Teacher Certification Standing - If you have been granted a teacher's certificate in another province/territory, state, or country, an official Statement of Professional Standing (to be provided to our office in sealed envelope(s)) is required from the teacher certification authorities in all jurisdictions where you held a teacher's certificate. Alternatively, these documents can be emailed directly from the issuing body to certification@novascotia.ca.

The statement(s) confirm your teacher certification standing in the jurisdiction(s) and must not be more than twelve months old. Please note that the statement is not a copy of your teacher's certificate nor is it an attestation regarding your teaching.

7. Proof of Teaching Service - If applicable, include verification of teaching service from the appropriate authority confirming years taught and number of days taught in each school year. This service may be eligible for salary increment purposes. Additional information is located here: [How to Get Teaching Service Assessed for Recognition | Office of Teacher Certification \(ednet.ns.ca\)](#).

How do I view the status of my application/request?

Once your application has been successfully submitted, you can track its progress in the Teacher Certification System. Go to your profile and click on the Applications/Request tab near the bottom of the screen.

How do I verify a document has been received?

Under the Applications/Requests tab on your profile, you will see all submitted applications. Click Expand for Details to the right of the application. If there is a check mark in the box next to the required document, it has been received by our office.

How do I update my personal information?

At any time you can update your current address, email, phone number and gender from your profile in the Teacher Certification System. Click the edit icon next to any of these fields and enter the correct information. Remember to save your changes. A change in name will require you to complete and submit the Change of Name form.

Why does my application/request still say "Incomplete Documentation"?

The application may say "Incomplete Documentation" for one of two reasons:

1. There is documentation pending, yet to be received by our office. In this case, the Office of Teacher Certification will notify you by email.
2. The pending documentation has been received by our office from the applicant but has not yet been uploaded on the system.

Once all documentation has been received and added to your profile, the assessment of your application will begin, and the status will change to "In Progress" until a final decision has been made on your application by

the Registrar/ Assistant Registrar.

How do I submit transcripts?

Official Transcripts must be mailed to the Office of Teacher Certification at the address below and are not to be uploaded with your application. Paper transcripts are only accepted if they are in a university-sealed envelope. Mailing address:

Registrar, Office of Teacher Certification
Department of Education and Early Childhood Development
P.O Box 578 Halifax, Nova Scotia
B3J 2S9

Alternatively, you may have your official transcripts sent electronically to the Office of Teacher Certification at certification@novascotia.ca. Please note that these transcripts must come directly from the university and will not be considered official if received from the applicant.

How long does it take to process my request?

Applications for teacher certification take up to six weeks to process from the time that all required documentation has been received. A delay in submitting one or more required documents can result in prolonged processing periods.

What are some helpful links that can support my certification process?

<https://www.oct.ca/becoming-a-teacher/internationally-educated-teachers/country-info> - A listing by country of how to obtain Statements of Professional Standing compiled by OCT in Ontario.

<https://ncte.gov.in/website/RecognizedInstitutions.aspx> - If you were educated in India, the name of the college or university where you completed your Bachelor of Education degree must be found on this website.

Can I teach before I receive my Nova Scotia Teacher's Certificate?

Section 44 of the Education Act **prohibits** regional centres for education/CSAP from engaging as a teacher a person who does not hold a valid Nova Scotia Teacher's Certificate.

I'm a certified teacher in another jurisdiction, how do I become certified in Nova Scotia?

Create an account in the Nova Scotia Teacher Certification System and submit an application. For assistance in this process please refer to the New Applicant User Guide found on our website.

Once I receive my Nova Scotia Teacher's Certificate, how do I find employment opportunities in public schools?

The hiring of teachers is the responsibility of the eight regional centres for education/CSAP. The hiring process is managed by the Human Resource department of each regional centre/CSAP. Contact information

for each education entity is located on the Department of Education and Early Childhood Development website. Simply click this link and scroll to the bottom of the page: [Department of Education and Early Childhood Development - Government of Nova Scotia](#).

I received my Nova Scotia Teacher's Certificate and do not believe that I have received the correct classification. What should I do?

You should discuss the assessment of your qualifications and the classification of teacher certification granted to you with the Assistant Registrar of Teacher Certification

If the matter is not resolved at that level, you should discuss the matter with the Registrar of Teacher Certification and request a reassessment.

If you are not satisfied with the class of certificate granted and believe the Teacher Certification Regulations have been misapplied to your application, you may request a review by the Certification Appeals Committee. You will be responsible for demonstrating how the Regulations have been applied in error. In this regard, you should contact the following individual:

Chair
Certification Appeals Committee,
Education and Early Childhood Development
PO Box 578
Halifax, NS
B3J 2S9

Additional information about appeals is located in the Teacher Certification Regulations and on the Office of Teacher Certification website.

Where can I see the current salary scale for teachers?

Please visit the Teaching Service/Salary page on the Office of Teacher Certification website where you will find a link to the current pay grid. As an alternative, you may refer to the Teachers' Provincial Agreement (page 150-151). https://nstu.blob.core.windows.net/nstuwebsite/images/Agreements/2012-15_TPA_Eng.pdf

Can I pay for a service with a credit card?

Upon submission of your application/request, you will be given an option to pay online by credit card or Interac.

What is required if I have transfer courses on my transcript?

Along with the official transcripts from the university where you completed your program, you are also required to submit official transcripts for all transfer courses from the university where the courses were originally completed before being transferred.

How do I submit teaching service for assessment?

Service letters must be sent directly to the Office of Teacher Certification from the jurisdiction(s) where you taught. Letters can be sent by mail or by email. For more information on what is required within the letters, please follow this link: <https://certification.ednet.ns.ca/how-get-teaching-service-assessed-recognition>. Note that only service meeting the requirements of section 27 the Governor in Council Education Act Regulations can be recognized in Nova Scotia.