

Teacher Certification Application Package Vocational

Dear Applicant:

We are pleased to respond to your request for an application for a Nova Scotia Teacher's Certificate. Included in this package is the Application for Teacher Certification (Vocational), contact information for the Canadian departments of education and Nova Scotia school boards, as well as the provincial salary scale for teachers.

A valid Nova Scotia Teacher's Certificate is required to teach within a Nova Scotia public school board (Section 28, *Education Act*). Applicants must provide the following documentation to the Registrar, Office of Teacher Certification, in accordance with Section 18 of the Governor in Council Education Act Regulations.

Required Documents:

With your Application for Teacher Certification, please include:

1. Criminal Record Check (including vulnerable sector check)
2. Proof of Age
3. Required Fee
4. Official Transcripts of All Post-secondary Education
5. Statement of Professional Standing
6. Proof of Teaching Service
7. Proof of Occupational Training
8. Proof of Occupational Work Experience

Page 2 of the Application for Teacher Certification provides specific details concerning each required document. *Do not submit these documents separately as this may significantly delay processing of your application.*

Please send your application package to:

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

For information concerning the various classifications of certification in Nova Scotia, please refer to our website, certification.ednet.ns.ca.

Yours truly,



Paul Cantelo
Registrar, Office of Teacher Certification

Application for Teacher Certification Vocational



Please complete, sign, and submit this application to the Registrar, Office of Teacher Certification (mailing address is on page 4). Please print neatly.

Professional Number	
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Shaded areas for Department of Education and Early Childhood Development use only

Personal Data

Surname _____ Initials (all) _____ Title Miss Mrs. Ms. Mr.

Given Names (all) _____

Mailing Address (Street address, apt. number, PO) _____

City/Town/Village _____ Prov/State _____ Postal Code/Zip Code _____

Date of Birth (DD/MM/YY) _____ Code _____ Phone Number (Home) _____ Phone Number (Cell) _____ Gender Male Female

Previous Surname (if applicable) _____ Email _____

High School

Province/State/Country _____ Code _____ Highest Grade Completed _____ Year Completed _____

Academic and Professional Qualifications

Initial Teaching Location _____

Initial Certification Location _____

Shaded areas for Department of Education and Early Childhood Development use only

Degree/Diploma	Institution	Year Obtained	Years of Study	Major	Minor	Certification

Teacher Certification Requested (For more information, see "Initial Certification" on our website, certification.ednet.ns.ca.)

Certificate Class: VTCI VTCII VTCIII VTCIV

Required Documents

The following documents must be sent to the Registrar, Office of Teacher Certification, with this application form.

- 1. Criminal Record Check (CRC):** Applicants who are Canadian citizens or who hold landed immigrant status in Canada must provide, with this application, an official CRC (including vulnerable sector check) from Canada. All other applicants must provide, with this application, an official CRC (including vulnerable sector check) from their country of citizenship.
 - Please note: *A CRC is deemed acceptable if it is processed by an authority within twelve months of the date that the application is received by the Office of Teacher Certification. Only original CRCs can be submitted—photocopies are not accepted. The Minister has the right to request additional vetting documentation as necessary.* For more information on CRCs, please visit our website: certification.ednet.ns.ca.
- 2. Proof of Age:** A copy of one of the following documents: birth certificate, baptismal certificate, valid driver's licence, passport, Access Nova Scotia government ID card
- 3. Required Fee:** The current application fee is \$106.45, however please refer to our website, certification.ednet.ns.ca, before submitting your application to confirm the current fee amount. Applications without the correct fee will be delayed until the proper fee is received. The fee can be paid online through our website, or by money order payable to the Minister of Finance, Province of Nova Scotia. *Personal cheques are not accepted.*
- 4. Official Transcripts of All Post-Secondary Education:** Include official transcripts from *each* college or university you have attended, including transcripts from the source institution for transfer of credit. You should request that the university provide to you the official transcripts in a *sealed envelope* bearing the university official seal and/or signature. You may wish to request an unofficial copy of your transcripts in order for you to check for completeness and accuracy. *Student grade reports, mark sheets, and unofficial transcripts are not acceptable.*
- 5. Statement of Professional Standing:** This statement is from the teacher certification authorities in the jurisdiction(s) where you have held a teacher's certificate. If you have been granted a teacher's certificate in another province, state, or country, an official "Statement of Professional Standing" (to be provided to our office in a sealed envelope(s)) is required from the teacher certification authorities in *all jurisdictions* where you held a teacher's certificate. The statement(s) confirm(s) 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.
 - Please list all of the provinces, territories, states, and countries where you have held a teacher's certificate.

- 6. Proof of Teaching Service:** If applicable, include *verification of teaching service* from the appropriate authority confirming years taught and number of days taught per school year. This service may be eligible for salary increment purposes.
- 7. Proof of Vocational Training:** Your official transcript(s) for your vocational training program(s) and photocopy of your certificate of qualification in your vocation.
- 8. Proof of Vocational Work Experience:** Official letters from former or current employers verifying at least seven (7) years of work experience in the trade in which you have received your certificate(s) of qualification.

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT USE ONLY

Regulatory Authority: _____	
Certificate Effective Date: _____	Certificate Expiry Date: _____
Certificate Issue Date: _____	Certificate Class: _____
Type: <input type="checkbox"/> Regular <input type="checkbox"/> Special	Valid Period: _____
Special Subject: _____	Endorsations: Elementary _____
Authorized By: _____	Secondary Major _____
	Secondary Minor _____

Personal Background Information

Personal Disclosure Questions

All questions in this section *must* be answered unless otherwise indicated. For every affirmative answer (yes), please attach a written explanation on a separate piece of paper, referencing the question number.

Criminal Background

1. Have you ever been convicted, given an absolute or conditional discharge, or received a pardon for a criminal offense?
 Yes No
2. Are there any outstanding criminal charges against you?
 Yes No

Teacher Certification Outside of Nova Scotia

3. Have you ever applied to become a teacher elsewhere in Canada or another country?
 Yes No
4. Have you ever applied anywhere for authorization and/or certification to teach and had your application denied?
 Yes No
5. Has your authorization and/or certification to teach ever been suspended or cancelled in another jurisdiction?
 Yes No
6. Have you ever, for any reason other than a failure to pay fees, voluntarily surrendered your authorization and/or certification to teach?
 Yes No
7. Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitated in relation to the teaching profession?
 Yes No
8. Has there ever been, or is there now, an investigation or proceeding with respect to your professional conduct, competence, or capacity in relation to the teaching profession, including in your teacher-education program?
 Yes No
9. Have any terms, conditions, or limitations ever been placed on your authorization and/or certification to teach?
 Yes No
10. Have you ever been subject to an investigation or proceeding relating to working with children or students in any professional capacity?
 Yes No
11. Is there any other information *you know* that may have a bearing on you being granted a teacher's certificate?
 Yes No

Declaration of Applicant

- I certify that all information given on this application is true, correct, and complete to the best of my knowledge.
- I authorize any person, government, educational institution, police force, military authority, governing body, or other organization enquired of under this authorization to provide the Nova Scotia Department of Education and Early Childhood Development (the department) all relevant information or documents requested by the department.
- I accept responsibility for advising the department, in writing, of any change to the information contained in the Personal Background Information section of this application.

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

Submission of an application that is misleading or false, in whole or in part, may lead to denial of certification or disciplinary action by the Minister of Education and Early Childhood Development.

The applicant is required to advise the Department of Education and Early Childhood Development of any change in circumstances relating to the questions raised in the Personal Background Information section of this application. A failure to do so may result in the suspension or cancellation of your teacher certificate.

The information submitted with this application is collected in accordance with the provisions of Nova Scotia's *Education Act* and Governor in Council Education Act Regulations, and is necessary for teacher certification purposes. The Nova Scotia Department of Education and Early Childhood Development may collect, use, and disclose information in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and other legislation and policy.

Submitting Your Application Package

Please send the required documents and signed and dated application to:

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

Departments of Education

Alberta

Registrar/Director
Teacher Development and Certification
44 Capital Boulevard 2nd Fl
10044 - 108 St, Edmonton, AB T5J 5E6
Telephone (780) 427-2045
Fax (780) 422-4199
www.learning.gov.ab.ca

British Columbia

Registrar
British Columbia College of Teachers
400 - 2025 West Broadway, Vancouver, BC V6J 1Z6
Telephone (604) 731-8170
Fax (604) 731-9142
www.bcct.bc.ca

Manitoba

Program Director
Professional Certification Unit
PO Box 700, Russell, MB R0J 1W0
Telephone (204) 773-2998
Fax (204) 773-2411
www.edu.gov.mb.ca/certification

New Brunswick

Registrar
Department of Education
PO Box 6000, Fredericton, NB E3B 5H1
Telephone (506) 453-2785
Fax (506) 444-4761
www.gnb.ca/0000

Newfoundland and Labrador

Registrar
Department of Education
PO Box 8700, St. John's, NF A1B 4J6
Telephone (709) 729-3020
Fax (709) 729-5026
www.gov.nf.ca/edu

Northwest Territories

Registrar, Teacher Certification
Education, Culture and Employment
Box 1320, Yellowknife, NT X1A 2L9
Telephone (867) 873-7392
Fax (867) 873-0338
www.gov.nt.ca

Nova Scotia

Registrar, Office of Teacher Certification
Department of Education and
Early Childhood Development
2021 Brunswick Street
PO Box 578, Halifax, NS B3J 2S9
Telephone (902) 424-6620
Fax (902) 424-3814
www.certification.ednet.ns.ca

Nunavut

Registrar
Nunavut Educators' Certification Service
Curriculum and School Services Division
Department of Education
Box 390, Arviat, NU X0C 0E0
Telephone (867) 857-3081
Fax (867) 857-3090
<http://www.gov.nu.ca/education/>

Ontario

Registrar and CEO
Ontario College of Teachers
121 Bloor St E, Toronto, ON M4W 3M5
Telephone (416) 961-8800
Fax (416) 961-8822
www.oct.ca

Prince Edward Island

Registrar
Department of Education and
Early Childhood Development
Certification Standards Section
PO Box 2000, Charlottetown, PE C1A 7N8
Telephone (902) 368-4650
Fax (902) 368-6144
www.gov.pe.ca/go/reg

Quebec

Directrice
Direction de la formation et de la
titularisation du personnel scolaire
Ministère de l'Éducation, loisir et du sport
1035 rue de la Chevrotiere 28^e Étage
Québec, QC G1R 5A5
Telephone (418) 646-6581
Fax (418) 643-2149
www.meq.gouv.qc.ca/dftps

Saskatchewan

Certifying Official, Teacher Services
Ministry of Education
128 - 1621 Albert St, Regina, SK S4P 3A3
Telephone (306) 787-6085
Fax (306) 787-1003
www.sasked.gov.sk.ca

Yukon

Registrar, Teacher Certification
Department of Education
PO Box 2703, Whitehorse, YT Y1A 2C6
Telephone (867) 667-5141
Fax (867) 667-5435
www.education.gov.yk.ca

Nova Scotia School Boards

Annapolis Valley Regional School Board

Superintendent
Annapolis Valley Regional School Board
121 Orchard Street
Box 340
Berwick, Nova Scotia B0P 1E0
1-800-850-3887
(902) 538-4600
(902) 538-4630 (fax)

Cape Breton-Victoria Regional School Board

Superintendent
Cape Breton-Victoria Regional School Board
275 George Street
Sydney, Nova Scotia B1P 1J7
(902) 564-8293
(902) 564-0123 (fax)

Chignecto-Central Regional School Board

Superintendent
Chignecto-Central Regional School Board
60 Lorne Street
Truro, Nova Scotia B2N 3K3
1-800-770-0008
(902) 897-8900
(902) 897-8989 (fax)

Conseil Scolaire Acadien Provincial

Superintendent
Conseil scolaire acadien provincial
C.P. 88
Saulnierville Nouvelle-Écosse B0W 2Z0

Civic Address
9248 route 1, La Butte
Meteghan River, N.-É B0W 2L0

1-888-533-2727
(902) 769-5458
(902) 769-5461 (fax)

Halifax Regional School Board

Superintendent
Halifax Regional School Board
33 Spectacle Lake Drive
Dartmouth, Nova Scotia B3B 1X7
(902) 464-2000
(902) 464-2420 (fax)

South Shore Regional School Board

Superintendent
South Shore Regional School Board
130 North Park Street
Bridgewater, Nova Scotia B4V 4G9
1-888-252-2217
(902) 541-3001
(902) 541-3055 (fax)

Straight Regional School Board

Superintendent
Strait Regional School Board
16 Cemetery Road
Port Hastings, Nova Scotia B9A 1K6
1-800-650-4448
(902) 625-2191
(902) 625-2281 (fax)

Tri-County Regional School Board

Superintendent
79 Water Street
Yarmouth, Nova Scotia B5A 1L4
1-800-915-0113
(902) 749-5682
(902) 749-5660

Provincial Salary Scale

August 1, 2013–July 31, 2014

Position on Scale	VTPA	Year of Teaching	TCM TC1 TC2	TC3	VTCI TC4	VTCII TC5 ITC	VTCIII TC6 ATC1	VTCIV TC7 ATC2	TC8 ATC3
1	44,775	1	45,555	45,555	44,776	50,205	56,149	61,106	65,810
2	46,882	2		45,555	46,883	52,887	59,122	64,080	68,783
3	48,989	3		45,555	48,990	55,567	62,095	67,053	71,757
4	51,097	4		45,555	51,098	58,249	65,069	70,027	74,730
5	53,204	5 & 6		45,555	53,205	60,930	68,042	73,000	77,704
6	55,311	7 & 8		45,555	55,312	63,611	71,016	75,973	80,677
		9		49,515	57,420	66,292	73,989	78,947	83,652
		10				68,974	76,962	81,920	86,625
		11+				71,654	79,937	84,894	89,598

August 1, 2014–July 31, 2015

Position on Scale	VTPA	Year of Teaching	TCM TC1 TC2	TC3	VTCI TC4	VTCII TC5 ITC	VTCIII TC6 ATC1	VTCIV TC7 ATC2	TC8 ATC3
1	46,118	1	46,921	46,921	46,119	51,711	57,833	62,940	67,784
2	48,289	2		46,921	48,290	54,473	60,896	66,002	70,847
3	50,459	3		46,921	50,460	57,234	63,958	69,065	73,910
4	52,630	4		46,921	52,631	59,996	67,021	72,127	76,972
5	54,801	5		46,921	54,802	62,758	70,083	75,190	80,035
6	56,970	6 & 7		46,921	56,972	65,520	73,146	78,253	83,097
		8 & 9		51,000	59,143	68,281	76,209	81,315	86,161
		10				71,043	79,271	84,378	89,224
		11+				73,804	82,335	87,440	92,286