

## Teacher Certification Application Package Regular

Dear Applicant:

A valid Nova Scotia Teacher's Certificate is required to teach within a Nova Scotia public school. Applicants must provide the following documentation to the Registrar, Office of Teacher Certification, in accordance with Section 8 of the [Teacher Certification Regulations](#).

### Required Documents:

With your Application for Teacher Certification, please include:

1. Criminal Record Check
2. Proof of Identity
3. Required Fee
4. Official Transcripts of All Post-secondary Education
5. Statement of Professional Standing
6. Proof of Teaching Service

Page 2 of the Application for Teacher Certification provides specific details concerning each required document.

Submitting required documents together will help expedite the 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](http://certification.ednet.ns.ca).

Yours truly,



Karen Daye  
Director/Registrar, Office of Teacher Certification



# Application for Teacher Certification Regular



Please complete, sign, and submit this application to the Registrar, Office of Teacher Certification (mailing address is on page 5). Please print neatly.

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

## Required Personal Data

Surname \_\_\_\_\_ Initials (all) \_\_\_\_\_

Given Names (all) \_\_\_\_\_

Mailing Address (Street address, apt. number, PO) \_\_\_\_\_

Municipality \_\_\_\_\_ Prov/State \_\_\_\_\_ Postal Code/Zip Code \_\_\_\_\_ Country Name (full) \_\_\_\_\_

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

Previous Surname (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

## Academic and Professional Qualifications

Initial Teaching Location \_\_\_\_\_

Initial Certification Location \_\_\_\_\_

Please list all of the provinces, territories, states, and countries where you have held a teacher's certificate.

Please list all post-secondary institutions attended. List programs in chronological order.

Institution (please list <b>all</b> post-secondary institutions attended)	Last Year Attended	Name of Degree/Diploma Awarded	Years of Study	Major	Minor	Classification

## Teacher Certification Requested

(For more information, see "Initial Certification" on our website, [certification.ednet.ns.ca](http://certification.ednet.ns.ca).)

I am requesting that the Registrar evaluate my qualifications for Teacher Certification.

## Initial Teacher Education Program Completed

Elementary Education (P to 6)       Secondary Education (7 to 12)

## Endorsations

Endorsation (see [Section 41](#)) recognizes the principle that teachers are to be competent in both the subject area and the methodology of the subjects they teach. On a provincial basis, endorsement establishes recognized subject fields that will result in multiple endorsements. See [Endorsation of Regular Certificates](#) on our website for more information.

Elementary Major       Secondary: Major \_\_\_\_\_  
Minor \_\_\_\_\_

## Proof of Teaching Service (see Required Documents for more Information)

I am submitting service with my application  
 I am submitting service separately  
 Not Applicable

## 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 permanent residency in Canada must provide, with this application, an official CRC from Canada. All other applicants must provide, with this application, an official CRC 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.
- 2. Proof of Identity:** A copy of one of the following documents: birth certificate, baptismal certificate, valid driver's license, valid passport, Access Nova Scotia government ID card.
- 3. Required Fee:** The current application fee is \$106.15; however please refer to our website, [certification.ednet.ns.ca](http://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. Please request that the university provide to you the official transcripts in a sealed envelope bearing the university official seal. Electronic transcripts are acceptable when sent directly from the issuing institution to: [certification@novascotia.ca](mailto:certification@novascotia.ca). Unofficial transcripts and electronic transcripts sent by the applicant 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 Canadian province, or have been authorized to teach in a US state or in another 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 or authorization. Digital statements submitted direct from the appropriate authorities in that jurisdiction to our office are also acceptable. A Statement of Professional Standing confirms your teacher certification standing in a jurisdiction; it is not a copy of your teacher's certificate or a confirmation of your teaching service. Statements must not be more than twelve months old. Unofficial statements of professional standing are not acceptable.
- 6. Proof of Teaching Service:** If applicable, verification of teaching service from the appropriate authority may be submitted for salary consideration. Please have former employers complete the applicable form found on our website under [Teaching Service/Salary](#). Service may be submitted with your application or after certification.

### 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 <input type="checkbox"/> Vocational	Valid Period: _____
Special / Vocational 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 Background

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, in advance of an investigation or disciplinary proceeding, voluntarily restricted your teaching practice?  
 Yes    No
8. 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
9. 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
10. Have any terms, conditions, or limitations ever been placed on your authorization and/or certification to teach?  
 Yes    No
11. Have you ever been asked by a teacher education program provider to withdraw from a teacher education program?  
 Yes    No

## Personal Background Information (continued)

12. Have you ever been personally prevented from carrying on your occupation as a teacher as a result of any criminal, civil, or disciplinary proceeding in any jurisdiction?
- Yes     No
13. Have you ever agreed to a settlement or resignation to avoid a proceeding or disciplinary action with respect to your professional conduct, competence, or capacity, in relation to either a teaching position or your professional certification?
- Yes     No
14. Have you ever been terminated or had restrictions imposed on your employment as a teacher by an employing school district, education authority, or other organization with respect to your conduct, competence, or capacity?
- Yes     No
15. Have you ever been subject to an investigation or proceeding relating to working with children or students in any professional capacity?
- Yes     No
16. 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 declare that all information given on this registration form is true, correct, and complete to the best of my knowledge. I understand that no qualifications assessment can be made until the Nova Scotia Department of Education and Early Childhood Development receives all required documents, and that additional information may be required.
- I authorize the Nova Scotia Department of Education and Early Childhood Development to contact the educational institutions I have attended and to receive any and all information from those institutions, teacher registration/licensing bodies, and police services that relate to my application for registration. I understand that this information may be used by the department to determine if I will be registered or if any terms, conditions, or limitations are required on my certificate.
- I consent to the Nova Scotia Department of Education and Early Childhood Development making inquiries and exchanging information with any jurisdiction or registration authority.
- I agree that if there are any changes to the information I have provided to the Nova Scotia Department of Education and Early Childhood Development in this application between the time of the submission of the application and registration, I will immediately advise the department and provide the new information.
- 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.
- I declare that all documentation submitted by me in relation to my application has not been changed or altered in any way.
- I confirm that I have read all the requirements for teacher certification with the Nova Scotia Department of Education and Early Childhood Development. Please check to confirm:

**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*, Governor in Council Education Act Regulations, and Teacher Certification 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

Alberta Education  
Office of the Registrar  
2nd Floor, 44 Capital Boulevard Building  
10044 - 108 Street  
Edmonton, AB T5J 5E6

**Telephone (780) 427-2045**

**Fax (780) 422-4199**

[www.education.alberta.ca](http://www.education.alberta.ca)

## British Columbia

Teacher Regulation Branch  
Ministry of Education  
400-2025 West Broadway  
Vancouver, BC V6J 1Z6

**Telephone 1-800-555-3684**

**Fax (604) 775-4859**

[www.bcteacherregulation.ca](http://www.bcteacherregulation.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](http://www.edu.gov.mb.ca/certification)

## New Brunswick

Office of Teacher Certification  
Department of Education and  
Early Childhood Development  
PO Box 6000  
Fredericton, NB E3B 5H1

**Telephone (506) 453-3678**

**Fax (506) 453-5349**

[www.gnb.ca](http://www.gnb.ca)

## Newfoundland and Labrador

Registrar  
Department of Education and  
Early Childhood Development  
PO Box 8700  
3rd Floor, West Block  
Confederation Building  
St. John's, NL A1B 4J6

**Telephone (709) 729-3020**

**Fax (709) 729-5026**

[www.gov.nf.ca/edu](http://www.gov.nf.ca/edu)

## Northwest Territories

Registrar  
Education, Culture and Employment  
Teacher Certification  
75 Woodland Drive  
Hay River, NT X0E 1G1

**Telephone (867) 874-2084**

**Fax (867) 874-3321**

[www.ece.gov.nt.ca](http://www.ece.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**

[www.certification.ednet.ns.ca](http://www.certification.ednet.ns.ca)

## Nunavut

Registrar  
Nunavut Educators' Certification Services  
Department of Education  
PO Box 1000, Station 900  
Iqaluit, NU X0A 0H0

**Telephone (867) 975-5600**

**Fax (867) 975-5610**

[www.gov.nu.ca/education](http://www.gov.nu.ca/education)

## Ontario

Registrar  
Ontario College of Teachers  
101 Bloor St. W  
Toronto, ON M5S 0A1

**Telephone (416) 961-8800**

**Fax (416) 961-8822**

[www.oct.ca](http://www.oct.ca)

## Prince Edward Island

Registrar  
Education, Early Learning and Culture  
Certification and Standards Section  
Holman Centre

Suite 101, 250 Water Street

Summerside, PE C1N 1B6

**Telephone (902) 438-4130**

**Fax (902) 438-4062**

[www.gov.pe.ca/go/reg](http://www.gov.pe.ca/go/reg)

## Quebec

Autorisations d'enseigner  
Ministère de l'Éducation et  
de l'Enseignement supérieur  
1035, rue De La Chevrotière, 28e étage  
Québec, QC G1R 5A5

**Telephone (418) 643-7095**

**Fax (418) 646-6561**

[www.education.gouv.qc.ca](http://www.education.gouv.qc.ca)

## Saskatchewan

COO & Registrar  
Saskatchewan Professional Teachers  
Regulatory Board  
204 – 3775 Pasqua Street  
Regina, SK S4S 6W8

[www.sptrb.ca](http://www.sptrb.ca)

## Yukon

Teacher Certification  
PO Box 2703  
Whitehorse, YK Y1A 2C6

**Telephone (867) 667-8658**

**Fax (867) 667-5435**

[www.education.gov.yk.ca](http://www.education.gov.yk.ca)



# Nova Scotia Regional Centres for Education

## **Annapolis Valley Regional Centre for Education**

Regional Executive Director of Education  
Annapolis Valley Regional Centre for Education  
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 Centre for Education**

Regional Executive Director of Education  
Cape Breton-Victoria Regional Centre for Education  
275 George Street  
Sydney, Nova Scotia B1P 1J7

**(902) 564-8293**

**(902) 564-0123 (fax)**

## **Chignecto-Central Regional Centre for Education**

Regional Executive Director of Education  
Chignecto-Central Regional Centre for Education  
60 Lorne Street  
Truro, Nova Scotia B2N 3K3

**1-800-770-0008**

**(902) 897-8900**

**(902) 897-8989 (fax)**

## **Conseil Scolaire Acadien Provincial**

Direction générale  
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 Regional Centre for Education**

Regional Executive Director of Education  
Halifax Regional Regional Centre for Education  
33 Spectacle Lake Drive  
Dartmouth, Nova Scotia B3B 1X7

**(902) 464-2000**

**(902) 464-2420 (fax)**

## **South Shore Regional Centre for Education**

Regional Executive Director of Education  
South Shore Regional Centre for Education  
130 North Park Street  
Bridgewater, Nova Scotia B4V 4G9

**1-888-252-2217**

**(902) 541-3001**

**(902) 541-3055 (fax)**

## **Strait Regional Centre for Education**

Regional Executive Director of Education  
Strait Regional Centre for Education  
16 Cemetery Road  
Port Hastings, Nova Scotia B9A 1K6

**1-800-650-4448**

**(902) 625-2191**

**(902) 625-2281 (fax)**

## **Tri-County Regional Centre for Education**

Regional Executive Director of Education  
79 Water Street  
Yarmouth, Nova Scotia B5A 1L4

**1-800-915-0113**

**(902) 749-5682**

**(902) 749-5660**

# Provincial Salary Scale

## Schedule D7 August 1, 2022

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	50936	1	51823	51823	50937	57112	63873	69515	74865
2	53334	2		51823	53335	60164	67257	72895	78246
3	55730	3		51823	55731	63210	70638	76279	81630
4	58127	4		51823	58128	66264	74022	79662	85013
5	60525	5		51823	60526	69314	77404	83043	88395
6	62921	6		51823	62923	72365	80785	86427	91776
		7		56327	65319	75412	84170	89810	95163
		8				78463	87552	93192	98545
		9				81514	90934	96572	101926