

Professional/File Reference Number \_\_\_\_\_

### Application For Change in Classification

I am applying for the following classification of Nova Scotia Teacher's  
Certificate: ITC  ATC1  ATC2  ATC3  Other

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

The following is the specific upgrading program to be considered and the institution(s) submitting official transcripts.

<b>Upgrading Program</b>	<b>Name of Degree/Certificate/Diploma Awarded</b>	<b>University</b>	<b>FOR OFFICE USE ONLY Date Received in Registrar's Office</b>
Degree <input type="checkbox"/>		Acadia <input type="checkbox"/>	
Certificate <input type="checkbox"/>		Cape Breton <input type="checkbox"/>	
Integrated <input type="checkbox"/>		Mount Saint Vincent <input type="checkbox"/>	
Diploma <input type="checkbox"/>		St. Francis Xavier <input type="checkbox"/>	
		Université Sainte Anne <input type="checkbox"/>	
		Other _____ <input type="checkbox"/>	

#### FOR OFFICE USE ONLY

Date transcript received in Registrar's Office: \_\_\_\_\_

Date of Program Approval: \_\_\_\_\_ Regulatory Authority: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Certificate Authorized: \_\_\_\_\_

Signature: \_\_\_\_\_

## Application for Change in Classification Documentation Checklist

This document has been prepared to assist you in obtaining your change in certification classification with as little delay as possible.

For ease of reference, changes in classification are governed by provisions contained within the *Teacher Certification Regulations* and the *Teachers' Provincial Agreement*.

The following documentation should be submitted in one package to the Registrar–Teacher Certification, Nova Scotia Department of Education, PO Box 578, Halifax NS B3J 2S9:

- copy of the program approval letter or e-mail received from the Registrar–Teacher Certification;
- signed and completed Application for Change in Classification or a signed letter of application;
- fee of \$35.00 to be paid either online at <http://certification.ednet.ns.ca> (please submit receipt) or via money order (*PERSONAL CHEQUES NOT ACCEPTED*) payable to the Minister of Finance, Nova Scotia to cover processing costs; check the teacher certification website for fee updates;

AND

- EITHER, an official transcript(s) verifying coursework completed AND the award of the approved degree/diploma/certificate (degree information will not appear on transcript until graduation date for your class);
- OR, official transcript(s) verifying coursework completed AND a letter from the Registrar's Office of the university confirming that you have completed all requirements for the award of the approved degree/diploma/certificate.