

Office of Teacher Certification

# Teacher Certification System Certified Teacher User Guide

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## Introduction

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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 guidance to certified teachers who will use the TCS.

**Please note:** The information found in the screenshots in this guide are for training purposes only. Please refer to the Teacher Certification [website](#) for accurate, up to date information on teacher certification requirements and application processes.

## Section 1: Create Account

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An authorized TCS user must create a Nova Scotia Login System account with their email of their choice (e.g., [jane.doe@gmail.com](mailto:jane.doe@gmail.com)).

1. Open a web browser (e.g., Chrome, Edge, Firefox) and enter the URL for the Teacher Certification System: <https://teachercertification.novascotia.ca/>
2. You will arrive at the TCS login screen.
3. Click the blue button labeled “Create account.” You will be informed of what to expect when creating your account and will need to review the TCS Privacy Notice before continuing.

NOVA SCOTIA

NovaScotia.ca About MyNSID Terms of Use Privacy Notice Contact Us

Français

← Back to Teacher Certification Service

### MyNSID

Formerly known as Nova Scotia Login System (NSLS)

MyNSID provides you with a convenient and secure way to access multiple government online services.

Don't have an account?  
Create one here.

[Create account](#) [Cancel](#)

[Learn more about MyNSID +](#)

Already have an account?  
Log in here.

Username

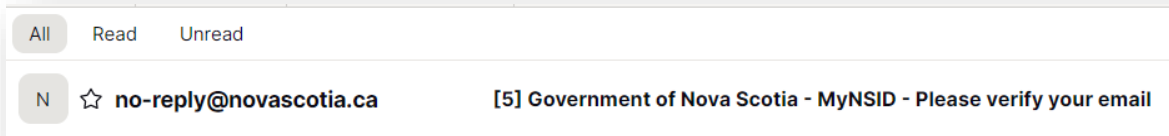
[Forgot username?](#)

[Continue](#)

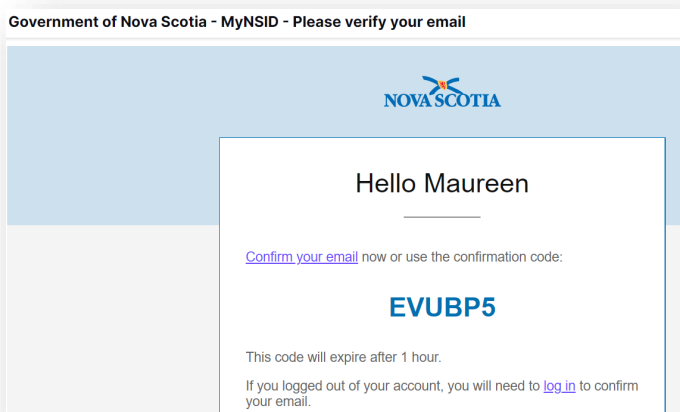
4. Fill in your first name, last name, email address and then enter a username and a password that meet the stated requirements.

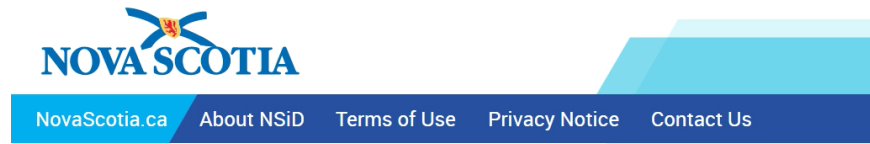
|   |  |
|---|--|
| <p><b>First or preferred name</b><br/>Name you prefer to be addressed by</p> <input type="text" value="Certified Teacher"/> <p><b>Last name</b></p> <input type="text" value="Test"/> <p><b>Email</b></p> <input type="text" value="certifiedteacher@hrce.ca"/> <p><b>Username</b></p> <input type="text" value="certifiedteacher "/> <p><b>Password</b></p> <input type="password" value="....."/> <p><b>Confirm password</b></p> <input type="password" value="....."/> | <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Username requirements</b></p> <p>Username must</p> <ul style="list-style-type: none"> <li>✓ be a minimum of 8 characters</li> <li>✓ not use special characters such as % # \$</li> <li>✓ use at least one letter</li> <li>✓ be unique</li> </ul> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Password requirements</b></p> <p>Password must</p> <ul style="list-style-type: none"> <li>✓ be a minimum of 8 characters</li> <li>✓ contain at least one digit</li> <li>✓ contain at least one lowercase letter</li> <li>✓ contain at least one uppercase letter</li> <li>✓ not contain your username</li> <li>✓ match the "Confirm password"</li> </ul> </div> |
|---|--|

5. Once you’ve filled out all the required fields, click the blue button labeled “Continue.”
6. On the next screen, you will be prompted to confirm your email by providing a confirmation code. Within a few minutes, you should receive an email from [no-reply@novascotia.ca](mailto:no-reply@novascotia.ca). If you do not see this email, please remember to check Junk/Spam folders:



7. Open the email with “Please verify your email” in the subject line and copy the confirmation code provided. Paste the confirmation code into the designated space and click “Confirm.”





## Confirm your email address

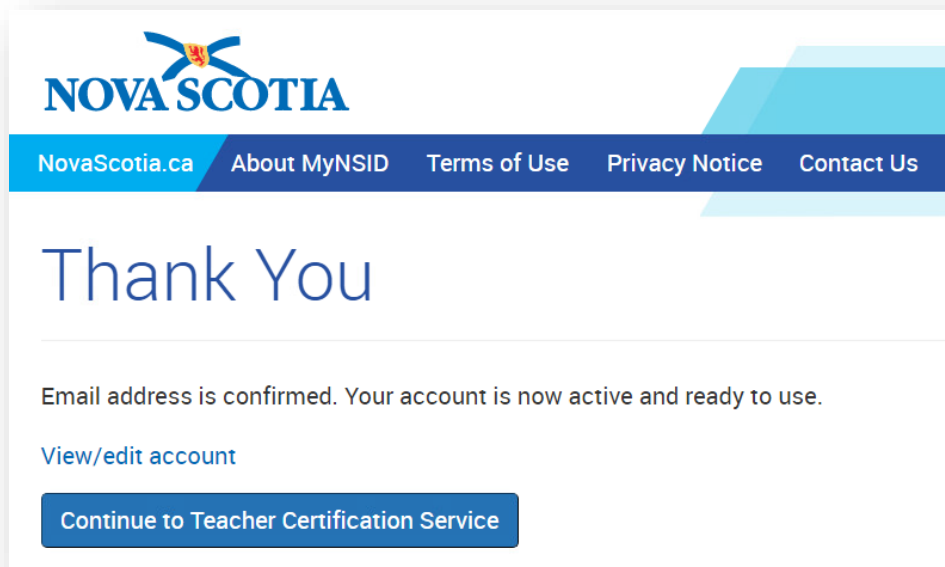
Before you continue, enter your confirmation code.

Enter the code we sent to [REDACTED]. This code will expire in 1 hour.

Confirmation code

Confirm

- Once your email has been confirmed, you can click the blue button to “Continue to Teacher Certification Service”.



- Your user account has now been created and you will be brought to the TCS home page.

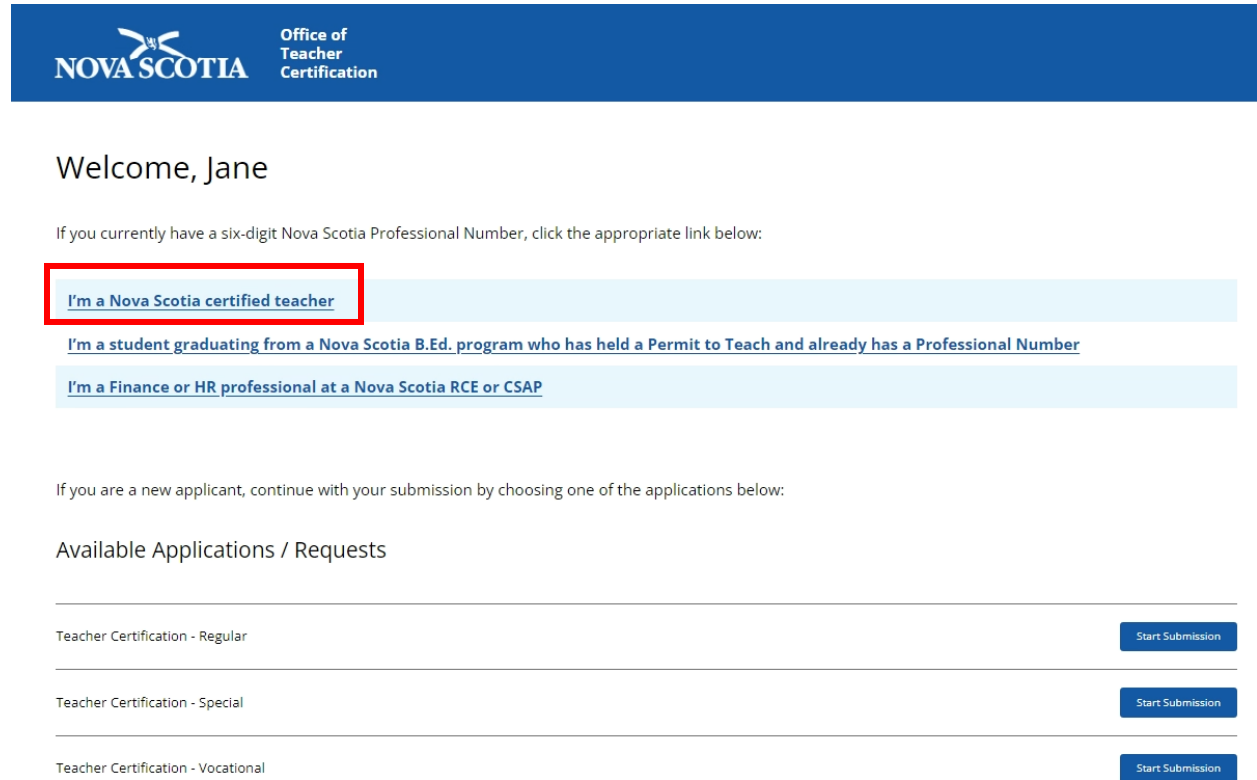
### **PLEASE READ!**

Do **not** Click “Start Submission” next to any of the Available Applications/Requests.

**You must first Claim Your Profile (see Section 2 below).**

## Section 2: Claiming Your Profile

If you are a Nova Scotia certified teacher, you must first Claim Your Profile before submitting any applications and/or requests. To begin, click the **“I’m a Nova Scotia certified teacher”** link at the top of the home page as shown below:



The screenshot shows the top navigation bar of the Nova Scotia Office of Teacher Certification website. The logo for Nova Scotia is on the left, and the text 'Office of Teacher Certification' is on the right. Below the navigation bar, the user is greeted with 'Welcome, Jane'. A message states: 'If you currently have a six-digit Nova Scotia Professional Number, click the appropriate link below:'. Three links are listed in light blue boxes: 'I'm a Nova Scotia certified teacher' (highlighted with a red box), 'I'm a student graduating from a Nova Scotia B.Ed. program who has held a Permit to Teach and already has a Professional Number', and 'I'm a Finance or HR professional at a Nova Scotia RCE or CSAP'. Below this, another message says: 'If you are a new applicant, continue with your submission by choosing one of the applications below:'. Under the heading 'Available Applications / Requests', there are three rows, each with a certification type on the left and a 'Start Submission' button on the right: 'Teacher Certification - Regular', 'Teacher Certification - Special', and 'Teacher Certification - Vocational'.

Type in your Professional #, Date of Birth and Last Name then click **Find my Profile:**

## Find Your Profile

We couldn't find a profile associated with your user. Please submit the fields below:

Professional # \*

Date of Birth \*

Last Name \*

[Find My Profile](#)

If your profile is retrieved successfully, you must click **Claim Profile** to ensure your profile is synced with the account you've previously created:

### Found Profile:

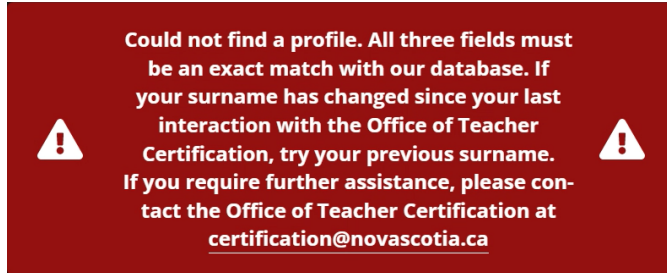
| Professional # | Date of Birth | Name         |
|----------------|---------------|--------------|
| 900000         | 01/01/1990    | Maureen Test |

[Claim Profile](#)

Once your profile has been claimed you will be able to view your profile and all the information currently on file for you at the Office of Teacher Certification.

**PLEASE NOTE:**

All three fields must be an **exact match** to claim a profile. If you enter incorrect information when trying to claim a profile, or the profile is associated with another user, you will receive the following message and must contact the Office of Teacher Certification directly:



## Section 3: Log In After Account Creation

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If you navigate away from the landing page or close your browser, you can return to the TCS login page via the URL provided on page 2 and log in using the username and password you specified at the time of account creation. This will take you to the TCS landing page.

Welcome, Certified Teacher

[View Your Profile](#)

Available Applications / Requests

|                                    |                                  |
|------------------------------------|----------------------------------|
| Teacher Certification - Regular    | <a href="#">Start Submission</a> |
| Teacher Certification - Specialist | <a href="#">Start Submission</a> |
| Teacher Certification - Vocational | <a href="#">Start Submission</a> |
| Teacher Certification - Renewal    | <a href="#">Start Submission</a> |
| Pre-approval of Upgrading Program  | <a href="#">Start Submission</a> |
| Change in Classification           | <a href="#">Start Submission</a> |

From here you will be able to navigate to your profile or start a submission from the list of available applications and requests.

To submit an application or request, see Section 4.

To view/manage your profile, see Section 5.



## Section 4: Submit an Application or Request

### Navigation

From the TCS landing page, you can make several requests to the Office of Teacher Certification that were formerly paper based. Next to the item you require, you can click Start Submission to complete the electronic form.

Welcome, Certified Teacher

[View Your Profile](#)

Available Applications / Requests

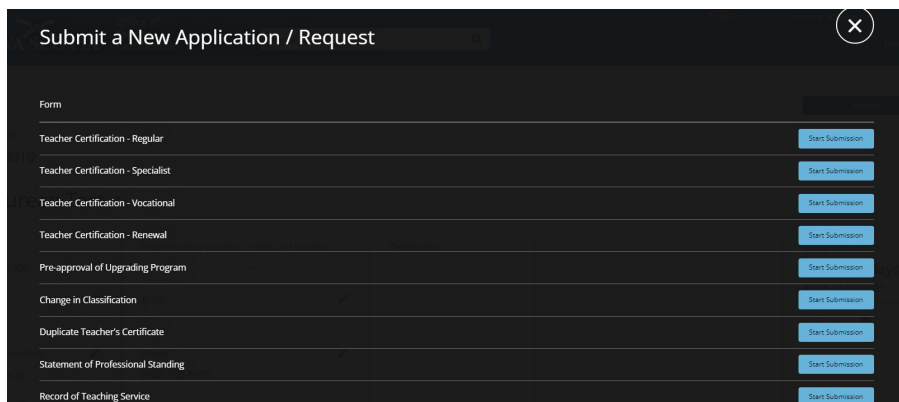
|                                    |                                  |
|------------------------------------|----------------------------------|
| Teacher Certification - Regular    | <a href="#">Start Submission</a> |
| Teacher Certification - Specialist | <a href="#">Start Submission</a> |
| Teacher Certification - Vocational | <a href="#">Start Submission</a> |
| Teacher Certification - Renewal    | <a href="#">Start Submission</a> |
| Pre-approval of Upgrading Program  | <a href="#">Start Submission</a> |
| Change in Classification           | <a href="#">Start Submission</a> |

You can also navigate to this list of Applications and Requests from your profile by clicking the white button labelled Submit New Application/Request at the top of the page:



[Report a Discrepancy](#)

This will open the list of available application and request forms:



## Submission of Forms

In this section, the three most common requests made by certified teachers will be highlighted, however the process for other requests is similar:

### Pre-approval of Upgrading Program

1. From the list available, select Start Submission next to Pre-approval of Upgrading Program:

Welcome, Certified Teacher

[View Your Profile](#)

Available Applications / Requests

|                                    |                                  |
|------------------------------------|----------------------------------|
| Teacher Certification - Regular    | <a href="#">Start Submission</a> |
| Teacher Certification - Specialist | <a href="#">Start Submission</a> |
| Teacher Certification - Vocational | <a href="#">Start Submission</a> |
| Teacher Certification - Renewal    | <a href="#">Start Submission</a> |
| Pre-approval of Upgrading Program  | <a href="#">Start Submission</a> |
| Change in Classification           | <a href="#">Start Submission</a> |

2. Indicate the Level of Teacher's Certificate Sought using the drop-down list provided:

Pre-approval of Upgrading Program

Level of Teacher's Certificate Sought \*

- Select -

- Select -

ATC1

ATC2

ATC3

ITC

3. Indicate the Upgrading Program you wish to take using the check box next to the program and fill in the Name of the Degree, Diploma or Certificate and the University where it will be taken from the drop down provided. *When it's time to select the University, you can start typing the University's name to narrow down your search instead of scrolling through the drop down.*

If you do not see your program listed, please contact the Office of Teacher Certification at [certification@novascotia.ca](mailto:certification@novascotia.ca):

Upgrading Program \*

|  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Master's Degree in Education | <input type="checkbox"/> Master's Degree in Teachable Subject | <input type="checkbox"/> Certificate Program |
| <input type="checkbox"/> Graduate Diploma                        | <input type="checkbox"/> Doctoral Degree                      | <input type="checkbox"/> Integrated Program  |

Name of Degree, Diploma or Certificate

Master of Education in Curriculum Studies (Learning ...

University

MOUNT ST VINCENT UNIVERSITY

- 4. Enter your email address. This email will be used by the OTC to communicate with you regarding your program pre-approval application: :

Current Email Address

Email Address \*

certifiedteacher@hrce.ca

- 5. To complete the request, enter your name and the current date and press **Submit Application**.

|                    |               |
|--------------------|---------------|
| Applicant's Name * | Date Signed * |
| Certified Teacher  | 01/02/2023    |

Cancel Application

Submit Application

- 6. You will receive the below confirmation message if your submission has been successful:



## Change in Classification

1. From the list available, select Start Submission next to Change in Classification:

Welcome, Certified Teacher

[View Your Profile](#)

Available Applications / Requests

|                                    |                                  |
|------------------------------------|----------------------------------|
| Teacher Certification - Regular    | <a href="#">Start Submission</a> |
| Teacher Certification - Specialist | <a href="#">Start Submission</a> |
| Teacher Certification - Vocational | <a href="#">Start Submission</a> |
| Teacher Certification - Renewal    | <a href="#">Start Submission</a> |
| Pre-approval of Upgrading Program  | <a href="#">Start Submission</a> |
| <b>Change in Classification</b>    | <a href="#">Start Submission</a> |

This will open the application form. Before starting the application, please take a minute to read the required documents and fee information sections:

### Request for Change in Classification

- 1 Program Approval Letter: If you requested pre-approval of an upgrading program from the Nova Scotia Office of Teacher Certification, upload a copy of the program approval letter or email you received from the Registrar-Teacher Certification.
- 2 Official Transcripts: You must submit an official transcript(s) verifying the coursework completed AND the award of the approved degree/diploma/certificate. 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.
- 3 Program Completion Letter: If you have completed your upgrading program but have not yet graduated, you may submit 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, along with your official transcript(s).

Fees

\$35.00

#### Required Documents

Program Approval Letter

Official Transcripts

Program Completion Letter

[Upload Document](#)

2. Indicate the classification level you are applying for using the drop down:

I am applying for the following classification of Nova Scotia Teacher's Certificate \*

- Select -

- Select -
- ITC
- ATC1
- ATC2
- ATC3

3. Provide details for the upgrading program that was completed. *When it's time to select the University, you can start typing the University's name to narrow down your search instead of scrolling through the drop down:*

Upgrading Program \*

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Master's Degree in Education | <input type="checkbox"/> Master's Degree in Another Discipline | <input type="checkbox"/> Certificate Program |
| <input type="checkbox"/> Graduate Diploma                        | <input type="checkbox"/> Doctoral Degree                       | <input type="checkbox"/> Integrated Program  |

Concentration or Program of Study \*

Curriculum Studies

Universities

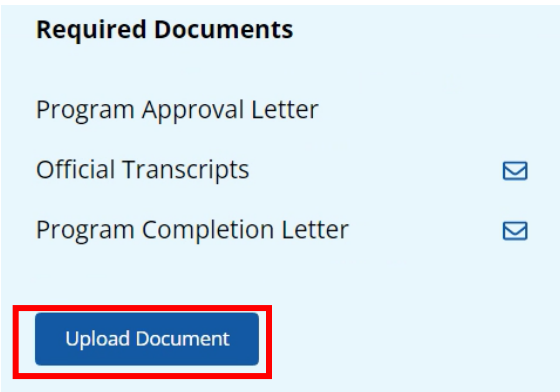
Transcripts are required for courses completed at another institution and transferred into the program

University

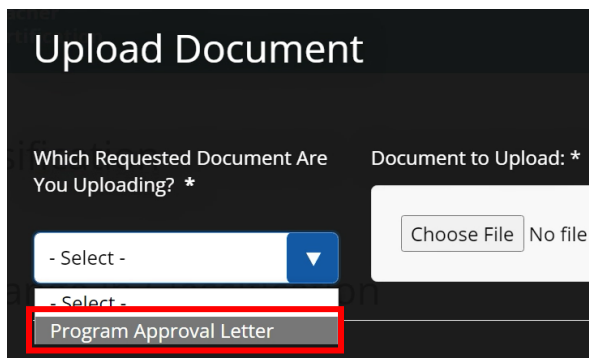
MOUNT ST VINCENT UNIVERSITY

**Please note:** Original transcripts are required for all courses completed at another institution and transferred into the program before your application can be assessed.

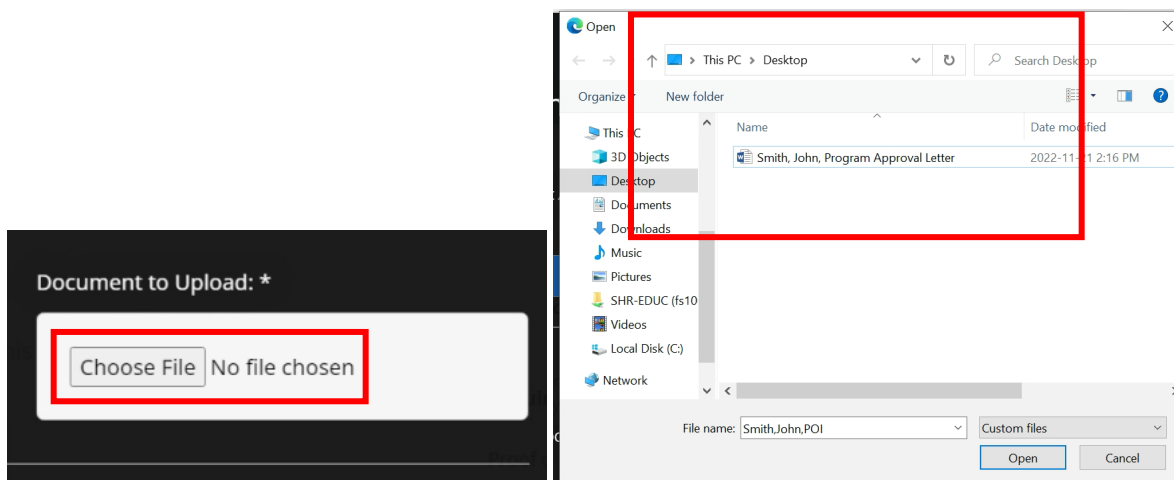
4. Upload required documents using the section found on the right of your page.



5. Click **Upload Document** & select **Program Approval Letter/email** as your document type. This is the confirmation that your program has been approved:

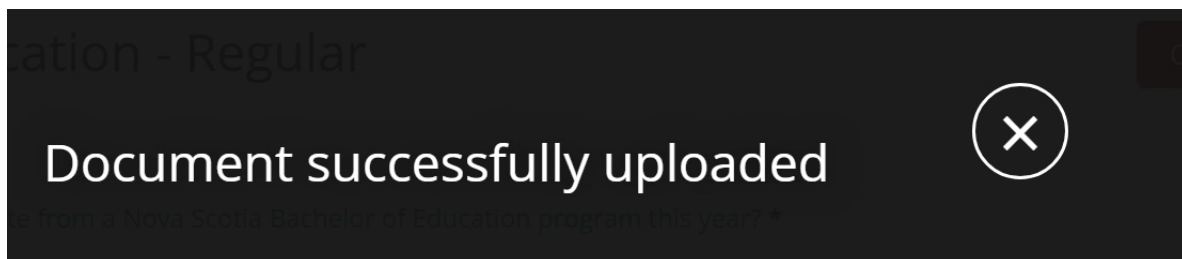


6. **Select Choose File** and navigate to the location where you have saved your Program Approval Letter, select the document & click open:



7. Once your document, appears in the document to upload section, click **Attach to Application**:

You will receive the following message when your document has been uploaded. You can close out of this message by clicking the X:



You will also see your document attached to the application here:

Official Transcripts and Program Completion Letters (if required) 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. Note that a Program Completion Letter is required if you have not yet graduated, and your transcript shows all courses were completed but does not state the degree has been awarded.

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. Please note that these transcripts must come directly from the University and will not be considered official if received from the applicant.

8. Validate that all your profile information is up to date. If changes are required, please update before submitting the application:

#### Current Profile Details

Mailing Address \*

123 Elm St

City / Town / Municipality \*

Lower Sackville

Country \*

Canada

Province / State \*

Nova Scotia

Postal Code / Zip Code \*

B4C 4X4

Phone Number \*

(902) 555-5555

9. Lastly, fill in your full name as listed on this application and the date you are submitting the application and click Submit Application & Pay.



Applicant's Name \*

Certified Teacher

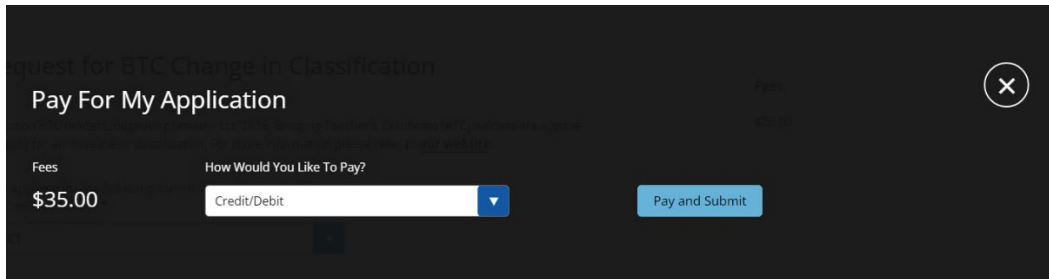
Date Signed \*

01/02/2023

Cancel Application

Submit Application & Pay

10. You will be prompted to choose your method of payment. From the drop down select Credit/Debit or Money Order:



The screenshot shows a dark-themed modal window titled "Pay For My Application" with a close button (X) in the top right corner. Below the title, the word "Fees" is displayed above the amount "\$35.00". To the right, the question "How Would You Like To Pay?" is followed by a dropdown menu currently set to "Credit/Debit". A blue button labeled "Pay and Submit" is positioned to the right of the dropdown.



The screenshot shows a dark-themed modal window titled "Pay For My Application" with a close button (X) in the top right corner. Below the title, the word "Fees" is displayed above the amount "\$35.00". To the right, the question "How Would You Like To Pay?" is followed by a dropdown menu currently set to "Money Order". A blue button labeled "Submit Application" is positioned to the right of the dropdown.

11. If you choose Money Order you can click Submit Application and forward your Money Order to the Office of Teacher Certification:

Minister of Finance, Nova Scotia  
Registrar, Office of Teacher Certification  
2021 Brunswick Street, PO Box 578  
Halifax, NS B3J 2S9

12. If you choose to pay by Credit or Debit, click Pay and Submit and you will be redirected to the Online Payment System.

13. Fill in the email you would like to use for your receipt and select a payment method:

Where should we email your receipt?

Total Fee: **\$35.00 CAD**

Email:

Select a payment method



Pay with a credit card or a credit debit card



Pay from my bank account

**Continue**

Cancel

14. Enter your card details and press Pay Now:

Total Fee: **\$35.00 CAD**

Email: **Maureen.ONeill@novascotia.ca**

Enter your card information:

Card Number:

No spaces in number

Expiry Date: **Month:**  **Year:**

Security Code:  

**Pay Now**

Back

Cancel

15. You will receive a pop up that payment has been made. You may close this pop up. It will return you to your profile in the Teacher Certification System.

16. You will receive an email receipt confirming your payment for your records. You do not need to forward this to the Office of Teacher Certification, however if a refund is required at any time you will need this receipt for reference:

---

**From:** [DoNotReply@novascotia.ca](mailto:DoNotReply@novascotia.ca) <[DoNotReply@novascotia.ca](mailto:DoNotReply@novascotia.ca)>  
**Sent:** February 8, 2023 2:24 PM  
**To:** O'Neill, Maureen <[Maureen.O'Neill@novascotia.ca](mailto:Maureen.O'Neill@novascotia.ca)>  
**Subject:** Government of Nova Scotia - Payment Confirmation - Teacher Certification Service

Government of Nova Scotia - Teacher Certification Service

Payment Confirmation

Your payment has been successfully processed.

Your payment will show on your next credit card statement as "NS Education Teachers Certification".

Please keep a copy of this transaction for your records.

Details of your transaction are:

Transaction #: 30016036  
Authorization Code: 446554  
Transaction Date: 2/8/23, 2:24 PM  
Transaction Amount: \$35.00 CAD  
Payment Type: VISA  
Card Number: #####6781  
Email: [Maureen.O'Neill@novascotia.ca](mailto:Maureen.O'Neill@novascotia.ca)  
Comments:

Item: ChgClass  
Description: BTC Change in Classification  
Price: \$35.00 CAD  
Quantity: 1

## Duplicate Teacher's Certificate

1. From the list available, select Start Submission next to Duplicate Teacher's Certificate:

Available Applications / Requests

|                                    |                                  |
|------------------------------------|----------------------------------|
| Teacher Certification - Regular    | <a href="#">Start Submission</a> |
| Teacher Certification - Specialist | <a href="#">Start Submission</a> |
| Teacher Certification - Vocational | <a href="#">Start Submission</a> |
| Teacher Certification - Renewal    | <a href="#">Start Submission</a> |
| Pre-approval of Upgrading Program  | <a href="#">Start Submission</a> |
| Change in Classification           | <a href="#">Start Submission</a> |
| Duplicate Teacher's Certificate    | <a href="#">Start Submission</a> |
| Statement of Professional Standing | <a href="#">Start Submission</a> |

2. Validate that all your profile information is up to date. If changes are required, please update before submitting the application:

Current Profile Details

Mailing Address \*

City / Town / Municipality \*

Country \*

 ▼

Province / State \*

 ▼

Postal Code / Zip Code \*

Phone Number \*

3. Fill in your full name as listed on this application and the date you are submitting the application and click Submit Application & Pay:

Applicant's Name \*

Date Signed \*

Cancel Application

Submit Application & Pay

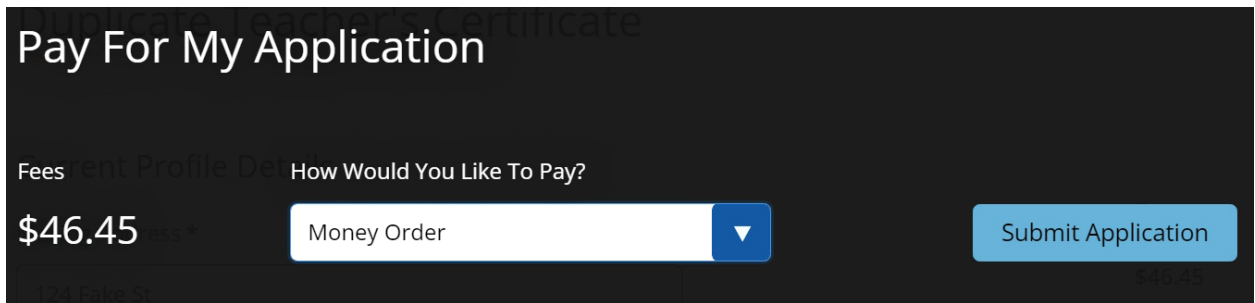
4. You will be prompted to choose your method of payment. From the drop down select Credit/Debit or Money Order:

Pay For My Application

Fees \$46.45

How Would You Like To Pay? Credit/Debit

Pay and Submit



- 5. If you choose Money Order you can click Submit Application and forward your Money Order to the Office of Teacher Certification:

Minister of Finance, Nova Scotia  
Registrar, Office of Teacher Certification  
2021 Brunswick Street, PO Box 578  
Halifax, NS B3J 2S9

- 6. If you choose to pay by Credit or Debit, click Pay and Submit and you will be redirected to the Online Payment System.

- 7. Fill in the email you would like to use for your receipt and select a payment method:

Where should we email your receipt?

Total Fee: **\$46.45 CAD**

Email:

Select a payment method



Pay with a credit card or a credit debit card



Pay from my bank account

- 8. Enter your card details and press Pay Now:

Total Fee: **\$46.45 CAD**


Email: test@ns.ca

Enter your card information:

Card Number:

No spaces in number

Expiry Date: **Month:**  **Year:**

Security Code :  

9. You will receive a pop up that payment has been made. You may close this pop up. It will return you to your profile in the Teacher Certification System.

10. You will receive an email receipt confirming your payment for your records. You do not need to forward this to the Office of Teacher Certification:

---

**From:** [DoNotReply@novascotia.ca](mailto:DoNotReply@novascotia.ca) <[DoNotReply@novascotia.ca](mailto:DoNotReply@novascotia.ca)>  
**Sent:** February 8, 2023 2:24 PM  
**To:** O'Neill, Maureen <[Maureen.O'Neill@novascotia.ca](mailto:Maureen.O'Neill@novascotia.ca)>  
**Subject:** Government of Nova Scotia - Payment Confirmation - Teacher Certification Service

Government of Nova Scotia - Teacher Certification Service

Payment Confirmation

Your payment has been successfully processed.

Your payment will show on your next credit card statement as "NS Education Teachers Certification".

Please keep a copy of this transaction for your records.

Details of your transaction are:

Transaction #: 30016036  
Authorization Code: 446554  
Transaction Date: 2/8/23, 2:24 PM  
Transaction Amount: \$35.00 CAD  
Payment Type: VISA  
Card Number: #####6781  
Email: [Maureen.O'Neill@novascotia.ca](mailto:Maureen.O'Neill@novascotia.ca)  
Comments:

Item: ChgClass  
Description: BTC Change in Classification  
Price: \$35.00 CAD  
Quantity: 1

### Did You Know?

Once your application has been submitted, you can track the progress of your application from your profile by viewing the Applications/Requests tab:

| Application/Request               | Status                      | Submitted             | Fees Received | Required Items     |   |
|-----------------------------------|-----------------------------|-----------------------|---------------|--------------------|---|
| Change in Classification          | Draft                       | 01/02/2023<br>2:49 pm | No            | Expand for Details |   |
| Pre-approval of Upgrading Program | Incomplete<br>Documentation | 01/02/2023<br>2:11 pm | No            |                    |    |

See the [Managing Your Profile](#) section for information on how to navigate here.

## Section 5: Managing Your Profile

### Viewing Your Profile:

Teacher profiles contain all the pertinent information about your certification on one screen. In the profile summary (top half of profile), you will see your full name, professional number, current certification details, total recognized service, and any endorsements you may have.

In the bottom half of the profile, you will find detailed information on your certification history, post-secondary education, endorsements, and work history as well as any applications or requests that have been submitted to the Office of Teacher Certification. The Work History tab contains a detailed record of any Nova Scotia public school service, permit service, and any other recognized teaching service.

**Important Note about Recognized Service:** Nova Scotia public school service for the previous school year is not officially recognized until the fall timeframe, when the Office of Teacher Certification has completed the year-end reconciliation of days taught and claimed. Until the service is officially recognized, any service records for that year will show 0 days recognized. **This is not an error.**

To view your profile, from the TCS landing page click the View Your Profile button:

## Welcome, Certified Teacher

[View Your Profile](#)

### Available Applications / Requests

|                                    |                                  |
|------------------------------------|----------------------------------|
| Teacher Certification - Regular    | <a href="#">Start Submission</a> |
| Teacher Certification - Specialist | <a href="#">Start Submission</a> |
| Teacher Certification - Vocational | <a href="#">Start Submission</a> |
| Teacher Certification - Renewal    | <a href="#">Start Submission</a> |
| Pre-approval of Upgrading Program  | <a href="#">Start Submission</a> |
| Change in Classification           | <a href="#">Start Submission</a> |

### Your profile will appear:

[Report a Discrepancy](#)

Professional Number

900000

## Maureen Test

|  |   |   |   |   |
|--|---|---|---|---|
| <p>DOB</p> <p>01/01/1990</p> <p>Gender</p> <p>F</p> <p>Current Address</p> <p>123 Elm St<br/>Halifax</p> | <p>Initial Teaching Location</p> <p>Nova Scotia</p> <p>Email</p> <p>Phone</p> <p>(902) 555-5555</p> | <p>Initial Cert Location</p> <p>Nova Scotia</p> | <p>Certification</p> <p>ATC2</p> <p>Effective:</p> <p>12/09/2022</p> <p>Expires:</p> <p>-</p> | <p>Recognized Service</p> <p>2 years<br/>0 days</p> <p>As of: 01/08/2021</p> <p>Endorsations <span>!</span></p> <p>Elementary</p> |
|--|---|---|---|---|

|                              |                   |              |              |                         |
|------------------------------|-------------------|--------------|--------------|-------------------------|
| <b>Certification History</b> | Education History | Endorsations | Work History | Applications / Requests |
|------------------------------|-------------------|--------------|--------------|-------------------------|

| Certificate Class | Type                  | Issued Date | Effective Date | Expiry Date | Valid Period | Special/Vocational Area of Specialty |
|-------------------|-----------------------|-------------|----------------|-------------|--------------|--------------------------------------|
| ITC               | Regular - Conditional | 22/07/2022  | 22/07/2022     | 21/07/2027  | FIVE YEAR    | -                                    |
| ATC1              | Regular               | 09/08/2022  | 01/08/2022     | -           | PERMANENT    | -                                    |
| ATC2              | Regular               | 15/09/2022  | 12/09/2022     | -           | PERMANENT    | -                                    |



## Updating Your Profile

At any time, you can update your Gender, Current Address, Email and Phone Number to ensure the correct information is on file.

To do this click the edit icon next to those fields and enter the correct information then click Save Changes:

### Maureen Test

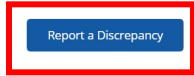
|  |  |                                      |
|--|--|--------------------------------------|
| DOB<br>01/01/1990  | Initial Teaching Location<br>Nova Scotia | Initial Cert Location<br>Nova Scotia |
| Gender<br>F  | Email                                    |                                      |
| Current Address<br>123 Elm St<br>Halifax<br>Nova Scotia<br>Canada<br>B2B 2B2 | Phone<br>(902) 555-5555                  |                                      |

### Maureen Test

|                   |  |                                      |                         |  |
|-------------------|--|--------------------------------------|-------------------------|--|
| DOB<br>01/01/1990 | Initial Teaching Location<br>Nova Scotia | Initial Cert Location<br>Nova Scotia | Certification<br>ATC2   | Recognized Service<br>2 years<br>0 days<br>As of: 01/08/2021 |
| Gender<br>F       | Email<br>test@gmail.com                  |                                      | Effective:<br>12/8/2022 | Endorsations ⓘ   |

## Reporting a Discrepancy

If you suspect there is an error or discrepancy in the data presented on your profile that is not editable, you can notify the Office of Teacher Certification by clicking the “Report a Discrepancy” button at the top right:



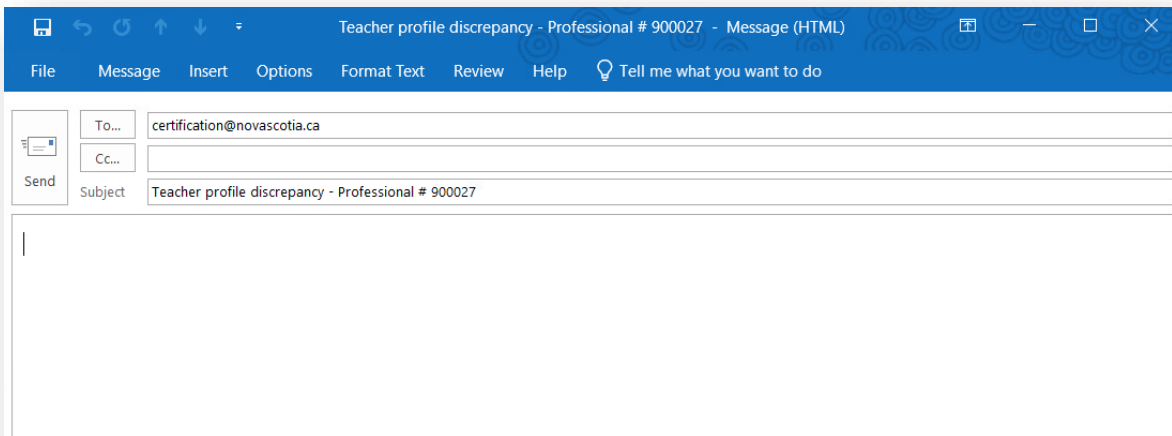
Professional Number

900000

### Maureen Test

|  |  |                                      |                          |  |
|--|--|--------------------------------------|--------------------------|--|
| DOB<br>01/01/1990                        | Initial Teaching Location<br>Nova Scotia | Initial Cert Location<br>Nova Scotia | Certification<br>ATC2    | Recognized Service<br>2 years<br>0 days<br>As of: 01/08/2021 |
| Gender<br>F                              | Email                                    |                                      | Effective:<br>12/09/2022 | Endorsations ⓘ<br>Elementary                                 |
| Current Address<br>123 Elm St<br>Halifax | Phone<br>(902) 555-5555                  |                                      | Expires:<br>-            |  |

Clicking this button will open a new email composer with the recipient and subject line auto populated. Describe the error you see in the profile and hit Send. **Please do not change the email subject line.**



## Section 6: Log Out

To log out of the TCS, click the Logout button in the top right corner of the application.

