

Office of Teacher Certification

Teacher Certification System New Applicant User Guide

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Introduction

This User Guide is designed for applicants who would like to apply for teacher certification in Nova Scotia.

To ensure you navigate the guide correctly, please take a minute to review the question below:

Have you ever held a teaching permit in Nova Scotia?

NO – Please begin in Section 1.

YES – Please go to Section 6 – you must first claim your teaching profile.

Section 1: Create Account

An authorized TCS user must create a Nova Scotia Login System account with their email of choice (e.g., 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.



Login



Login via NS Login

[Privacy statement - Government of Nova Scotia](#)

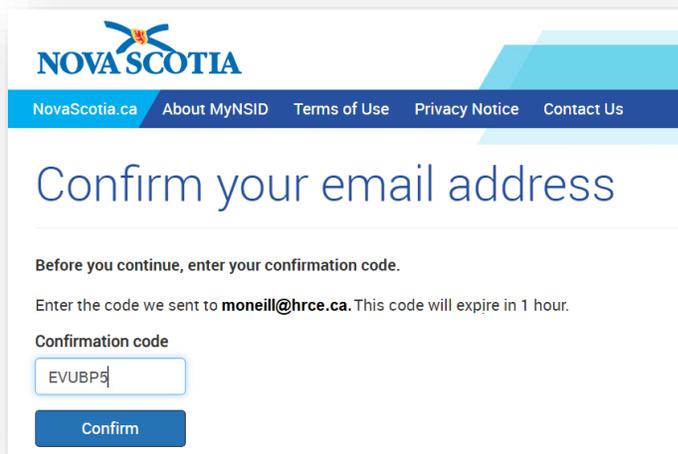
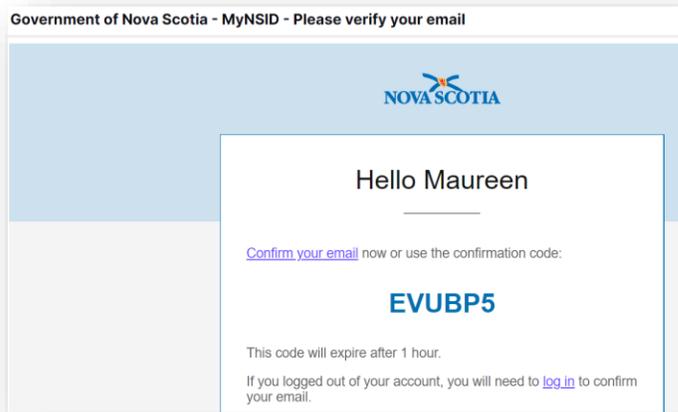
3. Click the blue button labeled “Login via NS Login.”
4. You will be redirected to the Nova Scotia Login System (MyNSID) where you will need to create a new account.
5. Click the blue button labeled “Create account.”

6. Fill in your first name, last name, email address and then enter a username and a password that meet the stated requirements.
7. Once you've filled out all the required fields, click the blue button labeled "Continue."

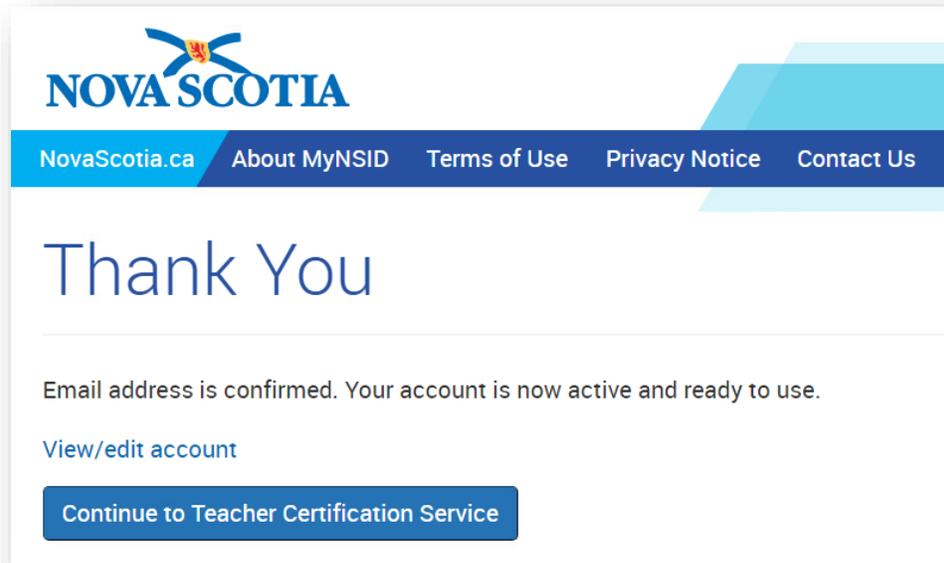
8. On the next screen, you will be prompted to confirm your email by providing a confirmation code. Within a few minutes, you should receive an email from no-reply@novascotia.ca. If you do not see this email, please remember to check Junk/Spam folders:



9. 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.”



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



11. Your user account has now been created and you will be brought to the TCS landing page for applicants.

Welcome, Maureen

Available Applications / Requests

Teacher Certification - Regular	Start Submission
Teacher Certification - Specialist	Start Submission
Teacher Certification - Vocational	Start Submission

Section 2: Log In

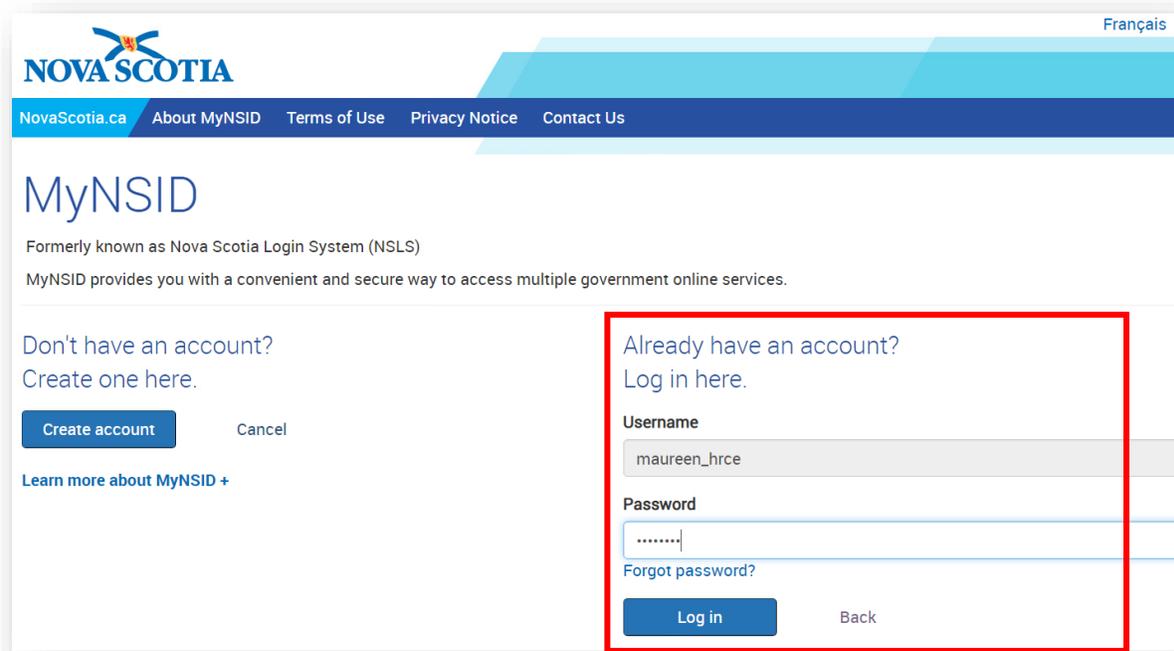
If you navigate away from the landing page or close your browser, you can return to the TCS login page via the URL provided and log in via NS Login using the username and password you specified at the time of account creation.



Login



[Privacy statement - Government of Nova Scotia](#)



Section 3: Submit an Application

From the TCS landing page, you can begin to apply for certification by clicking Start Submission next to the applicable application or by clicking the Submit New Application/Request button at the top right of the screen:



NOVA SCOTIA Office of Teacher Certification

English Account Settings Logout

Submit New Application / Request My Profile

Welcome, Hillary

View Your Profile

Available Applications / Requests

Teacher Certification - Regular	Start Submission
Teacher Certification - Specialist	Start Submission
Teacher Certification - Vocational	Start Submission

This will open the application form. Before starting the application, please take a minute to read the [required document](#) and [fee information](#) sections.

When you are ready to begin filling out the application form, click **Start Application**. There are several sections that must be completed on the application form:

If you are not a candidate to graduate from a Nova Scotia Bachelor of Education program, ensure you select No at the top of the application.

Teacher Certification - Regular

Are you a candidate to graduate from a Nova Scotia Bachelor of Education program this year? *

Yes No

Required Personal Data

Please ensure all required fields are filled in before continuing this application. For information on why this information is required and how it is used within TCS, please refer the Privacy Statement found [here](#).

Required Personal Data

Surname *

If you only have one legal name, please enter it in both the Surname field and the Given Names field.

Previous Surname (if applicable)

Given Names (all) *

Ensure that the mailing address provided is accurate. The OTC will use this mailing address to correspond with applicants and provide teaching certificates to successful candidates.

Mailing Address *

City / Town / Municipality *

Country *

Province / State *

Postal Code / Zip Code *

Your Date of Birth must be an exact match with the Proof of Identity submitted. For more information on providing Proof of Identity see the [Required Documents](#) section below.

Date of Birth *

The Phone Number and Email provided will be used to correspond during the application process. While email is not required, it is strongly suggested as this will make communication with the OTC more efficient.

Phone Number *

Email Address

Finally, select your Gender from the drop down:

Gender *

- Select -
- M
- F
- X

Required Documents

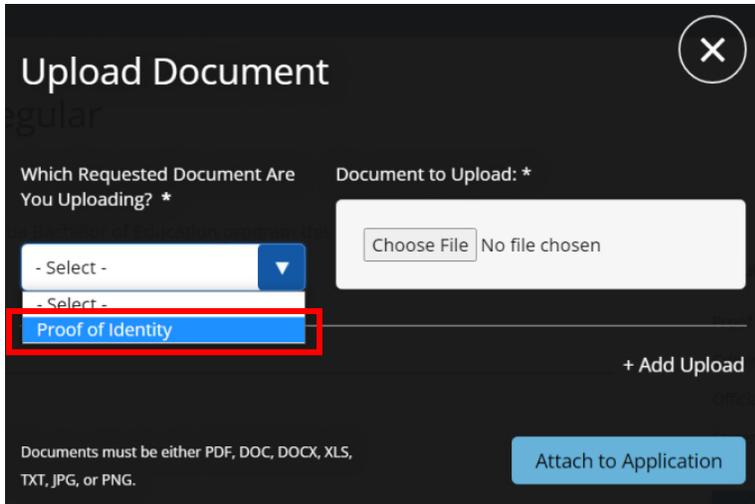
Proof of Identity

You will be required to provide Proof of Identity upon submission of your application.

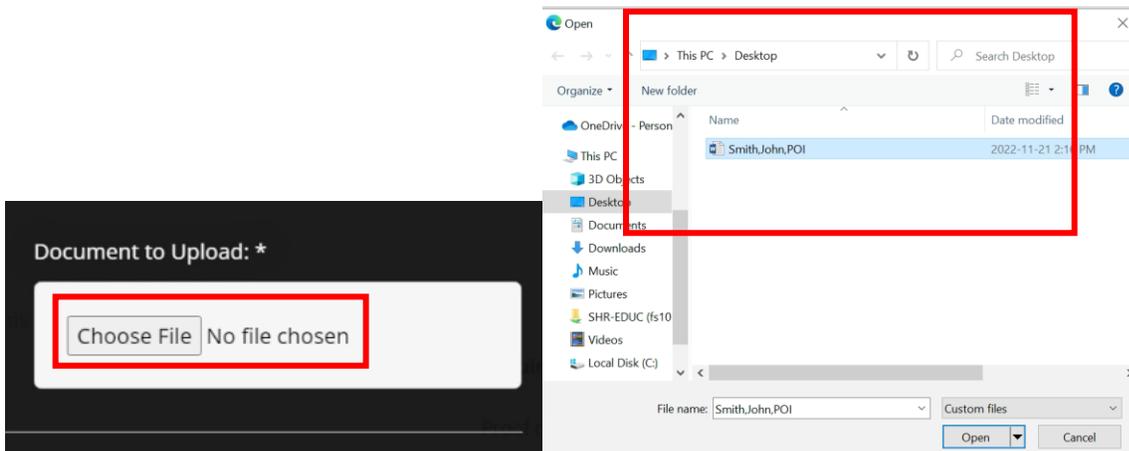
To upload your Proof of Identity, on the right-hand side of the application form, click **Upload Document** & **select Proof of Identity** as your document type:

Required Documents

- Proof of Identity
- Criminal Record Check
- Official Transcripts
- Statement of Professional Standing



Next, **select Choose File** and navigate to the location where you have saved your Proof of Identity document, select the document & click open:



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

Upload Document

Which Requested Document Are You Uploading? *

Document to Upload: *

Proof of Identity

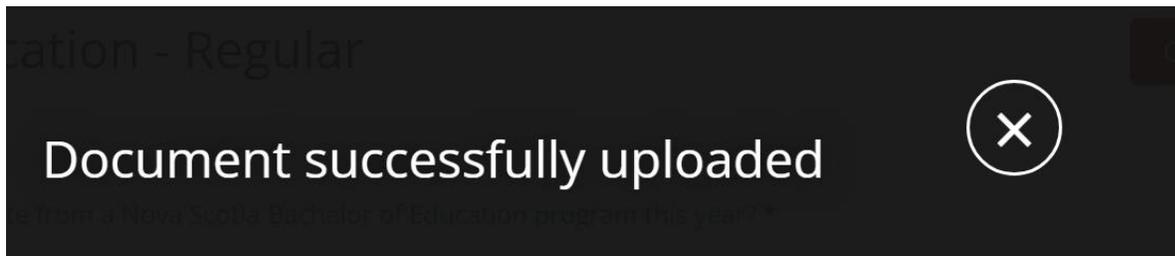
Choose File Smith,John,POI.docx

+ Add Upload

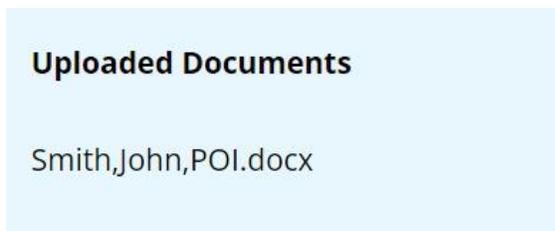
Documents must be either PDF, DOC, DOCX, XLS, TXT, JPG, or PNG.

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:



Criminal Record Check

An official Criminal Record Check must be submitted. 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.

Official 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.

Statement of Professional 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.

PLEASE NOTE: Your application will appear as if it is missing documentation. This is correct. The remaining documentation will be added by OTC once it is received in their office.

Academic & Professional Qualifications

Ensure you list all the locations where you have held a teacher's certificate. If this is your first certificate request, this section can be left blank. *Additional lines can be added by clicking the +Add Another Location button:

Academic & Professional Qualifications

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

Country

Canada



Province / State

British Columbia



+ Add Another Location

Please list all post-secondary institutions attended in chronological order. Note: Official transcripts are required to be submitted for all institutions attended, including transferred course work. *Additional lines can be added by clicking the +Add Another button:

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

Institution

Name of Degree / Diploma Awarded (if applicable)

Last Year Attended

[+ Add Another](#)

Teacher Certification Requested

Please indicate which qualifications you would like evaluated for certification:

Teacher Certification Requested

For more information, see "Initial Certification" on our website: 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, endorsation establishes recognized subject fields that will result in multiple endorsements. See [Endorsation of Regular Certificates](#) on our website for more information.

Elementary

Secondary

Proof of Teaching Service

If you would like any teaching service recognized at time of certification, please select “I am submitting service separately”. Proof of Teaching Service must be mailed or emailed directly to the Office of Teacher Certification from the employer. Otherwise select “Not Applicable”.

Proof of Teaching Service

See [Required Documents](#) for more information.

- I am submitting service separately
- Not applicable

Personal Background Information

Please read each question carefully by selecting either the ‘Yes’ or ‘No’ radio buttons below each question. For every affirmative answer (yes), a text box will open. Please provide a written explanation.

Personal Background Information

All questions in this section must be answered unless otherwise indicated. For every affirmative answer (yes), please attach a written explanation

Criminal Background

- 1 Have you ever been convicted, given an absolute or conditional discharge, or received a pardon for a criminal offense? *

Yes No

Declaration of Applicant

When you have finished filling out your application, please read the Declaration of Applicant section. You must confirm that you have read all the requirements for teacher certification with the Nova Scotia Department of Education and Early Childhood Development by checking the box provided.

- I confirm that I have read all the requirements for teacher certification with the Nova Scotia Department of Education and Early Childhood Development *

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 *

Date Signed *

Cancel Application

Submit Application & Pay

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: \$106.15

How Would You Like To Pay? Credit/Debit

Pay and Submit

Pay For My Application

Fees: \$106.15

How Would You Like To Pay? Money Order

Submit Application

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

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

The fee amount for your application/requests will appear. 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: **\$106.15 CAD**

Email:

Select a payment method



Pay with a credit card or a credit debit card



Pay from my bank account

[Continue](#)

[Cancel](#)

Enter your card details and press Pay Now:

Total Fee: **\$106.15 CAD**

Email: test@ns.ca

Enter your card information:

Card Number:

No spaces in number

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

Security Code :

[Pay Now](#)

[Back](#)

[Cancel](#)

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.

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 <DoNotReply@novascotia.ca>
Sent: February 8, 2023 2:24 PM
To: O'Neill, Maureen <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
 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:

Certification History	Education History	Endorsations	Work History	Applications / Requests
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[Print](#)

Application/Request	Status	Submitted	Fees Received	Required Items
Teacher Certification - Regular	In Progress	09/11/2022 11:22 am	No	Expand for Details 

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

Section 4: 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 or unique ID if not yet certified, 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 last 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.

Once you have logged ~~and~~ and submitted an application your profile will be generated. To view your profile, from the welcome screen click the View Your Profile button:

English Account Settings Logout

Submit New Application / Request My Profile

Welcome, Hillary

[View Your Profile](#)

Available Applications / Requests

Teacher Certification - Regular	Start Submission
Teacher Certification - Specialist	Start Submission
Teacher Certification - Vocational	Start Submission

[Report a Discrepancy](#)

Professional Number

900000

Maureen Test

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

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: 01/01/1990
Gender: F
Current Address: 123 Elm St, Halifax, Nova Scotia, Canada, B2B 2B2
Initial Teaching Location: Nova Scotia
Initial Cert Location: Nova Scotia
Email: [test@gmail.com]
Phone: (902) 555-5555
Certification: ATC2
Effective: 12/09/2022
Recognized Service: 2 years 0 days
As of: 01/08/2021
Endorsations: 1

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:

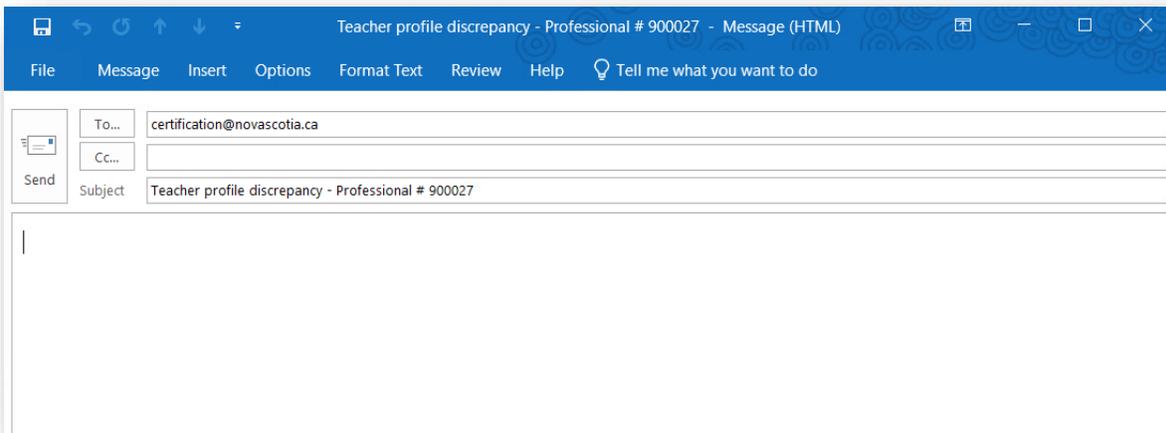


Professional Number
900000

Maureen Test

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

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 5: Log Out

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



Section 6: Claiming Your Profile

If you have previously held a teaching permit in Nova Scotia, you will already have a profile in the Teacher Certification System that must be claimed **before** you can submit an application/request.

Follow the instructions in Section 1 to log into the Teacher Certification System. Once logged in, following the instructions below prior to starting an application or request:

From the landing page, click the link indicating you have held a permit to teach and already have a professional number:

Welcome, Maureen

Available Applications / Requests

Teacher Certification - Regular

Start Submission

Teacher Certification - Specialist

Start Submission

Teacher Certification - Vocational

Start Submission

Looking for something else?

[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](#)

[I'm a Finance or HR professional at a Nova Scotia RCE or CSAP](#)

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 need to contact the Office of Teacher Certification directly:



Once you have claimed your profile, you can proceed to submit any application or request available to you.