Teacher Certification Application Package
Specialist

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 (Specialist), 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. Proof of Membership Standing
6. Proof of 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](http://certification.ednet.ns.ca).

Yours truly,

Paul Cantelo
Registrar, Office of Teacher Certification
**Personal Data**

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Given Names (all)

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

City/Town/Village

Province/State

Postal Code/Zip Code

Date of Birth (DD/MM/YY)

Phone Number (Home)

Phone Number (Cell)

Previous Surname (if applicable)

Email

**High School**

Province/State/Country

Code

Highest Grade Completed

Year Completed

**Academic and Professional Qualifications**

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

**Certificate Class:**

Pre-August 1, 2000 Regulations

Post-July 31, 2000 Regulations

**Professional Education Completed**

Speech Pathology

Educational Psychology

Social Work

Please complete, sign, and submit this application to the Registrar, Office of Teacher Certification (mailing address is on page 4). Please print neatly.
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. **Proof of Membership Standing:** Include a letter or statement from the appropriate professional organization to verify full professional membership and that your membership is in good standing.

   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 appropriate authorities in all jurisdictions where you held a teacher's certificate. The letter/statement(s) confirms your professional standing in the jurisdiction(s), and must not be more than twelve (12) months old. Please note that the letter/statement is not a copy of your teacher's certificate.
   - Please list all of the provinces, territories, states, and countries where you have held a teacher's certificate.

6. **Proof of Work Experience:** Verification is required, from an appropriate authority, confirming years taught and number of days taught per school year. This work experience may be eligible for salary increment purposes.
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.nl.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

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 Chevrotière 28e 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

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/
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)

Tri-County Regional School Board
Superintendent
Tri-County Regional School Board
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**

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<th>VTPA</th>
<th>Year of Teaching</th>
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**August 1, 2014–July 31, 2015**

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