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 (Regular), contact information for the Canadian departments of education and Nova Scotia’s Regional Centres for Education and Conseil scolaire acadien provincial, 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. 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 Age
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. *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,

[Signature]

Jeremy Brown  
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.

Personal Data

Surname

Given Names (all)

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

City/Town/Village

Prov/State

Postal Code/Zip Code

Date of Birth (DD/MM/YY)

Gender

Previous Surname (if applicable)

Email

High School

Province/State/Country

Code

Highest Grade Completed

Year Completed

Academic and Professional Qualifications

Degree/Diploma

Institution

Year Obtained

Years of Study

Major

Minor

Certification

Teacher Certification Requested (For more information, see “Initial Certification” on our website, certification.ednet.ns.ca.)

Certificate Class:  

Pre-August 1, 2000 Regulations

Post-July 31, 2000 Regulations

Professional Teacher Education Completed

Elementary Education  

Secondary Education

Endorsations

Elementary  

Secondary:  Major  

Minor
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 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: 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 $106.15, 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. 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 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 teacher certification authorities in all jurisdictions where you held a teacher’s certificate. The statement(s) confirm(s) 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 list all of the provinces, territories, states, and countries where you have held a teacher’s certificate.

6. Proof of Teaching Service: If applicable, include verification of teaching service from the appropriate authority confirming years taught and number of days taught per school year. This service may be eligible for salary increment purposes.

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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, 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
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.

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/0000](http://www.gnb.ca/0000)

**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.nl.ca/edu](http://www.gov.nl.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 259
**Telephone (902) 424-6620**
**Fax (902) 424-3814**
[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**

**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) 897-8909 (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
Tri-County Regional Centre for Education
79 Water Street
Yarmouth, Nova Scotia  B5A 1L4
1-800-915-0113
(902) 749-5682
(902) 749-5660
## Provincial Salary Scale

### Schedule D3
**August 1, 2017 - July 31, 2018**

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**August 1, 2018 - July 30, 2019**

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