

Teacher Certification Application Package Vocational

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
7. Proof of Occupational Training
8. Proof of Occupational 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.

Yours truly,



Karen Kilgour
Assistant Registrar, Office of Teacher Certification

Application for Teacher Certification Vocational



Please complete, sign, and submit this application to the Registrar, Office of Teacher Certification (mailing address is on page 5). Please print neatly.

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

Personal Data

Surname _____ Initials (all) _____

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) _____ Code _____ Phone Number (Home) _____ Phone Number (Cell) _____ Gender Female Male X

Previous Surname (if applicable) _____ Email _____

High School

Province/State/Country _____ Code _____ Highest Grade Completed _____ Year Completed _____

Academic and Professional Qualifications

Initial Teaching Location _____

Initial Certification Location _____

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

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: VTCI VTCII VTCIII VTCIV

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.
- 7. Proof of Vocational Training:** Your official transcript(s) for your vocational training program(s) and photocopy of your certificate of qualification in your vocation.
- 8. Proof of Vocational Work Experience:** Official letters from former or current employers verifying at least seven (7) years of work experience in the trade in which you have received your certificate(s) of qualification.

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT USE ONLY

Regulatory Authority: _____	
Certificate Effective Date: _____	Certificate Expiry Date: _____
Certificate Issue Date: _____	Certificate Class: _____
Type: <input type="checkbox"/> Regular <input type="checkbox"/> Special	Valid Period: _____
Special Subject: _____	Endorsations: Elementary _____
Authorized By: _____	Secondary Major _____
	Secondary Minor _____

Personal Background Information

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

Personal Background Information (continued)

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

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

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

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

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.nf.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

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

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

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

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

www.gov.pe.ca/go/reg

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

Saskatchewan

COO & Registrar
Saskatchewan Professional Teachers
Regulatory Board
204 – 3775 Pasqua Street
Regina, SK S4S 6W8

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

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) 897-8989 (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
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

Position on Scale	VTPA	Year of Teaching	TCM		VTCI TC4	VTCII TC5 ITC	VTCIII TC6 ATC1	VTCIV TC7 ATC2	TC8 ATC3
			TC1 TC2	TC3					
1	46579	1	47390	47390	46580	52228	58411	63569	68462
2	48772	2		47390	48773	55018	61505	66662	71555
3	50964	3		47390	50965	57806	64598	69756	74649
4	53156	4		47390	53157	60596	67691	72848	77742
5	55349	5		47390	55350	63386	70784	75942	80835
6	57540	6		51510	57542	66175	73877	79036	83928
		7			59734	68964	76971	82128	87023
		8				71753	80064	85222	90116
		9+				74542	83158	88314	93209

Schedule D4 August 1, 2018 - July 30, 2019

Position on Scale	VTPA	Year of Teaching	TCM		VTCI TC4	VTCII TC5 ITC	VTCIII TC6 ATC1	VTCIV TC7 ATC2	TC8 ATC3
			TC1 TC2	TC3					
1	47278	1	48101	48101	47279	53011	59287	64523	69489
2	49504	2		48101	49505	55843	62428	67662	72628
3	51728	3		48101	51729	58673	65567	70802	75769
4	53953	4		48101	53954	61505	68706	73941	78908
5	56179	5		48101	56180	64337	71846	77081	82048
6	58403	6		52283	58405	67168	74985	80222	85187
		7			60630	69998	78126	83360	88328
		8				72829	81265	86500	91468
		9+				75660	84405	89639	94607