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Background of the Regulatory Body

Definition of the Profession

In its broadest sense, teaching is a process that facilitates learning. Teaching is the specialized application of knowledge, skills and attributes designed to provide unique service to meet the educational needs of the individual and of society. The choice of learning activities, whereby the goals of education are realized in the school, is the responsibility of the teaching profession.

In addition to providing students with learning opportunities to meet curriculum outcomes, teaching emphasizes the development of values and guides students in their social relationships. Teachers employ practices that develop positive self-concept in students. Although the work of teachers typically takes place in a classroom setting, the direct interaction between teacher and student is the single most important element in teaching.

The Organization

The Teacher Certification Office is mainly responsible for:

- initial certification of teachers
- approval of all courses and programs for changes in teacher certification classification
- creation and maintenance of teaching service records for individual teachers for salary purposes
- recognition of teaching service for salary increment purposes for service completed outside the public schools of Nova Scotia.
- Teacher certification investigations.

Registration Requirements

Applicants for teacher certification in Nova Scotia will have their credentials assessed against either the pre-August 1, 2000 certification system or the post-July 31, 2000 certification system.

A person who, before August 1, 2000, held a teacher's certificate granted by the teacher certification authorities in a jurisdiction outside of Nova Scotia, may be assessed and granted teacher certification in accordance with the regulations and standards in effect in Nova Scotia, as of July 31, 2000.

Under the pre-August 1, 2000 certification system, the common entry level certificate is a Teacher's Certificate Class 5 (TC5). In that regard, an approved Bachelor's degree must be from a recognized university and one-half of the credit hours completed for the degree must be in a subject(s) taught in the Nova Scotia public schools. An approved program of teacher education must include a minimum of 30 credit hours of professional study including practicum from a recognized university and result in teacher certification in the jurisdiction where it was completed.
Under the post-August 1, 2000 certification system a person who, after August 1, 2000, held a valid teacher’s certificate granted by the teacher certification authorities in a jurisdiction outside of Nova Scotia or completed their training in Nova Scotia after August 1, 2000, must satisfy the requirements for an Initial Teacher's Certificate (ITC) which requires a minimum of 5 years of undergraduate education including:

- a minimum of 90 credit hours of approved undergraduate studies;
- a minimum of 60 credit hours of approved professional studies including a practicum of at least 15 weeks.

Applicants whose training was completed outside of Nova Scotia and whose qualifications do not meet the requirements for a Teacher's Certificate Class 5 or an Initial Teacher's Certificate, may qualify for a Bridging Teacher's Certificate (Reg. 30S). In general, the Minister may grant a Bridging Teacher's Certificate to a person who:

- has not previously been granted a teacher's certificate by the Minister;
- does not satisfy the requirements for an Initial Teacher's Certificate;
- holds a valid teacher's certificate granted by an authority in another jurisdiction on the condition that the person has satisfied the academic and professional studies requirements prescribed by that jurisdiction, and
- has completed a minimum of 4 years of undergraduate education including
  
  I. an approved Bachelor's degree from a recognized university, and
  
  II. an approved program of professional studies, completed in another jurisdiction, consisting of a minimum of 30 semester hours of course work and in addition, a practicum.

**Staffing**

The Office of Teacher Certification is composed of the following five staff:

Registrar/Director, Assistant Registrar, Program Administration Officer, Clerk III and a Secretary I

**Types of Licenses/Certificates Issued and 2014 numbers**

<table>
<thead>
<tr>
<th>Type of Certificate</th>
<th>2014 Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers’ Certificate 5 (Old Regulations)</td>
<td>17</td>
</tr>
<tr>
<td>Teachers’ Certificate 6 (Old Regulations)</td>
<td>5</td>
</tr>
<tr>
<td>Teachers’ Certificate 7 (Old Regulations)</td>
<td>1</td>
</tr>
<tr>
<td>Teachers’ Certificate 8 (Old Regulations)</td>
<td>1</td>
</tr>
<tr>
<td>Bridging Teacher’s Certificate (BTC)</td>
<td>127</td>
</tr>
</tbody>
</table>
The teacher certification system in Nova Scotia provides for three types of teachers certificate — regular, special and vocational.

- a regular certificate is the type of certificate awarded to a graduate of a pre-service teacher education program designed to prepare the participant as a classroom teacher;
- a special certificate is the type of certificate awarded to an applicant who is not trained as a teacher but has been trained to provide important educational support services - Human Communication Disorders, School Library Services, Social Work and Testing Services;
- a vocational certificate is awarded to an applicant who has completed occupational training and experience in the trades and has completed an approved pre-service teacher education program.

Access to registration information

The Office of Teacher Certification provides information to all applicants and potential applicants through the website (https://certification.ednet.ns.ca). In addition to the website, the Office of Teacher Certification provides applicant information via email, hard copies and telephone. They also make presentations to applicant and settlement organizations. Applicants can begin the application process outside Canada.

Registration Fees

The Office of Teacher Certification in Nova Scotia currently requires a one-time certification application fee. No annual registration fees are charged.

The initial certification application fee from April 1st, 2015 is $106.45

Teachers who apply for an increase in teacher classification after completing an approved program of studies must pay a $35.00 increase in classification fee.

Steps in the Registration Process

- Teacher certification applicants must submit a fully completed and signed teacher certification application form along with the following documents to the Office of Teacher Certification:
  - Proof of age
  - Official transcripts of all completed and in-progress post-secondary training
  - A statement of professional standing from the province/state where you completed your basic professional teacher education and statements of professional standing from any other jurisdictions where you have been authorized to teach
Proof of teaching service
- A certified criminal record check including vulnerable sector check
- Payment of the certification application fee

Please note that further information on the abovementioned documents and payment can be found on the teacher certification website at the following link:


- Staff in the Office of Teacher Certification will assess a fully completed and signed application package.
- The Office of Teacher Certification will communicate in writing with an applicant the outcome of the assessment within a 4-6 week service standard period. It is possible that processing times will be shorter than this period.

**2014 Data**

Length of time (from receipt of completed application) registration usually takes is less than 30 days for domestic and other Canadian applicants, and international applicants.

Number of internal reviews (2014): 0

**584 Certificates Issued**

**341** certificates issued for training or qualifications in the province of Nova Scotia

Number of applicants who received training or qualifications outside of the province: **191**

- Alberta 18
- British Columbia 7
- Manitoba 4
- New Brunswick 45
- Newfoundland & Labrador 31
- Ontario 60
- Prince Edward Island 10
- Quebec 12
- Saskatchewan 4

0 rejected; and
0 still in progress

Number of applicants who received training or qualifications outside of Canada: 52

United States 25
Australia 1
England 1
France 1
Hong Kong 1
India 2
New Zealand 1
Oceania 4
Phillipines 4
Scotland 2
Slovakia 1
Sweden 1
Trinidad & Tobago 2
Uganda 1
United Kingdom 5

0 rejected; and

0 still in progress

**Legislation**

Regulations and Legislation most relevant to Teacher Certification:

Governor in Council Education Act Regulations -
[http://www.novascotia.ca/just/regulations/regs/edgic.htm](http://www.novascotia.ca/just/regulations/regs/edgic.htm)

Education Act - [http://nslegislature.ca/legc/statutes/education.pdf](http://nslegislature.ca/legc/statutes/education.pdf)
**Summary**

The Office of Teacher Certification prides itself on providing a personalized approach to its work. Fairness principles are applied throughout the certification process and staff are readily available to discuss any matter related to the fair application of the Governor in Council Education Regulations that apply to teacher certification in Nova Scotia.

Overall, NSTC is in compliance with FRPA. Some of the short comings identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2017.

**Two-year Action Plan**

Will complete a jurisdictional scan to determine if others require certification in the jurisdiction where professional studies are completed before certifying.

Will consider documenting information on programs for unsuccessful applicant (once Teacher Standards are developed in 2015)

Will publish processes involving document verification on website
Disclaimer

The Nova Scotia Teacher Certification hereby declares that the information contained in this report is a true and accurate representation of current registration practices for their organization.

_________________________________________________  April 16, 2015
Paul Cantelo, Registrar/Director  Date
Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire Nova Scotia Department of Education

Question 1 (info q1)

How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?

Respondent Answer

Internet, Email, Hard Copy, Telephone, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (info-q1)

Staff from the Office of Teacher Certification make presentations to potential applicants in Nova Scotia. Equally, we present to the Immigrant Settlement Association of Nova Scotia (ISANS).

Review Finding (info-q1)

Level 2

Action (info-q1)

No action required at this time.

Section 16(3)(g)

Question 1B (info q1b)

Can applicant begin the process outside of Canada?

Respondent Answer

Yes

Explain, specify, clarify, where appropriate (info-q1b)

Unlike other teacher certification regulation bodies in Canada, we allow applications from individuals who do not hold Canadian permanent residency status. This practice exists in part to allow overseas applicants to obtain Nova Scotia teacher certification as it is a requirement to teach in NS curriculum schools in China and Abu Dhabi.

Review Finding (info-q1b)

Level 2

Action (info-q1b)
No action required at this time.

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Respondent Answer

https://certification.ednet.ns.ca/

Question 2a (info Q2a)

a. I believe that information on our website is: clear and understandable; written in plain language?

Respondent Answer

2

Question 2b (info Q2b)

b. On what basis do you make changes to your website?

Respondent Answer

Feedback from Applicants, Policy Change, News Postings, Other (Please Specify)

Question 2c (info Q2c)

c. When was the section of the website pertaining to registration last updated?

Respondent Answer

within the last 6 months

Explain, specify, clarify, quantify, where appropriate. (info-q2)

Website changes most often occur when staff and clients suggest changes that will make the content more user-friendly. Cyclical changes such as fees and department name changes occur more commonly than regulated registration requirements.

Review Finding (info-q2)

Level 3

Action (info-q2)

No action required at this time.
Section 16(3)(g)

Question 3a (info Q3a)

a. Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?

Respondent Answer

Legislation, Regulation, Policy

Question 3b (info Q3b)

b. Specify the appropriate section(s)?

Respondent Answer

Section 141 (e) - Nova Scotia Education Act Section 18 - Governor in Council Education Act Regulations Sections 24 to 33 - Governor in Council Education Act Regulations

Question 3c (info Q3c)

c. Is this information made available to applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q3)

The application form for certification references the regulations pertinent to each requirement. The Teacher Certification website has a "legislation" link page in the main menu that links to both the Nova Scotia Education Act and the GIC Education Act Regulations.

Review Finding (info-q3)

Level 3

Action (info-q3)

No action required at this time.

Sections 7 (a), 7(c), 7(f), 16(3)(a), 16(3)(d)

Question 4 (info Q4)

Are you waiting for legislation to be passed?

Respondent Answer
No

Action (info-q4)

No action required at this time.

Question 5a (info q5a)

a. Is the criteria for meeting the requirements of registration documented?

Respondent Answer

Yes

Question 5b (info q5b)

b. Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (e.g. the number of years of schooling needed to be considered equivalent to a degree)?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q5)

The Teacher Certification website indicates the requirements for Initial Teacher Certification. However, we do not equate an undergraduate degree with a number of years of schooling. Nova Scotia does not use years of scholarship to determine an undergraduate degree.

Review Finding (info-q5)

Level 3

Action (info-q5)

No action required at this time.

Sections 7(d), 16(3)(b)

Question 6 (info q6)

If you require translation of specific documents how is the applicant informed?

Respondent Answer

Email, Telephone, Other (please specify)

Explain, specify, clarify, quantify, where appropriate. (info-q6)
If translation of applicant documents is required the Office of Teacher Certification will communicate by e-mail, telephone or in writing.

Review Finding (info-q6)

Level 3

Action (info-q6)

No action required at this time.

Section 7(a)

Question 7 (info q7)

Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q7)

We recognize the responsibility to comply with Chapter 7 of AIT, however, we do not streamline our review process as we must still apply local regulations to grant a certificate. We never assume that an applicant's registration status in another jurisdiction could be without error. We review all documentation to ensure that we correctly and appropriately comply with Chapter 7 of AIT without compromising the safety of students in the public schools of Nova Scotia.

Action (info-q7)

Determine if other jurisdictions require certification in the jurisdiction where professional studies are completed before certifying.

Sections 7(a), Ch 7

Question 8 (info q8)

Does your organization make accommodations for applicants with physical or mental disability?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (info-q8)
This has not been an issue in the certification process. This would have been addressed through academic institutions providing professional training.

Review Finding (info-q8)

*Level 1*

Action (info-q8)

*No action required at this time.*

Section 16(3)(h)

Question 9a (info q9a)

a. Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?

Respondent Answer

*No*

Question 9b (info q9b)

b. If so, please specify the name of the organization and describe their role.

Respondent Answer

*We occasionally receive documents submitted from World Education Services (WES) on behalf of an applicant. It is important to note that we do not necessarily have to accept an assessment used by the third party.*

Question 9c (info q9c)

c. Please indicate the types of activities that they assist with?

Respondent Answer

*Credential Assessment, Other (please specify)*

Question 9d (info q9d)

d. Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act including transparency, objectivity, impartiality and procedural fairness?

Respondent Answer
Other (please specify)

Question 9e (info q9e)

**e. Are you informed of all decisions made by third parties on applicants?**

Respondent Answer

*No*

Question 9f (info q9f)

**f. Does your third party have an internal review process for unsuccessful applicants?**

Respondent Answer

*No*

Explain, specify, clarify, quantify, where appropriate. (info-q9)

*If they do, they would have no bearing on our decision as we choose to either accept or not accept a third parties opinion. That is, the right of appeal on a certification decision remains with the applicant against the NS Department of Education and Early Childhood Development not a third party.*

Review Finding (info-q9)

*n/a*

Action (info-q9)

*No action required at this time.*

Section 16(3)(i)

Question 10a (info q10a)

**a. What types of supports do you provide to applicants during the registration process?**

Respondent Answer

*Internet, Telephone, Print Material, Other (please specify)*

Question 10b (info q10b)

**b. Have you had applicants who need support mechanisms that you can’t provide or are not available?**

Respondent Answer
No

Review Finding (info-q10)

Level 3

Action (info-q10)

*No action required at this time.*

Sections 7(e), 16(3)(k)

Question 11 (info q11)

**Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?**

Respondent Answer

*Yes*

Explain, specify, clarify, quantify, where appropriate. (info-q11)

*Every completed application has an evaluation sheet provided in the final assessment. This evaluation details the requirements for unsuccessful applicants and for those who do not meet the requirements for an Initial Teacher's Certificate (ITC) but who are granted a Bridging Teacher's Certificate (BTC). However, we do not feel it appropriate for a government department to recommend specific institutions where an applicant can obtain course requirements. Instead, we will offer pre-approval of courses when an applicant responds with a suggested courses and institutions.*

Review Finding (info-q11)

Level 2

Action (info-q11)

*Will consider documenting once Teacher Standards are developed in 2015.*

Section 8(d)

Question 2 (comm q2)

**Do you have a reasonable timeframe to respond to inquiries from applicants?**

Respondent Answer

2

Explain, specify, clarify, quantify, where appropriate. (comm-q2)
We publicize a maximum 4-6 week turnaround time to process a completed application irrespective of country of origin. In non-peak processing periods (Late September to February) we can usually process a completed application within 2-3 weeks.

Review Finding (comm-q2)

*Level 3 - information is on the website*

Action (comm-q2)

*No action required at this time.*

Sections 7(b), 8(a), 8(b), 8(c)

Question 3a (comm q3a)

**a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?**

Respondent Answer

*Yes*

Question 3ai (comm q3ai)

**i. Do you have a formal policy for this process?**

Respondent Answer

*Yes*

Question 3aii (comm q3aii)

**ii. Do you have a standard timeline?**

Respondent Answer

*Yes*

Question 3b (comm q3b)

**b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such review)?**

Respondent Answer

*Yes*
Question 3c (comm q3c)

c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?

Respondent Answer

When a replacement database is procured, we would hope to have an internet based application process that will allow the database to be populated by applicant entered data. More widespread e-mail correspondence with overseas applicants would improve processing timelines. However, we acknowledge that we currently have one of the shortest processing periods of all teacher certification bodies in Canada (particularly for international applicants.)

Review Finding (comm-q3)

Level 3

Action (comm-q3)

No action required at this time.

Sections 8(b), 8(c)

Question 1a (docu q1a)

a. Do you provide information on what documentation of qualifications must accompany an application?

Respondent Answer

Yes

Question 1b (docu q1b)

b. Do you include a process for verification of documentation authenticity?

Respondent Answer

No

Review Finding (docu-q1)

Level 2

Action (docu-q1)

Will publish processes involved in document verification on certification website.

Section 9(a)
Question 2 (docu q2)

Do you provide information on the steps in the registration process including supporting documentation required at the various steps?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (docu-q2)

It is important to note that by having applicants submit a completed application package there is essentially only one step to our process - The assessment of the completed application. As such, there is no need to specify various steps.

Review Finding (docu-q2)

Level 3

Action (docu-q2)

No action required at this time.

Sections 7(c), 16(3)(a), 16(3)(b)

Question 3 (docu q3)

Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicants control (e.g. a sworn statement in lieu of full documentation)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q3)

If there is a "reasonable" (in the opinion of the Office of Teacher Certification) circumstance that can be corroborated as to why an applicant cannot provide documentation as requested we will work with an applicant to accept alternative evidence. For example, in the absence of official transcripts, we will consider other documentary evidence of course or program completion (ie. sworn statements, course assessments, graduation records etc.) Risk management is applied to ensure the best outcome for students in Nova Scotia public schools.

Review Finding (docu-q3)

Level 3
Action (docu-q3)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 4 (docu q4)

What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?

Respondent Answer

identifying and participating in gap training programs, Other (please specify)

Explain, specify, clarify, quantify, where appropriate.(docu-q4)

Nova Scotia led the move towards sixty credit hour teacher education programs in the 1990s. Most international teacher education programs require only thirty credit hours of professional studies. As such, most international applicants receive a Bridging Teacher’s Certificate (BTC) which results in a lower salary classification. North American teacher education programs have some similarities in terms of program composition but very often other international programs may not have the core courses we see in North America. For example, special education, differentiation and assessment and evaluation are not as common in some international programs.

Action (docu-q4)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 5a (docu q5a)

a. Do you have a process for which requests for access documentation related to registrations are considered?

Respondent Answer

Yes

Question 5b (docu q5b)

b. Is this made available to applicants?

Respondent Answer

Yes
Question 5c (docu q5c)

c. What information may you exclude?

Question 5d (docu q5d)

d. Do you charge a fee?

Respondent Answer

No

Review Finding (docu-q5)

Level 1

Action (docu-q5)

No action required at this time.

Section 12(1), 16(3)(j)

Question 1 (inte q1)

Does your Act include an authority to conduct an internal review of the registration decision?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(inte-q1)

Section 17 of the Governor in Council Education Act Regulations specifies that a "review" means "a review by the Certification Appeals Committee of a decision by the Minister to refuse an application for a class of teacher's certificate."

Review Finding (inte-q1)

Level 3

Action (inte-q1)

No action required at this time.

Section 7(a)

Question 2 (inte q2)
Do you have a regulation or by-law that defines the internal review process?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q2)

Section 17 of the GIC Education Act Regulations defines grounds for refusing an application as well as the process of the review by the Certification Appeals Committee.

Review Finding (inte-q2)

Yes

Action (inte-q2)

No action required at this time.

Section 7(a)

Question 3 (inte q3)

When are unsuccessful candidates informed of their right to internal review of a registration decision?

Respondent Answer

Included with a registration decision

Explain, specify, clarify, quantify, where appropriate. (inte-q3)

The right of appeal is mentioned in the letter sent to an applicant after a certification decision has been made.

Review Finding (inte-q3)

Level 3

Action (inte-q3)

No action required at this time.

Sections 7(a), 10(1)

Question 4a (inte q4a)

a. Do you have an internal review process and procedures document (policy document)?
Respondent Answer

No

Question 4b (inte q4b)

b. Does this include time frames for the internal review?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (inte-q4)

GIC Education Act Regulation 17(6)(c) specifies that a request for review must be received by the Minister within 180 days after the date of the initial certification decision. This information is expressed in the certification decision letter sent to each applicant.

Review Finding (inte-q4)

Level 3 - well defined in the regulation.

Action (inte-q4)

No action required at this time.

Sections 7(a), 10(1)

Question 5a (inte q5a)

For the internal review process you make available to applicants that are not granted registration:

a. Summarize the process of the internal review?

Respondent Answer

As per subsection 17(6) of the Governor-in-Council Education Act Regulations, an applicant has 180 days from the date of a decision of the Minister of the Department of Education to request a review of that decision by the Certification Appeals Committee. Regulation 17 1.In this Section,. 1.applicant means a person who applies to the Minister for any class of teachers certificate; and 2.review means a review by the Certification Appeals Committee of a decision by the Minister to refuse an application for a class of teachers certificate. 2.The Minister may refuse to grant a class of teachers certificate an applicant has applied for if the Minister has reasonable grounds to believe that the applicant does not fulfill the requirements specified in these regulations for the granting of the certificate. 3.If the Minister refuses an application for a class of teachers certificate, the Minister shall notify the applicant in writing of the refusal and the reasons for the refusal by ordinary mail no later than 45 days after the date the Minister received the application. 4.Subsection (3) does not apply if the Minister refuses to
grant a class of teachers certificate an applicant has applied for by reason that the applicants teachers certificate is suspended or cancelled. 5.A notice under subsection (3) shall state that the applicant may request a review in accordance with subsection (6) and shall specify any written submissions that the Certification Appeals Committee requires for the review.

Question 5b (inte q5b)

b. Describe the opportunities made available to an applicant to make submissions respecting such review.

Respondent Answer

6.A request for review must be: 1.in writing; 2.accompanied by any written submissions required by the Certification Appeals Committee, as specified in the notice to the applicant in accordance with subsection (5); and 3.received by the Minister no later than 180 days after the date of the notice to the applicant under subsection (3). 7.Except as provided in subsection (8), and subject to subsection (10), if an applicant requests a review, the Certification Appeals Committee must conduct a review. 8.The Certification Appeals Committee may refuse to conduct a review if in its opinion the request for review is frivolous, vexatious, an abuse of process, not submitted in accordance with this Section, or outside the jurisdiction of the Committee. 9.At an applicants request, the Certification Appeals Committee may extend the time prescribed in clause (6)(c) for requesting a review if it is satisfied that there are apparent grounds for recommending relief and that there are reasonable grounds to grant the extension. 10.The Certification Appeals Committee shall ensure that both an applicant who requests a review and the Minister are given at least 14 days in which to examine and to make submissions on any document that the Committee intends to consider when it conducts the review. 11.The Certification Appeals Committee shall schedule a date for a review on being satisfied of all of the following: 1.the applicant has complied with the requirements of this Section in requesting the review; 2.both the applicant and the Minister have had at least 14 days in which to examine all the documents in accordance with subsection (10); 3.the review is one that should proceed according to this Section. 12.An applicant for whom a review is conducted may attend the review, may be accompanied by another person at the review, or may be represented by another person at the review. 13.On completing a review, and no later than 10 days after the date the Certification Appeals Committee makes its final decision, the Committee must make a recommendation in writing to the Minister, including its reasons for the recommendation, to do one of the following: 1.grant the class of teachers certificate applied for; 2.grant the class of teachers certificate applied for after the applicant fulfills conditions specified by the Committee, including certain of the requirements specified in these regulations for the granting of the class of certificate applied for; 3.refuse to grant the class of teachers certificate applied for. 14.The Minister shall consider the recommendation of the Certification Appeals Committee and advise the Committee of the decision of the Minister. 15.The chair of the Certification Appeals Committee shall notify the applicant of the decision of the Minister by providing the applicant with a copy of the Committees recommendation and the Ministers decision no later than 30 days after the date the Committee makes its recommendation to the Minister.

Question 5c (inte q5c)
c. Specify the format for the internal review submission

Respondent Answer

Written

Question 5d (inte q5d)

d. What is the timeline for submitting supporting evidence?

Respondent Answer

Days

Respondent Answer

180

Question 5e (inte q5e)

e. Do you believe this is enough time to receive supporting evidence from outside Canada?

Respondent Answer

Yes

Review Finding (inte-q5)

Level 3

Action (inte-q5)

No action required at this time.

Sections 7(a), 10(1), 10(2), 10(4), 16(3)(m)

Question 6a (inte q6a)

a. Are the results of the internal review made available to applicants in writing, with reasons?

Respondent Answer

Yes

Question 6ai (inte q6ai)
i. In what timeframe are the results of the internal review made available to applicants?

Respondent Answer

*less than 1 month*

Question 6aii (inte q6aii)

ii. Are these timelines communicated?

Respondent Answer

*Yes*

Review Finding (inte-q6)

*Level 3*

Action (inte-q6)

*No action required at this time.*

Sections 7(a), 10(3)

Question 7 (inte q7)

**Have individuals who make internal review decisions received appropriate training?**

Respondent Answer

*No*

Review Finding (inte-q7)

*May develop in the future.*

Action (inte-q7)

*No action required at this time.*

Sections 7(a), 11, 16(3)(p)

Question 8 (inte q8)

**Do you have a prohibition that states â€˜no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review?**

Respondent Answer
No

Explain, specify, clarify, quantify, where appropriate. (inte-q8)

However, the decision in a Certification Appeals Committee case will be made by the Committee rather than by the person who made the initial certification decision.

Review Finding (inte-q8)

Level 3 - CAC members are disassociated with the initial certification process.

Action (inte-q8)

No action required at this time.

Sections 7(a), 10(5), 16(3)(n)
Appendix B – Forms

Application for Teacher Certification Regular

Please complete, sign, and submit this application to the Registrar, Office of Teacher Certification (mailing address is on page 2). Please print neatly.

Personal Data

Surname
Initials (all)
Title

Given Name(s) (all)

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

City/Town/Village
Postal Code
Province/State

Date of Birth (DD/MM/YY) Code

Phone Number (Home)

Phone Number (Cell)

Gender

Male
Female

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

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

TC5
TC6
TC7
TC8
BTC
ITC
ATC1
ATC2
ATC3

Professional Teacher Education Completed

Elementary Education
Secondary Education

Endorsements

Elementary
Secondary: Major
Minor

Application for Teacher Certification: Regular – Page 1 of 4
**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. **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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**DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT USE ONLY**

Regulatory Authority: ________________________________

Certificate Effective Date: __________________________ Certificate Expiry Date: __________________________

Certificate Issue Date: _____________________________ Certificate Class: _____________________________

Type: [ ] Regular [ ] Special Valid Period: _____________________________

Special Subject: _____________________________ Endorsements: Elementary _____________________________

Authorized By: _____________________________ Secondary Major _____________________________

Secondary Minor _____________________________

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*Application for Teacher Certification: Regular – Page 1 of 4*
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 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, and 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
Application for Teacher Certification: Specialist

Please complete, sign, and submit this application to the Registrar, Teacher Certification (see address on page 2).

**Personal Data** (Please print neatly in block letter format.)

Social Insurance Number

Surname | Initials | Title
---|---|---

Given Names

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

City/Town/Village | Prov/State | Postal Code/Zip Code
---|---|---

Date of Birth (DD/MM/YY) | Code | Phone Number (Home) | Phone Number (Cell)
---|---|---|---

Gender

- [ ] Male
- [ ] Female

Previous Surname (if applicable)

**High School** (Please print neatly.)

Province/State/Country | Code | Highest Grade Completed | Year
---|---|---|---

**Academic and Professional Qualifications**

<table>
<thead>
<tr>
<th>Degree/Diploma</th>
<th>Institution</th>
<th>Year Obtained</th>
<th>Years of Study</th>
<th>Major</th>
<th>Minor</th>
<th>Certification</th>
</tr>
</thead>
</table>

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

Certificate Type: □ Special

Certificate Class: Pre-August 1, 2000 Regulations

- [ ] TC5
- [ ] TC6
- [ ] TC7
- [ ] TC8

Post-July 31, 2000 Regulations

- [ ] TC
- [ ] ITC
- [ ] ATC1
- [ ] ATC2
- [ ] ATC3

**Professional Teacher Education Completed**

- [ ] Elementary
- [ ] Secondary
- [ ] Speech Pathology
- [ ] Educational Psychology
- [ ] Social Work

**Endorsements**

- [ ] Elementary
- [ ] Secondary: Major
- [ ] Minor

Page 1 of 2
Required Documents

Please include all of the following with your completed application.

☐ **Personal Background Information:** You are required to provide, with this application, an official Certified Criminal Record Check through the Canadian Police Information Centre (CPIC). Your Criminal Record Check must be current to within twelve (12) months of your application. To learn more about obtaining a Certified Criminal Record Check, you may wish to consult the CPIC website at the following addresses:

  http://www.cpic-cipc.ca/English/crffaq.cfm  
  http://www.cpic-cipc.ca/French/crffaq.cfm

☐ **Proof of Age:** photocopy of birth/baptismal certificate, valid driver’s licence, passport, or Access Nova Scotia government ID card.

☐ **Fee:** Required fees can be paid online at certification.ednet.ns.ca. To pay online, please follow the instructions on our website. Fees may also be paid by money order (personal cheques are not acceptable) for $106.45 payable to the Minister of Finance, Province of Nova Scotia (Please note: The fee is only current as of the date of this letter. Please visit our website at certification.ednet.ns.ca prior to submitting the application for the current fee amount. Applications without the correct fee will be delayed until the proper fee is received.)

☐ **Official Transcripts of all Post-Secondary Education:** Include a transcript for each college and/or university at which a course(s) was completed.

☐ **Proof of Membership Standing:** This letter/statement is from the appropriate professional organization verifying your membership in that association and that you hold full professional status with them.

  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.

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

**Please sign and date this application and submit to:**

Registrar, Teacher Certification
Department of Education and Early Childhood Development
PO Box 578, Halifax, Nova Scotia B3J 2S9

Applicant’s Signature: ___________________________ Date: ___________________________

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**DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT USE ONLY**

Regulatory Authority: ___________________________

Certificate Effective Date: ___________________________ Certificate Expiry Date: ___________________________

Certificate Issue Date: ___________________________ Certificate Class: ___________________________

Type: ☐ Regular ☐ Special Valid Period: ___________________________

Special Subject: ___________________________ Endorsements: Elementary ___________________________

Authorized By: ___________________________ Secondary Major ___________________________

Secondary Minor ___________________________
Personal Background Information

Criminal Record Check
All applicants for teacher certification are required to provide with this application an official Certified Criminal Record Check through the Canadian Police Information Centre (CPIC). To learn more about obtaining a Certified Criminal Record Check, you may wish to consult the CPIC website at the following addresses:
http://www.cpic-cipc.ca/English/cfqa.cfm
http://www.cpic-cipc.ca/French/cfqa.cfm

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
Have you ever applied anywhere for authorization and/or certification to teach outside of Nova Scotia?
   □ Yes □ No

If you answered “Yes” to the preceding question, please answer the following questions:

1. Have you ever, for any reason other than a failure to pay fees, had a teacher’s certificate suspended or revoked in any jurisdiction?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)

2. Have you ever had an application rejected for authorization and/or certification to teach in any jurisdiction?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)

3. Have you ever, for any reason other than a failure to pay fees, voluntarily surrendered your authorization and/or certification to teach?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)

4. Have you been found guilty of misconduct by a teaching authority or other educational organization?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)
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

-------------------------------------------

Printed Name                       Date

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.

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 contained on this application form 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 disclose information in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Questions regarding the collection of this information should be directed to the Department of Education and Early Childhood Development’s FOIP Coordinator.
Application for Teacher Certification: Vocational

Please complete, sign, and submit this application to the Registrar, Teacher Certification (see address on page 2).

Personal Data (Please print neatly in block letter format.)

Social Insurance Number

Surname

Initials

Title

Miss Mrs. Ms. Mr.

Given Names

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

City/Town/Village

Province/State/Country

Postal Code/Zip Code

Date of Birth (DD/MM/YY)

Code

Phone Number (Home)

Phone Number (Cell)

Gender

Male Female

Previous Surname (if applicable)

High School (Please print neatly.)

Province/State/Country

Code

Highest Grade Completed

Year

Academic and Professional Qualifications

Initial Teaching Location

Initial Certification Location

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: □ VTCl □ VTClI □ VTClII □ VTClIV

Page 1 of 2
Required Documents
Please include all of the following with your completed application.

☐ **Personal Background Information:** You are required to provide, with this application, an official Certified Criminal Record Check through the Canadian Police Information Centre (CPIC). Your Criminal Record Check must be current to within twelve (12) months of your application. To learn more about obtaining a Certified Criminal Record Check, you may wish to consult the CPIC website at the following addresses:
http://www.cpic-cipc.ca/english/crlfaq.cfm
http://www.cpic-cipc.ca/french/crlfaq.cfm

☐ **Proof of Age:** photocopy of birth/baptismal certificate, valid driver’s licence, passport, or Access Nova Scotia government ID card

☐ **Fee:** Required fees can be paid online at certification.ednet.ns.ca. To pay online, please follow the instructions on our website. Fees may also be paid by money order (personal cheques are not acceptable) for $106.45 payable to the Minister of Finance, Province of Nova Scotia. (Please note: The fee is only current as of the date of this letter. Please visit our website at certification.ednet.ns.ca prior to submitting the application for the current fee amount. Applications without the correct fee will be delayed until the proper fee is received.)

☐ **Official Transcripts of Secondary Education (High School)**

☐ **Official Transcripts of all Post-Secondary Education:** Include a transcript for each college and/or university at which a course(s) was completed.

☐ **Statement of Professional Standing:** If applicable, please see #5 in the covering letter and complete the following list. Please list all of the provinces, territories, states, and countries where you have held a teacher’s certificate.

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

☐ **Proof of Occupational Training:** Photocopy of the Certificate of Qualifications and official transcript of training program(s) as referenced above.

☐ **Proof of Occupational 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.

**Please sign and date this application and submit to:**
Registrar, Teacher Certification
Department of Education and Early Childhood Development
PO Box 578, Halifax, Nova Scotia B3J 2S9

Applicant’s Signature: ___________________________ Date: ___________________________

| DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT USE ONLY |
| Certificate Effective Date: ___________________________ Certificate Expiry Date: ___________________________ |
| Certificate Issue Date: ___________________________ Certificate Class: ___________________________ |
| Type: □ Regular □ Special Valid Period: ___________________________ |
| Special Subject: ___________________________ Endorsements: Elementary |
| Authorized By: ___________________________ Secondary Major ___________________________ |
| Secondary Minor ___________________________ |
Personal Background Information

Criminal Record Check
All applicants for teacher certification are required to provide with this application an official Certified Criminal Record Check through the Canadian Police Information Centre (CPIC). To learn more about obtaining a Certified Criminal Record Check, you may wish to consult the CPIC website at the following addresses:
http://www.cpic-cpc.ca/English/crfaq.cfm
http://www.cpic-cpc.ca/French/crfaq.cfm

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
Have you ever applied anywhere for authorization and/or certification to teach outside of Nova Scotia?
   □ Yes □ No

If you answered “Yes” to the preceding question, please answer the following questions:

1. Have you ever, for any reason other than a failure to pay fees, had a teacher’s certificate suspended or revoked in any jurisdiction?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)

2. Have you ever had an application rejected for authorization and/or certification to teach in any jurisdiction?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)

3. Have you ever, for any reason other than a failure to pay fees, voluntarily surrendered your authorization and/or certification to teach?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)

4. Have you been found guilty of misconduct by a teaching authority or other educational organization?
   □ Yes □ No
   (A response of “Yes” to this question may not preclude you from certification, but a written explanation is required.)
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 required 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

Printed Name ___________________________ Date _____________

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.

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 contained on this application form 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 disclose information in accordance with the provisions of the Freedom of Information and Protection of Privacy Act (FOIPOP). Questions regarding the collection of this information should be directed to the Department of Education and Early Childhood Development’s FOIPOP Coordinator.