
DEPARTMENT OF
EDUCATION –
OFFICE OF
TEACHER
CERTIFICATION
(OTC)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
July 2018

Province of Nova Scotia



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Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.¹ The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices.²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Office of Teacher Certification (OTC) to review and report on its current registration practices. Second, it shares the OTC's progress on previously-identified areas for improvement and highlights the exemplary practices that have been developed by the OTC since their previous review.

Through the 2017-2018 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by the OTC to date and identify opportunities to further improve and evolve registration practices.

Summary from 2015 FRPA Review report:

The following table summarizes the Action Plan from the Nova Scotia Teacher Certification 2015 Review report and the progress that has been made by the Office of Teacher Certification in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none"> Determine if other jurisdictions require certification in the jurisdiction where professional studies are completed before certifying. 	3, 7(a)	✓		This is a Canadian requirement for certification as agreed upon by the other national registrars.
2	<ul style="list-style-type: none"> Consider documenting information on programs and services for unsuccessful applicants once Teacher Standards are developed in 2015. 	8(d)		Teaching Standards remain in draft form.	Nova Scotia teacher's labour dispute slowed the roll out of the Teaching Standards. Teaching Standards are being piloted during the 2017-18 school year and will be finalized for the 2018-19 school year.
3	<ul style="list-style-type: none"> Publish processes involved in document verification on certification website. 	7	✓		Website contains information for Internationally Educated Teachers on what types of documents are required and how they can be obtained.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RpILabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Exemplary Practices

- ✓ Office is involved in Internationally Educated Teachers Multi-stakeholder work group to improve transparency and communication of the teacher certification process, and to attract internationally educated teachers.
- ✓ Registrar for Teacher Certification works alongside other Canadian Registrars (Registrars for Teacher Certification Canada (RTCC) to address certification issues on a national level, and to improve best practices relating to the certification by aligning certain processes for consistency and fairness of the registration process.
- ✓ RTCC continues to have a focus on professional certification and teacher mobility. The RTCC aims to support the mobility of domestically and internationally education teachers between provinces and territories.
- ✓ Certification process time from the point of a completed application is 30 business days
- ✓ RTCC is seeking funding to pilot a pan-Canadian hub for the intake and initial assessment of the academic and professional qualifications held by IETs, including language competency assessment. This hub will ensure the fair consistency of initial qualifications of IETs across Canada.
- ✓ Office is looking at adopting set of best practices and guidelines published by The Canadian Information Centre for International Credentials (CICIC) that can be used by organizations to put in place an alternative qualifications-assessment procedure without access to verifiable documentation (eg. refugee situations).

2016 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	11,789
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	• Received qualifications (training/work experience for trades) In NS, new applicant.	278
	• Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification.	0
	• Received qualifications (training/work experience for trades) Internationally, new applicant.	54
	• AIT Transfers, applicants already registered in another Canadian jurisdiction.	174
	• Total number of applicants.	506
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	• Teachers' Certificate 5 (Old Regulations)	35
	• Teachers' Certificate 6 (Old Regulations)	3
	• Teachers' Certificate 7 (Old Regulations)	1
	• Teachers' Certificate 8 (Old Regulations)	0
	• Bridging Teacher's Certificate (BTC)	115

	<ul style="list-style-type: none"> Initial Teacher's Certificate (ITC) 	322
	<ul style="list-style-type: none"> Advanced Teacher's Certificate 1 (ATC1) 	27
	<ul style="list-style-type: none"> Advanced Teacher's Certificate 2 (ATC 2) 	1
	<ul style="list-style-type: none"> Advanced Teacher's Certificate 3 (ATC3) 	1
	<ul style="list-style-type: none"> Hold 	1
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	278
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	54
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	6
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	5
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> File inactive or closed: 	0

	<ul style="list-style-type: none"> • AIT transfers, applicants already registered in another Canadian jurisdiction: 	
	<ul style="list-style-type: none"> ○ <i>Accepted:</i> 	174
	<ul style="list-style-type: none"> ○ <i>Rejected:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Still in process:</i> 	0
	<ul style="list-style-type: none"> ○ <i>Withdrawn:</i> 	0
	<ul style="list-style-type: none"> ○ <i>File inactive or closed:</i> 	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	<ul style="list-style-type: none"> • British Columbia 	15
	<ul style="list-style-type: none"> • Manitoba 	4
	<ul style="list-style-type: none"> • New Brunswick 	52
	<ul style="list-style-type: none"> • Newfoundland & Labrador 	16
	<ul style="list-style-type: none"> • Ontario 	57
	<ul style="list-style-type: none"> • Prince Edward Island 	5
	<ul style="list-style-type: none"> • Quebec 	15
	<ul style="list-style-type: none"> • Saskatchewan 	2
	<ul style="list-style-type: none"> • Alberta 	8
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	<ul style="list-style-type: none"> • United States of America 	17
	<ul style="list-style-type: none"> • France 	1
	<ul style="list-style-type: none"> • Indian 	1
	<ul style="list-style-type: none"> • Oceania 	6
	<ul style="list-style-type: none"> • Philippines 	18

	<ul style="list-style-type: none"> Scotland 	1
	<ul style="list-style-type: none"> Lebanon 	2
	<ul style="list-style-type: none"> South Korea 	2
	<ul style="list-style-type: none"> United Kingdom and Colonies 	5
	<ul style="list-style-type: none"> Zimbabwe 	1
7	<p>Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.</p>	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	20 business days
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	20 business days
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	20 business days
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	20 business days
8	<p>Average registration process time (or application approval) for those who received their qualifications as indicated below.</p>	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	20 business days
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	20 business days
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant 	20 business days
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction 	20 business days
9	<p>Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.</p>	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	\$106

	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	\$106
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	\$106
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	\$106
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	1
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	120
	<ul style="list-style-type: none"> AIT transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	A teacher's certificate to work in Nova Scotia's public schools.

FRPA Review Questionnaire

	Question	Respondent Answer	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<i>Internet, Email, Hard Copy, Telephone, Other</i> <i>Visits to Nova Scotia universities to speak to Bachelor of Education students regarding the certification process.</i>	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<i>Yes</i> <i>Applicant can download forms from our webpage, compile relevant application documents and submit application and payment to our office. Applicants can email or phone if they need assistance during this process.</i>	
2	Please provide a link to your website.	<i>https://certification.ednet.ns.ca/</i>	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<i>Yes, and the Office of Teacher Certification continuously looks to improve on ways to organize and deliver information that is accessible and understandable by potential applicants.</i>	
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants/Stakeholder groups, Policy Change, and other</i> <i>Website may also be altered based on internal review/suggestions.</i>	
2c	When was the section of the website pertaining to registration last updated?	<i>Within the last year</i>	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Regulation</i>	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>Section 30 of the Governor in Council Education Act Regulations made under Section 146 of the Education Act.</i>	
3c	Is this information made available to applicants	<i>Yes, regulations are linked to our webpage.</i>	
4	Are you waiting for legislation to be passed?	<i>No</i>	
5a	Is the criteria for meeting the requirements of registration documented?	<i>Yes</i>	7(d), 16(3)(b)

5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	Yes <i>Yes, information is posted on our website. Applicants are directed to the website on the first page of the application to receive information concerning certification classifications in NS. Applicants may phone or email to have questions answered.</i>	
6	If you require translation of specific documents how is the applicant informed?	<i>By email or telephone.</i>	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<i>No, office subscribes to FIFO (First In, First Out) principal out of fairness for all requests to our office. Same application process for all applicants (domestic, from other jurisdictions and internationally).</i>	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<i>Yes, on an individual need's basis and as a government office, is wheelchair accessible. Applicants who are hearing impaired are communicated with via email and do not fall under the FIFO principal.</i>	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	<i>No</i>	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>N/A</i>	
9c	Please indicate the types of activities that they assist with.	<i>N/A</i>	
9d	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?	<i>N/A</i>	
9e	Are you informed of all decisions made by third parties on applicants?	<i>N/A</i>	
9f	Does the third party have an internal review process for unsuccessful applicants?	<i>N/A</i>	
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet resources, written and verbal communication if needed, print material</i>	7(e), 16(3)(k)

10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No	
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	Yes, via email, letter, phone or direct unsuccessful applicants to our website.	8(d)
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	Yes, general information can be given immediately over the phone. Inquiries that are more specific to individual's certification are subject to a maximum of a 30 business day wait period. Our auto-response to an inquiry through the Contact Us page states 'Thank you for your email. Email is one of the many forms of mail received by our office. The Office of Teacher Certification responds to mail on a first come, first serve basis. Although we strive to respond as quickly and efficiently as possible, please allow our office up to 30 business days to respond to your request.'	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes, each candidate is provided with their assessment sheet that shows where the applicant lacked coursework and an accompanying letter that says why they have been rejected.	8(b), 8(c), 10
13ai	Do you have a formal policy for this process?	Yes, this is regulated which states, "If the Minister refuses an application for a class of teacher's 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."	
13aii	Do you have a standard timeline	Yes, unsuccessful applicants must be notified within 45 days after submitting a complete application.	
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes, this is included in the letter sent to the unsuccessful applicant.	
13c	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	Educate the existing Nova Scotia workforce to minimize the number of communications to our office. The presentation given to second year Bachelor of Education students was re-organized to capture some larger take-aways that will serve to reduce the amount of contact time needed with workforce.	
14a	Do you provide information on what documentation of	Yes, on the application itself, and on the website	9(a), 16(3)(a),

	qualifications must accompany an application?		16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	<i>Yes, applicants must send official transcripts in sealed envelopes.</i>	
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	<i>Yes. one application is needed that contains all required documents. The documents are listed on the application itself, and under the answer to question #2 of our frequently asked questions on the webpage.</i>	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	<i>Yes, on a case-by-case basis (for example, Syrian refugees unable to supply appropriate documentation). Also use practices within CICIC's "alternative qualifications-assessment procedure without access to verifiable information".</i>	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<i>Obtaining original documents, language proficiency or professional technical language</i>	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	<i>Yes, interested parties are required to fill out a FOIPOP application.</i>	12, 16(3)(j)
18b	Is this made available to applicants?	<i>No</i>	
18c	What information may you exclude?	<i>The Office of Teacher Certification will work with international applicants on a case-by-case basis when or if problems arise.</i>	
18d	Do you charge a fee?	<i>No</i>	
19	Does your Act include an authority to conduct an internal review of the registration decision?	<i>Yes, a formal appeal process is outlined within the Governor-In-Council Education Act Regulations (the "Regulations").</i>	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	<i>Yes, Article 17 of the Regulations.</i>	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Upon receipt of their letter from our office notifying them of their application decision.</i>	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<i>Yes</i>	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>Yes</i>	

23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>Applicants are directed to Section 17(6) of the Regulations and provided with the name of the chair of the Certification Appeals Committee (CAC) to request an appeal. Via form letters, the Chair of the CAC requests applicant to supply required information to the CAC, and requests the Registrar submit a report explaining the reasoning behind issuing the certificate. All information is shared between the applicant and the Registrar via the chair. A meeting date is set by the chair, the applicant is invited to attend the hearing and can be accompanied or represented by another person, and the Minister is represented at the meeting. The chair instructs applicant that the files have been reviewed, is free to ask additional questions to the applicant and provides an opportunity for the applicant to add any additional information. The Chair ends the meeting by communicating with the applicant that a recommendation will be made to the Minister within ten days following completion of the review.</i>	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>As discussed, chair requests certain information from the applicant, and asked at the hearing if the applicant has any additional information he/she wishes to be considered.</i>	
23c	Specify the format for the internal review submission	<i>Written</i>	
23d	What is the timeline for submitted supporting evidence?	<i>Individuals who wish to appeal have 180 days to appeal the result of their certification application.</i>	
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>Yes</i>	
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes</i>	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Section 17(15) of the Regulations states that the applicant will be made aware of the Minister's decision within 30 days after the date the committee makes its recommendation to the Minister.</i>	7(a), 10(3)
24c	Are these timelines communicated?	<i>Yes, during the hearing</i>	
25	Have individuals who make internal review decisions received appropriate training?	<i>Strong preference is given to having the member nominated by the Minister to be in good standing in the NS Barrister's Society</i>	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a	<i>Yes, Section 16(2) of the regulations decision composition of the CAC (and does not include the Registrar who made initial decision on certification).</i>	7(a), 10(5), 16(3)(n)

	decision-maker in an internal review?		
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	No	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction)?	Yes, the BTC offers a permanent certificate to labour mobility applicants who do not meet ITC requirements.	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes, the Registrars for Teacher Certification Canada meet twice per year to discuss labour mobility, including regulations and requirements, and required documentation.	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	No	

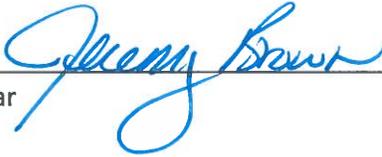
Further Recommendations / Next Steps

The Office of Teacher Certification has completed most of the action items stemming from their 2015 FRPA Review, and is working toward completion of the remaining action item. The OTC has robust regulations to structure their registration processes and has made commendable efforts to enable interprovincial and international teachers to work in Nova Scotia. In this context, I recommend the Office of Teacher Certification undertake the following actions before its next review:

#	Action	Questionnaire Reference	FRPA Reference
1	<ul style="list-style-type: none"> Develop a policy for reviewing and updating the OTC Certification website on a regular basis. 	1, 2	16(3)(g)
2	<ul style="list-style-type: none"> Formalize the policy for accommodating applicants with disabilities and make it accessible to applicants. 	8	16(3)(h)
3	<ul style="list-style-type: none"> Create a visual pathway to licensure or a step-by-step registration guide to consolidate the registration requirements and processes as outlined in the regulations and policies in plain language. 	3, 5	7
4	<ul style="list-style-type: none"> Document the policy regarding the translation requirements for application documents and make it accessible to applicants through the OTC website. 	6	7(a)
5	<ul style="list-style-type: none"> Clarify the timeframe for the Certification Appeals Committee to make decisions following the scheduled date for review. 	24	10(3)
6	<ul style="list-style-type: none"> Develop a training plan for decision-makers, including the Registrar, Assistant Registrar and Certification Appeals Committee. 	25	11
7	<ul style="list-style-type: none"> Explicitly document that no one who acted as a decision-maker in respect of a registration decision shall act as a decision-maker in an internal review. 	26	10(5)

Disclaimer

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

Registrar 


Date

Appendix

- ✓ Teacher Certification Application Package

Teacher Certification Application Package Regular

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 school boards, as well as the provincial salary scale for teachers.

A valid Nova Scotia Teacher's Certificate is required to teach within a Nova Scotia public school board (Section 28, *Education Act*). Applicants must provide the following documentation to the Registrar, Office of Teacher Certification, in accordance with Section 18 of the Governor in Council Education Act Regulations.

Required Documents:

With your Application for Teacher Certification, please include:

1. Criminal Record Check (including vulnerable sector check)
2. Proof of Age
3. Required Fee
4. Official Transcripts of All Post-secondary Education
5. 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.

Yours truly,



Paul Cantelo
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 2). Please print neatly.

Professional Number	
---------------------	--

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

Personal Data

Surname _____ Initials (all) _____ Title Miss Mrs. Ms. Mr.

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 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 _____

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: **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

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 (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.

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 been found guilty of professional misconduct or been found to be incompetent or incapacitated in relation to the teaching profession?
 Yes No
8. Has there ever been, or is there now, an investigation or proceeding with respect to your professional conduct, competence, or capacity in relation to the teaching profession, including in your teacher-education program?
 Yes No
9. Have any terms, conditions, or limitations ever been placed on your authorization and/or certification to teach?
 Yes No
10. Have you ever been subject to an investigation or proceeding relating to working with children or students in any professional capacity?
 Yes No
11. Is there any other information *you know* that may have a bearing on you being granted a teacher's certificate?
 Yes No

Declaration of Applicant

- I certify that all information given on this application is true, correct, and complete to the best of my knowledge.
- I authorize any person, government, educational institution, police force, military authority, governing body, or other organization enquired of under this authorization to provide the Nova Scotia Department of Education and Early Childhood Development (the department) all relevant information or documents requested by the department.
- I accept responsibility for advising the department, in writing, of any change to the information contained in the Personal Background Information section of this application.

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

Submission of an application that is misleading or false, in whole or in part, may lead to denial of certification or disciplinary action by the Minister of Education and Early Childhood Development.

The applicant is required to advise the Department of Education and Early Childhood Development of any change in circumstances relating to the questions raised in the Personal Background Information section of this application. A failure to do so may result in the suspension or cancellation of your teacher certificate.

The information submitted with this application is collected in accordance with the provisions of Nova Scotia's *Education Act* and Governor in Council Education Act Regulations, and is necessary for teacher certification purposes. The Nova Scotia Department of Education and Early Childhood Development may collect, use, and disclose information in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and other legislation and policy.

Submitting Your Application Package

Please send the required documents and signed and dated application to:

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

Departments of Education

Alberta

Registrar/Director
Teacher Development and Certification
44 Capital Boulevard 2nd Fl
10044 - 108 St, Edmonton, AB T5J 5E6
Telephone (780) 427-2045
Fax (780) 422-4199
www.learning.gov.ab.ca

British Columbia

Registrar
British Columbia College of Teachers
400 - 2025 West Broadway, Vancouver, BC V6J 1Z6
Telephone (604) 731-8170
Fax (604) 731-9142
www.bcct.bc.ca

Manitoba

Program Director
Professional Certification Unit
PO Box 700, Russell, MB R0J 1W0
Telephone (204) 773-2998
Fax (204) 773-2411
www.edu.gov.mb.ca/certification

New Brunswick

Registrar
Department of Education
PO Box 6000, Fredericton, NB E3B 5H1
Telephone (506) 453-2785
Fax (506) 444-4761
www.gnb.ca/0000

Newfoundland and Labrador

Registrar
Department of Education
PO Box 8700, St. John's, NF A1B 4J6
Telephone (709) 729-3020
Fax (709) 729-5026
www.gov.nf.ca/edu

Northwest Territories

Registrar, Teacher Certification
Education, Culture and Employment
Box 1320, Yellowknife, NT X1A 2L9
Telephone (867) 873-7392
Fax (867) 873-0338
www.gov.nt.ca

Nova Scotia

Registrar, Office of Teacher Certification
Department of Education and
Early Childhood Development
2021 Brunswick Street
PO Box 578, Halifax, NS B3J 2S9
Telephone (902) 424-6620
Fax (902) 424-3814
www.certification.ednet.ns.ca

Nunavut

Registrar
Nunavut Educators' Certification Service
Curriculum and School Services Division
Department of Education
Box 390, Arviat, NU X0C 0E0
Telephone (867) 857-3081
Fax (867) 857-3090
<http://www.gov.nu.ca/education/>

Ontario

Registrar and CEO
Ontario College of Teachers
121 Bloor St E, Toronto, ON M4W 3M5
Telephone (416) 961-8800
Fax (416) 961-8822
www.oct.ca

Prince Edward Island

Registrar
Department of Education and
Early Childhood Development
Certification Standards Section
PO Box 2000, Charlottetown, PE C1A 7N8
Telephone (902) 368-4650
Fax (902) 368-6144
www.gov.pe.ca/go/reg

Quebec

Directrice
Direction de la formation et de la
titularisation du personnel scolaire
Ministère de l'Éducation, loisir et du sport
1035 rue de la Chevrotiere 28^e Étage
Québec, QC G1R 5A5
Telephone (418) 646-6581
Fax (418) 643-2149
www.meq.gouv.qc.ca/dftps

Saskatchewan

Certifying Official, Teacher Services
Ministry of Education
128 - 1621 Albert St, Regina, SK S4P 3A3
Telephone (306) 787-6085
Fax (306) 787-1003
www.sasked.gov.sk.ca

Yukon

Registrar, Teacher Certification
Department of Education
PO Box 2703, Whitehorse, YT Y1A 2C6
Telephone (867) 667-5141
Fax (867) 667-5435
www.education.gov.yk.ca

Nova Scotia School Boards

Annapolis Valley Regional School Board

Superintendent
Annapolis Valley Regional School Board
121 Orchard Street
Box 340
Berwick, Nova Scotia B0P 1E0

1-800-850-3887
(902) 538-4600
(902) 538-4630 (fax)

Cape Breton-Victoria Regional School Board

Superintendent
Cape Breton-Victoria Regional School Board
275 George Street
Sydney, Nova Scotia B1P 1J7

(902) 564-8293
(902) 564-0123 (fax)

Chignecto-Central Regional School Board

Superintendent
Chignecto-Central Regional School Board
60 Lorne Street
Truro, Nova Scotia B2N 3K3

1-800-770-0008
(902) 897-8900
(902) 897-8989 (fax)

Conseil Scolaire Acadien Provincial

Superintendent
Conseil scolaire acadien provincial
C.P. 88
Saulnierville Nouvelle-Écosse B0W 2Z0

Civic Address
9248 route 1, La Butte
Meteghan River, N.-É B0W 2L0

1-888-533-2727
(902) 769-5458
(902) 769-5461 (fax)

Halifax Regional School Board

Superintendent
Halifax Regional School Board
33 Spectacle Lake Drive
Dartmouth, Nova Scotia B3B 1X7

(902) 464-2000
(902) 464-2420 (fax)

South Shore Regional School Board

Superintendent
South Shore Regional School Board
130 North Park Street
Bridgewater, Nova Scotia B4V 4G9

1-888-252-2217
(902) 541-3001
(902) 541-3055 (fax)

Straight Regional School Board

Superintendent
Strait Regional School Board
16 Cemetery Road
Port Hastings, Nova Scotia B9A 1K6

1-800-650-4448
(902) 625-2191
(902) 625-2281 (fax)

Tri-County Regional School Board

Superintendent
79 Water Street
Yarmouth, Nova Scotia B5A 1L4

1-800-915-0113
(902) 749-5682
(902) 749-5660

Provincial Salary Scale

August 1, 2013–July 31, 2014

Position on Scale	VTPA	Year of Teaching	TCM TC1 TC2	TC3	VTCI TC4	VTCII TC5 ITC	VTCIII TC6 ATC1	VTCIV TC7 ATC2	TC8 ATC3
1	44,775	1	45,555	45,555	44,776	50,205	56,149	61,106	65,810
2	46,882	2		45,555	46,883	52,887	59,122	64,080	68,783
3	48,989	3		45,555	48,990	55,567	62,095	67,053	71,757
4	51,097	4		45,555	51,098	58,249	65,069	70,027	74,730
5	53,204	5 & 6		45,555	53,205	60,930	68,042	73,000	77,704
6	55,311	7 & 8		45,555	55,312	63,611	71,016	75,973	80,677
		9		49,515	57,420	66,292	73,989	78,947	83,652
		10				68,974	76,962	81,920	86,625
		11+				71,654	79,937	84,894	89,598

August 1, 2014–July 31, 2015

Position on Scale	VTPA	Year of Teaching	TCM TC1 TC2	TC3	VTCI TC4	VTCII TC5 ITC	VTCIII TC6 ATC1	VTCIV TC7 ATC2	TC8 ATC3
1	46,118	1	46,921	46,921	46,119	51,711	57,833	62,940	67,784
2	48,289	2		46,921	48,290	54,473	60,896	66,002	70,847
3	50,459	3		46,921	50,460	57,234	63,958	69,065	73,910
4	52,630	4		46,921	52,631	59,996	67,021	72,127	76,972
5	54,801	5		46,921	54,802	62,758	70,083	75,190	80,035
6	56,970	6 & 7		46,921	56,972	65,520	73,146	78,253	83,097
		8 & 9		51,000	59,143	68,281	76,209	81,315	86,161
		10				71,043	79,271	84,378	89,224
		11+				73,804	82,335	87,440	92,286