

Subject: Principal Certification Requirements
Effective: October 3, 2006
Revised:

1.0 PURPOSE

This policy clarifies the provisions of sections 15 and 16 of the [Teacher Certification Regulation](#) regarding the requirements, coursework and training for applicants who wish to obtain a principal's or interim principal's certificate.

2.0 APPLICATION

This policy applies to all applicants who seek to obtain principal's certificate in order to become a principal and/or vice-principal.

3.0 DEFINITIONS

As outlined in section 15 of the [Teacher Certification Regulation](#), an **interim principal's certificate** is granted to a candidate who has successfully completed the required course work and training towards principal's certificate but has not yet completed the practicum component.

As outlined in section 16 of the [Teacher Certification Regulation](#), a **principal's certificate** is granted to the holder of an interim principal's certificate upon successful completion of the practicum component as recommended by the superintendent.

4.0 LEGAL AUTHORITY

[Education Act](#)

Section 29 – Teacher education
Section 30 – Teacher certification

[Teacher Certification Regulation](#) – under the [Education Act](#), section 15 and 16

Interim principal's certificate

15 The Minister may issue an interim principal's certificate to the holder of a teacher's certificate 5 or 6 or interim teacher's certificate 5 or 6 who has at least 5 years of teaching experience, or equivalent approved training and experience, and who has completed the courses and training specified by the Minister.

Principal's certificate

16(1) Subject to subsection (2), the Minister may issue a principal's certificate to the holder of an interim principal's certificate who has successfully completed a practicum approved by the Minister.

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16(2) A superintendent may recommend the Minister issue a principal's certificate to a holder of an interim principal's certificate in the superintendent's district if, in the superintendent's opinion, that person has successfully completed the practicum.

16(3) On or before July 1, 2008, the Minister may issue a principal's certificate to the holder of a teacher's certificate 5 or 6, who, before the coming into force of this Regulation, had commenced the credit hours for a principal's certificate as specified in section 9 of New Brunswick Regulation 84-192 under the *Schools Act*, following completion of the credit hours set out in that regulation.

[School Administration Regulation](#) under the [Education Act](#), section 21 and 22

Section 21 – Principals

Section 22 – Vice-principals

5.0 GOALS / PRINCIPLES

The Department of Education believes in supporting school leadership, through a comprehensive principal's certification program that combines academic theory and practical application.

6.0 REQUIREMENTS / STANDARDS

Initial requirements

6.1 In order to be eligible for an interim principal's certificate, the applicant must possess:

a) a teacher's certificate 5 and a minimum of five years of teaching experience

or

b) the equivalent training and experience recognized by the Minister, on the recommendation of a superintendent.

Training

6.2 Upon completion of the following training, the candidate may apply to the Office of Teacher Certification for an interim principal's certificate:

a) completion of 3 credit hours in each of the following graduate-level university courses:

- Current Administrative Theory;
- Supervision of Instruction; and
- Assessment and Evaluation in Education (or *ED 6102 Program Evaluation*)

- b) completion of six approved modules sponsored by the school district of which the following three are compulsory (modules must be comprised of 12 – 15 contact hours):
- Legal Aspects of Education I;
 - Legal Aspects of Education II; and
 - School Improvement Planning/School Performance Review

Practicum

- 6.3** Upon receiving an interim principal's certificate, the candidate is eligible for the one-year practicum phase of training. The practicum component will be completed in conjunction with the candidate holding an administrative position. The candidate will complete a one-year practicum as a principal or vice-principal at a school under the supervision of a person designated by the superintendent. A mentor will also be assigned to the candidate for the duration of the practicum.
- 6.4** During the practicum, the candidate will:
- a) keep a reflective journal to be shared with the mentor; and
 - b) lead at least one special project related to pedagogy and the improvement of student performance.
- 6.5** Upon satisfactory completion of the practicum and recommendation of candidate's superintendent, a candidate may apply for the regular principal's certificate.

7.0 GUIDELINES / RECOMMENDATIONS

None

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

The District Education Council may develop policies on the offering of school sponsored modules and assignment of interim principal's certificate holders to administrative positions.

9.0 REFERENCES

None

10.0 CONTACTS FOR ADDITIONAL INFORMATION

Department of Education – Office of Teacher Certification
(506) 453-2785

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