
Subject : Interim certificate 4 in a specified field of study and upgrading requirements

Effective: July 4, 2005

Revised: April 1, 2021

Administrative updates :

1.0 PURPOSE

To establish the requirements for:

- granting an interim certificate 4 to a holder of a bachelor degree in a specified field; and
- receiving a certificate 4 or 5.

2.0 APPLICATION

This policy applies only to applicants holding a bachelor degree in a specified field, as specified by the Minister, who wish to teach in the New Brunswick public school system.

3.0 DEFINITION

Fields of study refers to any field of study as specified by the minister and that is taught in university that leads one to attain a bachelor degree in that domain.

Interim teacher's certificate refers to an interim teacher's certificate as defined in the *Teachers Certification Regulation*, under the *Education Act*.

4.0 LEGAL CONSIDERATIONS AND AUTHORITY

[Education Act](#), section 6

The Minister...

b.2) may establish provincial policies and guidelines related to public education within the scope of this Act [...]

[Teacher Certification Regulation under the Education Act](#)

Paragraph 12(3)(b) – Interim teacher's certificate

5.0 GOALS / PRINCIPLES

The Department of Education and Early Childhood Development recognizes that the ideal person to fill a teaching position in a public school has a permanent teacher's certificate. This document certifies that the individual meets all the requirements for teaching, including a Bachelor of Education. However, during a shortage of teachers in one or more areas, an interim certification process is advisable. This process allows a person who

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holds a bachelor's degree in a specialized field to be able to teach under the supervision of a principal while acquiring a bachelor's degree in education.

6.0 REQUIREMENTS / STANDARDS

6.1 Issuance of interim certificate

6.1.1 For an interim teacher's certificate 4 to be issued by virtue of this policy, a school district will:

- a) advise the registrar of the Office of Teacher Certification in writing that there is a shortage of teachers in a specified field;
- b) support in writing the issuance of an interim certificate to a person who holds a bachelor's degree in a specified field;
- c) commit to provide the necessary professional supervision to holders of an interim certificate.

6.2 Eligible specialty fields

6.2.1 Paragraph 12(3)(b)(i) of the *Teacher Certification Regulation* under the *Education Act* states that the Minister can issue an interim teacher certificate 4 to a person who “*has specialized training, education or experience in fields of study specified by the Minister, ...*”. The requirement of “specialized training, education” is defined as an undergraduate degree in a specialty field as specified by the Minister.

6.2.2 The list of specialized fields as specified by the Minister are found in Appendix A.

6.3 Letter outlining the conditions attached to the issuance of the interim certificate

6.3.1 Any person that receives an interim teacher certificate 4 through this policy will receive a letter from the Minister detailing;

- a) the requirements for the issuance of the interim certificate, including the requirement to complete an approved Bachelor of Education degree within a maximum of six years, the need to complete the courses listed in section 6.4 within the prescribed time period, and the consequences for non-compliance; and,
- b) that receipt of an interim certificate through this policy does not guarantee employment in New Brunswick public schools, nor employment during the entire course of study.

6.4 Initial requirements for teaching

- 6.4.1** Before receiving the interim certificate 4 in a specialized field, selected compulsory courses must be completed. The list of courses is found in Section 2 of Appendix A.

All courses listed in Section 2 of Schedule A must be completed prior to the issuance of the interim certificate. If the period of time between the start of the mandatory courses and the start of employment prevents this condition from being met, the Office of Teacher Certification may issue an interim certificate provided that the mandatory courses are completed within 12 months of the issuance of the certificate.

- 6.4.2** If the mandatory courses listed in Section 2 of Appendix A are not offered by New Brunswick universities, the Department may approve alternate courses.
- 6.4.3** Notwithstanding this policy, school districts may require additional courses for their employees.

6.5 Receipt of permanent teacher's certificate

- 6.5.1** As soon as the person has completed with success all the required university coursework towards obtaining a Bachelor of Education, the person must put in a request to the departmental Office of Teacher Certification to receive their permanent certificate.

6.6 Renewal of interim certificate

- 6.6.1** In accordance with the provisions of the Minister's letter described in Section 6.3 of this policy, the person will have four years to complete an approved Bachelor of Education degree from the date of issuance of their interim certificate. At the end of this period, an interim certificate may be renewed once for a maximum of two years if the person holding the interim certificate has completed at least two-thirds of the courses in the Bachelor of Education program.
- 6.6.2** At the end of this maximum period of six years (4 years + a 2-year extension), the interim teacher's certificate will no longer be valid. If the district still needs them, a person who has not met all the requirements for a permanent teacher's certificate will have to apply for a local teacher's permit to continue teaching in a public school.
- 6.6.3** If the employer of a person holding an interim teacher's certificate received through the stipulations of this policy approves a long-term leave, the departmental Office of Teacher Certification must be advised. The maximum period of six years to obtain the Bachelor of Education may be extended for a period equal to the approved long-term leave.

6.7 Approval of university courses

6.7.1 A person holding an interim certificate obtained under this policy must have their Bachelor of Education program and courses approved by the Office of Teacher Certification prior to starting the program.

6.7.2 Four years after receiving an interim teacher certificate, the person must send an official university transcript to the departmental Office of Teacher Certification. This is to demonstrate that they have successfully passed at least two-thirds of the necessary courses to obtain a Bachelor of Education.

6.8 Professional support

6.8.1 A school district that employs a person holding an interim certificate obtained through this policy must take the necessary steps to ensure that they receive the necessary supervision to develop their teaching skills.

7.0 GUIDELINES / RECOMMENDATIONS

None

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

A District Education Council may develop policies and procedures that are consistent with, or more comprehensive than, existing provincial policies.

9.0 REFERENCES

[Education Act](#)

[Teachers Certification Regulation](#)

10.0 CONTACTS FOR MORE INFORMATION

Office of Teacher Certification, Department of Education and Early Childhood Development (506) 453-2785

Policy and Planning Branch, Department of Education and Early Childhood Development (506) 453-3090

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