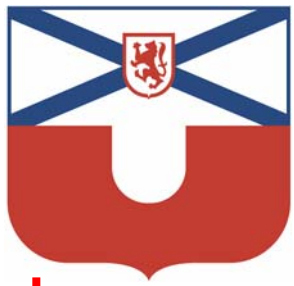
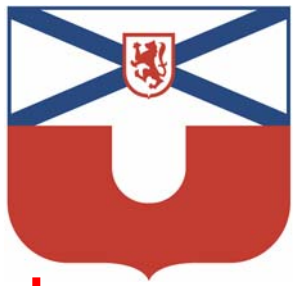


**Ten Steps to help
navigate the
certification upgrading
process**



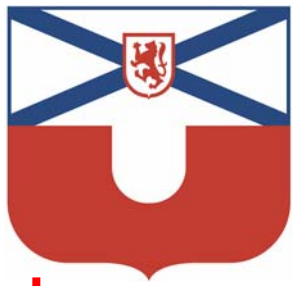
Steps To Follow

These ten steps help teachers significantly improve response times. Teachers who have followed the new procedures of bundling together all the elements for certification or classification change have experienced a significant improvement in response times. Teachers who have not are waiting four to six weeks or longer!

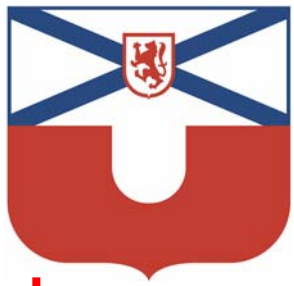


Ten Steps

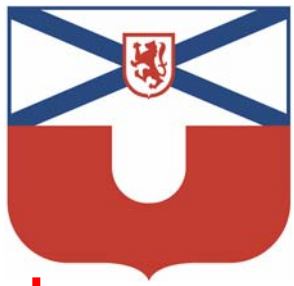
1. **Repetition is good.** On all correspondence and documentation, please include your professional number, which becomes your file reference number and used to access your records/files at the certification office.
2. **Duplication is bad.** Do not send multiple copies of the same document as this only increases response times.



3. **Manage your own file.** When possible, gather, verify and package all the supporting documentation to send in with a completed application.
4. **Keep copies.** Keep a file of everything you send to, and receive from, the certification office.
5. **Know your stuff.** Teacher certification requirements, fees and procedures change. The website, <http://certification.ednet.ns.ca>, is the most up-to-date and accurate source of information; do not rely on colleagues or university officials for information.



6. **Put it in writing.** If you need detailed or more specific information not on the website or in the handbook, contact the teacher certification office by surface mail, fax or e-mail.
7. **Send money.** If a fee is required for the service that you are requesting, include a certified cheque or money order for the appropriate amount, payable to the Minister of Finance, Nova Scotia.
8. **Keep in touch.** Please keep the teacher certification office informed by surface mail, fax or e-mail, of any change in your surname or address.



9. **Be patient.** All surface mail, faxes and e-mails are processed as quickly as possible on a first-in, first-out basis.
10. **Plan ahead.** Before hitting books, ensure that the registrar approves your program of study for certification upgrade.