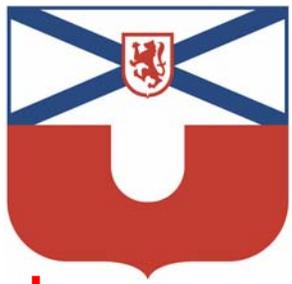
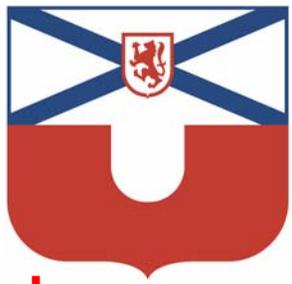


**Ten Steps to help  
navigate the  
certification upgrading  
process**



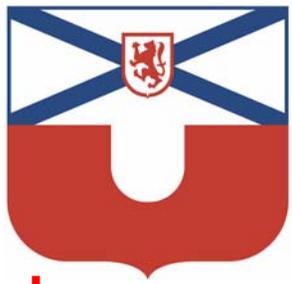
# Steps To Follow

*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!*

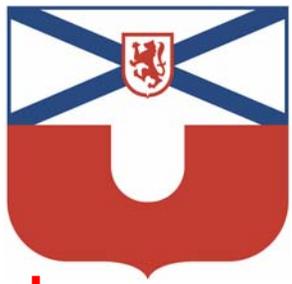


# Ten Steps

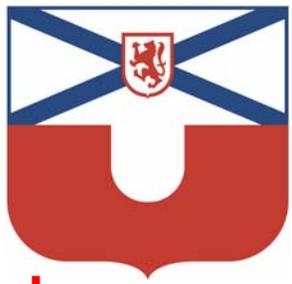
1. **Repetition is good.** On all correspondence and documentation, please include your professional number, which becomes your file reference number and used to access your records/files at the certification office.
2. **Duplication is bad.** Do not send multiple copies of the same document as this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