



**APPLICATION FOR THE RENEWAL
OF A CERTIFICATE OF ELIGIBILITY
AS PRINCIPAL**

Mail the following to the address provided below.

- Completed application
- Original criminal record check less than 3 months old
- Statement of Professional Development Completion
- Fee of \$30 (cheque or money order made payable to the GNWT)

The Certificate of Eligibility as Principal I currently hold will expire on June 30th of the current year and I would like to apply for a replacement. I have met the requirements outlined in the Regulations. Attached to this application is a record of my professional development activities.

Surname

Given Name

Maiden Name

Address (include postal code)

CONFIRMATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES:

During the five years that my **Certificate of Eligibility as Principal** was valid, I have completed 40 hours of professional development activities related to education administration with a minimum of 4 hours of professional development in each of the five consecutive years.

APPLICANT'S SIGNATURE

DATE

Registrar
Teacher Qualification
Education, Culture and Employment, Government of the Northwest Territories
75 Woodland Drive
Hay River, NT X0E 1G1

Phone: (867) 874-2084 Fax: (867) 874-3321
Email: teacherqualification@gov.nt.ca

REGULATIONS FOR AN ACT RESPECTING EDUCATION IN THE NWT

PRINCIPAL CERTIFICATION REGULATIONS

Principal Certification Program

SECTION 7

- 1) At the request of the Deputy Minister, the Registrar shall issue a certificate of eligibility to each person who has successfully completed the principal certification program.
- 2) Every certificate of eligibility issued pursuant to subsection (1) shall be in a form approved by the Deputy Minister and shall state the academic year in which it takes effect and the date on which it expires.

SECTION 8

A certificate of eligibility as a principal issued under the Act or under legislation previously in force expires five years from the end of the academic year in which it takes effect or five years from the end of the academic year, in which these regulations come into force, whichever is later.

SECTION 9

The Registrar may renew a certificate of eligibility as a principal where the holder of the certificate has met the requirements for recertification referred to in the Education Staff Regulations made under the Act.

EDUCATION STAFF REGULATIONS

Renewal and Recertification

SECTION 8

- 1) A teacher may apply to the Registrar for the renewal of a teaching certificate no later than two months before the expiry of the existing teaching certificate.
- 2) A teacher applying under subsection (1) shall submit the fee set out in Schedule A of the regulations.
- 3) The Registrar may renew a teaching certificate, where the teacher meets the requirements of these regulations.