

# Application for NWT Teacher Certification and Salary Evaluation upon Initial Hire

*Adrien Amirault, Executive Director*

Teacher certification is something that you have to do upon arrival to teach in the Northwest Territories. For the most part, you have to have been certified in the last region that you worked as a teacher or for new grads, in the jurisdiction where you studied. Generally as long as you are qualified to teach somewhere, you can start teaching in the Northwest Territories (NWT).

There are some necessary documents that you need to provide to the Registrar to ensure that you will get this done in a timely manner. Here are the documents that are required:

- Completed Application Form
- Payment of the \$75 fee
- Birth or Citizenship certificate
- Confirmation of Employment (Available from the Employer. Or you can submit your accepted job offer.)
- Official and complete transcripts
- Verification of Teaching experience (from all past employers)
- A current official Statement of Professional Standing (from the last jurisdiction that you worked in or graduated from)
- A photocopy of your current Canadian teaching certificate
- Proof of name change if appropriate (eg: a marriage certificate)

Teachers certified in other countries should contact the Registrar regarding documentation required.

Though delays can happen for a number of reasons, the most common reasons are missing information from the applicant or delays in getting the information from an outside source. Certification entails the granting of an NWT license, but it also confirms a teacher's placement on the salary grid.

The Class of a license generally applies to the number of years that you attended post-secondary education.

A Bachelor of Education is generally needed to at least be class 4. Step progression on the teaching grid refers to years of experience as a teacher.

In order to be properly paid for your education and experience you need to ensure that you do this as soon as possible. Usually new teachers are paid at class four step zero until you can prove your experience and education through the completed licensing process. New teachers are usually paid retroactively to their commencement date with their NWT employer once their proper grid placement is assigned.

If you have not completed the steps for teacher certification yet, it is best to start early. Teachers that are reporting on teaching experience from other countries can often experience significant delays in waiting for all documentation to get to the registrar.

Finally, if you disagree with the certificate class or step that you have been granted you can appeal the decision of the registrar to the NWT Teacher Qualification Service. Information about this committee can be found in the Northwest Territories Teachers' Association Pocket Planner, which is distributed to all members at the start of the school year.

NWT Teacher Certification forms can be found on the NWTTA website: <https://nwtta.nt.ca/forms>



The NWT Teacher Certification Registrar can be contacted at:

Email: [TeacherQualification@gov.nt.ca](mailto:TeacherQualification@gov.nt.ca)

Phone: 867-874-2084

Fax: 867-874-3321