

Requesting Leadership Certification



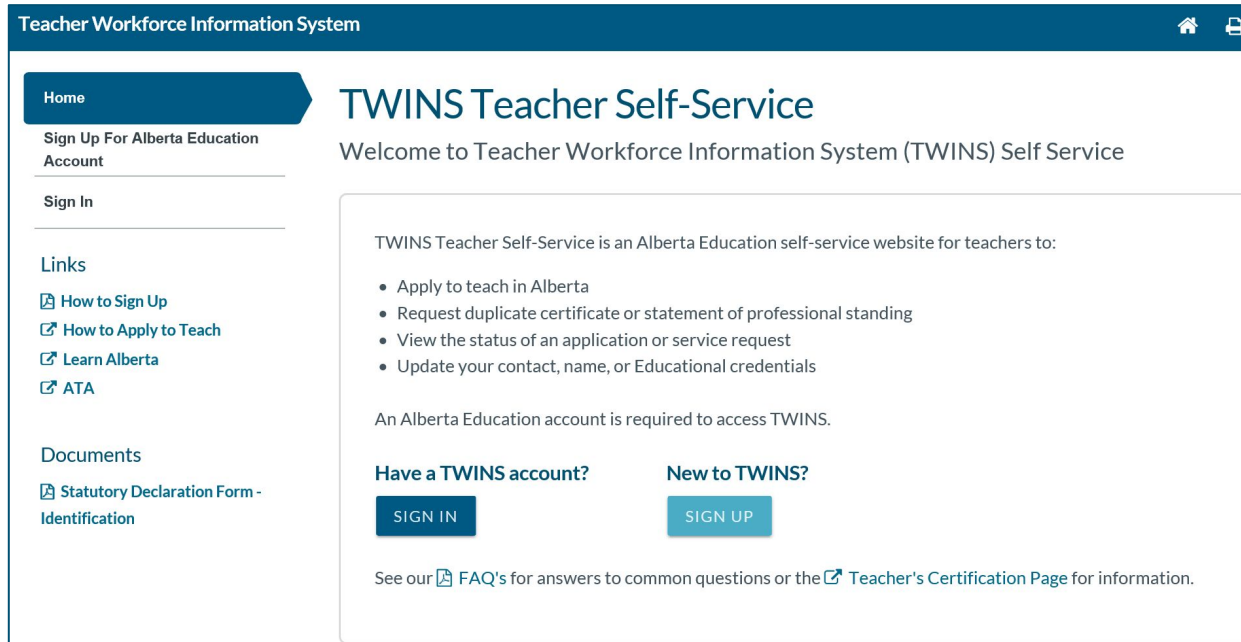
How to apply through Alberta Education

Requesting Leadership Certification

- Completing approved university coursework is just one step in obtaining leadership certification.
- To obtain your leadership certificate, you must submit an online application.
- Applications are available through Alberta Education's Teacher Workforce Information System (TWINS) Teacher Self-Service site.
 - TWINS is Alberta's online teacher registry system.
- These slides provide an overview of the next steps in your leadership certification process.

Go to <http://education.alberta.ca/TWINS>

- Click on **Sign-in** if you have a TWINS account
- Click on **Sign-up** if you have not yet enrolled in TWINS



The screenshot shows the 'Teacher Workforce Information System' (TWINS) Teacher Self-Service page. The page has a dark blue header with the title 'Teacher Workforce Information System' and navigation icons. A left sidebar contains a 'Home' button, a link to 'Sign Up For Alberta Education Account', a 'Sign In' button, a 'Links' section with links to 'How to Sign Up', 'How to Apply to Teach', 'Learn Alberta', and 'ATA', and a 'Documents' section with a link to 'Statutory Declaration Form - Identification'. The main content area is titled 'TWINS Teacher Self-Service' and includes a welcome message: 'Welcome to Teacher Workforce Information System (TWINS) Self Service'. Below this, a box explains that TWINS Teacher Self-Service is an Alberta Education self-service website for teachers to:

- Apply to teach in Alberta
- Request duplicate certificate or statement of professional standing
- View the status of an application or service request
- Update your contact, name, or Educational credentials

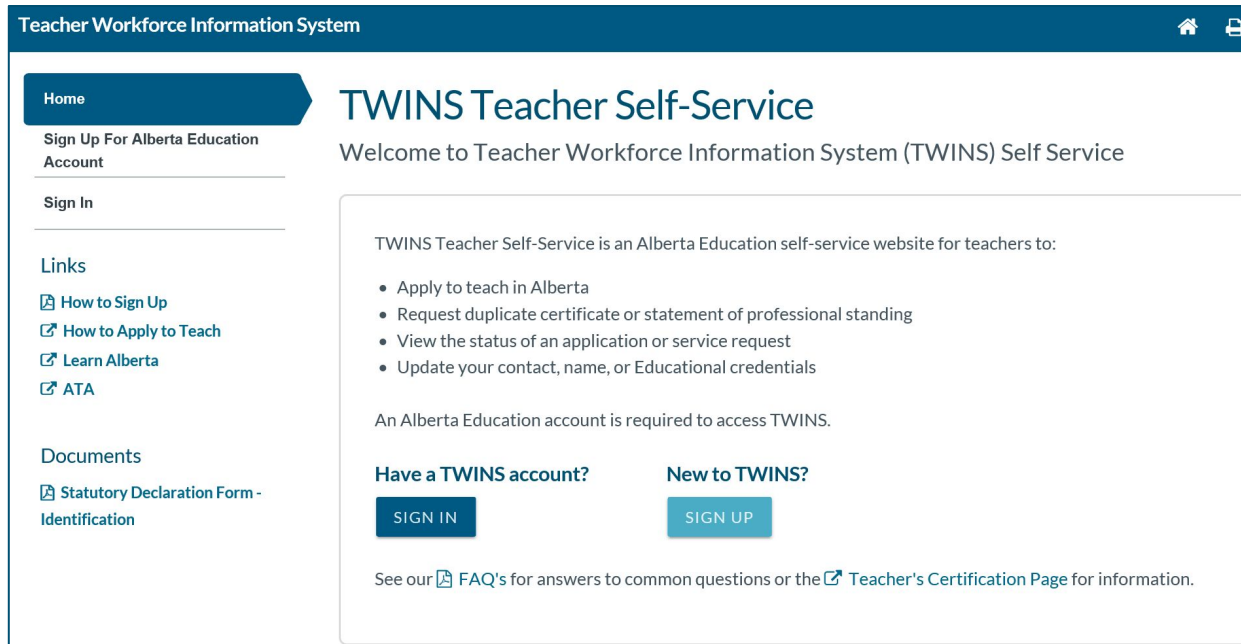
An Alberta Education account is required to access TWINS.

At the bottom of the main content area, there are two buttons: 'SIGN IN' for users with an account and 'SIGN UP' for new users.

At the very bottom of the page, there is a footer with the text: 'See our [FAQ's](#) for answers to common questions or the [Teacher's Certification Page](#) for information.'

Click on Links for Assistance

- Click on 'How to Sign Up' for step by step instructions.



The screenshot shows the 'Teacher Workforce Information System' (TWINS) Teacher Self-Service page. The page has a dark blue header with the title and navigation icons. A left-hand navigation menu is visible, with a blue arrow pointing to the 'How to Sign Up' link under the 'Links' section. The main content area features the title 'TWINS Teacher Self-Service' and a welcome message. Below this, there is a list of services provided by TWINS, a note about the requirement for an Alberta Education account, and two buttons: 'SIGN IN' for existing users and 'SIGN UP' for new users. At the bottom, there are links to FAQ's and the Teacher's Certification Page.

Teacher Workforce Information System

Home

Sign Up For Alberta Education Account

Sign In

Links

- [How to Sign Up](#)
- [How to Apply to Teach](#)
- [Learn Alberta](#)
- [ATA](#)

Documents

- [Statutory Declaration Form - Identification](#)

TWINS Teacher Self-Service

Welcome to Teacher Workforce Information System (TWINS) Self Service

TWINS Teacher Self-Service is an Alberta Education self-service website for teachers to:

- Apply to teach in Alberta
- Request duplicate certificate or statement of professional standing
- View the status of an application or service request
- Update your contact, name, or Educational credentials

An Alberta Education account is required to access TWINS.

Have a TWINS account? **New to TWINS?**

[SIGN IN](#) [SIGN UP](#)

See our [FAQ's](#) for answers to common questions or the [Teacher's Certification Page](#) for information.

TWINS Teacher Self-Service is your portal to:

- View applications and service requests submitted from your account, including a checklist of required items
- Request a duplicate certificate
- Request that your legal name be updated in the TWINS registry
- Request a Statement of Professional Standing
- Request that your Education Credentials be updated in the TWINS registry
- Update or view your confidential self-identification as First Nations, Métis or Inuit
- Update your contact information in the TWINS registry
- **Request a Leadership or Superintendent Leadership Certificate**

Leadership Certification Application

- Please note that you must hold an Alberta permanent professional teaching certificate (PPC) in order to request and submit an online application for leadership certification.
- If you hold an interim professional teaching certificate (IPC), you will be able to request and submit an application for leadership certification in TWINS once you obtain a permanent professional teaching certificate (PPC).

Request Leadership Certificate

Upon completion of the approved leadership coursework:

- Sign in to your TWINS account using your Google, Microsoft, or Education account
- Under the Home tab – click on Request Leadership Certificate

Home

View Applications and Requests

Request Duplicate Certificate

Request Name Change

Request Statement of Standing

Request Education Credential Change

Request Leadership Certificate

Add/View Aboriginal Self-Identification

Update Contact Information

Mailbox

Links

- [How to Enroll in TWINS](#)
- [How to Apply to Teach](#)
- [Learn Alberta](#)
- [ATA](#)

TWINS Teacher Self-Service

Welcome to Teacher Workforce Information System (TWINS) Self-Service

Profile

Reference #: **854856**
Certificate #: **2008240**
(Confidential number)

Teaching Authority
Permanent Professional Certificate
Effective Date: 2011-Nov-09
Expiry Date:

See our [FAQ's](#) for answers to common questions or the [Teacher's Certification Page](#) for more information.

Request for Leadership Certificate by completing the application Form

Request Leadership Certificate

Request your Leadership Certificate

Verify Address & Contact Information

LEGAL NAME:
[Redacted]

CERTIFICATE NUMBER:
[Redacted]

MAILING ADDRESS:
[Redacted]

PRIMARY E-MAIL ADDRESS:
[Redacted]

PRIMARY PHONE NUMBER:
[Redacted]

ALTERNATIVE PHONE NUMBER:
[Redacted]

EFFECTIVE AS OF DATE:
2019-May-24

Is the information above accurate and complete?

Yes No

Leadership Certificate Program Details

Enter the details of the Leadership Program

Institution Name*
select an institution

Program Start Year*
select year

Program Start Month*
select month

Country*
[Redacted]

Program End Year*
select year

Program End Month*
select month

Province/State*
[Redacted]

Program Completed*
select a program

City*
[Redacted]

Post-Secondary Student Identification Number*
enter your student identification number

Did you successfully complete the coursework that meets the educational requirements for a permanent leadership certificate as outlined in Section 14(1)b of the Certification of Teachers and Teacher Leaders Regulation?*

Yes No

Declaration

I declare that I have completed required course work for LQS and read, understood, and have the ability to meet the Leadership Quality Standard.*

APPLICANT NAME: _____ SUBMISSION DATE: _____

The personal information is collected pursuant to section 33(2) of the Freedom of Information and Protection of Privacy Act (R.S.A. 2000, C. F-25). This information relates directly to and is necessary for the administration of the certification process and may be used to conduct statistical, evaluative analyses in addition to forecasting relating to teachers and teacher leaders. Questions or inquiries regarding the collection and use of your personal information may be directed to the Registry Manager, Office of the Registrar, Alberta Education, 44 Capital Boulevard 10044 108 Street Edmonton, Alberta T5J 3S6, or by telephone at 780-427-2045 (Toll 310-0000 to be connected toll-free from outside the Edmonton area).

CLEAR SUBMIT

Complete the application by:

← Verifying contact information

← Providing program details

← Completing the LQS declaration

← Submitting form

Leadership Certification Application

- You do not need to provide a transcript to verify completion of the approved leadership coursework. Universities will provide course completion information directly to Alberta Education.

Track Status of Your Application in TWINS

You can verify if you have any outstanding items on your certification application checklist by:

- Signing into your TWINS account
- Clicking on “View Applications and Request” under the Home tab
- Clicking on “View Checklist” to the right of the listed Leadership Certification Application to see if you have any items that have not been received or processed.

Next Steps

- Once you have completed or met any outstanding requirements, Teacher Certification staff will process your application and issue an updated teaching certificate indicating the addition of leadership certification.
- Complete and accurate applications are typically processed within 20 business days.
- Your new teaching certificate will be mailed to the address you confirmed in your TWINS account.

A person in a grey jacket and black pants is captured mid-air, performing a jump on a mountain bike. The background features a vast, rugged mountain range with snow-dusted peaks under a clear, bright blue sky. The overall scene conveys a sense of adventure and outdoor recreation.

For more information or assistance:

www.alberta.ca/leadership-certifications.aspx

Email: teacher.certification@gov.ab.ca

Phone: 780.427.2045

Alberta 