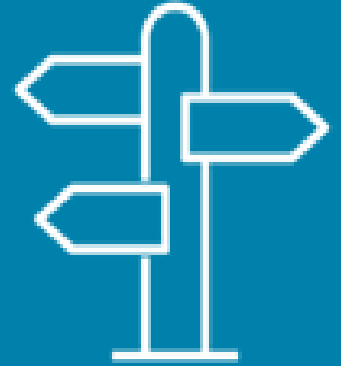


Requesting Superintendent Leadership Certification



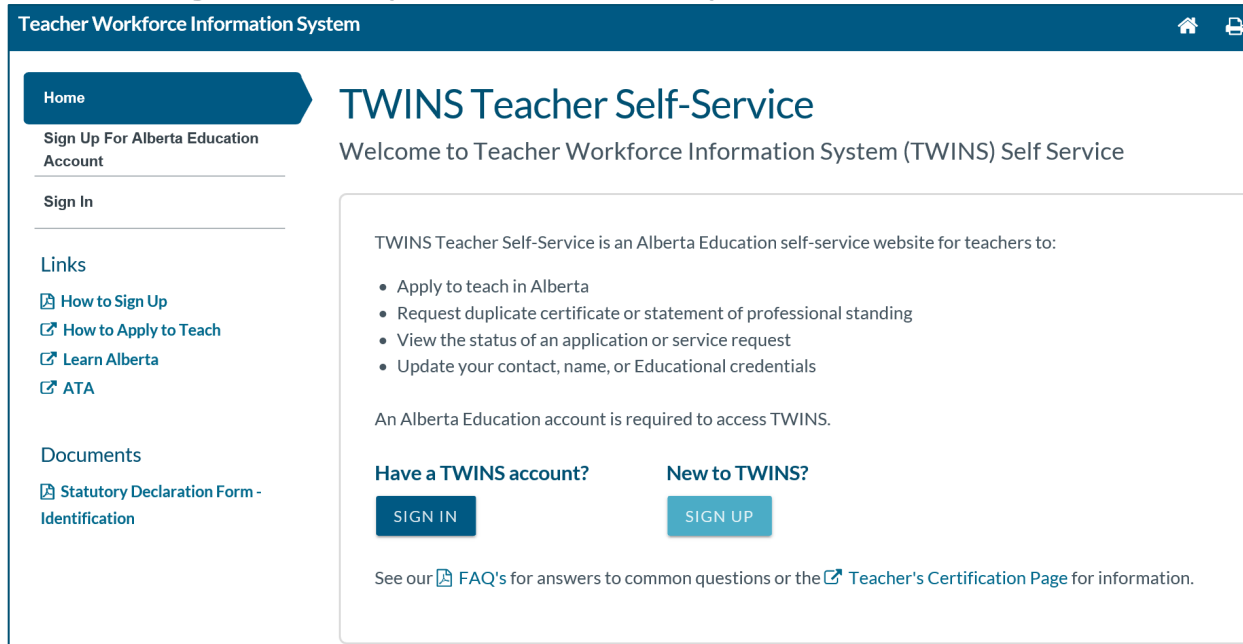
How to apply through Alberta Education

Requesting Superintendent Leadership Certification

- Completing approved university coursework is just one step in obtaining superintendent leadership certification.
- To obtain your superintendent 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 superintendent 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 for home and print. 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

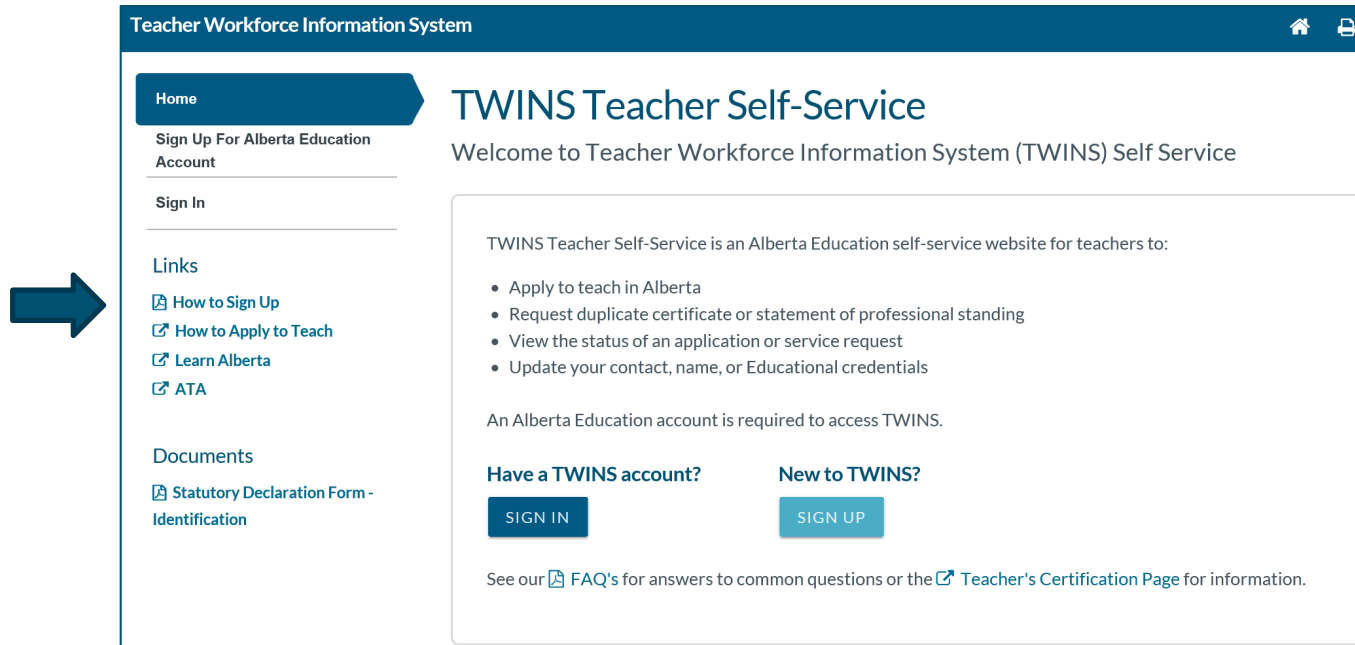
An Alberta Education account is required to access TWINS.

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 link to '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 large blue arrow pointing to the 'How to Sign Up' link. The main content area is titled 'TWINS Teacher Self-Service' and includes a welcome message, a list of services, and buttons for 'SIGN IN' and 'SIGN UP'.

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? [SIGN IN](#)

New to TWINS? [SIGN UP](#)

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

Request Superintendent Leadership Certification

Upon completion of the approved superintendent leadership coursework:

- Sign in to your TWINS account using your Google, Microsoft, or Education account
- Under the Home tab – click on Request Superintendent Leadership Certificate
- Please note that you must hold leadership certification in order to be able to request and complete an application for superintendent leadership certification.

Home

TWINS Teacher Self-Service

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

View Applications and Requests

Request Duplicate Certificate

Request Name Change

Request Statement of Standing

Request Education Credential Change

Request Superintendent 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

Profile

Reference #: 804238
Certificate #: 289532M
(Confidential number)

Teaching Authority
Permanent Professional Certificate
Effective Date: 2008-Aug-07
Expiry Date:

Leadership Authority
Leadership Certificate
Effective Date: 2019-Sep-01
Expiry Date:

Request Superintendent Leadership Certificate by completing the application form

See information. For the [Teacher's Certification Page](#) for more information.

Complete the application by:

← Verifying contact information

← Providing program details

← Completing the SLQS declaration

← Submitting form

Request Superintendent Leadership Certificate

Request your Superintendent Leadership Certificate

Verify Address & Contact Information

LEGAL NAME:

CERTIFICATE NUMBER:

MAILING ADDRESS:

PRIMARY E-MAIL ADDRESS:

PRIMARY PHONE NUMBER:

ALTERNATIVE PHONE NUMBER:

EFFECTIVE AS OF DATE:

Is the information above accurate and complete?
 Yes No

Leadership Certificate Program Details

Enter the details of the Leadership Program

Institution Name

Program Start Year

Program Start Month

Country

Program End Year

Program End Month

Province/State

Program Completed

City

Post-Secondary Student Identification Number

Did you successfully complete the coursework that meets the educational requirements for a permanent superintendent leadership certificate as outlined in Section 15(1) of the [Certification of Teachers and Teacher Leaders Regulation](#)?
 Yes No

Declaration

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

APPLICANT NAME

SUBMISSION DATE

The personal information is collected pursuant to section 23(2) of the Freedom of Information and Protection of Privacy Act (S64, 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, financial 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 109 Street Edmonton, Alberta T5J 2E6, or by telephone at 780-427-2045 (toll 310-0000 to be connected toll-free from outside the Edmonton area.)

Superintendent Leadership Certification Application

Teacher Certification staff will process your application once they verify that you:

- hold a permanent professional teaching certificate;
- hold a leadership certificate;
- have 3 years of experience in a school system;
- have provided official transcripts to verify that you hold a Master's degree.

Superintendent 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.
- You do not need to provide proof of a permanent professional teaching certificate (PPC), or of 3 years of experience in a school system.
- Alberta Education has this information in TWINS and will let you know if follow-up is required.

Request Educational Credential Change

- If Alberta Education does not have a record of your Master's degree, you can submit an Education Credential Change through TWINS.
- To complete the change, you can request that your educational institution send transcripts to Alberta Education in order to update your credentials.
- Alternatively, you can contact the Teacher Qualifications Service at 1-800-232-7208 and request that a certified true copy of your transcripts be sent to Teacher Certification at Alberta Education. Transcripts must indicate that the credential has been awarded.

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 Superintendent 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 superintendent 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 while mountain biking over a snowy mountain range. The sky is a clear, vibrant blue. The mountains are rugged and covered in snow, with some rocky outcrops visible. 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 