

Leadership Certification Process: Common Questions

Attending a Leadership Certification In-Service is only one part of the process. What are the next steps after today's course?

- Your school authority will work with Alberta Education to identify individuals who are eligible for certification during the 2018-19 school year.
- If you are eligible and have enrolled in TWINS, you will receive an email from Alberta Education informing you a leadership certification application is ready for you to complete in your TWINS Self-Service account.
- For those who have applied and are eligible, Alberta Education will issue leadership certification September 1, 2019, once all requirements are met and processed. Certificates will be mailed out in Fall 2019.

Why can't I see the leadership certification application in my TWINS account?

- Leadership certification applications will be available later in Spring 2019.
- You can only apply for the leadership certification after you have received an email notification indicating that the application is ready for you to complete in your TWINS Self-Service account.

My education credentials in TWINS say: "To be verified." What does this mean?

- 'To be verified' appears if your transcripts have not been reviewed by Teacher Certification at Alberta Education.
- You do not need to request official transcripts and verify undergraduate degrees in order to receive leadership certification.
- You need to request official transcripts and verify graduate degrees only if you intend to complete the superintendent leadership certification in future.
- Although not a requirement for leadership certification, verified education credentials ensure the accuracy of the teacher registry. You can submit an Education Credential Change and request that your educational institute 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.

What is the leadership certification process?

- Now: **Enroll** in TWINS Teacher Self-Service. education.alberta.ca/TWINS
- Spring: **Watch** for an email from Alberta Education and **complete** the leadership certification application in your TWINS account.
- Summer: **Wait** for Alberta Education to process your application.
- Fall: **Receive** a new Alberta Teacher Certification card in the mail.