

# Leadership Certifications

## Obtaining Leadership and Superintendent Leadership Certification

### New university programming

To receive leadership or superintendent leadership certification, teachers must complete [approved leadership coursework or programs](#)

specifically aligned to the Leadership Quality Standard or Superintendent Leadership Quality Standard.



Upon completion of approved coursework, teachers submit an online application for certification through the Teacher Workforce Information System ([TWINS](#)).

### Enroll in TWINS

You can [sign in to TWINS](#) through your Alberta Education account.

If you have not signed in to TWINS before, follow the information on "[How to Sign Up](#)."

You can sign up for an Alberta Education Account using either:

- a Google or Microsoft email – you will be transferred to the Google or Microsoft site to complete your sign in; or
- another personal email – an email will be sent to the email address you used to create the account. Once signed in for the first time, you must enroll in to TWINS Teacher Self-Service.
- Click on the "ENROLL" button.
- Click on "How to Enroll in TWINS" for help on completing an enrollment request.

### Request leadership certification

Upon completion of the approved leadership coursework:

- Sign in to [TWINS Teacher Self-Service](#) using your Google, Microsoft, or Education account
- Under the Home tab – click on Request Leadership Certificate
- Complete the application by verifying contact information, providing program details, completing the declaration, and submitting the form.

You do not need to provide a transcript to verify completion of the approved leadership coursework. Universities are responsible for providing course completion information directly to Alberta Education. Once Alberta Education receives this notification and you have successfully completed or met any outstanding requirements, Teacher Certification staff will process your application.

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

### Request superintendent leadership certification

Upon completion of the approved superintendent leadership coursework:

- Sign in to [TWINS Teacher Self-Service](#) using your Google, Microsoft, or Education account
- Under the Home tab – click on Request Superintendent Leadership Certificate

- Complete the application by verifying contact information, providing program details, completing the declaration, and submitting the form.

You do not need to provide a transcript to verify completion of the approved superintendent leadership coursework. Alberta Education receives notification of course completion directly from the university. Teacher Certification staff will process your application once it is verified 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.

You do not need to provide proof of a permanent professional teaching certificate, or of 3 years of experience in a school system. Alberta Education has this information in TWINS and will let you know if we require further information.

## Request education credential change

If you are requesting superintendent leadership certification and 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 ask your educational institution to update your credentials by sending transcripts to Alberta Education.

Alternatively, you can contact the Teacher Qualifications Service at 1-800-232-7208 and request that a certified true copy of your transcripts is sent to Teacher Certification at Alberta Education. Transcripts must indicate that the credential has been awarded.

## After you apply

You can track the status of your application online through TWINS. Complete and accurate applications are typically processed within 20 business days.



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

- Sign in to your TWINS account
- Click on "View Applications and Request" under the Home tab
- Click on "View Checklist" to the right of the listed Leadership or Superintendent Leadership Certification Application to see if you have any items that have not been received or processed.

## New certification card

Alberta Education will issue an updated teaching certification card indicating the addition of leadership or superintendent leadership certification after the application has been processed. Your new certification card will be mailed to the address you confirmed in your TWINS account.

## Questions?

Additional information about leadership certification is available here:

[www.alberta.ca/leadership-certifications.aspx](http://www.alberta.ca/leadership-certifications.aspx)

Alternately, contact the leadership certification team for more information:

email [leadership.certification@gov.ab.ca](mailto:leadership.certification@gov.ab.ca)

phone 780-427-2045 (dial 310-0000 first for toll free access).