Requesting Leadership Certification

How to apply through Alberta Education
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

![TWINS Teacher Self-Service](image)
Click on Links for Assistance

- Click on ‘How to Sign Up’ for step by step instructions.
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).
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
### Request Leadership Certificate

**Verify Address & Contact Information**

Complete the application by:

1. **Verifying contact information**
2. **Providing program details**
3. **Completing the LQS declaration**
4. **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.
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.
For more information or assistance:

www.alberta.ca/leadership-certifications.aspx
Email: leadership.certification@gov.ab.ca