Requesting Superintendent Leadership Certification

How to apply through Alberta Education
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](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
Click on Links for Assistance

- Click on ‘How to Sign Up’ for step by step instructions.
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.
TWINS Teacher Self-Service
Welcome to Teacher Workforce Information System (TWINS) Self-Service

Profile
Reference #: 904358
Certificate #: 3499532M
(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

Links
How to Enroll in TWINS
How to Apply to Teach
Learn Alberta
ATA
Complete the application by:

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

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