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

www.alberta.ca/leadership-certifications.aspx
Complete the application by verifying contact information, providing program details, completing the declaration, and submitting the form.

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

Alternatively, contact the leadership certification team for more information:
email leadership.certification@gov.ab.ca
phone 780-427-2045 (dial 310-0000 first for toll free access).

www.alberta.ca/leadership-certifications.aspx