

# Leadership Certification

## New certification cards

### Leaders and Superintendents

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#### New certification cards

Alberta Education has recently begun to print and mail new certification cards to individuals who have completed their applications for leadership and superintendent leadership certification.

#### Use TWINS to get your card

If your new certification card has not yet arrived, ensure you have enrolled in TWINS Teacher Self-Service at <http://education.alberta.ca/TWINS>. The ministry will mail new cards to the address provided in your TWINS account, once Teacher Certification staff have processed all requirements on the leadership certification checklist. You can verify if you have any outstanding items on your checklist by:

- Logging in to your TWINS account
- Clicking on “View Applications and Request” under the home tab
- Clicking on “View Checklist” on the right-hand side of the Leadership Certification Application table to see if you have any items that have not been received or processed.

#### School authorities confirm eligible leaders

School authorities provided names of educators who were eligible to receive leadership and superintendent leadership certification. Those people were in an eligible leadership role in the 2018-19 school year. Contact your school authority HR department to determine if they submitted your name as an eligible leader.

#### Name changes

During the certification process, Alberta Education asked you to confirm that the name information in your TWINS account was true and complete. If you have had a name change since completing the declaration, you can complete a **Name Change Request** in your TWINS account, and provide the supporting documentation to Teacher Certification staff.

Alberta Education will issue your new card once you submit the required name change documents and Teacher Certification staff process them. Ensure that you have submitted the required documentation to complete the name change request by:

- Logging into your personal TWINS account
- Clicking on “View Applications and Request” under the home tab
- Clicking on the “View Checklist” link on the “Change Name” application
- Submitting evidence of your name change through the upload link.

#### Superintendent leadership certification

If you held an eligible school jurisdiction leadership role during the 2018-19 school year, you may still be waiting for superintendent leadership certification. In the meantime, you may have received a new certification card indicating leadership certification, but not superintendent leadership certification.

A new card indicating both leadership and superintendent leadership certification will be issued once all requirements on the superintendent leadership checklist in your TWINS account are received and processed by Teacher Certification

staff. You can verify if you have any outstanding items by:

- Logging into your personal TWINS account
- Clicking on “View Applications and Request” under the home tab
- Clicking on “View Checklist” on the right-hand side of the Superintendent Leadership Certification Application table to see if you have any items that have not been received or processed by Alberta Education

If you are eligible to receive superintendent leadership certification and have registered to attend the SLQS In-Service, we will send you a new card, including the superintendent leadership credential, when the following items have been completed:

- the 2 day SLQS In-Service course and Alberta Education receives confirmation from the in-service provider.
- the Superintendent Leadership Declaration in your TWINS account.
- Teacher Certification staff confirms, through the employment submission information in your TWINS account, that you have 3 years of school system experience
- Teacher Certification staff verify, by reviewing official transcripts, that you hold a Master’s degree.

## University programming for certification

If you intend to complete university programming in order to obtain leadership and/or superintendent leadership certification, you can find more information regarding university courses and programs offered by Alberta accredited post-secondary institutions at:

<https://www.alberta.ca/assets/documents/edu-university-courses-and-programs-website-table-aug-6-2019.pdf>.

Upon completion of the LQS and/or SLQS coursework:

- Log-in to your personal TWINS account
- Under the Home tab – click on Request Leadership Certificate and/or Request Superintendent Leadership Certificate

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

Once Alberta Education receives notification from the post-secondary institution and you have successfully completed or met any outstanding requirements, Teacher Certification staff will issue a new card.

## Questions?

Please do not hesitate to 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).