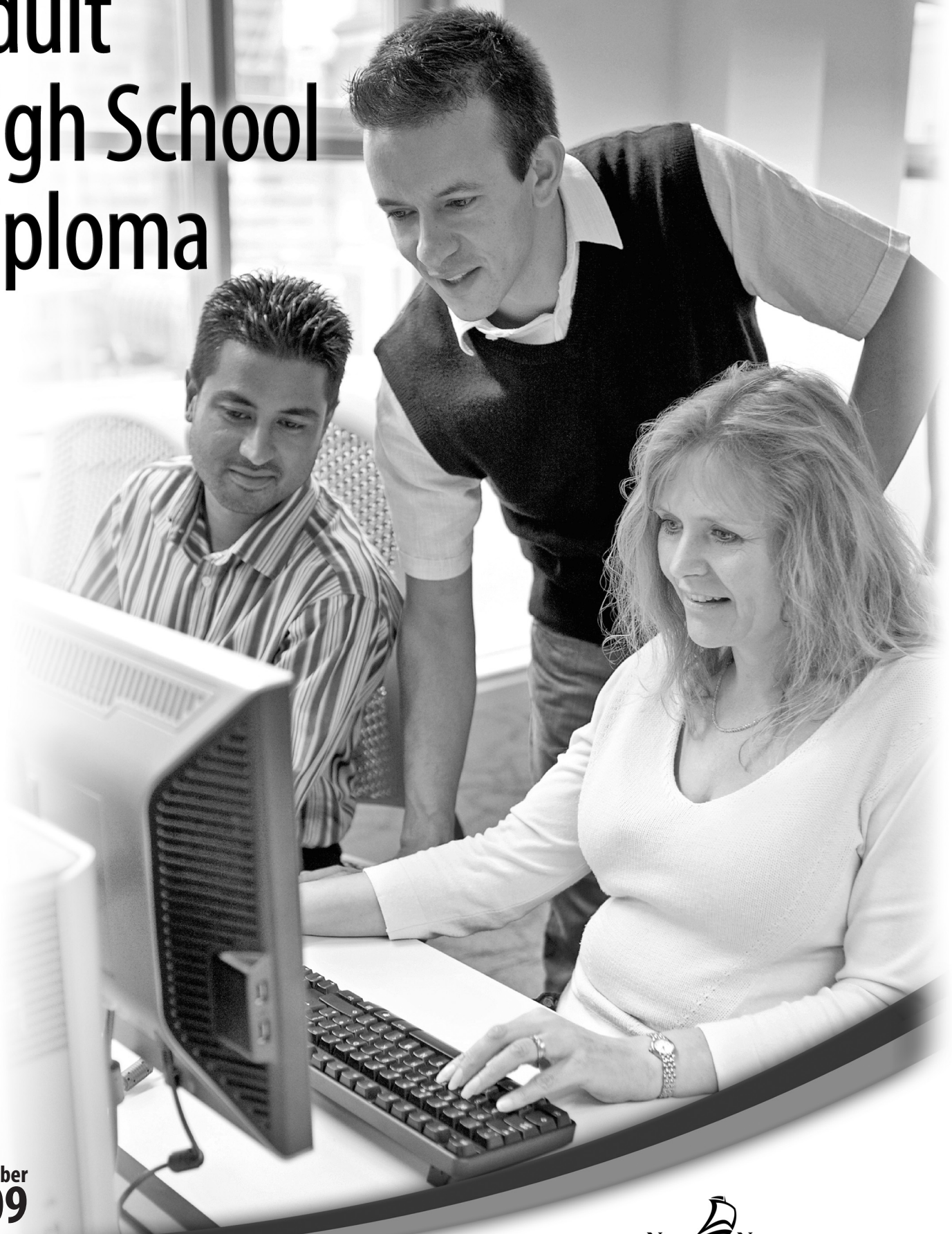


# Adult High School Diploma



September  
2009

CNB 6054

New  Nouveau  
**Brunswick**  
Be...in this place • Etre...ici on le peut

Department of Post-Secondary Education, Training and Labour  
Certification Branch  
September 2009

# A HIGH SCHOOL DIPLOMA FOR ADULTS

- Did you leave school without your high school diploma?
- Have you continued your studies since leaving school?
- Have you completed apprenticeship training, community college or university courses?
- Do you sometimes wish you could apply now for your high school diploma?

## **This Certification Service Can Help You!**

The Department of Post-Secondary Education, Training & Labour (DPETL) can help you receive recognition for the level of academic education you have acquired.

You can present your accumulated academic achievements to us, and if they fulfill the established requirements, you can receive an **ADULT HIGH SCHOOL DIPLOMA**.

**Pour de l'information concernant la version française du diplôme, veuillez contacter:**

**Diplôme d'études secondaires pour adultes  
Direction de Certification  
Ministère de l'Éducation Postsecondaire, Formation et Travail  
725 rue du Collège, C.P. 266  
Bathurst, Nouveau-Brunswick  
E2A 4B9**

**Téléphone 506-547-2146  
Télécopieur 506-549-5382**

## 1) PURPOSE

The purpose of this certification service is to provide you with a means of receiving official recognition for courses and/or training you have completed.

## 2) ELIGIBILITY

In order to receive an Adult High School Diploma (AHSD) you

- 1) have not graduated from high school;**
- 2) are at least 19 years of age. Exceptions may be made for those under 19 years of age who have the approval, in writing, of the Principal of their school;**
- 3) have successfully completed the courses or credit requirements listed below.**

## 3) COURSE/CREDIT REQUIREMENTS

These requirements have been in effect since October 1, 2002. You are required to provide proof of successful completion of nine (9) specific courses/credits in the following subject areas:

### 1) Mathematics

- 1 course/credit at the Grade 11 level (see page 8)

### 2) English (first language)

- 1 course/credit at the Grade 12 level (see page 8)

### 3) Science/ Technology

- 1 course/credit at the Grade 11 or 12 level (see page 8)

### 4) French (second language)

- 1 course/credit at the Grade 10, 11 or 12 level (see page 9)
- Note: Students exempted from French require one additional course/credit at the Grade 11 or 12 level (see page 9)

### 5) History/ Social Studies

- 1 course/credit at the Grade 11 or 12 level (see page 9)

### 6) Optional Studies

- 3 courses/credits at the Grade 11 and/or 12 level (see pages 10 and 12–14)

### 7) Computer Literacy

- Outcomes as identified in the 30-hour *Computer Literacy* curriculum standard (see page 11).

## 4) ALTERNATIVE COURSES/CREDITS

If you do not have the specific high school courses that are listed, you may have courses identified as **Acceptable Alternatives**. Acceptable alternatives are listed at the end of this booklet. Carefully review this list as it is our intent to give you appropriate recognition. If you have recognized public high school credits that you do not see listed in this brochure, you may submit them for consideration as well.

## 5) COURSE/CREDIT SOURCES

You must provide official documentation/transcripts confirming the successful completion of the required courses/credits or equivalencies from one or more of the following sources:

- 1) a recognized high school
- 2) a recognized community college
- 3) a recognized university

In order to have your courses accepted for credit towards the Diploma, the Department of Post-Secondary Education, Training & Labour must receive official “proof” that you have successfully completed them. Proof may be in the form of official documents such as a certificate for the course, a transcript of marks, a report card, or a letter from the school or institution. The name of the institution where the credit was granted and the year it was received, the grade received and if the course was “modified” must be clearly indicated on all documents submitted.

Please submit original documents if possible. If original documents are not available, photocopies may be acceptable. The documents you submit must clearly show that you have successfully completed the courses which you are submitting for credit.

**The Department reserves the right not to accept documents other than official transcripts, and to require further verification of achievement.**

## 6) PASSMARK

The passmark for NB English public high school credits is 60%, effective September 2002. Marks between 50% and 59% given prior to September 2002 will be honored. The recognized passmark for NB French public high school credits is 55%.

## 7) MODIFIED COURSES/CREDITS

We will accept any number of modified high school courses/credits for the Adult High School Diploma. All modified courses must be clearly indicated on your transcript.

## 8) GRADE 10 COURSES - FRENCH AND BBT

Grade 10 report cards/transcripts **MUST be submitted** if you are using Grade 10 French and/or Technology courses for credit.

## 9) APPLICATION PROCESS

To apply, fill in one of the two-page application forms found at the end of this booklet and forward it to the AHSD Administrator, DPETL, along with proof that you have successfully completed the courses you are submitting for credit. Please allow at least four (4) **weeks** for your application to be processed. Give the other Application Form to a friend.

Do not submit your application form or official transcript(s) to the AHSD Administrator until you meet all the requirements and have all the paperwork ready.

**EVERYTHING MUST BE SENT TOGETHER IN ONE PACKAGE.** Incomplete applications will be returned to you with a note indicating the missing requirement(s). The mailing address can be found on pages 6 and 10 and on the Application Form at the back of this booklet.

## 10) ACCEPTANCE OF THE ADULT HIGH SCHOOL DIPLOMA

If you possess an Adult High School Diploma, you are considered by the Province of New Brunswick to have the same educational qualifications as someone with a high school diploma.

Besides the personal satisfaction of knowing that you have successfully completed a high school education, there are many other benefits.

- \* You will demonstrate to employers that you understand the importance of education and that you have the ability and determination to continue learning and developing new skills.
- \* You may qualify for a promotion or a job where a high school diploma is required.
- \* You are eligible to apply for admission to post-secondary educational institutions that require a high school diploma.

## 11) COST

As of May 1, 2008, there is **no longer a fee** for an Adult High School Diploma.

## 12) REPLACEMENT TRANSCRIPT AND/OR DIPLOMA

There is a \$10 non-refundable fee for a duplicate diploma and a \$5 non-refundable fee for a duplicate list of courses/credits used. You must make application, in writing, to the AHSD Administrator and submit the appropriate fee before your request will be processed. Please send either a certified cheque or money order, made payable to the Minister of Finance. **Do not send cash or a personal cheque.**

## 13) COURSE TITLES

This document lists courses by the currently approved title. Titles of courses change periodically. If you have courses or credits that do not exactly match the specified course titles (but which you believe to be the same), please submit them for consideration.

## 14) COURSES TAKEN IN THE FRENCH LANGUAGE

If your educational background includes courses taken at French language high schools, community colleges, or universities, these may be used to fulfill Requirements 1, 3, 4, 5, 6 and 7.

Courses included in the English language high school program of studies for French Immersion students are also acceptable in certain subject areas.

## 15) TRAINING IN THE CANADIAN FORCES

If you have served in the Canadian Forces, your training and development may be considered for credit fulfilling Requirements 4 (Second Language) and 6 (Optional Studies).

- Completion of French language training to a “Level-1” or a “Level A” rating fulfills Requirement 4.
- Completion of “Qualification Level Three (QL 3)” training fulfills Requirement 6.

## 16) ASSESSMENTS

To have out-of-province high school transcripts assessed, contact:

**Guidance Counsellor of your local high school, or**

**AHSD Administrator, Post-Secondary Education, Training & Labour**  
**Telephone: (506) 453-8226; Fax: (506) 444-4078**

To have military training assessed, contact:

**Personnel Selection Officer**

**P.O. Box 17000 Stn. Forces**

**Oromocto, NB E2V 4J5**

**Telephone: (506) 422-2000 ext. 2621; FAX: (506) 422-1217**

Submit your completed application form and all other relevant documents to:

**AHSD Administrator**

**Post-Secondary Education, Training & Labour**

**Certification Branch**

**470 York Street, Suite 120, P.O. Box 6000**

**Fredericton, NB E3B 5H1**

## GRADE LEVEL INFORMATION

**The Department reserves the right not to recognize more than one course at the same grade level in the same subject area.**

Within the New Brunswick high school program of studies, courses at the same grade level and with similar objectives are designated with different levels: 1 or 2 or 3. For the purposes of meeting high school graduation requirements for this Diploma, the selection of more than one of these courses at the same grade level is not acceptable. For example, you may **not** use both Biology 112 **and** 113, French 112 **and** 113 or English 122 **and** 123.

**You may not use English 112 or 113 as an Optional credit.** See page 12 for the list of English courses you may use as Optional credits.

You **may use** a higher grade level course as an Optional credit. For example, if you use Applications in Math 113A as your required Math credit, you may use Patterns and Relations 113B as an Optional credit. If you use Biology 112 as your Science credit, you may use Biology 122 as an Optional credit

Each course selected may be used for one requirement only. For example, if you use Physical Geography 110 as your science credit (Requirement 3), you may **not** use it again for your History/ Social Studies credit (Requirement 5).

**Exception:** The one exception to this rule is the Computer Literacy credit. If you successfully complete an approved computer course of **at least 90 hours** at the Grade 11 or 12 level, you may use this course/credit for **both** the Computer Literacy credit (Requirement 7) and as one Optional credit (Requirement 6).



**NOTE: It is highly recommended that Math 10 be taken before Math 11 and that English 11 be taken before English 12.**

## REQUIREMENT 1 - MATHEMATICS

**Select: 1 course/credit at the Grade 11 level**

### HIGH SCHOOL COURSE TITLES

(Select one)

- Geometry and Applications in Mathematics 111/112
- Applications in Mathematics 113
- Mathematics 111
- Mathematics 112
- Mathematics 113

## REQUIREMENT 2 – ENGLISH (first language)

**(SELECT ONE)**

### HIGH SCHOOL COURSE TITLES

- English 121
- English 122
- English 123

## REQUIREMENT 3 - SCIENCE

**(SELECT ONE)**

### HIGH SCHOOL COURSE TITLES

- Biology 111 or 112 or 113
- Biology 122 or 120
- Chemistry 111 or 112
- Chemistry 121 or 122
- Physics 111 or 112
- Physics 121 or 122
- Environmental Science 122 or 123
- Science 122
- Robotics & Automated Technology 120
- Auto Electrical Systems 120
- Micro Electronics 120
- Introductory Electronics 110
- Biology 102 or 103 if taken prior to 1997
- Physical Geography 110 if not selected for Requirement 5

## REQUIREMENT 4 – FRENCH (second language)

Applicants must meet the French Second Language outcomes identified in the High School Program of Studies at the defined “acceptable” level. Those eligible for an exemption in French must submit a letter from the Principal of their school and are required to substitute another Grade 11 or 12 course in its place.

### ACCEPTABLE HIGH SCHOOL COURSES/ALTERNATIVES

- French 10, 111, 112, 113, 121 or 122
- French as a Second Language – Level I, Level II or Level III
- Mi'kmaq 110
- Spanish 110 or 120
- Certificate of Oral Proficiency in French (2nd Language)
  - At least Level 1 or Basic Plus = 1 Second Language credit;
  - At least Intermediate = 1 Second Language credit **and** 1 Optional credit

## REQUIREMENT 5 - HISTORY/ SOCIAL STUDIES

(SELECT ONE)

### HIGH SCHOOL COURSE TITLES

- Canadian Geography 120
- Canadian History 121 or 122
- Modern History 111 or 112 or 113
- Law 120
- Economics 120
- Political Science 120
- World Issues 120
- Native Studies 120
- Physical Geography 110 (if not selected for Requirement 3)
- Maritime Studies 102 or 103 if taken prior to June 1998
- Sociology 120

## REQUIREMENT 6 - OPTIONAL STUDIES

A) **Select three courses** from the “High School Program of Studies” (outlined on pages 12-13)

-or-

B) **Select one** New Brunswick Community College Diploma or Certificate program, Diploma of Apprenticeship, or Certificate of Qualification as indicated on page 14 under Acceptable Alternatives.

**Courses designated as more than one (1) credit may only be used as one (1) credit for the Adult High School Diploma.** For example, Cooperative Education (2 credits) may only be used as one (1) Optional credit.

**Applicants may not use more than one (1) course with the same name, as an Optional credit in the areas of Health & Physical Education, Fine Arts, French and Coop Education only.** For example, you may not use both Visual Arts 110 **and** 120, Health and Physical Education 110 **and** 120, Music 112 **and** 122 as Optional credits.

Submit your completed application form and all other relevant documents to:

**AHSD Administrator  
Post-Secondary Education, Training & Labour  
Certification Branch  
470 York Street, Suite 120, P.O. Box 6000  
Fredericton, NB E3B 5H1**

## REQUIREMENT 7 - COMPUTER LITERACY

Applicants must meet the computer literacy skills checklist identified in the 30 hour Computer Literacy curriculum standard at the defined “acceptable” level or the equivalent. This checklist includes the following skills:

- demonstrate a knowledge of current uses of computers in daily life and in the workplace;
- explain basic features of input, processing, and output devices;
- explain the functions of all keyboard keys;
- make basic equipment connections and perform basic maintenance;
- start a program and show competency in basic operating system commands;
- demonstrate the proper position at the terminal;
- perform basic operations in a word processing package;
- perform basic operations in at least one other software package;
- use the Internet to search for information;
- retrieve and send e-mail.

**If you successfully complete an approved Grade 11 or 12 computer course of at least 90 hours, you may use this course/credit for both the Computer Literacy credit (Requirement 7) and as one Optional credit (Requirement 6).**

### ACCEPTABLE HIGH SCHOOL COURSES/ALTERNATIVES:

- Computer Applications 110
- Computer Science 110, 120
- Information Processing 120
- Information Technology 110, 120
- Technical Support 110
- Computer Assisted Design (CAD) 110 (form. Computer Asst. Drafting)
- Broad Based Technology (BBT) 9 or 10 (formerly Technology 100)
- Robotics and Automated Technology 120
- Computer Assisted Manufacturing (CAM) 110
- Introduction to Office Technology 110, 120
- Introduction to Applied Technology 110, 120
- Data Processing 110 (**may not be used as Optional credit as well**)

## COURSES/CREDITS TO FULFILL REQUIREMENT 6 (OPTIONAL STUDIES CAN BE CHOSEN FROM THE FOLLOWING CURRENT LIST OF COURSES:

### A) HIGH SCHOOL PROGRAM OF STUDIES

#### MATHEMATICS

- Functions and Relations 111 or 112
- Patterns and Relations 113
- Trigonometry and 3-Space 121 or 122
- Advanced Mathematics with an Introduction to Calculus 120
- Applications in Math 120 (trades oriented course) may be taken **after** Math 113A instead of Math 113B. It may **not** be used as the graduation requirement.

#### HEALTH AND PHYSICAL EDUCATION

- Health and Physical Education 120
- Outdoor Pursuits 110

#### HISTORY/ SOCIAL STUDIES

- courses listed under Requirement 5 if not selected previously

#### ENGLISH

- Media Studies 120
- Canadian Literature 120
- Writing 110
- Journalism 120
- Reading Tutor 120
- Learning Strategies 110, 120

#### SCIENCE

- courses listed under Requirement 3 if not selected previously

#### FINE ARTS

- Visual Arts 110, 120
- Graphic Art and Design 110
- Theatre Arts 120
- Fine Arts 110
- Music 111, 112, 113, 122, 120

#### FRENCH

- courses listed under Requirement 4 if not selected previously

**BUSINESS**

- Accounting 110, 120
- Business Communications 110
- Business Organization & Management 120
- Co-operative Education 120
- Intro. to Applied Technology 110
- Entrepreneurship 110
- Computer Science 110, 120
- Career Exploration 110 (1credit)
- Information Processing 120
- Computer Education 110, 120
- Introduction to Accounting 120
- Introduction to Office Technology 120
- Law 120
- Office Administration 120
- Information Technology 110, 120
- Technical Support 110
- Networking Basics 110
- Computer Applications 110

**INDUSTRIAL EDUCATION*****Automotive***

- Internal Combustion Engines 110
- Power Train and Chassis 110
- Tune-up and Emissions 120
- Automotive Electrical Systems 120

***Electrical & Electronics***

- Introductory Electronics 110
- Micro Electronics 120
- Electrical Wiring 110, 120
- Robotics and Automated Technology 120
- Routers and Routing Basics 110
- Switching Basics and Intermediate Routing 120

***Construction***

- Residential Finish 120
- Mill and Cabinet Work 120
- Framing and Sheathing 110
- Site Layout and Foundations 110

***Manufacturing and Design***

- Metals Processing 110
- Computer Assisted Manufacturing 110
- Metals Fabrication 110
- Drafting-Computer Aided Graphics 120
- Computer Aided Design 110
- WAN Technologies 120

**FAMILY STUDIES/ HOME ECONOMICS**

- Family Living 120
- Fashion Design 120
- Human Services 110
- Fashion Technology 110, 120
- Culinary Technology 110, 120
- Psychology and Youth 120
- Nutrition for Healthy Living 120
- Housing and Interior Design 120
- Child Studies 120
- Early Childhood Services 110, 120
- Hospitality and Tourism 110

## B) ACCEPTABLE ALTERNATIVES

### **DIPLOMA OF APPRENTICESHIP AND CERTIFICATE OF QUALIFICATION (CQ) ISSUED BY THE PROVINCE OF NEW BRUNSWICK**

Equals three (3) credits under Requirement 6 - Optional Studies

**Note:** Diplomas of Apprenticeship issued elsewhere in Canada may be acceptable, including CQ by Examination

#### **DIPLOMA** (issued by a New Brunswick Community College)

Equals three (3) credits under Requirement 6 - Optional Studies

#### **CERTIFICATE** (issued by a New Brunswick Community College)

Equals three (3) credits under Requirement 6 - Optional Studies

#### **CERTIFICATE OF ACHIEVEMENT** (issued by a New Brunswick Community College)

Certificates of Achievement will be considered and credits may be granted as determined by the duration and rigor of the program. Some examples are:

Applied Quality (20 weeks).....	3 credits
Computer Systems Support (20 weeks).....	3 credits
Carpentry course (13 weeks).....	1 credit
Geriatric Aide.....	3 credits
Home Care worker.....	2 credits
Industrial and Retail Security (20 weeks).....	3 credits

#### **OTHER ACCEPTABLE HIGH SCHOOL COURSES/CREDITS**

Credits earned at the Grade 10 level prior to implementation of the Foundation Program of Studies (1998) may be considered as credits fulfilling Requirements 5 - History/Social Studies and 6 - Optional Studies.

Other courses that have been previously offered in New Brunswick high schools are still acceptable for credit. Course names and numbers may have changed throughout the years. Contact your local high school guidance counsellor for additional information regarding these courses and their eligibility as acceptable alternatives for the currently offered courses identified in this booklet.

**QUESTIONS - ASSISTANCE**

If, after reading this Information Booklet, you have any questions about AHSD requirements, training in academic courses, or opportunities to further your education, please contact your local **New Brunswick Community College**.

**NBCC-Fredericton**

284 Smythe Street  
Fredericton NB E3B 3C9  
Phone: 506-453-3641  
Fax: 506-453-7944

**NBCC-Miramichi**

P.O. Box 1053  
80 University Avenue  
Miramichi NB E1N 3W4  
Phone: 506-778-6000  
Fax: 506-778-6001

**NBCC-Moncton**

1234 Mountain Road  
Moncton NB E1C 8H9  
Phone: 506-856-2220  
Fax: 506-856-3288

**NBCC-Saint John**

P.O. Box 2270  
950 Grandview Avenue  
Saint John NB E2L 3V1  
Phone: 506-658-6601  
Fax: 506-643-7351

**NBCC-St. Andrews**

P.O. Box 427  
99 Augustus Street  
St. Andrews NB E5B 2E9  
Phone: 506-529-5024  
Fax: 506-529-5078

**NBCC-Woodstock**

P.O. Box 1175  
100 Broadway Street  
Woodstock NB E7M 5C5  
Phone: 506-325-4400  
Fax: 506-328-8426

**CCNB-Bathurst**

C.P. 266  
725, rue du Collège  
Bathurst NB E2A 3Z2  
Phone: 506-547-2145  
Fax: 506-547-7674  
or 1-800-552-5483

**CCNB-Campbellton**

C.P. 309  
47, avenue Village  
Campbellton NB E3N 3G7  
Phone: 506-789-2377  
Fax: 506-789-2433  
Or 1-800-376-5353

**CCNB-Dieppe**

C.P. 4519  
505, rue du Collège  
Dieppe NB E1A 6X2  
Phone: 506-856-2200  
Fax: 506-856-2847  
Or 1-800-651-7162

**CCNB-Edmundston**

225, rue du Pouvoir  
Edmundston NB E3V 3K7  
Phone: 506-735-2500  
Fax: 506-735-2717  
Or 1-888-695-2262

**CCNB-Péninsule acadienne**

232 A, av. de l'Église  
Shippagan NB E8S 1J2  
Phone: 506-336-3073  
Fax: 506-336-3075



## ADULT HIGH SCHOOL DIPLOMA APPLICATION FORM - Part 1

Department of Post -Secondary Education, Training and Labour  
Certification Branch - 6187- 01E (05/2008)

LAST NAME:		FIRST NAME:			
PREVIOUS NAME (if applicable):					
SOCIAL INSURANCE NUMBER:		DATE OF BIRTH:	Year	Month	Day
MAILING ADDRESS:					
POSTAL CODE:		TELEPHONE:			
If the name used above does not match the name on the documents you are submitting, please attach note of explanation and proof of name change.					
Indicate how you wish your name to appear on your Diploma. Same as above _____ OR:					
NUMBER OF YEARS SINCE YOU LAST ATTENDED THE PUBLIC SCHOOL SYSTEM:					
<b>I CERTIFY THAT:</b> A - I have <b>not</b> graduated from High School. B - I am at least <b>19</b> years of age (or have had official approval for 18 years of age). C - I have successfully completed the courses or credit requirements.					
_____ Signature		_____ Date			

**Submit your completed application form and all relevant documents to:**

AHSD Administrator  
 Post-Secondary Education,  
 Training  
 Certification Branch  
 470 York Street  
 Suite 120, P.O. Box 6000  
 Fredericton, NB E3B 5H1

**PLEASE COMPLETE THE COURSE/CREDIT INFORMATION  
REQUIRED ON THE REVERSE SIDE OF THIS FORM**

## ADULT HIGH SCHOOL DIPLOMA APPLICATION FORM - Part 2

NAME:

**Course/Credit information MUST indicate if course is Modified.**

<b>REQUIREMENTS</b> Please refer to the Information Booklet for acceptable courses/credits.	<b>SUBMISSION</b> List the courses/credits you are submitting for consideration.	
1. MATHEMATICS		
2. ENGLISH (first language)		
3. SCIENCE		
4. FRENCH (second language)		
5. HISTORY/SOCIAL STUDIES		
6. OPTIONAL STUDIES	1. 2. 3.	
7. COMPUTER LITERACY		

**HAVE YOU ATTACHED ALL OFFICIAL TRANSCRIPTS AND DOCUMENTATION?**

**Please submit your completed application form and all relevant documents to:**

**AHSD Administrator  
 Department of Post-Secondary Education, Training and Labour  
 Certification Branch  
 P.O. Box 6000, 470 York Street, Suite 120  
 Fredericton, NB E3B 5H1**