

**NEW BRUNSWICK  
ADULT HIGH SCHOOL DIPLOMA  
Guidelines**

***WORKING NB***  
***TRAVAIL NB*** 



### **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 wish you could apply for your high school diploma?

The Department of Post-Secondary Education, Training and Labour can help you receive recognition for the level of education you have acquired.

You can present your accumulated academic achievements to us, and if they fulfil the established requirements, you may be able to receive a New Brunswick Adult High School Diploma!

<b>English version:</b>	<b>Version française:</b>
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## 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

To receive an adult high school diploma, you must:

- 1) have not graduated from high school;
- 2) be at least 19 years of age. Exceptions may be made for those who are 18 years of age and have the approval, in writing, of the principal of their last school attended; 17-year-olds will **not be considered** for the Adult High School Diploma.
- 3) have successfully completed the courses / credit requirements listed below.

## 3. Course/Credit Requirements

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

- 1) Mathematics: 1 course (4 credit hours) at the Grade 11 or 12 level (See page 6-7)
- 2) English (first language): 1 course (4 credit hours) at the Grade 12 level (See page 7)
- 3) Science: 1 course (4 credit hours) at the Grade 11 or 12 level (See page 7)
- 4) French (second language): 1 course (4 credit hours) at the Grade 9, 10, 11 or 12 level (See page 7)  
Students exempted from French require one additional course (4 credit hours) at the Grade 11 or 12 level (See page 7)
- 5) History/Social Studies: 1 course (4 credit hours) at the Grade 11 or 12 level (See page 8)
- 6) Optional Studies: 3 courses (12 credit hours) at the Grade 11 and/or 12 level (See pages 8-10)
- 7) Computer Literacy: 1 course/credit at the Grade 9, 10, 11 or 12 level, or completion of the Computer Literacy Checklist (See page 10-11).

A course must be either 1 credit in the pre-2023 credit system, or 4 credit hours in the 2023 system within New Brunswick's anglophone school system. Credit hours from other provinces may not be counted in the same way.

## 4. 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 (including alternate sites);
- 2) a recognized community college;
- 3) a recognized university;
- 4) another program with WorkingNB's expressed approval.

To have your courses accepted for credit towards the diploma, the Department of Post-Secondary Education, Training and 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, adjusted, or individualized must be clearly indicated on all documents submitted.

Credits from other Canadian provinces and territories may be accepted at the discretion of the AHSD Administrator. **Credits from other countries will not be accepted.**

Documents must clearly show that you have successfully completed the courses that you are submitting for credit. Your name, the name of the school, the date the credit was granted, and the final mark are required on the transcript(s) and/or report card(s). Documents must show the mark as final, and not preliminary, or a term mark. If you are using Grade 9-10 courses towards the French and/or Computer Literacy Requirement, since these courses are not usually on high school transcripts, another document such as a report card or academic history may be used, if showing the relevant marks as final. Also, your name, the name of the school, and the school year that the course was completed are required on the documents being submitted for consideration.

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

## 5. Pass Mark

The pass mark for New Brunswick English public high school credits is 60%, effective September 2002. Marks between 50% and 59% given prior to September 2002 will be honoured. The recognized pass mark for New Brunswick Francophone public high school credits is 55%.

## 6. Modified, Adjusted or Individualized

We will accept any number of modified, adjusted, or individualized high school courses/credits for the AHSD. All modified courses must be clearly indicated on your transcript.

## 7. Application Process

To apply, fill in the two-page application form found at the end of this booklet and forward it to the AHSD Administrator, via mail, fax, or email, along with all supporting documents. You must include a photocopy of your birth certificate or driver's license with your application and transcripts. Please allow up to four weeks for your application to be processed.

Do not submit your application until you meet all the requirements, you are 19 years of age (18, with a supporting letter from your high school principal) and have all the paperwork ready. Incomplete applications will be returned to you with a letter indicating the missing requirement(s).

## 8. Recognition of the Adult High School Diploma

If you have an Adult High School Diploma, the Government of New Brunswick considers you to have the same educational qualification 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:

- This may 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.

**CAUTION:** The AHSD may not by itself be sufficient for admission to all post-secondary educational programs; some programs may require the completion of specific subjects. Please contact a university or college admissions officer for additional information.

## 9. Cost

There is no fee for an Adult High School Diploma. Your first diploma and transcript will be sent free of charge.

## 10. Request for Transcript and/or Diploma Replacements

If you need to replace your diploma and/or transcript, there is a \$10 non-refundable fee for a diploma and a \$5 non-refundable fee for a transcript. Three options to make this request are:

- online at [www.snb.ca/ahsde](http://www.snb.ca/ahsde)
- by phone at 1 888-762-8600, or
- in person at your nearest Service New Brunswick office

The transcript (course/credit information) provided by the Adult High School Diploma Administrator will include only the nine credit requirements applied towards the Adult High School Diploma. If you require a complete high school transcript, this must be requested from the high school you attended.

## 11. Course Titles

This document lists courses by the currently approved title as well as some courses that are no longer offered. Titles 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. If a course is not listed, please contact us by email at [ahsd@gnb.ca](mailto:ahsd@gnb.ca) to verify. Courses from Canadian provinces or territories other than New Brunswick may be assessed for equivalency. Courses from outside of Canada are not accepted.

## 12. 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 fulfil Requirements 1, 3, 4, 5, 6, and 7.

## 13. 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 fulfils Requirement 4.
- Completion of Qualification Level Three (QL 3) training fulfils Requirement 6.

## 14. Assessments

We **do not assess transcripts from outside Canada**. You must have them assessed before submitting them to this office.

To have military training assessed, contact:

Personnel Selection Officer PO Box 17000 Stn. Forces Oromocto, NB E2V 4J5

Telephone: 506-422-2000 ext. 2621

Fax: 506-422-1217

Independent School Credits (e.g., Christian, private, home-schooled).

A maximum of four (4) credits may be considered for the AHSD, with the exception of the Math, English and Science requirements.

## 15. Grade Level Information

The department does not 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, 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 8 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 Biology 112 as your Science credit, you may use Biology 122 as an Optional credit. If you use Foundations of Math 110 as your required Math credit, you may use Financial and Workplace Math 110 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). The **one exception** to this rule is the Computer Literacy requirement. 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).

## Requirement 1 - Mathematics

**Select: 1 course/credit at the Grade 11-12 level**

- Advanced Mathematics with an Introduction to Calculus 120
- Applications in Math 110, 120
- Applications in Mathematics 113
- Calculus 120
- Financial and Workplace Mathematics 110, 120
- Financial and Workplace Mathematics 120
- Foundations of Math 110, 120
- Foundations of Mathematics 110
- Functions and Relations 111 or 112 (Part A or B)
- Geometry and Applications in Mathematics 111/112 (Part A or B)

- Intro to Accounting 120
- Mathematics 112 or 113
- NBCC Skilled Trades & Work-Ready Math 120
- Patterns and Relations 113 (Part A or B)
- Pre-Calculus 110
- Pre-Calculus A 120
- Pre-Calculus B 120
- Trigonometry and 3-Space 121 or 122
- Any AP or IB Math Course

## Requirement 2 – English (First Language)

**Select: 1 course/credit at the Grade 12 level**

- English 121, 122, or 123
- Any AP or IB English Course

## Requirement 3 – Science

Select 1 course/credit at the Grade 11-12 level

- Advanced Environmental Science 120
- Agriculture 110
- Auto Electrical Systems 120
- Biology 102 or 103 (*if taken prior to 1997*)
- Biology 111 or 112 or 113
- Biology 122 or 120
- Chemistry 111 or 112
- Chemistry 121 or 122
- Environmental Geoscience 110
- Environmental Science 122 or 123
- Forestry 110
- General Science 120
- Human Physiology 110
- Introduction to Environmental Science 120
- Introductory Electronics 110
- Micro Electronics 120
- Physical Geography 110 (*if not selected for Requirement 5*)
- Physics 111 or 112
- Physics 121 or 122
- Robotics & Automated Technology 120
- Science 122
- Any AP or IB Science Course

## 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 requesting an exemption in French must submit a copy of the official exemption form signed by the designated person in the District Office. When an exemption is granted, it must be replaced.

### Acceptable High School French courses

- French 9, 10, 111, 112, 113, 121, or 122
- Post-Intensive French 9, 10, 110, or 120
- Techniques de communication orale 120
- Any Grade 9, 10, 11, or 12 FI course (at least 90 hours)
- French as an Additional Language Essentials 110
- French as a Second Language – Level I, Level II or Level III
- Any AP or IB French Course

**Exemptions:** When an exemption is granted, it can be replaced with **either** another language course at the 9-12 level (see list below), **or** any other course that would fit under Requirement 6 (Optional Studies).

### Alternate Language Courses:

- Mi’kmaq 9, 10, or 110
- Wolastoqey 9, 10, or 110
- Spanish 110 or 120
- Certificate of Oral Proficiency in French (2nd Language)

At least Level 1 Plus or Basic Plus = 1 Second Language credit;

At least Level 2 or Intermediate = 1 Second Language credit and 1 Optional Studies credit.

## Requirement 5 – History/Social Studies

Select 1 course/credit at the Grade 11-12 level

- Ancient & Medieval History 111 or 112 or 113
- Canadian Geography 120
- Canadian History 121 or 122
- Economics 120
- Law 120
- Maritime Studies 102 or 103 (if taken prior to June 1998)
- Modern History 111 or 112 or 113
- Native Studies 120
- Physical Geography 110 (if not selected for Requirement 3)
- Political Science 120
- Sociology 120
- World Issues 120
- Any AP or IB Social Studies or History Course
- Canadian Identity 9 (Newcomers)<sup>1</sup>

## Requirement 6 – Optional Studies

A) Select three courses from the High School Program of Studies (outlined on pages 8-10), 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.

### Exceptions:

- Courses designated as more than one credit may only be used as one credit for the AHSD. For example, Cooperative Education (2-3 credits) may only be used as one Optional Studies credit.
- Either Cooperative Education or Career Exploration may be used as an Optional Studies credit, not both.
- The Adult High School Diploma Administrator reserves the right to accept or reject any non-listed courses/credits submitted for consideration.

### COURSES/CREDITS TO FULFILL REQUIREMENT 6- OPTIONAL STUDIES

All Optional Studies courses must be Grade 11-12.

#### A) High School Program of Studies

##### MATHEMATICS

- courses listed under Requirement 1 if not selected previously

##### HEALTH AND PHYSICAL EDUCATION

- Health and Physical Education 120
- Mindfulness 120
- Nutrition for Healthy Living 120
- Outdoor Education 110
- Outdoor Pursuits 110
- Physical Education Leadership 120
- Wellness through Physical Education 110
- Yoga 110

##### HISTORY/ SOCIAL STUDIES

- courses listed under Requirement 5 if not selected previously

##### ENGLISH

- Canadian Literature 120
- Growth, Goals and Grit 120
- Journalism 120
- Learning Strategies 110, 120
- Literacy 110
- Media Studies 120
- Reading Tutor 120
- Writing 110

##### ENGLISH AS AN ADDITIONAL LANGUAGE

- English as an Additional Language 110 Essentials A1.1, A1.2
- English as an Additional Language 120 Connections A2.1 and A2.2 (2 credits)
- English as an Additional Language 120 Expressions B1.1 and B1.2 (2 credits)

<sup>1</sup> Newcomers who arrived in New Brunswick at age 14 or older, and who have English language levels of A1-B1 on the Common European

Framework of Reference (CEFR), may take Social Studies 9: Canadian Identities as a high school social studies credit.



**SCIENCE**

- courses listed under Requirement 3 if not selected previously

**FINE ARTS**

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

**FRENCH & OTHER ADDITIONAL**

- Any Grade 11-12 course listed under Requirement 4 if not selected previously
- Mandarin 120

**BUSINESS & TECHNOLOGY**

- Accounting 110, 120
- Business Communications 110
- Business Organization & Management 120
- Computer Applications 110
- Computer Education 110, 120
- Computer Science 110, 120
- Co-operative Education 120 **or** Career Exploration 110 **or** Mentorship Virtual Co-Op 120 (only 1 credit can be used)
- Customer Service 110
- Cybersecurity & Technical Support 110
- Cybersecurity 120
- Entrepreneurship 110
- Information Processing 120
- Information Technology 110, 120
- Introduction to Accounting 120
- Introduction to Applied Technology 110
- Introduction to Office Technology 120
- Marketing 110,120
- Networking Basics 110
- Office Administration 120
- Pre-Apprenticeship 1, 2, or 3 (only one credit can be used)
- Technical Support 110

**INDUSTRIAL EDUCATION**

- Automotive Electrical Systems 120
- Computer Aided Design 110
- Computer Assisted Manufacturing 110
- Digital Technology 120
- Drafting-Computer Aided Graphics 120
- Electrical Wiring 110, 120
- Framing and Sheathing 110
- Internal Combustion Engines 110
- Introductory Electronics 110
- Metals Fabrication 110
- Metals Processing 110
- Micro Electronics 120
- Mill and Cabinet Work 120
- Power Train and Chassis 110
- Residential Finish 120
- Robotics and Automated Technology 120
- Routers and Routing Basics 110
- Site Layout and Foundations 110
- Switching Basics and Intermediate Routing 120
- Tune-up and Emissions 120
- WAN Technologies 120

**FAMILY STUDIES/HOME ECONOMICS**

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

**OTHER**

- Any AP or IB course not previously mentioned
- Develop and Lead 110
- Orientation & Mobility 120
- Personal Interest 1, 2 (both may be used)

### **LOCALLY DEVELOPED COURSES**

There are **many** locally developed courses (also known as local options) that are not listed in this brochure. Please contact us at [ahsd@gnb.ca](mailto:ahsd@gnb.ca) to ensure a local option course is acceptable. There is no limit to the amount of LDCs that can be counted towards the Optional Studies requirement, as long as they are approved by AHSD administrator. LDCs **must** be grade 11-12.

### **B) Acceptable Alternatives**

**Diploma of Apprenticeship and Certificate of Qualification (CQ)** issued by the Province of New Brunswick: Equals three credits under Requirement 6 - Optional Studies

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

**Diploma issued by New Brunswick Community College:** equals three credits under Requirement 6

**Certificate issued by the New Brunswick Community College:** equals three credits under Requirement 6

**Certificate of Achievement issued by the New Brunswick Community College:** Certificates of Achievement will be considered, and credits may be granted as determined by the duration and rigour of the program. Some examples are:

- Applied Quality (20 weeks): 3 credits towards Requirement 6
- Computer Systems Support (20 weeks): 3 credits towards Requirement 6
- Carpentry course (13 weeks): 1 credit towards Requirement 6
- Geriatric Aide: 3 credits towards Requirement 6
- Home Care worker: 2 credits towards Requirement 6
- Industrial and Retail Security (20 weeks): 3 credits towards Requirement 6

### **Correctional Services of Canada**

These courses qualify only as Optional Studies credits for the AHSD.

- Pre-Employment Construction course (360 hours): 2 credits towards Requirement 6
- Multi Target High Intensity Program (200 hours): 1 towards Requirement 6
- Aboriginal Multi Target High Intensity Program (200 hours): 1 towards Requirement 6
- Sex Offender Multi Target High Intensity Program (200 hours): 1 towards Requirement 6
- Women Offender Correctional Program (200 hours): 1 towards Requirement 6 (WOCP - taken at the Nova Institution for Women, Truro, NS)

### **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. Contact your local high school guidance counsellor for additional information about these courses and their eligibility as acceptable alternatives for the currently offered courses identified in this booklet.

## **Requirement 7 – Computer Literacy**

Applicants can fulfill this requirement one of two ways:

1. Successful completion of one of the courses from the list below.
2. By being evaluated as computer literate by way of the checklist on page 14. If you are using this method to receive your computer literacy credit, it must be signed by a teacher, guidance counselor, or school

administrator. This check-off list is only required if you do not have a computer literacy course from the list below.

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 Studies credit (Requirement 6). This is the only situation in which a course may be “double-counted” towards the AHSD.

**Acceptable high school courses:**

- Advanced Keyboarding 110
- Broad-based Technology 9 or 10
- Computer Aided Design (CAD) 110 (formerly  
Computer Assisted Drafting)
- Computer Applications 110
- Computer Assisted Manufacturing 110
- Computer Science 110, 120
- Cybersecurity & Technical Support 110
- Cybersecurity 120
- Data Processing 110
- Digital Production 120
- Digital Technology 120
- Drafting - Computer Aided Graphics 120
- Film & Video Production 120
- Graphic Art and Design 110
- Information Processing 120
- Information Technology 110, 120
- Introduction to Applied Technology 10, 110,120
- Introduction to Office Technology 110, 120
- Robotics and Automated Technology 120
- Technical Support 110
- Technology 100

Completion of WorkingNB’s 5-module Digital Literacy Program will also fulfill this requirement.



**ADULT HIGH SCHOOL DIPLOMA APPLICATION**  
Dept. of Post-Secondary Education, Training & Labour  
– Working NB  
6187-01E (05/2023)

Last name:	First name:	Middle name/initial:
Previous name (if applicable):		

A copy of your birth certificate or driver's license is required. If the name above does not match the name on the documents you are submitting, please attach a note of explanation and proof of name change.

Date of birth (yyyy/mm/dd): _____/____/____ Age requirement is 19 (18 with principal's letter or support)	Telephone: ( )
Email address (optional):	
Mailing Address:	
Postal Code:	
In what year did you last attend a public school?	

I certify that:

- A- I have not graduated with a regular high school diploma.
- B- I am at least 19 years old **or** have included my principal's support letter if I am 18 years of age (*no 17-year-olds will be considered*).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The completed application and relevant documents can be emailed to [ahsd@gnb.ca](mailto:ahsd@gnb.ca) or mailed to:

**AHSD Administrator**  
**PETL - WorkingNB**  
**PO Box 6000, 470 York St, Suite 120**  
**Fredericton NB**  
**E3B5H1**



**ADULT HIGH SCHOOL DIPLOMA APPLICATION**  
 Dept. of Post-Secondary Education, Training & Labour –  
 Working NB  
 6187-01E (05/2023)

Name:

Requirements	Courses	School/Institution	Date (School year)	Final Mark
1. Mathematics 11 or 12				
2. English 12				
3. Science 11 or 12				
4. French				
5. History/SS 11 or 12				
6. Optional Studies 11 or 12	1			
	2			
	3			
7. Computer Literacy				

Incomplete applications submitted without all required documentation will be returned to you with an explanation on why it cannot be processed.

To avoid delays, please check off that the following is included with your application:

- Page 1 & 2 of application form filled out completely, signed, and dated
- Copy or photo of birth certificate or driver’s license
- Letter of support, if 18 years old
- Proof of all relevant course marks (transcript, report card, and/or academic history)
- Official French Exemption (if applicable)
- Proof of name change (if applicable)
- Computer Literacy Checklist (if applicable)



**ADULT HIGH SCHOOL DIPLOMA  
COMPUTER LITERACY CHECKLIST**  
Dept. of Post-Secondary Education, Training & Labour  
– Working NB

This checklist does not need to be completed if the candidate has another acceptable computer literacy course/credit.

Student Name:	
Date of birth:	
I verify that the above-named student is able to:	
✓	Task:
	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 computer terminal;
	perform basic operations in a word processing package;
	perform basic operations in at least one other software package (ex: Excel, PowerPoint, etc.);
	use the internet to search for information;
	retrieve and send an email.

<b>Name of Evaluator:</b>	
<b>Title of Evaluator:</b>	
<b>School/Institution:</b>	
<b>Date:</b>	
<b>Signature:</b>	

Please include this checklist with the completed application package **if** being used to fulfill the Computer Literacy requirement (see page 10-11).