



**Ontario
College of
Teachers
2010
Registration
Guide**

**International Applicants
Without Canadian Employment Authorization**



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

Congratulations on pursuing your teacher certification in Ontario.

The College is the self-regulatory body for the province's teaching profession. It is our responsibility to ensure that those who apply for a licence to teach are qualified.

The following pages contain a registration form and detailed information to guide you through the registration process.

If you have any questions, please visit our web site at www.oct.ca, e-mail us at info@oct.ca or call Client Services at 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

If you are a teacher of technological education, please contact the College for more information.

Sincerely,

A handwritten signature in black ink that reads "M. Salvatori".

Michael Salvatori
Registrar and Chief Executive Officer

This guide is intended for international applicants who are not currently authorized to work in Canada. Requirements may change without notice.

If you are authorized to work in Canada, please complete the Teachers Educated Outside Ontario guide.

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HOW TO REGISTER

Please read the entire guide before you start. We have provided a glossary on page 22 for your reference.

Before you register, the College will help to determine whether you are qualified to teach in Ontario. You must complete, sign and submit a registration form, all required documents, fees and proof of a conditional offer of employment as part of your evaluation.

If you qualify, you will need to submit - or have submitted to the College - additional information to complete the registration process. (See Step 2.)

If the College finds that your qualifications do not meet Ontario's standards, we will indicate the areas in which you need additional courses.

You have two years from the date your credential assessment letter is issued to provide proof that you have successfully completed the additional requirements if you wish to continue with the registration process.

Step 1- Evaluation of Credentials

See **Documents and Fees** on page 3 and **Documents Institutions Must Submit for You** on page 4 for information on documents that the College needs to evaluate your credentials.

Once the College receives all required documents and fees, we will evaluate your qualifications. If you satisfy the requirements set out in this guide, you will be notified of this in writing. You will then need to submit the documents indicated in Step 2.

Step 2 - Completing the Registration Process

To complete your registration with the College after your credential assessment, you must provide all of the documents and information outlined in **Documents You Need to Submit if Your Evaluation is Successful** on page 10.

How Long Will It Take?

When we receive all the documents you are required to submit with your application and your fee has been processed, the College will issue you a registration number. This process can take between 10 to 15 business days.

The College will advise you in writing, if at the time your registration number is issued, there are still required documents outstanding.

Once the College has received all of your required documents, (including the documents submitted on your behalf) it can take four to six weeks to evaluate your application. The four to six week timeline is a general guideline. It may take longer if the College requires more information.

Your application will be valid for two years. If, at the end of that time, the College has not received all the documents required, the College will evaluate your application based on the available information and tell you which additional steps you need to take to become certified.

All Applicants

The College is unable to waive requirements for any documents. If you apply and are unable to complete your registration, the College does not refund fees.

All documents submitted to the College become the property of the College. Please make copies of documents before you submit them. We are unable to return submitted documents.

The College does not accept assessments of your qualifications made by other organizations.

The College may request additional documents beyond the requirements in this guide. Occasionally we require clarification regarding submitted documents.

TRANSLATION REQUIREMENTS

To make it easier to match your documents to your records and speed up the application process, please arrange to have an English or French covering letter included with any foreign language document. This letter should include your name in English or French and College registration number if you have received one.

If you require an original translation for other purposes, you may want to ask the translator to issue you two copies as all documents submitted to the College become the property of the College.

When the College receives official documents from the granting institution, we will send copies to you. You must arrange for official translation. Once you have the copies translated, please submit the foreign language document along with the translated version.

Original translations will be accepted only from:

- a translator accredited by a professional association of translators in Canada
- a translator who has received accreditation through a federal, provincial or municipal government in Canada
- the consulate, high commission or embassy to Canada of the country that issued the documents
- a Canadian embassy, consulate or high commission in the country from which you emigrated.

To obtain the name of an accredited translator, contact the Association of Translators and Interpreters of Ontario (ATIO) at 1-800-234-5030 or 613-241-2846 (e-mail: info@atio.on.ca; web site: www.atio.on.ca)

If the ATIO is unable to provide a translator for the language you need, contact COSTI -IIAS Immigrant Services at 416-658-1600, info@costi.org or www.costi.org to arrange for acceptable translation.

All acceptable translations must be accompanied by an original statement indicating:

- the translation is accurate and authentic
- the translator belongs to one of the categories listed above (identification number and/or seal, name, address and telephone number required)
- printed name and signature of the translator.

CERTIFICATION REQUIREMENTS

- 1. Academic Qualifications** - Your degree (for example, a BA or BSc), must include the equivalent of at least three years of full-time study (in addition to the teacher education year). Your degree must come from a postsecondary institution acceptable to the College.
- 2. Teacher Education Program** - Your program needs to include the equivalent of a year of full-time postsecondary study in education - a minimum of 30 credits. It must include practice teaching and courses in foundations and teaching methods.

We will consider programs that combine academic and teacher education courses and equal at least four years of full-time study beyond the equivalent of the Ontario Secondary School Diploma (Grade 12).

Employment-based programs are not acceptable.

- 3. Certification in Another Jurisdiction** - You must have been certified/authorized to teach in the jurisdiction where you completed your teacher education program, even if you have never taught there.
- 4. Proficiency in English or French** - You must be able to communicate effectively in either English or French. See page 5.

DOCUMENTS AND FEES YOU MUST SUBMIT

Mail or deliver the registration form, documents you are submitting and the fee to the College.

If any of your documents are in a language other than English or French, you must have them translated according to the College's requirements (page 2).

Include the original translation and the translator's letter with the document when you submit your application.

1. **2010 Registration Form** - See page 14. Be sure you sign the Applicant's Declaration on page 19.
2. **Proof of Identity** - To complete your registration, the College requires proof of your identity - a copy of an official document that shows your full legal first, middle and last names at birth and the date and place of birth.

All applicants must submit a photocopy of one or more of the following documents that includes all of the information above:

- birth certificate
- foreign passport (must include middle names)
- certificate of baptism if born in Québec or Newfoundland and Labrador (prior to January 1994)
- Canadian Immigration Record and Visa or Record of Landing (front and back)
- Permanent Resident Card (front and back)

Drivers' licences, Ontario Health Cards and Canadian Citizenship Cards are NOT acceptable proof of identity documents.

3. **Proof of Name Change** (if applicable) - Marriage is the most common reason for name changes. If you changed your name when you married, please send a photocopy of your marriage certificate plus the original translation if applicable. See Translation Requirements, page 2 for more information.

If you have legally changed your name, please send a photocopy of either:

- the change of name certificate
- the court order that changed your name.

4. **Conditional Offer of Employment** - From an Ontario district school board or private school on official letterhead. The letter must indicate that the board/school would hire you as a teacher on the condition that you become a member of the Ontario College of Teachers.

5. **Teaching Certificate(s)** - To receive a license to teach in Ontario, you must have completed a program of teacher education that leads to your being authorized to teach.

If you completed your teacher education outside of Ontario, you must submit a copy of a document that confirms you were authorized to teach after completing your teacher education program. A copy of this document is required even if you did not teach in the jurisdiction where you completed your teacher education.

If you were also authorized to teach in other jurisdictions, you must provide copies of the authorizations issued by those jurisdictions as well.

The College knows that many countries do not issue teaching certificates. For many applicants, this requirement can be met by sending a photocopy of your teacher education degree or diploma scroll to the College.

Also see the College web site (www.oct.ca → Internationally Educated Teachers → Country-specific Info) or call Client Services for more information.

6. **Fees** - The non-refundable fee of \$362 includes your \$140 registration fee, a \$222 evaluation fee and applicable taxes. Fees are subject to change.

You may mail in your payment with your application by:

- including a cheque or money order made out to the Ontario College of Teachers (postdated cheques are not acceptable)
- using a VISA, MasterCard or AMEX. Include the cardholder's name, number and expiry date on your registration form. **Do not mail cash.**

DOCUMENTS INSTITUTIONS MUST SUBMIT FOR YOU

You will have to contact your educational institutions and ask them to send original documents directly to the College.

If the documents are in a language other than English or French, the College will send copies to you and you must take them to an accredited translator for translation. (See page 2.) Then send the original translation, the letter from the translator and the copy of the document back to the College.

The College requires:

- 1. Academic Record of Teacher Education** - Ask that your official teacher education academic record or transcripts be sent directly to the College. These must have the institution's seal and signature of the registrar. Transcripts should include the hours completed in each course.

If you completed your teacher education outside of Canada or the United States, in addition to the academic record, ask them to send the College an official letter with the institution's seal and signature of the registrar verifying:

- the dates you attended and completed the program and confirmation that degrees, diplomas or certificates were granted
- your name as it appears on your Ontario College of Teachers registration form
- the number of hours, days or weeks, grade levels and subjects you taught in the supervised practicum
- the hours of study you completed for each course according to each term or year of study
- course descriptions for each course within your teacher education program
- if your program focused on the secondary school level, the specific subjects from the list on page 19 for which you completed course work
- language of instruction
- method of delivery (for example, in-class, distance or employment-based).

If your transcripts do not contain the title of the credential you were awarded and/or the conferral date, you may be asked to provide a photocopy of the degree/diploma scroll or certificate you received when you successfully completed your degree.

The College recognizes that some jurisdictions issue academic records once only. (See www.oct.ca → Internationally Educated Teachers → Country-specific Info for more information.) If this is your case, bring your original academic record and diploma/degree document to the College in person or send it by mail for verification. We will return your original documents to you.

However, you must still arrange for the letter to be sent to the College that verifies the granting of the degree or diploma, the course content and hours of study for each course and the year you received the degree.

The letter from the institution must be current and provide details about the subjects covered in the teacher education program and ages of students you were prepared to teach.

If practice teaching was not completed as part of your teacher education program, please arrange to have official confirmation of at least one year of **successful** teaching experience sent directly to the College.

- 2. Academic Record of Postsecondary Degree(s)** - Ask that your official postsecondary degree transcripts, bearing the institution's seal and signature of the registrar and the institution, be sent directly to the College.

If these degrees included credits transferred from another institution, arrange to have a transcript for these credits sent directly to the College from the institution where you originally completed those courses.

If you earned your postsecondary degree(s) outside Canada or the United States, arrange for a letter to be sent directly to the College with the institution's seal and the signature of the registrar verifying:

- your name as it appears on your Ontario College of Teachers registration form
- the hours of study for each course according to each term or year of study
- the name of the degree and the date it was granted.

If your transcripts do not contain the title of the credential you were awarded and/or the conferral date, please provide a photocopy of the degree/diploma scroll or certificate you received when you successfully completed your degree.

The College recognizes that some jurisdictions issue academic records once only. If this is your case, bring your original academic record to the College in person or send it by mail for verification. We will return your original academic record and diploma/degree to you.

However, you must still arrange for the letter to be sent to the College that verifies the granting of the degree or diploma, the course content and hours of study for each course and the year you received the degree.

Some examples of educational records include:

- Poland *Indeks*
- India Mark Sheets (for each year)
- Germany *Scheine*
- France Relevé de notes
- North America *Transcripts*

See the College web site (www.oct.ca → Internationally Educated Teachers → Country-specific Info) for more information.

- 3. Statement of Professional Standing** - A Statement of Professional Standing is a letter from a licensing institution, such as an education ministry, that says your right to teach has never been suspended, revoked or cancelled.

This requirement applies even if you never actually taught in those jurisdictions.

See the College web site (www.oct.ca → Internationally Educated Teachers → Statements of Professional Standing) for more information.

You must arrange to have this statement sent by each jurisdiction in which you have been certified/authorized to teach. The statement cannot be older than one year from the date the College receives it.

- 4. Proficiency in English or French** - If you completed a teacher education program in the **English language** in the following countries, you satisfy language proficiency requirements and do not need to provide more information.

Canada	Montserrat
Anguilla	Nigeria
Antigua and Barbuda	New Zealand
Australia	Republic of Ireland
Bahamas	Saint Kitts-Nevis
Barbados	St. Lucia
Belize	St. Vincent
Benin	Seychelles
Bermuda	Sierra Leone
Botswana	Trinidad and Tobago
British Virgin Islands	Turks and Caicos Islands
Cayman Islands	United Kingdom
Cameroon	United States
Dominica	Uganda
Ghana	US Virgin Islands
Grenada	Zambia
Guyana	Zimbabwe
Jamaica	

If you completed a teacher education program in the **French language** in the following countries, you satisfy language proficiency requirements and do not need to provide more information.

Benin	Guinea
Canada	Haiti
Cameroon	Ivory Coast
Congo - Dem. Republic	Luxembourg
Congo - Republic	Mali
France	Monaco
French Guyana	Seychelles
Guadeloupe	Senegal

If your teacher education program was completed in a country other than the ones listed, you must provide proof of proficiency in English or French in one of the following ways:

- 1.** If your teacher education program was completed entirely in either English or French, please have a letter sent directly to the College from the head of the institution you attended. The letter needs to confirm that the language of instruction for the **entire program** was either English or French when you attended the institution.

OR

2. Either your **primary** or **secondary**, and your **postsecondary** education were in French or English (but your teacher education program was in another language), please arrange to have letters sent to the College from these institutions confirming the language of instruction was English or French.

OR

3. Complete one of the approved language proficiency tests on this page and ask the testing agency to send your results to the College. The test must be completed within two years before the date the College receives your application.

Please arrange to have the test provider send the successful results of your language proficiency test directly to the College. The College cannot accept test results older than two years.

The College accepts results **only** from the following tests:

English

International English Language Testing System (IELTS) (academic test only)

The College requires proof of an overall score of at least 7 on the IELTS (academic test only), with scores of at least 6.5 in reading and listening and scores of at least 7 in writing and speaking.

Test of English as a Foreign Language, Internet-based Test (TOEFL iBT)

The Education Testing Service has introduced a new test to measure four communications skills (reading, writing, listening and speaking) on one integrated Internet-only test.

The College requires an overall score of 103 with scores of at least 23 in listening, 24 in reading, 28 in writing and 28 in speaking.

For more information, go to www.oct.ca → Internationally Educated Teachers → Required Documents → Proof of Language Proficiency in English or French.

French

Test pour étudiants et stagiaires au Canada (TEStCan)

The College requires proof of a minimum score of 5 in each of the following skills: writing, reading and listening, and evidence of a minimum score of 4.5 on speaking.

You must achieve minimum scores on each component.

You are responsible for the cost of the language proficiency test. Test costs may vary. For more information on specific language proficiency tests, costs and test locations in Ontario and internationally, please contact:

IELTS

IELTS Test Centre Canada

Conestoga College of Applied Arts and Technology
IELTS Administrator
299 Doon Valley Drive
Kitchener ON N2G 4M4 CANADA
Telephone: 519-748-3516; Fax: 519-748-3505
E-mail: ielts@conestogac.on.ca
Web site: www.conestogac.on.ca/ielts

IELTS International

(Includes information on testing conducted overseas. The University of Cambridge's local examination is not acceptable.)

IELTS Subject Officer
Cambridge International Examinations
1 Hills Road
Cambridge CB1 2EU United Kingdom
Telephone: 1223 553558; Fax: 1223 553554
E-mail: international@ucles.org.uk
Web site: www.ielts.org

TOEFL and TSE

(Includes information on testing conducted overseas)
P.O. Box 6151

Princeton, NJ 08541 USA
Telephone: 609-771-7100 (for general information on the TOEFL and TSE) or 1-800-468-6335 (to schedule a test appointment on the phone for the TOEFL only.)
Fax: 609-771-7500; TTY: 609-771-7714
E-mail: toefl@ets.org
Web site: www.toefl.org

The Ontario College of Teachers institution code for TOEFL and TSE is 9041.

TEStCan (French)

Second Language Institute/Institut des langues secondes
University of Ottawa
600 King Edward Avenue
Ottawa ON K1N 6N5 CANADA
Telephone: 613-562-5743; Fax: 613-562-5126
E-mail: cantest@uottawa.ca
Web site: www.uottawa.ca/academic/arts/ils/

Addresses and phone numbers of these services were correct at time of printing.

ADDITIONAL DOCUMENT REQUIREMENTS FOR TEACHERS OF TECHNOLOGICAL EDUCATION (Submit With Your Application)

- 1. Secondary School Diploma** - Send a photocopy of your Ontario Secondary School Diploma (Grade 12) or equivalent to the College.
- 2. Proof of competence** - You must submit proof you are competent in your technological field. Please submit the following documents to help the College evaluate your competence:
 - a copy of your certificate from the jurisdiction where you were originally certified to teach technological education
 - your academic record. Documentation of post secondary studies must be in the form of official transcript(s), sent directly from the institution to the College. The institution must be formally recognized.
 - proof of wage-earning experience. The documents you submitted as proof of wage-earning experience may be used as proof of competence.

If you do not have a postsecondary degree in your area of technological education, you must include:

- photocopies of employer references attesting to successful work and listing the technological skills used
 - a copy of your trade certificate. If your trade is not regulated, you will need to provide copies of documents that verify your training and supervised experience in your area of technological education.
- 3. Proof of wage-earning experience** - Please see chart on page 9 for requirements.

DOCUMENTS YOU NEED TO SUBMIT IF YOUR EVALUATION IS SUCCESSFUL

- 1. Canadian Employment Authorization** - If you are not a Canadian citizen, submit a photocopy of:
 - a valid work permit issued by the federal government indicating you are not restricted from working in a school environment**OR**
 - both sides of your permanent resident card or Record of Landing form.
- 2. Social Insurance Number** - Please provide a photocopy of your Social Insurance Number.
- 3. Canadian Criminal Record Check Report** - To protect students and help ensure teachers are worthy of the trust placed in them, the College requires all applicants to provide a Canadian criminal record check report.

You may obtain a criminal record check report from a local or regional police service. There are also companies that will arrange for a criminal record check report on your behalf through an agreement with a local police service.

You may wish to conduct an Internet search to identify a police service or company than can help you obtain this report.

Whichever you choose, your criminal record check report must state that a search was conducted through the Canadian Police Information Centre (CPIC) database.

To be acceptable to the College, the report must:

- be the original signed and dated document
- not be older than six months from the date the College receives it
- include all of the names you have provided on your registration form and verified with proof of identity document (first name, common name, middle names, birth surname and current surname).

A criminal record does not necessarily prevent you from being certified. The College considers each case on its own merits. You must send a detailed explanation of the events leading to the entry on your criminal record check report, signed by you,

to the College if your report includes a criminal record.

Providing false or incomplete information may be considered professional misconduct and grounds for the rejection of your application.

- 4. Fee Payment** - You must submit the \$120 annual membership fee for 2010 to complete the application process.

The annual membership fee covers a calendar year (January - December). If a teacher is licensed near the end of a calendar year, the full annual membership fee is still required as the fee is not pro-rated based on the number of months remaining in that year.

The College will not complete your registration until the membership fee has been paid. Once the College receives your payment, an initial certificate of qualification will be issued to you.

You may pay your membership fee by:

- cheque or money order made out to the Ontario College of Teachers
- VISA, MasterCard or AMEX - include the cardholder's name on the card, card number and expiry date on your registration form.

You may pay by cash, cheque or by credit or debit card in person at the College walk-in centre from 8:30 a.m. to 5 p.m. Monday to Friday. Postdated cheques are not acceptable and will be returned.

Do not mail cash.

ADDITIONAL REQUIREMENTS FOR TEACHERS OF TECHNOLOGICAL EDUCATION

You must provide all the documents listed in this guide in addition to those listed on this page and the next page.

- 1. Ontario Secondary School Diploma** - Send a photocopy of your Ontario Secondary School Diploma (Grade 12) or **equivalent** to the College.
- 2. Wage-earning Experience** - You will need to show that you have worked for wages, outside of teaching, in your technological field. Please see chart on the next page for requirements.

- 3. Proof of Competence** - You must submit proof you are competent in your technological field. Please submit the following documents to help the College evaluate your competence:

- a copy of your certificate from the jurisdiction where you were originally certified to teach technological education
- your academic record. Documentation of postsecondary education must be in the form of official transcript(s), sent directly from the institution to the College. Please note that the institution must be formally recognized.
- proof of wage-earning experience.

The documents you submit as proof of wage-earning experience may be used as proof of competence.

If you do not have a postsecondary degree in your area of technological education, you must include:

- photocopies of employer references attesting to successful work and listing the technological skills used
- a copy of your trade certificate. If your trade is not regulated, you will need to provide copies of documents that verify your training and supervised experience in your area of technological education.

TEACHING SUBJECTS

When you apply to the Ontario College of Teachers, you need to indicate that the teacher education program you completed qualifies you in an area of technological education. The list below indicates which teaching subjects are considered technological education.

Intermediate and Senior Division Teaching Options

- Communications Technology
- Construction Technology
- Hospitality Services
- Manufacturing Technology
- Personal Services
- Technological Design
- Transportation Technology

WAGE-EARNING EXPERIENCE

Your wage-earning experience must be in the area or areas of technological education you chose in your teacher education program. Teaching experience cannot be used to satisfy the wage-earning experience requirement.

You need:

- five years of work (for wages) in the business or industrial sector

OR

- a combination of postsecondary education and work in business or industry, all in the relevant area of Technological Education, for a total of five years. This must include at least two years of work of which at least 16 months must be continuous employment

OR

- At least 3,700 hours of work and completion of a postsecondary education program acceptable to the College that includes at least 24 months of academic studies. The work and education program must be related to your area of Technological Education in your teacher education program.

If you worked for an employer:

Appropriate documentation of wage-earning experience is a copy of a **signed letter** on official company letterhead, written by a supervisor familiar with the applicant's work. The letter must attest to:

- the duration of employment, indicating start and end dates, and whether the employment was full time or part time
- and**
- the nature of employment (job description), providing specific statements of the skills used in the position.

Please note that supervisory or management experience must be accompanied by written verification by a supervisor familiar with the applicant's work. This should provide specific statements of the skills used in the position.



In exceptional cases* where it is impossible to provide appropriate documentation, the following may be considered:

- an original sworn statement, signed by a commissioner of oaths, that indicates the reason(s) why this information is not available
- and**
- an original sworn statement, signed by a commissioner of oaths, that indicates the duration of employment, start and end dates, and the nature of employment (providing specific statements of the skills used in the position)
- and**
- copies of T-4 tax forms that support the duration and place of employment noted in the notarized statement
- or**
- an original statement from an accountant, confirming income.

* *Bankruptcy or closing of business, death or retirement of owner*

If you were self-employed:

Self-employed applicants are required to submit:

- an original sworn statement, signed by a commissioner of oaths, that indicates the applicant was self-employed, and details the duration of employment, the start and end dates, and the nature of duties (providing specific statements of the skills used in the position)
- and**
- a copy of business licence or registration supporting the duration of employment noted in the sworn statement
- and**
- copies of income tax assessments (which indicate self-employment) supporting the duration of employment noted in the sworn statement, or a statement from an accountant, confirming income, or an annual report
- and**
- a photocopy of at least one letter (representing the period of self-employment) from a major supplier attesting to materials purchased and/or a client attesting to the work completed.

DOCUMENTS YOU NEED TO SUBMIT IF YOUR EVALUATION IS SUCCESSFUL

- 1. Canadian Employment Authorization** - If you are not a Canadian citizen, submit a photocopy of:
 - a valid work permit issued by the federal government indicating you are not restricted from working in a school environment**OR**
 - both sides of your permanent resident card or Record of Landing form.
- 2. Social Insurance Number** - Please provide a photocopy of your Canadian Social Insurance card.
- 3. Canadian Criminal Record Check Report** - The College requires all new applicants to provide original signed reports of criminal record checks with their applications for membership and to complete an Applicant's Declaration (page 19) about their suitability for registration. The two requirements provide increased protection for students and help ensure that teachers are worthy of the trust placed in them by students, parents and colleagues.

You may obtain a criminal record check report from a local, regional or national police service. There are also companies that will arrange for a criminal record check report on your behalf through an agreement with a local police service.

You may wish to conduct a web search to identify the police service or company that can assist you in obtaining this report.

Whichever method you use, the report must indicate that a search was done using the Canadian Police Information Centre (CPIC) database.

The original signed Canadian criminal record check report **must also not be older than six months** from the date the College receives it.

Your full name listed on the registration form, proof of identity document(s) and change of name document(s) (if applicable) must match the name(s) appearing on the criminal record check report and the report must indicate that a search was completed on all names you are currently using or have used in the past.

The College considers and assesses each positive criminal record check report individually. A criminal record does not mean that you are automatically ineligible for certification by the College.

If you have answered "yes" to any of the questions in the Applicant Declaration, be sure to provide a signed, detailed explanation of the events. All applicants must provide full details of any criminal offence in any jurisdiction.

Providing false or incomplete information to the Ontario College of Teachers is considered an act of professional misconduct and grounds for the rejection of your application.

- 4. Fee Payment** - You must submit the \$120 annual membership fee for 2010 to complete the application process.

The annual membership fee covers a calendar year (January - December). If a teacher is licensed near the end of a calendar year, the full annual membership fee is still required as the fee is not pro-rated based on the number of months remaining in that year.

The College will not complete your registration until the membership fee has been paid. Once the College receives your payment, an interim certificate of qualification will be issued to you.

You may pay your membership fee by:

- cheque or money order made out to the Ontario College of Teachers
- VISA, MasterCard or AMEX - include the cardholder's name on the card, card number and expiry date on your registration form.

You may pay by cash, cheque or by credit or debit card in person at the College walk-in centre from 8:30 a.m. to 5 p.m. Monday to Friday. Postdated cheques are not acceptable.

Do not mail cash.

NOTES

SUMMARY OF APPLICATION & SUPPORTING DOCUMENTS

DO YOU HAVE EVERYTHING?

We can only begin evaluating your application when we have all your documents and the translations for any that are in a language other than English or French. Please ensure that you've included everything you need.

Step 1: You Need to Submit to the College:

1. Original registration form. See page 14. Please be sure to sign the Applicant's Declaration on page 19.
2. Photocopy of proof of identity. See page 3.
3. Photocopy of proof of change of name, if applicable. See page 3.
4. Conditional offer of employment from an Ontario district school board or private school. See page 3.
5. Photocopy of teaching certificate(s). See page 3.
6. Evaluation and registration fee of \$362. See page 3.

As well, you must ask the institution to send to the College:

1. Academic record of teacher education. See page 4.
2. Academic record of postsecondary degrees. See page 4.
3. Statements of Professional Standing. See page 5.
4. Language proficiency test report, if applicable. See page 5.

If you are a Teacher of Technological education, you also need to send:

1. Photocopy of your secondary school diploma See page 8.
2. Proof of competence. See page 8.
3. Evidence of wage-earning experience. See page 8.

Step 2: If your credential assessment indicates you are eligible for certification, we will contact you and ask you to provide the following to meet licensing requirements.

1. Employment authorization, if you are not a Canadian citizen. See page 7.
2. Photocopy of your Canadian Social Insurance card. See page 7.
3. Canadian criminal record check report (signed original). See page 7.
4. Annual membership fee of \$120. See page 8.

Ontario College of Teachers 2010 Registration Form

for

International Applicants Without Canadian Employment Authorization

Complete forms in full and mail or bring with required documents and fees to:

Ontario College of Teachers
121 Bloor Street East
Toronto ON M4W 3M5

- ***Please print clearly in black or blue ink. Faxes or photocopies will not be accepted.***
- ***This form is also available on the College web site at www.oct.ca.***
- ***Requirements may change without notice.***

**For more information, please call:
Client Services: 416-961-8800
Toll-free in Ontario 1-888-534-2222
info@oct.ca**

Providing false or incomplete information to the
Ontario College of Teachers may place your licence to teach in
Ontario in jeopardy.

The College is unable to waive requirements for documents.



NAME (PLEASE ENSURE ALL NAMES MATCH THE NAMES ON YOUR PROOF OF IDENTITY DOCUMENTATION AND YOUR CRIMINAL RECORD CHECK REPORT)

CURRENT LAST NAME (surname)

CURRENT FIRST NAME (given name)

MIDDLE NAME(S)

COMMON FIRST NAME (Name you are known by)

FORMER NAMES

LAST NAME AT BIRTH (if different from above)

FIRST NAME AT BIRTH (if different from above)

MIDDLE NAME AT BIRTH (if different from above)

FORMER LAST NAME (if changed)

FORMER FIRST NAME (if changed)

FORMER MIDDLE NAME (if changed)

Additional entries submitted on a separate page.

PERSONAL INFORMATION

DATE OF BIRTH (day/month/year)

COUNTRY OF BIRTH

GENDER

MALE FEMALE

COUNTRY OF CITIZENSHIP

LANGUAGE OF CORRESPONDENCE

ENGLISH FRENCH

ADDRESS

RESIDENTIAL MAILING ADDRESS

APT.#/ P.O. BOX/RR#

CITY

PROVINCE/STATE

COUNTRY

POSTAL CODE

(AREA CODE) HOME TELEPHONE

(AREA CODE) WORK TELEPHONE

E-MAIL ADDRESS

PROGRAM OF TEACHER EDUCATION Distance Education In-class

NAME OF DEGREE/CERTIFICATE GRANTED OR TO BE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

NAME OF INSTITUTION

PROVINCE/STATE, COUNTRY

DEGREE/CERTIFICATE GRANTED OR TO BE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

NAME OF INSTITUTION

PROVINCE/STATE, COUNTRY

Additional entries submitted on a separate page.

DIVISIONS YOU ARE EDUCATED TO TEACH

Primary Division (K – Grade 3)

Junior Division (Grades 4 – 6)

Intermediate Division (Grades 7 – 10)

Senior Division (Grades 11 – 12)

Teachers of Students who are Deaf or Hard of Hearing

FOR TECHNOLOGICAL EDUCATION TEACHERS ONLY

What was your trade or occupation other than teaching? _____

ACADEMIC QUALIFICATIONS

NAME OF DEGREE/CERTIFICATE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

UNIVERSITY/INSTITUTION

PROVINCE/STATE, COUNTRY

NAME OF DEGREE/CERTIFICATE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

UNIVERSITY/INSTITUTION

PROVINCE/STATE, COUNTRY

Additional entries submitted on a separate page.

OTHER POSTSECONDARY STUDIES (FOR EXAMPLE, COLLEGE OF APPLIED ARTS AND TECHNOLOGY OR EQUIVALENT)

NAME OF DIPLOMA/CERTIFICATE GRANTED

DATES ATTENDED (MM/YY – MM/YY)

NAME OF INSTITUTION

PROVINCE/STATE, COUNTRY

OTHER POSTSECONDARY STUDIES (CONTINUED)

NAME OF DIPLOMA/CERTIFICATE GRANTED _____

DATES ATTENDED (MM/YY – MM/YY) _____

NAME OF INSTITUTION _____

PROVINCE/STATE, COUNTRY _____

Additional entries submitted on a separate page.

SECONDARY SCHOOL EDUCATION

NAME OF DIPLOMA/CERTIFICATE GRANTED _____

DATES ATTENDED (MM/YY – MM/YY) _____

SECONDARY SCHOOL WHERE DIPLOMA WAS OBTAINED _____

PROVINCE/STATE, COUNTRY _____

TEACHER CERTIFICATION IN ONTARIO

Have you ever previously applied for teacher certification in Ontario? _____

Yes No

DATE _____

TEACHER CERTIFICATION OUTSIDE OF ONTARIO

If you are now or have been certified to teach in any province, state or country, list it here, along with the date on which certification was granted.

JURISDICTION _____

CERTIFIED/AUTHORIZED BY _____

DATE _____

JURISDICTION _____

CERTIFIED/AUTHORIZED BY _____

DATE _____

Additional entries submitted on a separate page.

Based on your teacher certification outside of Ontario, you must arrange for the College to receive a statement of professional standing not older than one year from the date the College receives this statement from any jurisdiction – other than Ontario – where you are or have been certified/authorized to teach. This is a statement sent directly to the College from that jurisdiction’s licensing authority or department of education verifying that you were certified/authorized to teach and that your certificate has never been suspended, cancelled or revoked. **This requirement applies even if you never actually taught in that jurisdiction.**

TEACHING EXPERIENCE (LIST IN CHRONOLOGICAL ORDER. Do NOT INCLUDE PRACTICE TEACHING OR VOLUNTEER WORK.)

INSTITUTION/SCHOOL AUTHORITY

PROVINCE/STATE, COUNTRY

GRADES TAUGHT

FROM MM/YY – MM/YY

INSTITUTION/SCHOOL AUTHORITY

PROVINCE/STATE, COUNTRY

GRADES TAUGHT

FROM MM/YY – MM/YY

INSTITUTION/SCHOOL AUTHORITY

PROVINCE/STATE, COUNTRY

GRADES TAUGHT

FROM MM/YY – MM/YY

Additional entries submitted on a separate page.



APPLICANT'S DECLARATION

Please answer Yes or No. For every YES answer, please attach a complete, legible explanation that includes the full identification of the registration/licensing authority/organization concerned.

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you ever applied anywhere for authorization and/or certification to teach and had your application denied? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever — for any reason other than to avoid paying renewal fees — voluntarily surrendered your authorization and/or certification to teach? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you ever, in advance of an investigation or disciplinary proceeding, either voluntarily or involuntarily restricted your teaching practice? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you ever been found guilty of professional misconduct or been found to be incompetent or incapacitated in relation to another profession? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Have you ever agreed to a settlement or a resignation to avoid any proceeding or disciplinary action with respect to your professional conduct, competence or capacity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Has there ever been or is there now an investigation or proceeding in respect of your professional conduct, competence or capacity in relation to the teaching profession in another jurisdiction, or in relation to another profession? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Criminal Record Declaration

Please answer Yes or No. For every YES answer, please attach a complete, legible explanation of the offence that includes the full identification of the police/court authority concerned.

- | | | |
|--|------------------------------|-----------------------------|
| 1. Have you ever been found guilty of a criminal offence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been found guilty of any offence relevant to your suitability to practise the profession? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are there any criminal charges pending against you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

I DECLARE THAT

...all information given on this registration form is true, correct and complete to the best of my knowledge. I understand that no qualifications assessment can be made until the College receives all required documents and that additional information may be required.

I authorize the College to contact the educational institutions I attended and to receive any and all information from those institutions, teacher registration/licensing bodies and police services that relate to my application for registration in Ontario. I understand that this information may be used by the College to determine if I will be registered or if any terms, conditions or limitations are required on my certificate.

I understand that any information on the College's public register about my teaching qualifications and status with the College will be accessible by the public.

APPLICANT SIGNATURE

PRINT FULL NAME

DATE (DD/MM/YY)

FEES

Fees \$362

Includes \$140 registration and \$222 evaluation fees. Includes all applicable taxes. Fees are non-refundable and are subject to change.

- Cheque Money Order Cash MasterCard VISA AMEX

NAME ON CARD

CARD NUMBER

EXPIRY DATE

You may pay cheque, cash, credit or by debit card in person at the College walk-in centre from 8:30 a.m. to 5 p.m., Monday to Friday.

Do not mail cash.



Glossary

Academic Courses

Courses that deal with subject matter. These differ from professional courses, as they are not pedagogical in nature.

Academic record

An official copy of a student's academic history with an educational institution.

Acceptable Degree

An acceptable degree is one that is granted by an acceptable postsecondary institution. The degree represents three years of study beyond Ontario Grade 12. (4 years if it combines academic and professional coursework).

Accredited postsecondary institution

Accreditation is a process by which an institution's programs are examined by a third-party accrediting agency to determine if applicable standards are met. Should the institution meet the accrediting agency's standards, the institution receives accredited status from the accrediting agency.

Calendar year

The College operates on the calendar year, which begins on January 1 and ends on December 31, not the school year.

Canadian Police Information Centre (CPIC)

CPIC is a computerized information system that provides police officers across the nation with criminal record data.

Conferral date

This is the day your degree was officially granted.

Criminal Record

A criminal record is a compilation of an individual's information on crimes such as an arrest, a conviction or an incarceration.

Directly from the granting institution

The institutions must send documents directly to the College. The College will not accept documents in a sealed envelope given by another person on your behalf.

Division

A range of grade levels in Ontario. For certification, candidates must be assessed as having the qualifications to teach in two consecutive divisions.

Kindergarten to Grade 3 ...Primary Division
Grade 4 – 6Junior Division
Grades 7 – 10Intermediate Division
Grades 11 – 12Senior Division

Education Courses

These are professional courses that are pedagogical in nature.

Employment-based program structure

An initial teacher education program format whereby teacher certification occurs through employment with little or no connection to a university.

Faculties of education

Department within a postsecondary institution offering undergraduate and graduate programs in the field of education.

General studies teaching options

- Anglais
- Business Studies — Accounting
- Business Studies — Entrepreneurship
- Business Studies — General
- Business Studies — Information and Communication Technology
- Classical Studies — Greek
- Classical Studies — Latin
- Computer Studies
- Dance
- Dramatic Arts
- Economics
- English
- Environmental Science
- Family Studies
- Français
- French as a Second Language
- Geography
- Health and Physical Education
- History

Glossary

- International Languages
- Law
- Mathematics
- Music — Instrumental
- Music — Vocal
- Native Languages
- Native Studies
- Philosophy
- Politics
- Religious Education
- Science — Biology
- Science — Chemistry
- Science — General
- Science — Physics
- Social Sciences — General
- Visual Arts

Jurisdiction

The limits or territory within which authority may be exercised such as a country, a state or a city.

Language proficiency

The minimum standard of proficiency in either English or French, required for certification as a teacher in Ontario.

Methodology course

A course in the methods of teaching a specific subject or subjects.

Practicum, practice teaching

A supervised and marked practice teaching placement completed in a teacher education program and supervised by the program provider.

Pro-rate

Fees are not pro-rated means that everyone, no matter which month they pay fees, pays the same amount.

Registration Appeals Committee

A College committee whose purpose is to review the appeal of an applicant who has not been issued a Certificate of Qualification. Five members of College Council sit on the committee.

Regulation 184/97

The document that legislates Ontario teachers' qualifications in Ontario. This document can be viewed on the College's web site at www.oct.ca under the heading About the College → Education Legislation.

Transcript

An official copy (with the signature of the registrar and institution seal) of a student's academic record.



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

Ontario College of Teachers

121 Bloor Street East
Toronto ON M4W 3M5
www.oct.ca

Client Services

416-961-8800
Toll-free in Ontario 1-888-534-2222
info@oct.ca

Ce document est également disponible en français sous le titre
Personnes formées à l'étranger sans permis de travail au Canada - Guide d'inscription 2010

