

## Notice of Retirement

Complete this form **if you do not plan to teach (full-time, part-time, occasionally or as a substitute)** in a publicly funded school in Ontario. Once this form has been processed, you will be listed as Retired on the public register. Once your status has changed to Retired, you can no longer access the Members' Area of the College web site or use the Ontario Certified Teacher (OCT) designation.

**Please allow two to four weeks for the College to process your request.**

### Personal Information

COLLEGE REGISTRATION NUMBER	E-MAIL	
LAST NAME	FIRST AND MIDDLE NAMES	
ADDRESS	APT. # / UNIT / P.O. BOX / RR#	
CITY	PROVINCE	POSTAL CODE
HOME TELEPHONE		

To teach in a publicly funded school in the future, you will need to complete the *Membership Reinstatement* form available on the College web site at [www.oct.ca](http://www.oct.ca) → Forms and pay a reinstatement fee in addition to the annual membership fee.

**Please change my status to Retired.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE (DO NOT FUTURE-DATE)

Please return this completed form in person or by mail or fax to the address or fax number at the bottom of this page. The College will notify you in writing once your status on the public register has been changed to Retired.

If you have any further questions, please contact Client Services at 416-961-8800 or toll-free in Ontario at 1-888-534-2222 or by e-mail at [info@oct.ca](mailto:info@oct.ca).

**The College will not accept this form if it has not been signed or if it is future-dated. There is no refund of the annual membership fee.**