



## Request to Update Registry Information

**Do not use this form to report recently completed Additional Basic Qualification or Additional Qualification courses. That information comes to the College from the course provider and you will be notified by e-mail once the qualification is added to your record.**

Please print clearly to complete this form, **sign it** and mail or fax it with required documents to:  
Membership Services, Ontario College of Teachers, 101 Bloor Street West, Toronto ON M5S 0A1

**Please allow the College up to 30 days to process your request.**

### Personal Information

COLLEGE REGISTRATION NUMBER		E-MAIL	
LAST NAME		FIRST AND MIDDLE NAMES	
ADDRESS		APT. # / UNIT / / P.O. BOX / NO. RR#	CITY
PROVINCE	POSTAL CODE	HOME TELEPHONE	BUSINESS TELEPHONE
FAX NUMBER		<input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH LANGUAGE PREFERENCE	

### Changing Personal Information

- Address (address can also be updated via the Members' Area at [www.oct.ca](http://www.oct.ca) → Members' Area)
- Name Change
- SIN Change (provide copy of card)
- Degree Information (degrees and courses taken will be listed in the language of origin.)

**If you need to update your name**, provide copies by mail or in person of one or more of the following documents that provide proof of your former and current names.

- Birth certificate
- Legal change of name document
- Certificate of baptism if born in Quebec (prior to January 1994) or Newfoundland and Labrador
- Change of name certificate

**If your name changed either as a result of marriage or a legal name change**, provide a photocopy of one of these documents:

- Canadian marriage certificate
- Foreign marriage certificate (must be translated into French or English. Please refer to [www.oct.ca](http://www.oct.ca) → Internationally Educated Teachers → Required Documents → Document Translation)

INCORRECT INFORMATION	CORRECT INFORMATION

## Changing Information about Degrees and/or Program of Teacher Education

If you wish to correct the date your degree was conferred or include an Honours designation, please provide a photocopy of the original degree transcript and circle/mark the changes you wish to have made.

To update the degree or the name of the granting institution, you must arrange to have the granting institution forward the transcript directly to the College.

The name of your credential will appear on your record in the language of the original document.

INCORRECT INFORMATION	CORRECT INFORMATION
<ul style="list-style-type: none"> <li><b>If a degree has not been listed on your certificate</b>, contact the Registrar's office of the granting institution and arrange for them to send, directly to the College, an official transcript bearing the Registrar's seal and signature, noting the date the degree was conferred.</li> <li><b>Transcripts issued to students and photocopies are not acceptable.</b></li> </ul>	<ul style="list-style-type: none"> <li>Diplomas/certificates from Colleges of Applied Arts and Technology (CAAT), conservatories of music and other non-degree granting institutions are not listed on your Certificate of Qualification and Registration.</li> <li>Do not return your incorrect Certificate of Qualification and Registration. Your Certificate of Qualification and Registration for next year will reflect the changes you are requesting. The College will correct your record and send you an acknowledgement to use for salary or other purposes. You can also print an updated copy of your certificate from the Members' Area of our web site at <a href="http://www.oct.ca">www.oct.ca</a>.</li> </ul>

## Adding a Qualification Earned in Ontario

If your certificate is missing a qualification that you think should appear, list the course, the institution and the date completed. The College will verify the information with the institution before adding the course to your Certificate of Qualification and Registration.

Add or update qualifications

INCORRECT INFORMATION	CORRECT INFORMATION

\_\_\_\_\_  
SIGNATURE (I CERTIFY THAT THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE.)

\_\_\_\_\_  
DATE