



Ontario
College of
Teachers

Ordre des enseignantes
et des enseignants
de l'Ontario

Registration Guide

Requirements for Becoming a Teacher of
Technological Education in Ontario including multi-session programs



Registration Guide for Becoming a Teacher of Technological Education

To teach in Ontario's publicly funded elementary and secondary schools, you must be a member in good standing of the Ontario College of Teachers. The College is the self-regulatory body for Ontario's teaching profession. It is our responsibility to ensure that everyone who is licensed to teach in this province is qualified.

Under the provisions of the *Ontario College of Teachers Act* and its regulations, applicants with certification in another Canadian province or territory will be assessed as labour mobility applicants.

Summary of Documents

You must submit

- 10 Copy of proof of identity
- 11 Original Canadian criminal record check report
- 11 Proof of work experience
- 12 Proof of competence

If applicable, you must also submit

- 10 Copy of proof of change of name
- 10 Withholding a name from the public register
- 11 Explanation for positive criminal record check
- 11 Copy of secondary school diploma
- 13 Copy of teaching certificate

You must ask institutions to send

- 13 Transcript of teacher education program

If applicable, you must also ask institutions to send

- 14 Letter to verify transcript of teacher education program
- 15 Transcript of postsecondary studies
- 15 Letter to verify transcript of postsecondary degree
- 15 Proof of proficiency in English or French
- 17 Statement of Professional Standing

For your reference

- 1 Requirements
- 9 Translation of any document not in English or French
- 18 Applying to the College

Requirements

This section outlines requirements for certification as a teacher of technological education. Information on the proof needed to satisfy these requirements follows on pages 9 to 17.

Certification Requirements

To teach technological education you need to satisfy the College's academic, professional, technological, language proficiency and professional suitability requirements outlined below.

Academic requirement

If you do not hold a postsecondary degree, you are required to hold a secondary school graduation diploma or have qualifications that the College considers to be equivalent.

Professional Requirement – Teacher education program

An acceptable program of teacher education must be at least four semesters of postsecondary study. Please note that in the Canadian postsecondary system, an academic year is usually comprised of two semesters.

The four-semester teacher education program generally consists of the following:

- 10 per cent focused on education foundations (i.e. the history, philosophy and psychology of education)
- 20 per cent focused on teaching methods suitable for two teaching qualifications in Ontario (i.e. how to teach students in particular grades or subjects)
- 20 per cent in practice teaching – a minimum of 80 days of practice teaching supervised by the program provider

- 50 per cent in any other areas of education to support methodology coursework, such as classroom management, how to use research data and new technology, supporting students with special learning needs and those from diverse communities.

Your teacher education program must be academic, not employment-based and completed at the postsecondary level. It must also lead to certification or authorization to teach in the jurisdiction where you completed the program.

Please be advised that the College determines the duration of teacher education coursework based on one academic year of study (the equivalent of two semesters) in a program.

If your program did not have the minimum 80 days (400 hours) of practice teaching, the College will accept evidence of at least one year of teaching experience as a certified teacher.

If you completed a teacher education program outside Canada, and you did not complete at least 80 days of practice teaching as part of your teacher education program, but you have completed at least one year of teaching experience, arrange for an education authority, or a principal, to send a letter directly to the College. This teaching experience must have occurred as a certified teacher and after the completion of your teacher education program.

This official letter needs to verify that you taught for at least one year in a public elementary or secondary school. It must also list the dates of your employment and the grade levels and subjects you taught.

The program should prepare you to teach one of the technological education subjects listed in the table on the inside back cover in one or more of the following divisions:

- grades 9 and 10
- grades 11 and 12

The College accepts distance education programs provided that they included a face-to-face practicum.

If you are certified in another Canadian jurisdiction, your teacher education program will meet the College requirements.

If you are in a multi-session program in Ontario or another Canadian jurisdiction

At the end of the first session of your multi-session teacher education program, you may apply to the College for a Transitional Certificate of Qualification and Registration, which allows you to teach for up to six years with a possible one-year extension. You must also maintain your good standing with the College during this time by paying your annual membership fee.

The first session of your program must have a practicum of a minimum of 10 days and 12 postsecondary credits or their equivalent. Of these, nine credits must be in education methods and three in education foundations, or six credits in methodology and six in foundations. This leads to a Transitional Certificate of Qualification and Registration.

Note: the minimum practicum requirement applies to teacher education programs that began on or after September 1, 2015.

If you were enrolled in a College-accredited, multi-session program prior to September 1, 2015, please see page 6.

When you have completed the rest of the program, and the College receives confirmation to this effect from your faculty of education, you are eligible for a Certificate of Qualification and Registration, which is your permanent licence to teach in Ontario.

If you do not complete your program within six years, your Transitional Certificate will expire unless you received a one year extension. If your certificate expires, you must complete a teacher education program before you can reapply to the College.

If you hold a teaching certificate from another Canadian province or territory, you will be assessed as a labour mobility applicant under the provisions of the *Ontario College of Teachers Act* and its regulations.

Language proficiency

You must be able to communicate effectively in English or French.

You meet the College’s requirements if:

- you completed your teacher education program in a country on the list provided and the program is acceptable to the College
- you completed your teacher education program in a country not on the list provided but you are certified in another Canadian jurisdiction and at the time of certification you were assessed for language proficiency and met that jurisdiction’s requirements.

You will need to provide proof of language proficiency if:

- you completed your teacher education program in a country not on the list provided
- you completed your teacher education program in a country not on the list provided and you are certified in another Canadian jurisdiction, which did not require proof of language proficiency at the time of your certification.

English

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

French

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

Questions?

Contact Client Services at info@oct.ca, 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

Math Proficiency Test

If you complete your application (including receipt of all required documents and fees by the College) on or after March 31, 2020, you must pass the **Math Proficiency Test** (see oct-oeeo.ca/math_test). This also applies if you started the application before that date.

The [Education Quality and Accountability Office](#) will only send us successful test results (70% or greater in both sections of the test). Applicants who were previously certified in Ontario are not required to write the test.

The following chart provides more information about the math proficiency test requirement that applies specifically to you.

| | Applicant: Ontario Educated Teachers | Applicant: Internationally Educated Teachers | Applicant: Canadian Certified Teachers |
|--|--|---|--|
| You are | - enrolled in, or have completed, a program of professional education in Ontario. | - an individual who completed a program of professional education outside of Canada, which led to certification or authorization to teach in that jurisdiction. | - an Ontario Labour Mobility Applicant who holds a teaching certificate from a Canadian province or territory outside Ontario. |
| Who must pass the test? | - Applicants across all subjects and grades must pass the test. - There are no equivalencies or exemptions. | - Applicants across all subjects and grades must pass the test. - There are no equivalencies or exemptions. | - Ontario Labour Mobility Applicants are not required to write the test. |
| When must I pass the test? | - Before initial certification. | - Within two years of being granted initial certification by the College. This requirement will be listed as a condition on your certificate. - You can also choose to write the test before initial certification. | N/A |
| What happens if I don't pass the math proficiency test? | - Your application will remain incomplete and you will not be certified. - You can re-write it as many times as needed. | - You can re-write it as many times as needed. - You must pass the math proficiency test within two years of initial certification. Otherwise your certificate will expire and you will be ineligible to teach until you pass the test and meet all other applicable certification requirements. | N/A |

A complete application includes the receipt of all required documentation and fees by the College.

Technological competence

You must have an acceptable level of skill and knowledge in the technological area you want to teach.

Work experience

You must have work experience in the area in which you want to teach. **This does not include teaching experience.**

You need a total of five years accumulated in one of two ways:

1. Five years of work experience (1,700 hours represents one year) in business or industry where you used knowledge and skill in the area of technology you chose in your program of teacher education.

OR

2. A combination of postsecondary education and work experience in business or industry where you used knowledge and skill in the area of technology you chose in your program of teacher education. This must include at least two years of work of which at least four months must be continuous employment. Your postsecondary education or apprenticeship program must be acceptable to the College.

You can use up to one year of work experience if your postsecondary program included a required work placement or co-operative work placement and the work experience occurred after you completed at least 50 per cent of your program.

Your work must have been:

- in business or industry
- in a location where work would regularly occur
- monitored, supervised and assessed or evaluated
- formally documented.

The following do not count as work experience:

- observing a skilled tradesperson or observing at a work site
- touring a facility
- attending a trade show
- volunteering, such as with Habitat for Humanity
- supervising, unless you used knowledge and skills directly related to your technology area.

Professional suitability

You must demonstrate that you are of good character to be able to teach in Ontario. To assess your professional suitability, the College requires that you provide:

- a current Canadian criminal record check report
- complete responses to the Applicant Declaration questions in the online application about your suitability for registration.

The Applicant Declaration is part of the online application and provides the College with information necessary to assess your professional suitability. It includes questions about your certification/authorization to teach in other jurisdictions, previous professional disciplinary proceedings or actions and criminal background.

Questions include, but are not limited to:

- has your authorization and/or certification to teach ever been suspended or cancelled in another jurisdiction, including outside of Canada, other than for failure to pay fees?
- have you ever been subject to an investigation or proceeding relating to working with children or students in capacities other than teaching?
- have you ever been disciplined by an employing school district or independent authority or other educational organization?

The complete Applicant Declaration is contained in the online application. You must answer all questions and provide details and explanations where appropriate before the College can process your application.

If you completed a teacher education program in a jurisdiction outside Ontario, you must also provide a teaching certificate and statement of professional standing from that jurisdiction, even if you never taught there to demonstrate professional suitability.

If you are or were authorized or certified to teach in a jurisdiction outside Ontario, you must provide a teaching certificate and statement of professional standing from each applicable jurisdiction.

Educated outside Ontario?

Licensed to teach in another jurisdiction? Check oct.ca → [Becoming a Teacher](#) → [Internationally Educated Teachers](#) → [Country Specific Information](#) for helpful information.

Certification Outcomes

The following chart provides examples of certification outcomes provided that you meet the academic, language proficiency, math proficiency test and professional suitability requirements for certification.

| Teacher Education Program Criteria | Certification without conditions | Certification with conditions (valid for five years with the possibility of a one year extension) |
|--|--|--|
| Your teacher education program must : | <ul style="list-style-type: none"> be academic, not employment-based be completed at the post-secondary level lead to certification or authorization to teach in the jurisdiction where you completed the program | <ul style="list-style-type: none"> be academic, not employment-based be completed at the post-secondary level lead to certification or authorization to teach in the jurisdiction where you completed the program |
| Duration | Four semesters | A minimum of two semesters |
| Practice teaching | 80 days (400 hours) | 20 days (100 hours) |
| Methodology | Two teaching qualifications | One teaching qualification |

Please note that, once certified, the balance of coursework required to satisfy the duration and composition of the four-semester teacher education program will be listed as conditions on your certificate. You are allowed to teach in Ontario’s publicly funded schools while holding a certificate with conditions that result from incomplete registration requirements related to your teacher education program.

Enrolled in an Ontario teacher education program before September 1, 2015?

As of September 1, 2015, Ontario’s teacher education program changed. The four-semester program with an increased practicum of 80 days now includes an enhanced focus in areas such as special education, how to teach using technology, and diversity. As a result of these changes, new teacher education program requirements for certification took effect as of September 1, 2015.

The following chart will provide more information about the requirements and how they apply specifically to you.

This information is only intended to provide you with the guidance in the application process. This chart does not provide a certification decision or a credential evaluation

| Your academic or educational qualifications | Requirements needed |
|---|---|
| <p>I began an Ontario teacher education program before September 1, 2015 and completed the program after September 1, 2015.</p> | <ol style="list-style-type: none"> <li data-bbox="732 831 1471 1031"> <p>1. Concurrent or multi-session programs You will not need to be assessed according to the enhanced program requirements if you were enrolled in a concurrent or multi-session program on August 31, 2015, you finished the program after that date, and you meet all the pre-enhanced program certification requirements before September 1, 2022.</p> <li data-bbox="732 1073 1471 1409"> <p>2. Consecutive programs You will not need to be assessed according to the enhanced program requirements if you meet all the following criteria:</p> <ul style="list-style-type: none"> <li data-bbox="781 1209 1333 1272">• You were admitted in the program on or before August 31, 2014 <li data-bbox="781 1276 1463 1339">• You did not complete the program but were still in it as of August 31, 2015 <li data-bbox="781 1344 1463 1409">• You completed at least half of the program requirements as of August 31, 2015. <p>In order to make use of this provision you must meet the pre-enhanced program certification requirements before September 1, 2022.</p> <li data-bbox="732 1587 1471 1818"> <p>3. All programs If you are enrolled in a program that you were unable to complete before September 1, 2015 due to exceptional circumstances*, you will not need to be assessed according to the enhanced program certification requirements if you meet the pre-enhanced program certification requirements prior to September 1, 2022.</p> |

| Your academic or educational qualifications | Requirements needed |
|---|---|
| <p>I began a multi-session program before May 31, 2011 and have completed the first session and I am applying for a transitional certificate of qualification and registration.</p> | <p>You will not need to be assessed according to the enhanced program requirements. You will be required to complete the program before September 1, 2020.</p> <p>In order to make use of this provision you must be certified before September 1, 2020.</p> |
| <p>I began a multi-session program after May 31, 2011 and before September 1, 2015, and have not yet completed the first session.</p> | <p>You will not need to be assessed according to the enhanced program requirements provided you complete the first session of the program before September 1, 2022.</p> <p>In order to make use of this provision you must be certified before September 1, 2020.</p> |
| <p>*Exceptional Circumstances</p> | |
| <p>If you are or were enrolled in an Ontario teacher education program that you were unable to complete before September 1, 2015 due to exceptional circumstances, you will not need to meet the new enhanced program certification requirements if you meet pre-enhanced program certification requirements prior to September 1, 2022.</p> <p>Examples of exceptional circumstances may involve the following:</p> <ul style="list-style-type: none"> • medical condition • incomplete program requirements • military service <p>If this applies to you, please contact Client Services for a form. You will need to provide a detailed explanation and supporting documentation for our review. We will advise you if more information is required.</p> | |

Documents

When you apply to the College for certification, you will need to provide supporting documents.

Some documents you must submit to the College yourself, such as proof of identity or an original criminal record check.

Keep copies of what you submit as the College does not return documents.

Other documents, like transcripts or verification letters, must come directly from the institution to the College. If you have had your transcripts or documents previously sent to World Education Services (WES) directly from the granting institution, you may request that they forward a copy of these to the College. Please contact WES for more information.

Note: the College will not accept any translations provided by WES, nor any assessment of your credentials made by WES or any other organization.

Any document, whether a birth certificate or transcript, that is not in English or French must be translated according to the College requirements outlined.

The College cannot waive requirements for any documents. The College may ask for more information about a document or for more documents.

Translation requirements for any document not in English or French

You must arrange for a translator acceptable to the College to translate any document not in English or French.

For documents you submit yourself, such as a birth certificate, include the original translation with a copy of the document.

If the College receives an acceptable document from the granting institution that is not in English or French, we will send you a copy.

You must arrange for the translation.

When you send us the original translation, include a copy of the foreign-language document.

All translations must be accompanied by an original statement from the translator indicating:

- the translation is accurate and authentic
- the translator belongs to one of the acceptable categories (see “Acceptable translators”)
- the identification number and/or seal, name, address and telephone number of translator
- printed name and original signature of the translator.

Acceptable translators

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 (email: info@atio.on.ca; website: atio.on.ca).

Please confirm with ATIO that the translator is certified to translate into English or French from the language of the document. Translations completed by ATIO candidates for certification are not acceptable.

We also accept translations from:

- the consulate, high commission or embassy to Canada of the country that issued the documents; this information is available at <https://travel.gc.ca/assistance/embassies-consulates>
- a translator who has received accreditation through a federal, provincial or municipal government in Canada
- COSTI translation services, if no other certified translator is available; COSTI-IIAS Immigrant Services at 416-658-1600, info@costi.org or costi.org
- a translator certified by a professional association of translators in Canada, a list of which is available on the website of the Canadian Translators, Terminologists and Interpreters Council at cttic.org
- a translator certified by The Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ), a list of which is available at ottiaq.org.

Keep copies of what you submit as the College does not return documents.

Questions?

Contact the College: Client Services at info@oct.ca, 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

Documents you must submit

Proof of identity

The College requires proof of your identity, a copy of an official document that shows your:

- first, middle and last names at birth
- date and place of birth.

Submit a copy of one of the following documents. Or submit copies of more than one if needed to show all the information above:

- birth certificate
- passport (must list all names to be accepted)
- Certificate of Indian Status or Indian Status Card
- certificate of baptism if born in Québec or in Newfoundland or Labrador before January 1994
- Permanent Resident Card (front and back)
- Canadian immigration record and visa (front and back)
- Record of Landing (front and back).

These are not acceptable as proof of identity: driver's licence, Ontario health card, Canadian citizenship card.

All documents not in English or French must be translated.

Proof of name change, if applicable

If you married and changed your name, send a copy of your marriage certificate.

If you changed your name legally, send a copy of the change of name certificate or the court order that changed your name.

Withholding a name from the public register

By law, the College must maintain a public register (Find a Teacher at oct.ca) listing members' names (former and current), their qualifications, academic credentials and their status with the College.

However, there are circumstances where a name can be withheld from the register, such as:

- if a member has never taught under a former name: upon request by the member, the Registrar has the authority to delete a former name from the register. **If you have never taught under your former name, please complete and return the Request to Remove Former Name from Public Register form and**

include all supporting documentation with your request. This form is available at oct.ca → [Members](#) → [Members](#) → [E-Services](#).

- exceptional circumstances: in some cases, the Registrar can remove a former name a member has taught under. The circumstances could include risk to personal safety or reasons of personal dignity, such as gender identification or gender expression

If this applies to you, please provide a signed letter detailing the name(s) you would like withheld, the reasons why and your College application number. Additional supporting documentation may be required.

Canadian criminal record check

You must submit an original, signed, Canadian criminal record check report.

The report must not be older than six months from the date the College receives it. The report must include your current and past full names. These will have to match your proof of identity documents.

The report must indicate that a search was done on all of your names (including first, middle, last and any former last name) using the Canadian Police Information Centre (CPIC) database. A vulnerable sector check is not required for registration with the College (but will be accepted).

You can obtain a criminal record check report from a local, regional or national police service.

If you are applying from outside of Canada, you can obtain a criminal record check by contacting the Royal Canadian Mounted Police (RCMP) at rcmp-grc.gc.ca.

Having a positive declaration and/or information obtained from a criminal record check will delay the processing of your application.

Having a criminal record does not mean you are automatically ineligible for certification. If there is something on your criminal record, your application will not proceed until the College receives an explanation from you that explains in detail all the dates, circumstances and outcomes of the events. The College assesses each report individually.

Check the date on your criminal record check. The College must receive it within six months of the issue date.

Secondary school diploma

Send in a copy of your Ontario secondary school diploma (Grade 12) or its equivalent.

If you have a postsecondary degree, please see “Postsecondary Studies Transcript” on page 15.

Proof of work experience

You will need to show that you have accumulated five years of work experience (1,700 hours equals one year), outside of teaching, in your technological field.

Combination of postsecondary education and work experience

If you have accumulated five years of work experience through a combination of postsecondary education and work experience in your trade, your postsecondary transcripts must be forwarded directly to the College by the postsecondary institution. You must also submit proof of your work experience as described below.

Work for an employer or through a union hall

If you worked for an employer or through a union hall, submit a copy of a signed letter on official company or union letterhead. It must be written by a supervisor familiar with your work. It must attest to:

- the length of your employment, indicating start and end dates and whether the work was full-time or part-time
- the nature of your employment (job

description), providing specific statements of the knowledge and skills you used.

If you acquired experience as a manager or supervisor, specific statements of the knowledge and skills used in the position must be in the letter.

The College understands that it can be impossible to obtain such a letter, for instance in cases of bankruptcy or the death or retirement of an owner, or where you have worked in a family business or when you do not want to reveal that you may be leaving your place of employment.

In these exceptional cases, the College may consider the following three items, taken together, as proof:

1. an original sworn statement, signed by a commissioner of oaths, that states the reasons the information is not available

AND

2. an original sworn statement, signed by a commissioner of oaths, that states the length of your employment, with the start and end dates and the nature of your duties (providing specific and comprehensive statements of the knowledge and skills used)

AND

3. copies of T-4 tax forms that support the length and place of employment or an original statement from an accountant that confirms income.

Self-employed

Submit **all** of the following four items if you were self-employed or had a sole proprietorship:

1. an original sworn statement, signed by a commissioner of oaths, that states you were self-employed; the length of employment, with the start and end dates; your duties (providing specific and comprehensive statements of the knowledge and skills used); and that you have not been sued

AND

2. a copy of your business licence or registration or a business bank account that supports the length of employment noted in the sworn statement

AND

3. copies of income tax assessments that show self-employment and support the length of employment noted in the sworn statement, or a statement from an accountant confirming income, or an annual report

AND

4. copies of at least three letters from major suppliers attesting to materials you bought or from clients attesting to the work you did during the period; none may be a family member.

In exceptional circumstances, the College may ask for other evidence.

Proof of technological competence

You must provide a copy of your licence or trade certificate.

If you do not have a licence or trade certificate because your trade is not regulated, provide proof of your work experience acceptable to the College as detailed on page 11.

Teaching certificates from other jurisdictions, if applicable

If you completed a teacher education program outside Ontario and/or were licensed in another jurisdiction, you must submit a copy of your teaching certificate, principal's certificate, or other document that confirms you were authorized to teach. This applies even if you did not teach there.

If you were authorized to teach in more than one jurisdiction, you must provide copies of the authorizations issued by each jurisdiction.

Any certified copy submitted must be a copy of an original document sent directly from a granting institution to the provincial or territorial ministry of education or college of teachers.

The College knows many countries do not issue these certificates. Many applicants can meet this requirement by sending a copy of their teacher education degree or diploma scroll to the College. For more information, see oct.ca → [Becoming a Teacher](#) → [Internationally Educated Teachers](#) → [Country Specific Information](#), or contact Client Services at the College (416-961-8800 or toll-free in Ontario 1-888-534-2222) for more information.

Documents an institution must submit for you

Some documents must be submitted by institutions directly to the College on your behalf, such as transcripts. Please visit oct.ca → [Becoming a Teacher](#) → [Internationally Educated Teachers](#) → [Country Specific Information](#) for more detailed information about your document requirements.

The College cannot accept these documents from you even if they are in a sealed envelope.

If you are certified in another Canadian jurisdiction, and you are unable to provide official documents, the College will accept a certified true copy from your provincial or territorial ministry of education or college of teachers.

Any certified copy submitted must be a copy of an original document sent directly from a granting institution to the provincial or territorial ministry of education or college of teachers.

If the documents are not in English or French, ask the institution to include an English or French covering letter that includes your full name as it appears on your College application and your College application number. When we receive the document, we will send a copy to you once you apply so that you can arrange for translation. See "Translation requirements".

If you have difficulty obtaining a document, you may be able to submit an alternative. Check the College website at oct-oeeo.ca/alt_docs.

Transcripts

If you completed your education in Ontario, you may be able to order transcripts from the Ontario Universities' Application Centre (OUAC) by clicking on the OUAC Transcripts link in your online College application.

Or check with the registrar's office at the institution where you completed your education to find out how to order your transcript.

Transcripts issued to students and submitted to the College in a sealed, unopened envelope are not acceptable and will not be returned.

You may find it useful to review the information the College has gathered about academic documents from the country where you completed your education. For more information, see [oct.ca → Becoming a Teacher → Internationally Educated Teachers → Country Specific Information](#).

If some of your credits came from a different institution, you may have to get a transcript from that institution as well.

In addition to your transcript, the College may ask you for a copy of the degree, diploma or certificate you received.

The College cannot waive the requirement for any document.

Teacher education program transcript – consecutive or concurrent program

Please review the general transcript requirements above, in addition to the information below.

The transcript must:

- have the institution's seal
- show the name of the degree or credential
- show the date it was granted
- be signed by the registrar or equivalent official
- show the length of practicum in hours, days or weeks
- show the hours or credits of study you completed for each course according to each term or year of study
- show the specific subjects for which you completed courses in teaching methods.

The information listed on an academic transcript can vary, depending on the jurisdiction. If your transcript does not contain all of the above information, please arrange for the institution to send a verification letter containing the additional information.

This letter must have the institution's seal and the signature of the registrar or equivalent official.

If your teacher education program was outside Canada or the US, sending a copy of your course descriptions — regardless of jurisdiction — can be helpful.

All documents not in English or French must be translated. See guidelines for translation requirements and accredited translators.

Transcripts and verification letters must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.

Teacher education program transcript – multi-session program

Please review the general transcript information on this page, in addition to the information below.

If you have completed the first session of a multi-session program in Ontario or another Canadian jurisdiction, you must arrange to have your partial teacher education transcript sent to the College. Contact the institution where you completed your first session of a multi-session program and ask them to send a transcript to the College.

The transcript must show you have completed 10 days of supervised practiced teaching and 12 postsecondary credits — or their equivalent – and must:

- have the institution's seal
- show the date the credits were completed and the hours or credits for each course
- be signed by the registrar or equivalent official.

Note: the minimum practicum requirement applies to teacher education programs that began on or after September 1, 2015.

When you have completed the rest of your program, contact the institution where you completed the program and ask them to send a transcript to the College.

The transcript must:

- have the institution's seal
- show the name of the degree or credential
- show the date it was granted
- be signed by the registrar or equivalent official
- show the length of practicum in hours, days or weeks
- show the hours or credits of study you completed for each course according to each term or year of study
- show the specific subjects for which you completed courses in teaching methods.

Postsecondary studies transcript

Please review the general transcript requirements on page 15 in addition to the information below.

Your transcript must:

- have the institution's seal
- show the name of the degree or credential
- show the date it was granted
- be signed by the registrar or equivalent official
- show the hours or credits of study you completed for each course according to each term or year of study.

If this information is not included on your transcript, ask the institution to also send the College a letter with the institution's seal and the signature of the registrar or equivalent official verifying the additional information.

Transcripts and verification letters must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.

Proof of language proficiency, if applicable

If you meet the College language proficiency requirement as described on page 3 (first two bullet points) you do not need to provide additional documents.

If you must provide proof of proficiency in English or French, you may do so in one of these three ways:

1. if you completed your teacher education program entirely in English or entirely in French, ask the head of the institution you attended to send a letter to the College. The letter needs to confirm the language of instruction for the entire program when you attended. If the College's evaluation of your teacher education program finds it unacceptable, you will have to use option 2 or 3 to prove your proficiency in English or French.
2. if you completed both your elementary and postsecondary education or both your secondary and postsecondary education entirely in English, ask each institution to send a letter to the College confirming English as the language of instruction for the entire program when you attended.

OR

if you completed both your elementary and postsecondary education or both your secondary and postsecondary education entirely in French, ask each institution to send a letter to the College confirming French as the language of instruction for the entire program when you attended

- complete one of the acceptable language proficiency tests and ask the testing agency to send your results to the College. The College cannot accept test results older than two years.

If you have special needs because of a disability, please contact the testing agency directly to confirm appropriate arrangements can be made to accommodate you.

Proof of language proficiency must come directly from the institution to the College. The College cannot accept proof from you, even in an unopened, sealed envelope. The College cannot waive the requirement for any document.

Acceptable language tests

The College accepts results only from these tests.

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

On a single test, you must have 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 7 in writing and speaking.

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

On a single test, you must have an overall score of 103 with scores of at least 23 in listening, 24 in reading, 28 in writing and 28 in speaking.

Test pour étudiants et stagiaires au Canada (TESTCan)

You must have a minimum score of 5 in each of writing, reading and listening, and 4.5 in speaking. Contact TESTCan for information on combining scores from separate tests.

For more information on specific tests, costs and locations in Ontario and internationally, contact:

IELTS Test Centre Canada

Conestoga College of Applied Arts and Technology

IELTS Administrator

299 Doon Valley Drive

Kitchener ON N2G 4M4

519-748-3516; Fax: 519-748-3505

ielts@conestogac.on.ca; conestogac.on.ca/ielts

IELTS International

Includes information on testing done 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 1223 553558;

Fax: 1223 553554

international@ucles.org.uk; ielts.org

TOEFL iBT

Includes information on testing done overseas.

PO Box 6151, Princeton, NJ 08541 USA

609-771-7100 Fax: 610-290-8972

TTY: 609-771-7714

toefl@ets.org; toefl.org

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

TESTCan (French)

Official Languages and Bilingualism Institute
University of Ottawa

600 King Edward Avenue, Room 114

Ottawa ON K1N 6N5

613-562-5800, ext. 3461; Fax: 613-562-5126

testcan@uottawa.ca; testcan.uottawa.ca

Questions?

Contact the College: Client Services at info@oct.ca, 416-961-8800 or toll-free in Ontario at 1-888-534-2222.

Mathematics Proficiency Test

Once you have passed the mathematics proficiency test (70% or greater in both sections of the test), the [Education Quality and Accountability Office](#) will report your results to the College. Unsuccessful results will not be reported to us.

Statement of Professional Standing

The College requires a Statement of Professional Standing from each jurisdiction outside Ontario where you have been authorized to teach or to be a principal. This statement provides the College with a reference for your past professional practice and confirms your professional education program led to a licence to teach in the jurisdiction.

The statement must not be older than one year from the date the College receives it. The licensing authority (most likely an education ministry) must send it directly to the College. The statement must verify whether your certificate has ever been suspended, cancelled or revoked.

The College requires a Statement of Professional Standing from the jurisdiction where you completed your teacher education program even if you never taught in that jurisdiction.

Documents that an institution must send on your behalf, like a Statement of Professional Standing, must come directly from the institution to the College. The College cannot accept them from you, even in an unopened, sealed envelope.

All documents not in English or French must be translated. See pages 8 and 9 for translation requirements and accredited translators.

Educated outside Ontario?

Licensed to teach in another jurisdiction? Check [oct.ca](#) → [Becoming a Teacher](#) → [Internationally Educated Teachers](#) → [Country Specific Information](#) for helpful information.

Applying to the College

You may begin and complete the application process even if you reside outside of Canada.

You can begin your application at any time, even if you are about to begin or are currently enrolled in a teacher education program.

You will be required to provide several documents. Some must be submitted on your behalf. To prevent delays, you should request documents, particularly from international institutions, at the beginning of your application process.

The College is unable to assess your application and render a decision until all required documents have been received and deemed acceptable. Any missing or incomplete documents will delay the processing of your application and rendering of a certification decision. **Once you submit your application, it will remain open for two years.**

How to apply

To begin an online application, go to oct.ca → [Becoming a Teacher](#) → [Applying](#) → [Apply Now](#). You must submit a registration fee and your annual membership fee with your application. If you completed a teacher education program outside Ontario and are not certified to teach elsewhere in Canada, you must also pay an evaluation fee.

Approximately 10 to 15 business days after your payment has been processed, we will provide you with a complete list of documents you need to submit or have sent on your behalf to the College by posting on your online Document Status page. This process may take longer at times.

Please allow 10 to 15 business days to update your page after we receive a document. At times it can take longer. When submitting documents to the College, it is important to follow the requirements set out on pages 9 to 17 of this guide to avoid delays. For example, if a transcript is not received directly from the institution it will not be accepted.

Once the College has received all your required documents – including the documents submitted on your behalf – we will make best efforts to advise you within 120 days whether you are eligible for certification. Generally this process takes less time.

You may incur additional costs associated with the College application process, including expenses related to translation, language proficiency tests, math proficiency test, criminal record checks or obtaining transcripts or other documents. You are responsible for payment of these fees.

Methods of payment

You can pay your fees by:

- going through the online application system with your debit or credit card.
- using a web banking/telephone banking system, by adding the Ontario College of Teachers as a payee to your bill payment listing with your financial institution with the seven digit online application number provided in step seven of the online application
- cheque or money order, payable to the Ontario College of Teachers. Please include your registration number with your payment and mail it to:

Ontario College of Teachers
101 Bloor Street West,
Attn: Finance Unit
Toronto ON M5S 0A1.

We do not accept post-dated cheques.

- visiting our service counter on the 14th floor at 101 Bloor Street West in Toronto to pay in person by cheque, credit card, cash or debit. The College is open from 8:30 a.m. to 5:00 p.m., Monday to Friday.

Fees are non-refundable and include applicable HST.

Teaching Technological Education

Teachers of technological education teach the following subjects in Grades 9–10 and Grades 11–12:

Teaching subjects:

| | | |
|---------------------------|----------------------------|-------------------------|
| Communications Technology | Computer Technology | Construction Technology |
| Green Industries | Hairstyling and Aesthetics | Health Care |
| Hospitality and Tourism | Manufacturing Technology | Technological Design |
| Transportation Technology | | |



**Ontario
College of
Teachers**

Setting the
Standard for
Great Teaching

Cette publication est également disponible en français sous le titre de *Exigences à remplir pour enseigner l'éducation technologique en Ontario, y compris le programmes en plusieurs parties.*

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Toll-free in Ontario: 1.888.534.2222
Email: info@oct.ca
oct.ca



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[oct-oeeo.ca/li](https://www.linkedin.com/company/oct-oeeo.ca/li)