



Application for Equivalent Standing

for those who have taught an *Additional Qualification*

**for Schedules C, D, E, F*

The fee must accompany this form.

Please be sure you have **provided** all of the information required. Only **completed** and **signed** forms will be processed.

PERSONAL INFORMATION

COLLEGE REGISTRATION NUMBER		LAST NAME	
FIRST AND MIDDLE NAMES		EMAIL	
ADDRESS LINE 1		ADDRESS LINE 2	
APT.# / UNIT # / P.O. BOX / RR#	CITY	PROVINCE	POSTAL CODE / ZIP CODE
COUNTRY	PRIMARY PHONE	SECONDARY PHONE	

Please note:

- Equivalent standing is only for Ontario Certified Teachers who have taught an accredited or approved program leading to an Additional Qualification (AQ) course at a provider in Ontario or an approved teacher education institution outside of Ontario.
- A request for equivalent standing can only be made for qualifications found in the current schedules of Ontario Regulation 176/10 (the College will not consider any request for qualifications no longer in existence).
- For courses taught outside of Ontario, the program/course must:
 - align with the AQ guideline developed by the College for which equivalent standing is being requested
 - represent a pedagogical course/program. Equivalency cannot be granted based on academic courses.
- The equivalent AQ cannot be used to fulfill a condition.

The following information will help you determine whether you should pursue this request for equivalent standing.

Please complete all areas of this form.

I am seeking an equivalency for _____
(NAME OF AQ)

I confirm that:

I am a member in good standing of the Ontario College of Teachers.

I have arranged for official evidence of having successfully taught the entire course / program **3 times** to be sent directly from _____ to the Ontario College of Teachers.
(NAME OF INSTITUTION)

I have submitted a detailed syllabus for each course that I taught.

I have submitted proof that I hold other qualifications and/or background/experience that would demonstrate the knowledge and skills required for the qualification, including evidence that I created the curriculum and **one or more** of the following related to the AQ I am seeking equivalency for:

- academic and/or professional coursework to prove knowledge
- teaching experience with students
- professional development activities, workshops/conference attendance

I have enclosed a fee of \$49 for this AQ equivalency assessment requested. **I understand that this fee is non-refundable.**

For teaching experience outside of Ontario, I also confirm that the courses/program taught:

contains a concentrated study of teaching methodology appropriate for Ontario curriculum in elementary and/or secondary schools.

aligns with the College's Additional Qualification (AQ) guideline at oct.ca → [Members](#) → [Additional Qualifications](#) → [Schedules and Guidelines](#) and my course(s) matches this guideline.

If you did not check (✓) all of the previous boxes, your experience may not meet the equivalent standing criteria and it is unlikely that your request will be granted.

[Successful Classroom Teaching experience in an elementary or secondary school:](#)

If applying for a Part 2 equivalency:

I have completed at least one year of [successful classroom teaching experience](#) that occurred in the jurisdiction where I was authorized to teach. I have also provided proof verified by the appropriate supervisory officer, if in Ontario, or the appropriate supervisory official if outside Ontario.

If applying for a Part 3 equivalency:

I have completed at least two years of [successful classroom teaching experience](#) that occurred in the jurisdiction where I was authorized to teach (at least one year in this subject area). I have also provided proof verified by the appropriate supervisory officer, if in Ontario, or the appropriate supervisory official if outside Ontario.

Please submit proof of successful teaching experience by completing the Statement of Successful Teaching Experience form found at, [oct.ca](#) → [Members](#) → [Forms](#), and have it signed by an appropriate supervisory officer in Ontario or supervisory official, if outside Ontario.

PAYMENT

Incomplete applications will not be processed. If you require further information, visit [oct.ca](#), email us at info@oct.ca or call Client Services at 416.961.8800 or toll-free in Ontario at 1.888.534.2222.

Please include the appropriate fee.

Please make your cheque or money order payable to Ontario College of Teachers, attach it to this form and mail to:

Membership Services
Ontario College of Teachers
101 Bloor Street West
Toronto ON M5S 0A1

Please be sure you have **provided all** of the information required. Only completed and **signed** forms will be processed.

SIGNATURE

DATE (DD/MM/YY)

Please either enter a digital signature or print, sign and date this form before sending it back to the College.