



Application for Equivalent Standing

for Principal's Qualifications Part 1 and/or Part 2

Section A – Self Assessment

This information is intended to help you determine whether you should pursue this request for equivalent standing. Please complete all areas of this form.

My courses (or course):

- were completed at _____ as part of an approved teacher education program
(NAME OF INSTITUTION)
- were in addition to my initial teacher education program required for certification
- consisted of at least 125 hours
- no more than 35 hours of that instruction used an online or distance education method of interaction
- contained aspects of knowledge, abilities, skills and practice described in the Principal's Qualifications guideline found on our website at www.oct.ca → Members → Additional Qualifications → Schedules and Guidelines → Principal's Qualification Program

If applying for Part 2:

- consisted of a minimum of 60 hours of experiential learning as part of a Leadership Practicum, as described in the PQP guideline found on our website at www.oct.ca → Members → Additional Qualifications → Schedules and Guidelines → Principal's Qualification Program
- OR
- if my program did not include 60 hours of experiential learning as part of a Leadership Practicum, I was employed for at least one year in which I demonstrated successful leadership experience as a qualified principal in a school administering elementary or secondary education. This experience must be attested to by a supervisory official.

I also confirm that:

- I hold an acceptable postsecondary degree.
- I am a member in good standing of the Ontario College of Teachers and hold a Certificate of Qualification and Registration.
- I have qualifications in Intermediate division or Technological Education for Grades 9 and 10 and any two of:
 - the Primary division,
 - the Junior division, and
 - either Senior division or Technological Education for Grades 11 and 12.
- In support of my application for Principal's Qualification, Part 1, I have completed five years of successful teaching experience in a school providing elementary or secondary education, certified by a supervisory official.
- I have a master's degree composed of a minimum of 30 graduate postsecondary credits in addition to those required for initial certification
 - OR
 - 30 graduate postsecondary credits in addition to those required for initial certification
 - OR
 - a doctorate
 - OR
 - two specialist qualifications (that is, three-part Specialist or Specialist Qualification for Teaching Students Who are Deaf or Hard of Hearing or Honour Specialist qualifications). Effective September 30, 2011, qualifications in three subjects from Schedule F is deemed to be equivalent to one specialist or honour specialist qualification for the purposes of admission into Principal's Qualification, Part 1
 - OR
 - one Specialist or Honour Specialist qualification and half of the requirements for a master's degree – a minimum of 15 graduate postsecondary credits. The graduate postsecondary credits must have been in addition to those required for initial certification.

- I have arranged for an official transcript of the course(s) for which equivalent standing is being requested to be sent directly from the institution named above to the Ontario College of Teachers.
- I have submitted a detailed syllabus for each course(s) to be considered for equivalent standing.
- I have enclosed a fee of \$49 for each equivalency assessment requested. This fee is non-refundable.
- I have reviewed the Principal's Qualifications guideline found on the College website at www.oct.ca → Members → Additional Qualifications → Schedules and Guidelines → Principal's Qualification Program and my course(s) match(es) this guideline.
- If you did not check (✓) all of the above boxes, your courses may not meet the equivalent standing criteria and it is unlikely that your request will be granted.

Section B – Personal Information

COLLEGE REGISTRATION NUMBER

EMAIL

LAST NAME

FIRST AND MIDDLE NAMES

ADDRESS

APT. # / UNIT // P.O. BOX / NO. RR#

CITY

PROVINCE/STATE POSTAL CODE/ZIP CODE

COUNTRY

HOME TELEPHONE

BUSINESS TELEPHONE

FAX

Section C – Course(s) to be considered for equivalent standing

NAME OF COURSE(S)

COURSE CODE(S)

DEGREE / PROGRAM

DATE OF COMPLETION

NAME OF INSTITUTION

INSTITUTION ADDRESS

ADDRESS (CONT'D)

NAME OF COURSE(S)

COURSE CODE(S)

DEGREE / PROGRAM

DATE OF COMPLETION

NAME OF INSTITUTION

INSTITUTION ADDRESS

ADDRESS (CONT'D)

Name the qualification(s) for which you are applying for equivalent standing:

- | | |
|--|----------|
| <input type="checkbox"/> Principal's Qualification, Part 1 | Fee \$49 |
| <input type="checkbox"/> Principal's Qualification, Part 2 | Fee \$49 |

Total fee required (non-refundable) \$ _____

Please submit proof of at least five years of successful teaching experience for Principal's Qualification, Part 1 equivalency by completing the Statement of Successful Teaching Experience form found on our website at www.oct.ca → Members → Resources → Forms → Statement of Successful Teaching Experience. Please ensure that it is signed by the appropriate supervisory official.

AND/OR

If you are applying for Principal's Qualification, Part 2 equivalency and have not completed a supervised practicum of at least 60 hours as described in the Principal's Qualification program, please submit proof that you were employed for at least one year in which you demonstrated successful leadership experience as a qualified principal in a school administering elementary or secondary education. This experience must be attested to by a supervisory official. Please use the attached *Statement of Successful Experience as a Qualified Principal* form.

Incomplete applications will not be processed.

If you require further information, visit our website at www.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.

SIGNATURE

DATE

Section D – Payment

If paying by cheque or money order, please make it 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 include \$49 for each AQ equivalency assessment requested. Post-dated cheques are not accepted.

To pay by credit card, please visit the e-Services section of our website at www.oct.ca.