



Notice of Retirement

Complete this form if you have retired and **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, you will no longer be able to access the services available through the Members' Area of the College website or use the Ontario Certified Teacher (OCT) designation.

Please allow up to 30 business days for the College to process your request if you submit this form by mail, fax or in person.

A faster and more convenient option

You can update your status in the public register **immediately** by completing this Notice of Retirement through the [Members' area](#) of our website at oct.ca → [Members](#).

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

I understand that once my status in the public register has been updated to “Retired”, I will no longer be able to:

- access the Members’ area of the College website
- use the Ontario Certified Teacher (OCT) designation
- teach in a publicly funded school.

I understand that to teach in a publicly funded school in the future in Ontario, I will need to pay a Membership reinstatement fee in addition to the annual membership fee available through the College’s [E-Services](#), at [oct →Members→ E-Services](#).

SIGNATURE

DATE (DD/MM/YY) (DO NOT FUTURE-DATE)

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

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 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 email at 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.