

## Request to Update Registry Information

Please allow **30 days** to process your request.

**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 / Fax 416-961-8822

### PERSONAL INFORMATION

COLLEGE REGISTRATION NUMBER

LAST NAME

FIRST AND MIDDLE NAMES

E-MAIL

ADDRESS LINE 1

APT.# / UNIT # / P.O. BOX / RR#

CITY

ADDRESS LINE 2

PROVINCE

COUNTRY

POSTAL CODE / ZIP CODE

HOME TELEPHONE

BUSINESS TELEPHONE

FAX NUMBER

LANGUAGE PREFERENCE (PLEASE SPECIFY)

ENGLISH

FRENCH

### CHANGING PERSONAL INFORMATION

- Home, email address and employer information (can also be updated via the Members' Area at [www.oct.ca/members](http://www.oct.ca/members))

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 visit [www.oct.ca](http://www.oct.ca) → **Becoming a Teacher** → **Requirements** → **Document Translation** for more information)

**I certify that the information provided on this form and on the following pages is true.**

SIGNATURE

DATE

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 / copy of the degree scroll 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

- **If a degree has not been listed on your certificate,** 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.
- **Transcripts issued to students and photocopies are not acceptable.**
- 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.
- 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 **www.oct.ca.**

**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