



# Request For Review By The Registration Appeals Committee

(please refer to the *Guide to the Registration Appeals Process* at [oct-oeeo.ca/xh6h4m](http://oct-oeeo.ca/xh6h4m))

## Timelines to Submit an Appeal

- If you are a **College member** and have terms, conditions and limitations placed on your certificate, there is **no deadline** to appeal the Registrar's decision. However, you must submit an appeal before you are expected to complete the terms and conditions.
- If you are an **applicant** who was denied certification or if the Registrar proposes to impose TCLs on your certificate when you are certified, the appeal form must be submitted within **60 days** of the Registrar's decision. If you are seeking an extension to the 60-day deadline, you must complete Section I and Section II.

A fee of \$99 must accompany this form.

If you are paying by credit card, please visit the e-Services section of our website at [oct.ca](http://oct.ca) to complete this form and make your payment.

## Section I: Personal Information and Reason for Appeal

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COLLEGE APPLICATION / REGISTRATION NUMBER

LAST NAME

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FIRST AND MIDDLE NAMES

EMAIL

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ADDRESS LINE 1

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

CITY

---

ADDRESS LINE 2

PROVINCE

COUNTRY

POSTAL CODE / ZIP CODE

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HOME TELEPHONE

BUSINESS TELEPHONE

FAX NUMBER

## Reason for Appeal

Please check one:

1.  Request to issue a Certificate of Qualification and Registration, OR
2.  Request to remove specified terms, conditions or limitations from a certificate

Please explain why you are requesting a review and what you want the Committee to decide. (Please refer to the *Guide to the Registration Appeals Process* at [oct-oeeo.ca/xh6h4m](http://oct-oeeo.ca/xh6h4m) and use another page if required.)

**If you are providing additional documentation, please list.**

Please note that documents, for example transcripts or verification letters, must come directly from the institution to the College. (Please use another page, if required).

## Presentation to the Committee

The appeal to the Committee is a document review process. However, you may request to make an oral presentation to the Committee in addition to submitting written materials. Requests for an oral presentation will be considered by the Committee on an individual basis. (Please refer to the *Guidelines for Oral Presentations* at [oct-oeeo.ca/an6kyr](http://oct-oeeo.ca/an6kyr)).

In addition to the document review by the Committee, I would like to make an oral presentation (NOTE: A presentation is not required for an appeal):

Yes       No

I would like to request my presentation in:  English       French

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SIGNATURE

DATE (YYYY/MM/DD)

## Section II: Request for an Extension of Time to Submit an Appeal

**Please check one.** (Please refer to the *Guide to the Registration Appeals Process* at [oct-oeeo.ca/xh6h4m](http://oct-oeeo.ca/xh6h4m)):

- I am **within the 60-day deadline** to submit an appeal but am seeking additional time to finalize the *Appeal Request* (Section I)
- I **exceeded the 60-day deadline** to submit an appeal.

You must:

- demonstrate that a reasonable explanation for the delay exists;
- indicate how many extra days you may need to finalize your appeal request;
- provide documentary evidence to support your request for an extension.

(Please use another page if required).

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SIGNATURE

DATE (YYYY/MM/DD)

### Payment

**Please include the \$99 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