

APPLYING TO THE COLLEGE – VIDEO PRESENTATION  
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SLIDE NUMBER	TEXT ON SLIDE	VOICE SCRIPT
1	The Ontario College of Teachers (logo)	The Ontario College of Teachers
2	Information Session - Applying to the College	<p>Applying to the College - An Information Session</p> <p>This presentation is for teachers educated outside of Ontario or Canada, who would like to apply to the Ontario College of Teachers and are unable to attend an information session in person.</p>
3	<p>Information Overview</p> <ul style="list-style-type: none"> <li>• Basic Requirements</li> <li>• Application Tips</li> <li>• Two-Step Registration Process</li> <li>• Evaluating your Application</li> </ul>	<p>In this video, we have divided the content into four sections to make it easier for you to follow along and complete your application with the college.</p> <p>We will go over:</p> <ol style="list-style-type: none"> <li>1) The Basic requirements for Certification</li> <li>2) Application tips</li> <li>3) The Two-step registration process, and</li> <li>4) Evaluating your application</li> </ol>
4	APPLYING FOR MEMBERSHIP	Before we begin, a few notes about the college:
5	<p>The Ontario College of Teachers</p> <ul style="list-style-type: none"> <li>• Licenses, governs and regulates Ontario’s teaching profession</li> </ul>	The Ontario College of Teachers licenses, governs and regulates Ontario’s teaching profession in the public interest.

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	<ul style="list-style-type: none"> <li>• College membership required to teach in Ontario’s publicly funded schools</li> <li>• 239,000 members, largest self-regulatory body for teachers in Canada</li> </ul>	<p>College membership is required if you wish to teach in one of Ontario’s publicly funded elementary and secondary schools.</p> <p>With more than 239,000 members, the College is the largest self-regulatory body for teachers in Canada.</p>
6	<p>REQUIREMENTS FOR CERTIFICATION</p>	<p><b>Section 1:</b> Requirements for Certification</p> <p>There are 4 requirements for Certification.</p>
7	<p>Registering with the College</p> <ol style="list-style-type: none"> <li>1. An acceptable teacher education program</li> <li>2. An acceptable postsecondary degree</li> <li>3. Professional suitability</li> <li>4. Language proficiency</li> </ol>	<p>The first is completing an acceptable teacher education program. This program must be equivalent to four academic semesters and lead to certification in the jurisdiction where the program was completed.</p> <p>The second is completing an acceptable postsecondary degree. For teachers of General Education subjects, you must have completed at least three years of full-time study. For teachers of Technological Education, you must have completed a high school diploma and work experience.</p> <p>The third is Professional suitability.</p> <p>The fourth is Language proficiency.</p>

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8	<p>Registering with the College</p> <ul style="list-style-type: none"> <li>• Primary/Junior</li> <li>• Junior/Intermediate</li> <li>• Intermediate/Senior</li> <li>• Technological Education</li> </ul>	<p>Please note: Your teacher education program must include practice teaching, courses in foundations, and teaching methods related to two consecutive school divisions:</p> <p>Primary/Junior (Kindergarten–Grade 6) Junior/Intermediate (Grades 4–10) Intermediate/Senior (Grades 7–12) Technological Education (Grades 9–10 and 11–12)</p>
9	APPLICATION TIPS	Section 2: Application Tips
10	<p>Registering with the College</p> <p><b>Step 1:</b> Complete documents, submit to College, pay required fees</p> <p><b>Step 2:</b> Arrange for documents to be sent directly to the College</p>	<p>There are two steps in successfully completing your registration with the college.</p> <p>Step 1: you must complete and submit the online application, the required fees and documents to the College.</p> <p>Step 2: you must arrange to have documents sent directly to the College from the granting institutions.</p>
11	Registering with the College (image of a computer screen)	<p>Please Note: Documents that are submitted in a language other than English or French must be translated according to the translation requirements outlined in the registration guide.</p>

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12	<p>Application and fees</p> <ul style="list-style-type: none"> <li>• Applicants not certified in Canada must submit registration fee <u>and</u> credential evaluation fee</li> <li>• Applicants certified in Canada do <u>not</u> pay a credential evaluation fee</li> <li>• Online application must be entered before submitting fees and application</li> <li>• Incomplete applications will not be processed</li> </ul>	<p>Applicants who are not certified in Canada must submit a registration fee <u>and</u> a credential evaluation fee.</p> <p>Applicants who are certified in Canada do <u>not</u> have to pay a credential evaluation fee.</p> <p><b>All</b> information on the online application must be entered before you submit your fees and application.</p> <p>Incomplete applications will not be processed.</p>
13	<p>Application and fees</p> <ul style="list-style-type: none"> <li>• Application number given for contact or to send documents</li> <li>• Documents submitted to the College become property of the College</li> <li>• Make copy for your records before submitting</li> <li>• Some documents may be provided by applicant, others must be submitted by official institutions</li> <li>• Double-check documents the College will accept</li> </ul>	<p>You will be assigned an application number that should be referred to when you contact or send documents to the College.</p> <p>All documents submitted to the College as part of your application become the property of the College and will not be returned.</p> <p>Please make a copy for your records before submitting to us.</p> <p>Some documents (such as proof of identity documents) may be provided by you, while others must be submitted by official institutions (for example, academic records).</p> <p>Double-check to see which documents the College accepts from you.</p>

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14	TWO-STEP REGISTRATION PROCESS	Section 3: The Two-Step Registration Process
15	<p>Step 1: Documents Required</p> <ul style="list-style-type: none"> <li>A) Proof of identity, date and place of birth</li> <li>B) Proof of name change</li> <li>C) Applicant’s declaration</li> <li>D) Criminal record check report</li> <li>E) Photocopy of teaching certificate if completed teacher education outside Ontario</li> <li>F) Photocopy of teaching certificate(s)</li> </ul>	<p>When applying to the college, you must provide the following documents with your online application:</p> <p>Your Proof of identity, date and place of birth, Proof of name change, The Applicant’s declaration, A Criminal record check report, And finally, a photocopy of teaching your certificate if you completed your teacher education outside of Ontario.</p> <p>Let’s explore each document a little more in detail:</p>
16	<p>A) Proof of Identity &amp; Birth Place</p> <p>Submit a photocopy of <u>one</u> of the following documents:</p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• A foreign-language birth certificate with original translation</li> <li>• Canadian passport</li> <li>• Foreign passport</li> <li>• Permanent resident card</li> <li>• Canadian immigration record and visa / record of landing</li> </ul>	<p>For your Proof of Identity, you will need to submit a photocopy of <u>one</u> of the following documents:</p> <p>A Birth certificate, a foreign-language birth certificate with an original translation, a Canadian passport (with all names listed), a Foreign passport, a Permanent resident card, or Canadian immigration record and visa / record of landing.</p>
17	<p>B) Proof of Name Change</p> <p>Submit photocopy of <u>one</u> of the following documents:</p> <ul style="list-style-type: none"> <li>• Marriage certificate</li> <li>• Change of name certificate</li> </ul>	<p>If your name is different from your proof of identity document, you must also submit a photocopy of <u>one</u> of the following documents:</p>

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		A marriage certificate if you changed your name as a result of marriage, or your change of name certificate
18	<p>C) Applicant’s declaration</p> <ul style="list-style-type: none"> <li>• About professional conduct and suitability</li> <li>• If answer “yes”, a detailed explanation is required</li> </ul>	<p>The Applicant’s declaration is about your professional conduct and suitability for the profession.</p> <p>If you answer “yes” to any of the questions in the declaration, a detailed explanation is required.</p> <p>Please Note: In the case of a positive declaration, you <u>must</u> submit a detailed, signed explanation with your criminal record check report in order for your application to move forward.</p>
19	<p>D) Criminal record check</p> <ul style="list-style-type: none"> <li>• Provide <u>original</u> signed Canadian criminal record check</li> <li>• Completed using full name as recorded on application</li> <li>• Not older than six months from application</li> </ul>	<p>Applicants must provide an <u>original</u> signed Canadian criminal record check report with their application package.</p> <p>Ensure your criminal record check report is completed using your full name as recorded on your application, including any former names and name at birth.</p> <p>It must not be older than six months from the date we receive your application.</p>

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20	<p>E) Criminal record check – obtaining a report</p> <ul style="list-style-type: none"> <li>• Must access RCMP’s Canadian Police Information Centre (CPIC) database</li> <li>• Vulnerable sector check is not required to certify applicant</li> <li>• Applicants outside of Canada, obtain criminal record check by contacting RCMP <a href="http://www.rcmp-grc.gc.ca">www.rcmp-grc.gc.ca</a></li> </ul>	<p>The report must access the Royal Canadian Mounted Police’s (RCMP’s) Canadian Police Information Centre (CPIC) database.</p> <p>The vulnerable sector check (for individuals in a trust or authority role over children, seniors or other vulnerable persons) is not required to certify you.</p> <p>If you are applying from outside of Canada, you can obtain a criminal record check by contacting the RCMP.</p> <p>Please Note: The College considers and assesses each positive criminal record check individually. Possession of a criminal record does not necessarily preclude you from certification.</p>
21	<p>F) Photocopy of your teaching certificate(s)</p> <ul style="list-style-type: none"> <li>• A photocopy teaching certificate from any jurisdiction where qualified to teach – even if never actually taught</li> </ul>	<p>A photocopy of your teaching certificate is required from any jurisdiction where you are or have been qualified to teach – even if you have never actually taught in that jurisdiction</p>
22	<p>Step two: Documents required from granting institutions</p> <p>A) Proof of language proficiency B) Academic degree transcripts C) Teacher education transcripts D) Statements of professional standing</p>	<p>Step two: Documents required from granting institutions</p> <p>The College requires that the following documents be sent directly from other institutions:</p> <ul style="list-style-type: none"> <li>• Proof of language proficiency</li> <li>• Academic degree transcripts</li> <li>• Teacher education transcripts</li> <li>• Statements of professional standing</li> </ul>

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23	<p>Documents required from granting institutions (cont.)</p> <ul style="list-style-type: none"> <li>• Documents other than English or French must be translated by an accredited translator</li> <li>• The College will send copies to applicants for translation</li> </ul>	<p>Documents issued in languages other than English or French must be translated by an accredited translator.</p> <p>In this case the College will send copies to applicants for translation.</p>
24	<p>A) Proof of Language proficiency</p> <p>Must satisfy language proficiency requirement in <u>one</u> of four ways:</p> <ol style="list-style-type: none"> <li>1. Completion in primary/postsecondary <u>or</u> secondary/postsecondary education; in English or French</li> <li>2. Completion of teacher education program entirely in English or French</li> <li>3. Meet language proficiency requirements in another Canadian jurisdiction</li> <li>4. Obtained acceptable IELTS, TOEFL or TESTCan language proficiency test results</li> </ol>	<p>You must satisfy the language proficiency requirement in <u>one</u> of four ways:</p> <p>You have completed your primary and postsecondary Education, <u>or</u> your secondary and postsecondary education either in English or French.</p> <p>You have completed your teacher education program entirely in English or French.</p> <p>You have met language proficiency requirements in another Canadian jurisdiction, or</p> <p>You obtained acceptable IELTS, TOEFL or TESTCan language proficiency test results.</p> <p>Please Note: Evidence of meeting the language proficiency requirement must be sent directly to the College by the appropriate institution(s)</p>
25	<p>Appropriate institution can send letter directly to College confirming proof, if:</p>	<p>In order to prove language proficiency, the appropriate institution can send a letter directly to</p>

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	<ul style="list-style-type: none"> <li>• Teacher education program or other academic studies delivered completely in English or French</li> <li>• Certification in Canadian province/territory and met language proficiency requirements</li> <li>• Language proficiency test results</li> </ul>	<p>the College confirming proof of language proficiency, if:</p> <p>Your teacher education program or other academic studies (elementary or secondary and post-secondary school) were delivered completely in English or French, or</p> <p>You have certification in another Canadian province or territory and have met their language proficiency requirements, or</p> <p>If you have language proficiency test results.</p>
26	<p>Language proficiency tests</p> <ul style="list-style-type: none"> <li>• Test results cannot be older than two years from date College receives them</li> <li>• Acceptable tests are IELTS, TOEFL, and TESTCan</li> </ul>	<p>These test results cannot be older than two years from the date the College receives them.</p> <p>The only acceptable tests are:</p> <ul style="list-style-type: none"> <li>• IELTS (academic test)</li> <li>• TOEFL (iBT), and</li> <li>• TESTCan (French)</li> </ul>
27	<p>B) Academic degree transcripts</p> <ul style="list-style-type: none"> <li>• Sent directly from the granting institution to the College</li> <li>• Have institution’s seal</li> <li>• Show name of the degree or credential</li> <li>• Show date granted</li> <li>• Signed by the registrar or equivalent official</li> </ul>	<p>All academic degree transcripts must be sent directly from the granting institution to the College.</p> <p>All transcripts must have the institution’s seal, show the name of the degree or credential, show the date it was granted, and be signed by the registrar or equivalent official</p>

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28	<p>Transcript must include:</p> <ul style="list-style-type: none"> <li>• Hours of study completed</li> <li>• Name of degree or credential granted</li> <li>• Date degree was granted</li> </ul>	<p>Please verify with sending institution that the following is also included with your transcript:</p> <p>The hours of study you completed for each course according to each term or year of study, the name of the degree or credential you were granted, and the date your degree was granted</p>
29	<p>C) Teacher education transcript</p> <p>Teacher education transcript must:</p> <ul style="list-style-type: none"> <li>• Be sent directly from granting institution to the College</li> <li>• Have institution’s seal</li> <li>• Show name of degree or credential</li> <li>• Show credits/hours completed in course</li> <li>• Show date granted</li> <li>• Be signed by the registrar or equivalent official</li> </ul>	<p>All teacher education transcripts must be sent directly from the granting institution to the College.</p> <p>All transcripts must have the institution’s seal, show the name of the degree or credential, show the credits/hours completed in each course, show the date it was granted, and be signed by the registrar or equivalent official</p>
30	<p>If following information not included on transcript, ask institution to send letter verifying:</p> <ul style="list-style-type: none"> <li>• Dates attended in completion of program</li> <li>• Name of credential or degree granted and date granted</li> <li>• Hours of study completed for each course according to term or year of study</li> <li>• Specific subjects with completed coursework (secondary school level only)</li> </ul>	<p>If the following information is not included on your transcript, please ask the institution to also send the College a letter.</p> <p>They will have to verify the following: The dates you attended and completed the program.</p> <p>The name of the credential or degree granted and the date it was granted.</p> <p>The hours of study you completed for each course</p>

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		<p>according to each term or year of study.</p> <p>If your program focused on the secondary school level, the specific subjects for which you completed coursework.</p>
31	<p>If following information not included on transcript, ask institution to send letter verifying:</p> <ul style="list-style-type: none"> <li>• Verification of language of instruction</li> <li>• Subjects of completed courses in teaching methods</li> <li>• Method of delivery of courses</li> <li>• Number of hours, days/weeks, grade levels, and subjects taught in supervised practicum</li> </ul>	<p>If the entire program was in English or French, verification of the language of instruction.</p> <p>The specific subjects for which you completed courses in teaching methods.</p> <p>The method of delivery for all your courses (for example, in-class, distance, or employment-based)</p> <p>The number of hours, days or weeks, grade levels, and subjects you taught in the supervised practicum</p>
32	<p>D) Statements of Professional Standing</p> <p>Must arrange statement of professional standing sent directly from jurisdiction where certified to teach and must:</p> <ul style="list-style-type: none"> <li>• Indicate teaching certificate or license has not been cancelled, suspended or revoked</li> <li>• Not be older than one year from date of received application</li> </ul>	<p>You must also arrange to have a statement of professional standing sent directly from each jurisdiction where you have been certified to teach.</p> <p>It must indicate that your teaching certificate or license has not been cancelled, suspended or revoked.</p> <p>It may not be older than one year from the date we received your application</p>
33	Evaluating Your Application	<b>Section 4: Evaluating Your Application</b>

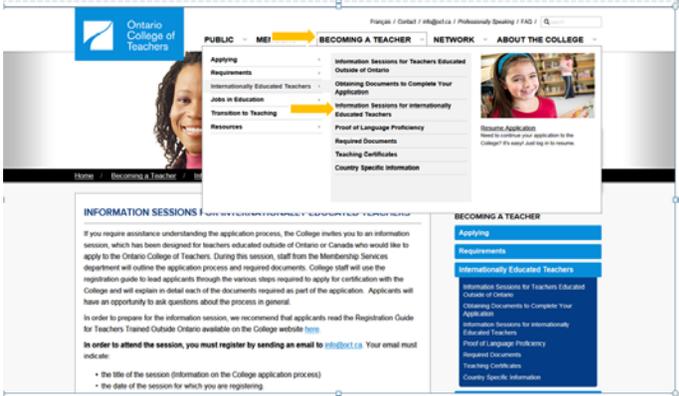
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34	<p>Evaluating your application:</p> <ul style="list-style-type: none"> <li>• Review qualifications for certification</li> <li>• Reply within 120 days</li> <li>• Send outcome in writing with explanations of the result</li> </ul>	<p>Once we have received all required documents, we will review your qualifications to see if they meet Ontario’s academic, professional, and language requirements for certification.</p> <p>We will make our best efforts to make an application decision within 120 days.</p> <p>We will advise you of the outcome in writing with explanations of the result.</p>
35	<p>Certification:</p> <ul style="list-style-type: none"> <li>• Pay annual membership fee</li> <li>• Become member in good standing</li> <li>• Accept employment and teach in Ontario’s publicly funded schools</li> </ul>	<p>If you meet all requirements for certification, you will be asked to pay the annual membership fee.</p> <p>You will become a member in good standing and hold a certificate of Qualification and Registration, which is your licence to teach.</p> <p>You can then accept employment and teach in Ontario’s publicly funded schools!</p>
36	<p>Membership in the College</p> <ul style="list-style-type: none"> <li>• Access private, password-protected account</li> <li>• Print certificate any time</li> <li>• Vote in College elections</li> <li>• Update personal information</li> <li>• Request library resources</li> <li>• Print income tax receipt</li> </ul>	<p>As a member of the College, you will be able to access your private, password-protected account online or via our free mobile app.</p> <p>This will allow you to print a copy of your certificate at any time, allow you to vote in College elections, update your personal information, request library resources, or print your income tax receipt.</p>

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<p>37</p>	<p>Access additional resources at <a href="http://www.oct.ca">www.oct.ca</a>. These include:</p> <ul style="list-style-type: none"> <li>• Applicant eligibility assessment</li> <li>• Online application</li> <li>• Registration requirements and guides</li> <li>• Required documents</li> <li>• Country specific information</li> <li>• College information sessions</li> <li>• Evaluation of your credentials</li> <li>• Education in Ontario</li> <li>• English courses</li> <li>• Frequently Asked Questions</li> </ul>	<p>Here are few more resources to help you with your application.</p> <p>Visit our website at oct.ca and click on the link “Internationally Educated Teachers” under the Becoming a Teacher menu.</p> <p>Here you will find details about education in Ontario, and information about specific country requirements that will help you gather the documents you need to apply.</p> <p>The College can assist applicants in obtaining the documents that must come directly from an institution. If you have not been able to obtain documents for reasons outside your control, you can contact the College and speak to a Client Services representative. We can provide advice or direction about how to obtain documents and work with you to get what is needed.</p> <p>You can also learn about College registration requirements, download registration guides, and access our online application process.</p> <p>You can learn how your credentials are evaluated, and how to attend a College information session. Most of all, you can access the applicant eligibility assessment tool. This tool is designed to help you determine if you are qualified to teach in an Ontario public school.</p>
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38	<p>Attend an information session</p> <ul style="list-style-type: none"> <li>Register online or send an <a href="mailto:info@oct.ca">email to info@oct.ca</a>.</li> </ul> 	<p>If you are able, we encourage you to attend an in-person information session at the College. Register online or send an email to <a href="mailto:info@oct.ca">info@oct.ca</a>.</p>
39	<p>To sum up...</p> <ol style="list-style-type: none"> <li>1. Don't wait – apply now!</li> <li>2. Read Registration Guide</li> <li>3. Get your number</li> <li>4. Submit documents early</li> <li>5. Arrange translations</li> <li>6. Be honest</li> <li>7. Get current criminal record check</li> <li>8. Give all names</li> <li>9. Pay fee</li> <li>10. Keep checking</li> <li>11. Use College resources</li> </ol>	<p>This completes the information session. To sum up,</p> <ol style="list-style-type: none"> <li>1. Don't wait – apply now!</li> <li>2. Read the Registration Guide, available at <a href="http://oct.ca">oct.ca</a></li> <li>3. Get your number</li> <li>4. Submit documents early</li> <li>5. Arrange for translations</li> <li>6. Be honest</li> <li>7. Get a current criminal record check</li> <li>8. Give us all your names</li> <li>9. Pay your fee</li> <li>10. Keep checking</li> <li>11. Make the most of College resources</li> </ol>

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40	Contact us:  Ontario College of Teachers 101 Bloor Street West Toronto ON, M5S 0A1 Hours: 8:30 a.m. – 5:00 p.m. Phone Number: 416-961-8800 Toll Free in Ontario: 1-888-534-2222 Teletypewriter (TTY): 416-961-6331 Fax: 416-961-8822 Email: info@oct.ca	If you need additional help, please call Client Services at 416-961-8800 or toll-free in Ontario at 1-888-534-2222, or e-mail us at info@oct.ca.
41	Good Luck!	Good Luck!
42	Ontario College of Teachers logo	

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