



## Registration Requirements (for reference only)

- Academic
- Professional Program
- Language Proficiency
- Professional Suitability

# Academic Transcript - Document Checklist

## What is it?

Academic records and transcripts provide evidence of the postsecondary studies you have completed.

## Why do we need it?

If you wish to become a technological education teacher in Ontario, you must have five years of work experience in the technological area in which you want to teach, OR a combination of post-secondary education and at least two years of work experience in the technological area totalling five years. At least four months of the work experience must be continuous. If you wish to present evidence of post-secondary education, we will require your academic records and transcripts. The information requested is important to determine if we can accept the document and if you meet the registration requirement.

## CHECKLIST

**The College will only accept your academic transcript if the criteria below are met.**

The report must:

- originate directly from the educational institution
- have the institution seal
- show the name of the credential conferred
- show that a credential was awarded/conferred including the date
- be signed by the registrar or equivalent official
- show the grades for each course completed in the program
- show the hours or credits for each course completed in the program

We also require transcripts for any transfer credits completed.

The College recognizes that not all transcripts contain the required information listed above. Should this be the case, we strongly encourage that you arrange for the institution to send (1) a verification letter containing the required information OR (2) a completed academic transcript available at [oct-oeeo.ca/transcriptform](http://oct-oeeo.ca/transcriptform) to avoid delays in processing your application.

A reminder that the College will not accept the document unless these criteria are met, which may result in further delays in your application.

Without a valid transcript or the information requested, you will not satisfy the registration requirements in Ontario:

- under section 10(a) of Ontario Regulation 176/10 for not providing the information requested, or
- under sections 11 and 13 of Ontario Regulation 176/10 and/or section 18(2)(b) of the Ontario College of Teachers Act for not meeting the academic requirement.