



Registration Requirements (for reference only)

- Academic
- Professional Program
- Language Proficiency
- Professional Suitability

Degree 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 general education teacher in Ontario, you must hold an acceptable postsecondary degree (visit oct-oeeo.ca/techEd if you wish to become a technological education teacher in Ontario). The information requested is important to determine if we accept the document and if you meet the academic registration requirement.

CHECKLIST

The College will only accept your Degree 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 degree or credential conferred
- show that a degree or 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 form available at 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.

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- 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.