



Registration Requirements (for reference only)

- Academic
- Professional Program
- Language Proficiency
- Professional Suitability

Professional Program Transcript - Document Checklist

What is it?

Academic records and transcripts provide evidence of the teacher education program you have completed.

Why do we need it?

To teach in Ontario, the regulation requires that all applicants complete a recognized teacher education program that is four semesters (two years) in duration, including at least 80 days (400 hours) of practicum/practice teaching. The teacher education program must also include methodology coursework that prepares one to teach in two consecutive divisions. The information requested is important to determine if we can accept the document and if you meet the professional program registration requirement.

Please note that after accepting your document, the College may still seek additional information before issuing a registration decision.

CHECKLIST

The College will only accept your professional program transcript if the criteria below are met.

The transcript 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 duration of the program and hours or credits for each course completed in the program

We also require transcripts for any transfer credits completed.

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 professional program requirement.

Please note that to evaluate your teacher education program, we also require the following information:

- the duration of the practicum/practice teaching completed in weeks, days or hours
- the methodology course(s) completed in the program including the specific subject(s) that the program prepared you to teach
- the age/grade range that the program prepared you to teach

If your professional program did not contain a practicum/practice teaching, we will also accept teaching experienced obtained as a certified teacher in order to satisfy the practicum requirement. If this applies to you, you are encouraged to provide evidence of successful teaching experience to avoid delays in processing your application. Please consult oct-oeeo.ca/countryinfo to determine whether your experience would be acceptable.

The College recognizes that not all transcripts contain this information. As a result, we strongly encourage you to have your institution send (1) a verification letter containing this information OR (2) a completed professional program transcript form available at oct-oeeo.ca/proscript to avoid delays in processing your application.