



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

Memorandum

Date: August 5, 2005

To: Deans and Directors, Faculties/Schools of Education
Directors of Education, District School Boards
Supervisory Officers, School Authorities
General Secretaries, Ontario Teachers' Federation and
Affiliates
Registrars, Faculties of Education
Practicum Co-ordinators, Director, School University
Partnership Office
Ministry of Education: Deputy Minister; Assistant Deputy
Minister, French-Language Education and Education
Operations Division; Director, Field Services Branch;
Managers, District Offices)
Executive Directors, CODE/CODELF
Executive Directors, Supervisory Officers' Organizations
Executive Directors, Principals' Organizations
Independent School Associations

From: W. Douglas Wilson, Registrar and Chief Executive Officer

Subject: **Practical Experience in Programs of Professional
Education**

I am enclosing a copy of what currently constitutes practical experience in programs of professional education.

With the filing of Ontario Regulations 188/04 amending Regulation 184/97, Teachers' Qualifications and Regulation 347/02, Accreditation of Teacher Education Programs, the definition of the program of professional education has been revised to explicitly state that its completion leads to a degree. The regulations also make provision for exceptions where a diploma/certificate is granted to candidates who have completed programs which do not require a degree for entry and that prepare teachers of technological studies, teachers of the Deaf, teachers of Native language as a second language and teachers who are of Native ancestry.

In addition to delineating the requirements for accreditation of programs of professional education, Regulation 347/02 also sets out the conditions for accreditation of the practicum.

These changes in legislation have an impact not only on candidates in programs of professional education, but also on faculties of education which deliver the program and on school board personnel who support candidates in their practical experience assignments.

Of particular note is the requirement that candidates participate in settings related to both divisions in which they seek certification and that an experienced teacher – the associate – supervises the candidate and assesses his/her practicum.

I ask that you bring the information to the attention of staff in your organization who has responsibility for its implementation. If you have any questions, please contact Margaret Aubé, Professional Affairs Co-ordinator, at 416-961-8800 or toll-free in Ontario at 1-888-534-2222, ext. 851.

Thank you for your involvement in the College and for your contribution to this important work for the teaching profession in the province.

A handwritten signature in black ink that reads "W. Douglas Wilson". The signature is written in a cursive, flowing style.

W. Douglas Wilson

Encl.

Copy: Chair of Council and Members of Council
College Unit Managers and Department Co-ordinators

WDW/MA-mmc-pad-admin

Practical Experience in Programs of Professional Education

What constitutes “practical experience in schools or in other situations approved by the Ontario College of Teachers for observation and practice teaching” in the program of professional education?

Background:

Legislative References:

Ontario College of Teachers Act, 1996

Subsection 1. (2) of Ontario Regulation 347/02, Accreditation of Teacher Education Programs and recently amended subsection 1. (3) of Ontario Regulation 184/97, Teachers Qualifications, made under the Act, define a program of professional education as an educational program provided in Ontario that prepares persons to teach in elementary or secondary schools in Ontario and that satisfies the following requirements:

1. The program leads to the granting of a degree and includes a concentrated study of,
 - i. the primary and junior divisions, with or without a focus on the teaching of French as a second language,
 - ii. the junior division and one optional course from Schedule A to Ontario Regulation 184/97 that is in the intermediate division and a course related to grades 7 and 8 of the intermediate division,
 - iii. the intermediate and senior divisions including two optional courses from Schedule A to Ontario Regulation 184/97, or
 - iv. technological studies, including a minimum of two optional courses at the basic level from Schedule B to Ontario Regulation 184/97, or one optional course at the
the
basic level from that Schedule and one course at the advanced level.
2. The program includes,
 - i. studies in education including learning and development throughout the primary, junior, intermediate and senior division,
 - ii. teaching methods designed to meet the individual needs of pupils,
 - iii. the Acts and regulations respecting education,

- iv. a review of the curriculum guidelines issued by the Minister related to all the divisions and a study of curriculum development, and
 - v. a minimum of 40 days of practical experience in schools or in other situations approved by the College for observation and practice teaching.
3. Despite subsection 1. (2) of Regulation 347/02, and subsection 1. (3) of Regulation 184/97, a program that satisfies the requirements of paragraph 2 of the named subsection in each regulation but not paragraph 1 of these subsections is a program of professional education for the purposes of these regulations if,
 - (a) the program includes a concentrated study of technological studies described in subparagraph 1 iv and
 - (b) the program prepares persons to be teachers of technological studies,
 4. Despite subsection 1. (2) of Regulation 347/02, and subsection 1. (3) of Regulation 184/97, a program that does not lead to a degree but otherwise satisfies the requirements of the respective subsections 1. (2) or 1. (3) is a program of professional education for the purposes of these regulations if the program prepares persons to be,
 - (a) teachers of a Native language as a second language who are entitled to a certificate under section 23 of Ontario Regulation 184/97,
 - (b) teachers of the deaf who are entitled to a certificate under section 19 of Ontario Regulation 184/97, or
 - (c) teachers who are entitled to a certificate under section 6 of Ontario Regulation 184/97.

The conditions to be met for accreditation of the practicum portion of the program are set out in Part III, subsection 9 (1) 8. and subsection 9 (2) of Regulation 347/02. They are as follows:

1. The practicum must include observation and practice teaching in an instructional setting in schools or other situations that use the Ontario curriculum or in situations approved by the College.
2. The practicum must be completed in accordance with the requirements of Ontario Regulation 184/97.
3. The practicum enables every student to participate in settings related to each division and at least one of the subject areas of the program that are relevant to the student.
4. An experienced teacher supervises the students and assesses their practicum

5. A faculty member is appointed as an advisor for each student.

Education Act

A school is defined in the *Education Act* in subsection 1 (1) as:

- (a) the body of elementary school pupils or secondary school pupils that is organized as a unit for educational purposes under the jurisdiction of the appropriate board, or
- (b) the body of pupils enrolled in any of the elementary or secondary school courses of study in an educational institution operated by the Government of Ontario,

and includes the teachers and other staff members associated with the unit or institution and the lands and premises used in connection with the unit or institution.

Current Practice:

Faculties, Colleges and Schools of Education in Ontario

All Ontario faculties, colleges and schools of education require pre-service candidates to complete a minimum of 40 days of practical experience in a regular classroom or other setting approved by the College. In most cases, the experience is in schools or classes operated by a board; in some cases, the experience may be in a Provincial School in the case of candidates seeking a certificate of qualification (restricted) to teach the deaf, or in a private school or in a school operated by a Native education authority or other setting approved by the College.

Requirements for Out-of-Province, Out-of-Country Applicants

Evaluation Services requires out-of-province/out-of-country applicants to have successfully completed 40 days of supervised practice teaching during their program of professional education in a classroom in schools similar to Ontario's publicly funded elementary or secondary schools. Alternatively, the College may accept evidence of one year of successful teaching experience as a teacher in a publicly funded elementary or secondary school in the jurisdiction in which the candidate was certified but does not accept experience gained as a temporary teacher (not while on a Letter of Permission) and not as an educational assistant. The appropriate supervisory official in the jurisdiction where the applicant taught must confirm the successful teaching experience.

Criteria used to determine what constitutes practical experience in a program of professional education:

To fulfill the requirements of Regulation 347/02 and Regulation 184/97, the College requires that:

- the practical experience:
 - is a minimum of 40 days
 - includes observation and practice teaching

- is completed in an instructional setting in schools or other situations that use the Ontario curriculum or in situations approved by the College
- is completed in English-language schools or classes if the candidate is to be certified to teach in English, or in French-language schools or classes if the candidate is to be certified to teach in French
- takes place in instructional settings which are related to the areas of concentration of the candidate's program of professional education, that is, in primary (K - Grade 3) and junior (Grade 4 - 6) classrooms for a candidate whose areas of concentration are the primary and junior divisions or in intermediate (Grade 7 - 10) and senior division (Grade 11 - 12) subject-specific classrooms for a candidate whose areas of concentration are the intermediate and senior divisions, etc.
- enables candidates to participate in settings related to each division and, where applicable, at least one of the subject areas of the program that are relevant to the candidate's program. Where possible, candidates would be better prepared if they have an opportunity to obtain experience in both subject areas.
- is supervised and assessed by an experienced teacher who is a member of the College in good standing. The College recognizes that the determination of a candidate's success in the practicum is informed by the associate teacher's assessment but that the responsibility for final evaluation rests with faculty staff.
- is successfully completed and so noted on the transcript sent to the College.
- a faculty member is appointed as an advisor for the student.

In addition, the College recommends that the practical experience occur in a restricted subject, identified in subsection 19 (14) of Regulation 298, made under the *Education Act*, only if the candidate's area of concentration in the program of professional education is in such a subject. For example, a candidate's practical experience may take place in a classroom in an English-language school where French is the language of instruction (i.e. in a French Immersion classroom) if the candidate's area of concentration is Intermediate French or Senior French. Further, the College recommends that candidates not be placed in specialized settings such as English as a Second Language or Special Education where students are congregated for instruction since these are not teachable subjects.

For the dean to report to the Registrar that a candidate has successfully completed the program of professional education and that he/she is recommending the candidate for certification, the candidate must have successfully completed the practicum.

Other situations approved by the College:

The Registrar uses the following criteria to determine whether a situation is approved for observation and practice teaching:

- the program is delivered in an instructional setting
- students are organized in a class or classes for program delivery
- the Ontario curriculum for elementary and secondary schools is being used
- the language of instruction is English or French or,
 - in the case of a First Nations elementary school, is a Native language identified in the Native Language curriculum policy document or,
 - in the case of a Provincial School is American Sign Language or Langue des Signes du Québec

These criteria may be met by situations, including but not limited to:

- care and treatment facilities where a board has entered into an agreement for the delivery of educational programs
- a private school which has filed a Notice of Intention to Operate with the Ministry of Education
- settings such as:
 - Royal Ontario Museum
 - Ontario Science Centre
 - Science North
- a school operated by the council of a band or an education authority with responsibility for providing for the educational needs of the members of the band or bands
- a school operated by the Department of Indian and Northern Affairs Canada.

Practical experience completed during years 1 to 3 or 4 of a concurrent program:

Candidates who are enrolled in a concurrent program of professional education may satisfy the practical experience requirement by observing and practice teaching over the course of the concurrent program. To be eligible, the practical experience must be identified as such and must meet the criteria above. In addition, the experience must not be used to also satisfy course or program requirements for the undergraduate degree.

Candidates enrolled in programs of professional education delivered in more than one session:

In accordance with Regulation 347/02 and Regulation 184/97, candidates who are enrolled in multi-session programs that lead to a certificate of qualification (limited) must also meet the practicum requirements as outlined above. In particular, a faculty member must be appointed as an advisor to each candidate and the practical experience must:

- take place after the candidate has completed the first session of the program of professional education
- take place in instructional settings which are related to the areas of concentration of the candidate's program of professional education
- enable the candidate to observe and/or practice teach in settings related to each division and at least one of the subject areas of the program that are relevant to the candidate's program, where a divisional qualification is being sought
- be supervised and assessed by an experienced teacher.

For candidates who have been issued a certificate of qualification (limited) and are employed, 40 days must be designated for practicum purposes over the course of the school year(s) between sessions. The requirement may be met in the classroom for which the candidate is responsible if the teaching is supervised and assessed by an experienced teacher, who may be the principal, and the setting enables the candidate to meet the divisional requirements.

Practical experience beyond the minimum requirement

Many faculties, colleges or schools of education require that candidates complete more than the 40 days of practical experience set out in the regulation. Subject to the design of the practicum as accredited and at the discretion of the faculty, the experience beyond the 40 days may be in settings other than those identified above.

Out-of-province/out-of-country applicants

Where the Registrar has refused to issue a certificate of qualification and registration to an out-of-province/ out-of-country applicant and the applicant is required to complete an Additional Basic Qualification (ABQ) and a related practicum at an Ontario faculty, the practical experience must not precede completion of the in-class component/course requirements of the program of professional education. When reporting to the College, the faculty will need to indicate successful completion of both the ABQ and the related practical experience.